



Camp Spirit COVID- 19 Health & Safety Guidelines

1. Guidance:

This document provides specific interim guidance to our staff in how Camp Spirit Day Camps will implement the COVID-19 guidelines in accordance with the guidelines set by the BC Camps Association. Staff will be trained and lead camp in accordance with these guidelines to help prevent transmission of COVID-19 and maintain safe and healthy environments for children, staff and volunteers during the pandemic.

Camp Spirit 2020 will adhere to the *BCCA Covid-19 Health & Safety Guidelines – Day Camps* for the our Day Camps:

[http://bccamping.org/resources/Documents/BCCA%20Covid19%20Day%20Camp%20Guideline%20\(2\).pdf](http://bccamping.org/resources/Documents/BCCA%20Covid19%20Day%20Camp%20Guideline%20(2).pdf)

2. Use of these Guidelines:

A printed copy of both *BCCA Covid-19 Health & Safety Guidelines – Day Camps* and *Camp Spirit Covid- 19 Health & Safety Guidelines* must be on-site for all summer 2020 Camp Spirit Day camp operations.

3. Moving Target:

The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. The Executive Director will inform participating families and the Program Directors and of any changes to the requirements and recommendations of day camps set out by the BCCDC and PHO. The Program Directors will then inform the Camp Spirit coordinators, Youth Crew and Volunteers of these updates.

4. Infection Prevention and Exposure Control Measures

Camp Spirit will implement a combination of measurements at each level of *The Hierarchy of Infection Prevention and Exposure Control Measures for Communicable Disease* (eg. please see p. 6 of the BCCA Guidelines) The remainder of this document will outline how Camp Spirit will address and implement each area of the hierarchy at our day camp in order to reduce the risk of infection and exposure in a day camp setting.

4.1 Public Health Measures:

4.1.1 Restricted gathering size:

- Although the current recommendations allow for Day Camps to have more than 50 people gathered, Camp Spirit has chosen to

keep our camps under 40 people. This includes, staff, campers, and volunteers.

4.1.2. Finding, Tracing, and managing outbreaks

- The role of finding, tracing and managing outbreaks are the responsibility of public health staff, not camp staff
- To assist in contact tracing should the need arise, Camp spirit Staff coordinators will take daily attendance of their campers and youth crew. Camp Spirit Program Directors will maintain daily attendance records of all staff, volunteers and campers who participate in each week of camp
- Program Directors will keep concise daily records of all people (e.g. parents/caregivers) who enter the designated camp spaces and incidents that happen at camp to help aid public health staff accomplish their job.
- The following are examples of incidents that should be recorded by staff and Program Directors: A child, staff or volunteer shows symptoms of illness at camp, first aid emergencies that required contact between 2 or more individuals, incidences where contact between 2 or more people was not avoided, occasions when COVID-19 guidelines were not followed etc.
- Refer to section 4.3.9 for specific daily record keeping list

4.1.3 Requiring Self-Isolation and Quarantine:

- Parents/Guardians are required when registering their child to consent to not sending their child to camp if they have any cold/flu symptoms or symptoms of COVID-19 and to consult a doctor and be tested for COVID-19
- Parents are encouraged when registering to not sending their child to camp if they cannot follow the COVID-19 guidelines (Please refer to Appendix A.)
- Staff, Youth Crew and Volunteers will also be required to stay home if they have any cold/flu symptoms and COVID-19 symptoms.
- Self-Isolation is advised for any Staff, Youth Crew, volunteers and campers who are considered to be in close contact with confirmed cases of COVID-19.

4.2 Environmental Measures:

Camp Spirit has made several adaptations and changes to their camp structure and operations to reduce the risk of exposure.

