Camp Rotary COVID-19 Operation Plan - 2022

Subject to change at the decision of the ESNB Board of Directors

# Prior to Camp

* All campers are required to be fully vaccinated, or provide proof of medical exemption
  + It is encouraged that campers complete a rapid test before coming to site
* All staff are required to be fully vaccinated
  + All staff will complete rapid tests before each session

Emails will be sent to camper families as a reminder to test their camper before their session

# Upon Arrival

If ANYONE in the vehicle has a fever, or symptoms, Camp Rotary reserves the right to deny access to ALL in the vehicle to camp. This includes but is not limited to any camper(s) present.

If a camper is brought to camp and have experienced any signs/symptoms (*fever of signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, OR new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell*) in the past 14 days, the camper will be sent home and no refund will be given.

* Campers, as well as anyone else accompanying them, will remain in their vehicle. Staff will request consent to check temperatures and ask screening questions. If consent is not given, those individuals may be asked to remain in their vehicle.
* Two staff will perform the pre-screening in the Camp Rotary parking lot. Both will have contactless temperature gauges. Both will have camper lists and screening questions.
* Masks are to be worn at drop-off by all those entering camp. Those who fail to comply will be asked to remain in their vehicle, if the camper can be signed in by someone else. Camp will have a small stock of masks for individuals dropping off campers.
* It should be encouraged that only one identified adult per family/camper be responsible for the drop-off and pick-up of the campers at the camp.
* Any non-campers are limited to entering their camper’s assigned cabin, the registration area, and the washroom. They will not be permitted in any other areas, including but not limited to any other cabins, the main house, dining hall, and playground.
* On Day 6, a member of the Resource team will be assigned to call those doing pick-ups and remind them that they must be wearing a mask to pick up their camper(s).

Registration will be set up with social distancing in mind:

* No more seating area: families will line up with a distance of 6ft marked on the floor.
* Camp staff will be spaced out accordingly.
* Tuck Shop money will be accepted
* Hand sanitizing stations can be found in multiple parts of the registration area.

# Day to Day

When applicable, all campers and staff can, and will have their temperature checked. If there are any complaints of feeling unwell, they will be removed from the general camper population, and a rapid test will be conducted after consultation with their parent/caregiver.

* Daily temperature checks at breakfast
* Assessment of symptoms etc.

(See: **Showing Symptoms**)

* Each cabin will sanitize high-traffic areas at least once daily during Cabin Inspection. Staff will be instructed on which areas are clean, and Resource members will ensure everything is cleaned properly, with the Cleaning Staff responsible for all cleaning kits

# Guests/Visitors

* During the 2022 season, no guests or visitors will be allowed on site to see campers during their time on site with us.
* Contractors, delivery personnel, and authorized guests (e.g. necessary GNB employees, accreditation visiting, etc.) will be allowed to access the premises on a non-leisure basis. They will be required to socially distance from campers and staff, as well as wear a mask while in areas with other people.
* Camp Rotary will have volunteers for the 2022 season, all of whom will be properly screened and vetted prior to their arrival, and approved by the Camp Director.

# Cabin Cohorts

* Cabins will be placed in cohorts, which will not be required to social distance, or wear masks. Up to two cabin groups will be placed together in a “cohort”.
* These groups will go through activities together, swim, participate in programs etc. These cohorts will be of approximately 15 campers, plus dedicated and assigned employees.
* Cohorts will not change throughout the duration of the program. They will not be required to wear masks and distance, but will be encouraged to do so.
* Cohorts will be required to distance from other cohorts within their own program, and in other programs. There may be two cohorts in a single indoor space, as long as distancing measures can be adhered to, but no more than two cohorts can share an indoor space at once.
* Out of cabin staff (Resource members, Kitchen staff, Nursing Staff, etc.) will be required to wear a mask if a person from another cohort is within approximately 6 feet from them.

