



ARTHUR KIDSTON MEMORIAL CAMP

# COVID-19 Operational Plan

For Overnight Summer Camps

## Contact Information

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## Introduction

### Rationale

Camp Kidston has developed this operational plan to outline how we will continue to manage the safe operation of overnight summer camps. Our goal is to create a safe and healthy environment for staff and campers by making the necessary adjustments to limit the risk of exposure to COVID-19. We recognize the importance of following guidelines to mitigate the risk of COVID-19 exposure, and the following plan describes how we will meet all requirements from the Government of Nova Scotia/Nova Scotia Public Health (from which the Camping Association of Nova Scotia and PEI guidelines were also derived).

### Effective Time Period

Camp Kidston plans to run overnight summer camps beginning on July 3<sup>rd</sup>, 2022 and ending on August 19<sup>th</sup>, 2022.

Guidance from the Province of Nova Scotia and Public Health may change at any time. This operational plan is therefore subject to change at any time.

### Key Resources

- 2022 CANSPEI COVID-19 Health & Safety Recommendations – Overnight Camps
- Health Protection Act Order (Province of Nova Scotia)

### Other Resources

- COVID-19 Workplace Prevention Plan Checklist (Province of Nova Scotia)
- COVID-19 Employer's Guide for COVID-19 and Communicable Diseases (Province of Nova Scotia)
- Risk mitigation tool for child and youth settings operating during the COVID-19 pandemic (Government of Canada)
- Risk mitigation tool for outdoor recreation spaces and activities operating during the COVID-19 pandemic (Government of Canada)

## Guiding Principles

- Encouraging COVID-19 Testing and Vaccination
- Screening measures (pre-camp, drop-off, and daily)
- Low contact drop-off/pick-up

- Protective measures (e.g. strict use of handwashing)
- Cleaning and disinfecting protocols
- Clear communication and reminders to campers and parent/guardians
- Detailed plans for safe facility use and program activities
- Detailed plans for outbreak management

### **COVID-19 Testing and Vaccination**

#### **Testing**

- Campers are encouraged to get an asymptomatic test for COVID-19 prior to arriving at camp. Ideally, tests will be taken 24-48 hours prior to arrival and negative results will be available before arrival.
- Asymptomatic rapid tests for COVID-19 are available on-site for staff. Staff are asked to complete an asymptomatic rapid test twice per week.

#### **Vaccination**

- COVID-19 vaccinations are not mandatory in 2022 but are highly encouraged for eligible staff and campers.

### **Screening Measures**

#### **Pre-Screening**

- Families are required to screen both their camper and anyone dropping their camper off at home, prior to leaving for participation in an overnight camp.
- Staff are required to screen themselves and anyone dropping them off (if applicable), prior to leaving for work at an overnight camp.
- This pre-screening must be completed using the Province of Nova Scotia's COVID-19 Daily Checklist, available at <https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf>
- A reminder email will be sent 24 hours prior to arrival with the COVID-19 Daily Checklist attached.
- It is expected that campers, staff, and family members who are unwell will not come to camp, even if symptoms are mild.
- A flexible refund policy for campers is in place for Summer 2022 to assist in encouraging families to report symptoms by offering full or partial refunds for campers impacted by COVID-19.
- A paid sick leave program is in place for Summer 2022 staff.

#### **Opening Day Screening**

- Screening will be conducted at arrival, including:
  - Completing the COVID-19 Daily Checklist (including COVID-19 symptoms and most recent Public Health guidelines)
- Campers who have symptoms and/or do not meet current Public Health guidelines will be sent home and directed to contact 811 as appropriate. They cannot return until fully recovered and cleared by a negative COVID-19 test.

#### **Daily Screening**

- Campers and staff will be supported to immediately report any symptoms that begin during a session.
- Camp counsellors will monitor their assigned campers for any symptoms that develop during a session.