4.2.1 Cleaning & Disinfecting:

- The only indoor space Camp Spirit will only be using will be our host church sites washrooms and certain spaces for storage. Staff will be

trained and required to disinfect bathrooms and high contact areas (e.g. shared equipment, door knobs, light switches, table tops) a minimum of twice a day. Staff will clean the bathrooms and high contact areas at minimum after lunch and at the end of each camp day (after children leave)

- If there are other user groups using the same bathrooms and high contact area's as Camp Spirit in the evenings at the Church sites, Program Directors will ensure, that those areas are disinfected if used in the morning prior to camp starting.
- Staff will need to dispose of garbage at the end of each day.
- Staff will use commonly used disinfectants and to follow the label instructions for proper use (e.g. length of time disinfectant needs to remain wet on the surface for specified amount of time).
- Staff will be given all the necessary supplies for cleaning including disposable gloves and paper towel.
- Staff will follow proper hand hygiene before and after cleaning and use of gloves.
- Increased attention to hygiene (e.g. handwashing) will be given before and after using equipment or surfaces that cannot be easily disinfected (e.g. when at the playground, craft supplies, frisbee, bubble wands etc).
- Campers will each receive a basic camper kit that they will use all week to prevent sharing of supplies. Any supplies that will be reused for the next week of camp will be disinfected by staff.
- Staff will be trained at the staff training week in proper hand hygiene and cleaning.
- Staff will provide regular access to hand sanitizer and hand washing stations to campers and themselves throughout the day with particular emphasis on certain parts of the day (e.g. When campers arrive, before snack time, after using the washrooms, before lunch, before and after using playground/shared equipment public bathrooms at parks, if a child coughs or sneezes into hands, and when leaving camp for the day etc)

4.2.2 Outdoor Spaces and Ventilation:

- Besides our Virtual Camp, all Camp Spirit camps will be outside day camps, with the exception of using bathrooms and storage space.
- We will use tents outdoors which staff will disinfect the tent poles twice a day.
- Playgrounds are considered safe for Camp Spirit to use if appropriate hygiene practices (e.g. handwashing) are followed

4.2.3 Physical Markers and Barriers:

- Staff will use pylons, marker cones, plastic sitting mats, chalk and/or tape to give guidance to campers in settings where they must wait their turns and to encourage physical distancing (e.g. parent/caregiver drop off locations, bathrooms, hand sanitizing stations, playground equipment, etc)

or where previously allowed to gather as a large group (e.g. smaller camper groups and large camp opening worship/music gatherings)

- Program Directors will post BCCDC signage of COVID-19 guidelines at drop off locations at each site as reminders for staff, youth crew, volunteers and parents/caregivers dropping their children off each day of camp.
- BCCDC Handwashing posters will be posted in bathrooms and staff will supervise and support proper handwashing methods to campers.

4.3 Administrative Measures:

4.3.1 Physical Distancing & Minimizing Physical Contact

- Besides our Virtual Camp all our camps will be outdoor camps this year with access to an indoor washroom.
- Camp Spirit camps will break campers into camper groups of (6) or less, plus 1 staff coordinator and up to 2 Youth Crew will be assigned to a specific camper group all week as much as is practicable and feasible.
- The Camper groups will change once a week, a total of 5 days.
- To minimize contact and spread of infection we will not be offering before or after camp care
- For each Camp Spirit camp there will have up to 4 camper groups which is a total of 24 campers, up to 10 staff, 4 Youth Crew and one volunteer
- The number of staff, youth crew and volunteers interacting with each group of children should be minimized; staff should be dedicated to a single group and not move between groups if possible. If “floater staff” or different staff need to rotate between groups, they should be sure to sanitize their hands prior to entering the groups space and staff should wear a face covering (e.g. mask)
- Camper groups space will be set up outside to allow for 2 metres of physical distance between people.
- In accordance with COVID-19 Public Health Guidance for Child Care settings <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>, adolescent children should physically distance themselves where possible. For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead (e.g. no high fives, handshakes, hugs etc)
- non-essential visitors and volunteers proximity to camper groups will be restricted. (e.g. Site Coordinators, parents and “floater staff”)

4.3.2 Pick up and Drop off

- Camp Spirit will have their drop off and pick up locations outside at two designated locations to help spread out and allow for proper physical distancing. If the camp is 12 or less campers, one drop off location is adequate.