## Low Contact Drop-off and Pick-Up

### Registration and Camper Arrival

- With the exception of inclement weather, camper drop-off will be set up outdoors.
- Drop-off will take place over an hour-long period to reduce large gatherings on site.
- Drop-off will include the following steps:
  - Camper sign-in and camper screening
  - Medical check-in (drop-off of medications, etc.)
  - Camper drop-off to cabin
- Camper families/guardians will be encouraged to limit the drop-off process to one adult.
- All staff, volunteers, parents/guardians, and campers will be asked to wear masks during periods of high-volume contact, including drop-off.
- The family bathroom in the main lodge will be available for those dropping off a camper. The bathroom will be disinfected immediately afterwards.

### Pick-Up

- With the exception of inclement weather, camper pick-up will be set up outdoors.
- Pick-up will take place over an hour-long period to reduce large gatherings on site.
- Pick-up will include the following steps:
  - All campers & luggage will be ready for pick-up in the main lodge
  - Camper sign-out
  - Medical check-out (pick-up of medications, etc.)
- Camper families/guardians will be encouraged to limit the pick-up process to one adult.
- All staff, volunteers, parents/guardians, and campers will be asked to wear masks during periods of high-volume contact, including pick-up.
- The family bathroom in the main lodge will be available for those picking up campers. The bathroom will be disinfected immediately afterwards.

## General Protective Measures

### Hygiene Practices

- There will be strict enforcement of hand washing and use of sanitizer. Children will be monitored when washing their hands or sanitizing their hands to ensure it is done correctly.
- Staff will remind children to practice good respiratory etiquette, such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
- Staff will remind children not to touch their face, eyes, nose, or mouth.
- Staff will remind children of our “no sharing” policy – including food and personal items.
- Staff and children must practice good hand hygiene. They must wash their hands frequently with soap and water, including:
  - On arrival
  - Between activities
  - When moving from an indoor to outdoor space and vice versa
  - Before and after eating and drinking
  - After using the toilet
  - After blowing nose, coughing, or sneezing
  - After playing with shared toys/using shared equipment
  - Before and after taking medications

In addition, staff are required to wash their hands:

- Before and after handling food
- Before and after cleaning
- Before and after breaks
- Before and after giving medications

### **Mask Wearing**

- All staff, volunteers, parents/guardians, campers, and other visitors will be asked to wear masks during periods of high-volume contact, such as drop-off and pick-up.
- Extra non-medical face masks will be stored in the First Aid room.

## **Cleaning and Disinfecting Measures**

### **Supplies**

- The following supplies will be readily available:
  - Hot/cold potable running water
  - Liquid soap
  - Hand sanitizer
  - Paper towel
  - Toilet paper
  - Cleaning and disinfecting supplies
  - Personal protection equipment (non-medical face masks, face shields, disposable gloves).
- The Administrative Lead (staff member) will be responsible for monitoring these supplies and ensure stock is maintained.

### **Daily Facility Cleaning Requirements**

Cleaning refers to the removal of visible dirt, grime, and impurities. Disinfecting refers to using chemicals to kill germs on surfaces.

- Camp Kidston will use disinfectants approved by Health Canada (as outlined at <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>).
- General cleaning and disinfecting of all facilities will be scheduled each day and assigned to specific staff.
- High-touch common surfaces (doorknobs, banisters, light switches) will be cleaned and disinfected at least once daily and when soiled.
- The kitchen and dining hall tables/chairs will be cleaned and disinfected after each meal/snack.
- Shared program equipment will be cleaned and disinfected at least once daily and when soiled.
- Waste will be disposed of regularly and hands washed after waste removal.

### **End-of-Session Procedures**

- Following camper departure, staff will thoroughly clean and disinfect the facility. In addition to standard cleaning, mattresses will also be cleaned and disinfected.

## **Communication**

### **Health Awareness and Communication**

- Hand washing posters are posted in all bathrooms and by sinks.
- Campers are instructed upon arrival, and reminded throughout each day, of our requirements for hand washing, what to do if symptoms arise, and all other procedures for maintaining the operational plan.

- Families of campers will be provided information about preparing for overnight camp. Email communication will include:
  - Explanation that family actions play a critical role in reducing the risk of infectious disease transmissions in our facility.
  - Explanation of what to expect if a camper shows signs of being unwell while at camp, including the expectation that the camper will be picked up as soon as possible.
  - Explanation of safety precautions that must be followed at camp.
  - Pre-screening information, including the COVID-19 Daily Checklist.

### **General Facility/Program Measures**

#### **Record Keeping**

- Record-keeping of all campers, staff, and visitors on site will be maintained, including:
  - Name
  - Contact information
  - Time of arrival/departure
- This will facilitate contact-tracing in the event of a confirmed COVID-19 case or outbreak.

#### **Visitors**

- With the exception of essential workers (e.g. food delivery), visitors must receive approval from the Executive Director before visiting during a camp session.
- Visitors will be expected to follow all aspects of this operational plan, including screening and handwashing.
- A visitor log will be maintained of anyone entering the facility.

#### **Staff**

- All staff are expected to lead by example and follow all aspects of this operational plan (e.g. demonstrating proper handwashing, etc.).

#### **Program/Activities**

- Activities will take place outdoors as much as possible.
- When indoors, large and well-ventilated spaces will be used as much as possible.
- Shared program equipment will be disinfected at least once daily (e.g., paddles, sports equipment, etc.) and when visibly soiled.
- Campers will be reminded to wash/sanitize their hands before and after each activity.

#### **Sleeping & Accommodation (Cabins)**

- When safe to do so, windows will be opened to increase air flow within sleeping buildings.
- Entry into a cabin is limited to cabin members and their assigned camp counsellors, unless otherwise required for critical circumstances (e.g., First Aid).
- Staff will disinfect high-touch surfaces in the cabin at least once daily, including doorknobs and light switches.

#### **Bathrooms**

- Staff will clean and disinfect washrooms at least once daily, including high-touch surfaces.

### **Mealtimes/Food Safety**

- Food services will adhere to all provincial Food Safety legislation and Camp Kidston's Health and Safety policy 3.5 (Kitchen Safety).
- Only kitchen staff will be permitted to enter the kitchen.
- Sharing of food between campers or staff is not permitted.
- All open food that leaves the kitchen will be disposed of if not consumed. Closed food items (e.g. ketchup in bottles, salt shakers) will be disinfected after use.

### **Laundry**

- Laundry will be washed in the warmest water possible, dried completely at the highest temperature possible, and folded and returned to proper storage places.

### **Managing Symptoms of COVID-19**

- Campers and staff who develop symptoms consistent with possible COVID-19 infection will not remain at camp, even if symptoms are mild.
- Campers and staff will be supported to report symptoms immediately. Campers will be actively observed by staff for symptoms.
- A separate space is designated for symptomatic individuals to isolate while awaiting pick up.
- If a camper or staff develops symptoms consistent with possible COVID-19 infection, they will immediately be directed to wash their hands, don a mask if tolerated, avoid contact with others, and be isolated until they can be picked up.
- If a camper or staff needs to be transported off-site for urgent/emergency care, 911 will be called and EHS will be alerted that the individual has symptoms consistent with COVID-19 prior to their arrival.
- Staff supervising a camper with symptoms while awaiting pick up will wear a mask and a face shield. They will perform frequent hand hygiene.
- Additional environmental cleaning will be completed if a camper or staff develops symptoms, with a focus on high-touch areas and any areas where the individual spent time.

### **Outbreak Management**

#### **Outbreak Management Plan**

- If a case of COVID-19 is confirmed to be connected to an overnight camp, Public Health will provide additional guidance including ensuring that appropriate supports are in place to coordinate the response.
- Public Health is responsible for case management and contact follow-up of all COVID-19 cases, and for determining the need for individual or public notifications.
- Public Health actions and directions may include, but are not limited to:
  - Contact tracing
  - Requesting camp records
  - Testing of staff and campers that may have been exposed to a positive case
  - Enhancing environmental cleaning
  - Assessing need for camp closure
- Camp Kidston's Board of Directors and Staff will work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended an overnight camp.
- Should a session be cancelled due to COVID-19 (restrictions, an outbreak, or another COVID-19-related scenario), full refunds will be offered to all registered campers.