- There will be cone markers or tape markers 2 metres apart set up to allow for families to safely drop off/ pick up their child and sign in or sign out their child, to help maintain physical distancing.
- Staff will ask parents/caregivers daily to confirm that their child does not have cold/flu symptoms or COVID-19 symptoms.
- Parents will be asked to sanitize their hands before using the sign in or sign out sheet. They will also be encouraged to use their own pens.
- Parents will be asked to not go beyond the drop off/pick up location as feasible

4.3.3 Program & Activities

- Camp Spirit coordinators and Program Directors will choose and modify activities that allow for physical distancing. No contact sports will be scheduled
- Shared equipment will be disinfected before and after it is used (e.g. bubble wands, frisbees etc)
- For equipment or surfaces that cannot be easily disinfected (e.g. playground equipment, yarn, craft supplies etc) increased handwashing will be required
- All activities will be outside
- Craft supplies will be distributed by their group staff leader or youth crew leader to camper groups versus craft stations being set up for the whole camp.
- When Camper groups go to the playground, staff will take hand sanitizer with them and guide campers to use it before and after playing on equipment and after using public bathrooms.
- Campers will be asked to stay in their camper groups during free time
- **Swimming pools and wading pools:**
 - The 2 meter distance policy remains in effect in the water
 - Program Directors are to contact the owners/operators of the pool the to prepare a plan for their day camp group
 - Staff coordinators will have shared responsibility to maintain the facilities physical distancing measures
 - Campers should not share towels, goggles, water bottles etc
 - Plan for adequate time for use of change rooms to accommodate the facilities “bather load” and change room occupancy numbers.
 - Camp coordinators should organize activities in the pool to encourage physical distancing versus free swimming.
 - Camp Spirit will follow the recommendations set by:
https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_8878903_Guidelines_for_Reopening_BC's_Pools_and_Waterfronts_-_May_19,_2020.pdf
- **Waterparks:**
 - Waterparks present a high risk of COVID-19 contamination.
 - Waterparks should only be operated and used if there is no ongoing community spread of COVID-19 in the region/community camp is being offered in accordance with provincial/territorial health authority recommendations.

- Campers will be asked to practice hand hygiene upon entry and exiting of the water park area.

4.3.4 Staff Training

- In addition to our 2 weeks of staff training, staff will receive training on all COVID-19 related policies and procedures

4.3.5 Campers and Parent or Guardian Education

- When registering for Camp Spirit camps, to ensure Campers and their parents/guardians are educated on all COVID-19 related policies and procedures relevant to them, parents will be asked to read, initial and consent to our *Camp Spirit COVID-19 Safety acknowledgment*. (Please see Appendix A)
- Camp Spirit will also have this document and our *Camp Spirit COVID-19 Safety acknowledgment* on our Camp Spirit Website (please see Appendix A).
- Program Directors will ensure all signage and COVID-19 drop off and pick up procedures are clearly articulated upon arrival.
- Staff will creatively attempt to make COVID-19 camper education as fun, engaging and supportive as possible (e.g. skits, handwashing rhymes, etc)
- Continual reminders for younger campers will be necessary so emphasis should be on developmentally appropriate, playful and supportive ways to communicate all procedures. (e.g. each group could come up with a fun word they use all week to playfully remind others to be physically distant)

4.3.6. Food Service

- Camp Spirit will provide all snacks and lunches to all campers and staff.
- This year Camp Spirit will contract professional catering businesses or restaurants that adhere to WorkSafeBC protocols and will prepare and deliver individual lunches.
- The snacks provided to campers and staff will be packaged and store bought or provided from a professional catering businesses or restaurants.
- Fruit provided will just be washed and served whole and not shared
- Campers will eat in their camper groups

4.3.7 First Aid

- The Staff FA attending to a camper in need and the camper, should both wear masks while care is being provided
- Use approved procedure mask, gloves and eye protection for all first aid applications
- If CPR is required, use a pocket mask with a viral filter, or a bag-valve-mask with and HME filter to protect the first aider from possible infection
- More information and recommendations for WorkSafeBC BC OFAA protocols are available <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

4.3.8 Transportation

- Group transportation is not recommended and should be for unavoidable transport only, not recreational travel
- Day trips will be planned out so families can drop off and pick up from the day trip location.
- When Camp Spirit needs to use group travel we will contract private bus companies. Camp Spirit Administrator will ensure the bus companies will properly sanitize the busses prior to our use according to COVID-19 guidelines and physical distancing measures are in place.
- When possible campers will have their own seat and be separated by 2 metres (unless they are from the same household).

4.3.9 Record Keeping

- Program Directors will ensure daily records for contact tracing purposes (kept in a binder or on secured computer file):
 - Child Name
 - Drop-off & pick up time
 - Adult completing both drop off and pick up
 - Adult emergency contact information
 - All staff that interact with each camper group
 - All logs must be maintained for a minimum of four weeks after the completion of camp
- Program Directors will keep record of campers or staff unable to attend due to being symptomatic
- Program Directors will keep records of any incidents involving campers or staff becoming symptomatic at camp. After the last week of camp, Program Directors will provide the Executive Director with the records to store for four weeks post camp.
- Keep records of any incidents involving campers or staff becoming symptomatic at camp
- Keep records of schedules and where each camper was during the day.
- At each site there will be a predetermined designated and isolated “sick bay” area for children that become ill at camp.
- If a camper develops cold or flu symptoms (e.g. unrelated to pre-existing conditions such as asthma), such as a new cough, fever, shortness of breath, or other symptoms of COVID-19 during the camp day/class session, isolate them away from others immediately, call their parents/guardians or emergency contact and send the camper home as soon as possible.
 - While the camper is waiting to be picked up, a staff member will stay with the child in the designated isolated “sick bay” area. The staff and camper remain as far away as safely as possible from the child (preferably 6 feet away) while still remaining with the child
 - The camper affected should isolate at home and be tested for COVID-19. If negative, the individual can return to camp once symptoms subside. If the camper test positive, the individual must isolate at home until directed otherwise by public health (minimum 10 days).

- If a staff or camper develops symptoms, they must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Staff members who develop cold or flu symptoms during a camp day will also be required to go home; Camp Spirit will pay staff for any sick days required so staff are not discouraged to report to work while sick
- If anyone who has entered the camp facility is diagnosed with COVID-19, Program Directors will report to and consult with the local public health authority for advice: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/bc-medical-health-officers.pdf>

4.4 Personal Measures

Personal Measures can be taken by the individual for the safety of themselves and others they interact with

4.4.1 Daily Camper and Staff Screening and Staying Home

- All parents, caregivers, children and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified by Public Health as a close contact of a confirmed case must stay home and self-isolate.
- Anyone with cold/flu or COVID-19 symptoms or other illness must stay home
- Parents/guardians must check their children each day for symptoms. Staff should ask parents/guardians to confirm this at drop off.
- Staff must check themselves each day for symptoms and stay home if they are unwell.
- Camp Staff:
 - Must clearly communicate with parents and caregivers to assess their children daily for symptoms before sending them to camp.
 - Must follow procedures for children and staff who become sick while at the facility.
 - Should conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.

4.4.2 Hand Hygiene

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Include regular hand washing times in daily schedules.

- Ensure the camps are well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- Children regularly forget about proper hand washing. Staff and campers should practice often and staff should model washing hands properly in a fun and relaxed way.
- Staff should assist young campers with hand hygiene as needed.

4.4.3 Respiratory Etiquette

- Cough and sneeze into your elbow. Camp Coordinators will teach this to both campers and staff.
- Remind campers and staff to avoid touching their face.
- It is not recommended that campers wear cloth or homemade masks.

4.4.4. Personal Protective Equipment (PPE)

PPE is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures.

- Personal protective equipment, such as masks and gloves are not required in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Camp Spirit Staff will have fanny packs with hand sanitizer, masks and gloves to use if needing to administer first aid or if physical distancing is not possible.
- This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed
- Wear chemical resistant disposable gloves when cleaning. Wash your hands before and after using gloves.

Appendix A



Camp Spirit COVID19 Safety Acknowledgement

At Camp Spirit we understand and value how children have different needs of care and support. Camp Spirit has a history of striving to honor and value each child's unique needs. We are all living through a traumatic event. At camp we will be making a concerted effort to create a calm, non anxious place for both staff and campers. Where we are able, we will support children in the COVID-19 Safety Procedures in a playful and positive way.

As part of this effort we ask that you please consider each of the questions below regarding your child's ability to successfully participate in camp this summer. Please sign next to each question to show your consideration and agreement.

This summer our staff will be unable to offer any acts of support such as holding hands, hugs or high fives. Do you think your child will be able to successfully participate in camp without physical support and affirmation?

_____ Will they be able to maintain a physical boundary between staff and other campers?
Parent/Guardian Initials

_____ Will they be comfortable with new ways of showing affirmation and care (physical appropriate)?
Parent/Guardian Initials

This year camp will be taking place outside. Due to limited leaders and social distancing protocol we need you to discern if you child will be able to successfully follow their leader's direction to ensure their safety, the safety of other campers and the safety of staff. We are not asking for your child(ren) to be perfect, we are asking if, with gentle reminders and encouragement, they are able to do the following.

_____ My child is able to follow the directions from others.
Parent/Guardian Initials

_____ My child will stay with the group.
Parent/Guardian Initials

_____ My child can manage their toileting needs.
Parent/Guardian Initials

_____ My child will cooperate with the need for more intentional hand washing.
Parent/Guardian Initials

We have a zero tolerance policy for accommodating any campers showing symptoms classified by the BC CDC. Symptoms include: fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.

_____ If my child or other household members begin to show symptoms or have showed symptoms in the ten days before camp we will not attend camp.

Parent/Guardian Initials

_____ I understand that if my child begins to show symptoms they will be separated from the staff and other campers.

Parent/Guardian Initials

_____ If my child begins to feel unwell at camp I will be available to pick them up immediately.

Parent/Guardian Initials

_____ If I am unable to pick my child up their emergency contact will be able to pick them up.

Parent/Guardian Initials

_____ If we travel outside of Canada and return less than 14 days prior to camp we will not attend.

Parent/Guardian Initials



Camp Spirit COVID-19 Supply Check-list

- Print copies of *BCCA Covid-19 Health & Safety Guidelines – Day Camps and Camp Spirit Covid- 19 Health & Safety Guidelines* must be on-site

Daily Check lists and record keeping (to be kept in a binder for up to 4 weeks after each camp):

- Attendance sheets of staff and youth crew
- Attendance sheets for campers- must include child's full name
- Attendance sheet for parents/caregivers who pick up and drop off their child, and sign in and sign out sheet for campers that includes the drop off and pick up time
- Attendance sheet for volunteers or caregivers on sight
- COVID-19 incident reports (including if staff or Campers become symptomatic at camp)
- Adult emergency contact information on site
- Record of campers and staff who become ill with any cold and Flu or COVID-19 symptoms
- Daily record of schedules where each camp took place during the day

Cleaning & Disinfecting supplies:

- COVID-19 approved disinfectant
- Paper towel
- Chemically resistant gloves (for cleaning)
- Disinfectant wipes
- Hand Soap
- Hand sanitizer for parents (for pick up and
- Hand sanitizer for campers
- Garbage bags
- Pens (easy to sanitize)

Physical Distancing tools:

- Masking tape or Duct tape
- Chalk
- Marker cones
- Plastic sitting mats (for campers)
- 2 tables (for signing in and signing out of campers)
- Pocket masks for week of Shiloh Fifth Ave camp using the bus

Signage:

- COVID-19 BBDC signage
 - Physical distancing sign (x2)
 - Symptom checker/reminder sign (x2)
 - Hand washing instructions (x2)

First Aid:

- Eye protection (x1)
- Pocket Masks with viral filter (x2)
- Pocket masks for every staff
- Pocket masks for children (if they need first aid) (x10)
- Hand sanitizer for every staff
- Disposable gloves for every staff
- Designated "Sick Bay" Isolated are.