# Camper Beds

|  |  |  |
| --- | --- | --- |
|  | Max Beds | Max Campers |
| SC | 16 | 10 |
| EW | 16 | 10 |
| GA | 16 | 10 |
| RR | 10 | 6 |
| SA | 10 | 6 |
| OV | 8 | 4 |
| HC | 8 | 5 |
| GL | 8 | 5 |
| ON | 10 | 6 |
| NN | 8 | 5 |
| SS | 8 | 5 |
| Total |  | 72 |

# Sanitizing Plan

* All general surfaces that are frequently touched, such as doorknobs, handrails, etc., will be cleaned at least twice daily, and when soiled.
* Continue sanitizing each individual who enters the Dining Hall for meals. (See **Dining Hall section**)

# Personal Hygiene Etiquette

* Signage surrounding personal hygiene etiquette such as handwashing, sneezing, and coughing will be posted around camp in the washroom facilities, all of the cabins, the Lodge, and in the House.
* Each Cabin will have hand sanitizer for down times, like Tuck and snack before bed.

Hand Washing with Soap and Water

* To wash your hands properly with soap and water, follow these steps:
  + Wet your hands and apply liquid soap or clean bar soap.
  + Rub your hands vigorously together, scrubbing all skin surfaces.
  + Pay special attention to the areas around your nails and between your fingers.
    - Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice!
  + Rinse your hands and dry them well.
  + Turn off taps with a paper towel.
  + Open the bathroom with a paper towel in hand and then dispose of in the waste basket.

Hand Washing with Hand Sanitizer

* Alcohol-based hand sanitizers with a minimum 70% alcohol, that have been approved by Health Canada, may be used by children and staff if they do not have access to soap and water, and if their hands are not visibly soiled. Children are to be supervised when using these sanitizers.
* Hand sanitizer products must not be ingested and must always be kept out of reach of children.
* As with all health products, Health Canada recommends that people always follow the directions on the product label. Check whether a product and its claims have been authorized for sale by Health Canada by searching the List of Hand Sanitizers Authorized by Health Canada. Authorized hand sanitizers have an eight-digit Drug Identification Number (DIN), or Natural Product Number (NPN).
* To wash your hands properly with alcohol-based hand sanitizers, follow these steps:
  + Apply hand sanitizer.
  + Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
  + Rub until dry.

Campers and staff will be required to wash their hands, or sanitize, during the following times:

* on arrival;
* before and after meals;
* after using the toilet;
* after blowing nose, coughing or sneezing;
* after playing with shared toys;
* when taking medications;
* after playing outside.
* before and after handling food;
* after helping a camper use the toilet;
* after breaks;
* before and after changing Attends;
* before and after giving medications.

In laundry facilities:

* Wash hands before and after doing the laundry.
* Wipe down controls and handles before and after use.
* Don’t leave soiled clothing or baskets on top of machines or tables.
* Don’t shake dirty laundry before putting it in the machine.
* Wash with soap and the warmest water possible. Do not overload the machine.
* Don’t leave the dryer door open when not in use.
* Dry items at highest temperature possible and dry them completely.

# Sanitizing Per Activity

All materials that can be, will be sanitized between cohorts using them. Including:

* Archery - Sanitizing all bows and arrows after each session.
* Crafts & Creations – Sanitize any common items at the end of each use (i.e. scissors, markers, glue, etc.)
  + Cabin Baskets - A basket with program/craft supplies for each cabin will be done up. These will include, markers, scissors, tape, pencils etc.
* Sports & Games – Sanitize after each session
* Canoeing – All used equipment dunked after session use (sanitizer & water mix)
  + Set up drying area for PFDs
* Campers who require a PFD for swim sessions use the same PFD for the week. A PFD rinse station will be set up for after camper use.

# Cabin Clean Up

Ensure that all cabins maintain high level of cleanliness, using the Cabin Cleaning Pack when needed.

Cabin Cleaning Packs – This will allow each cabin to clean throughout the week with minimal crossover between users.

Cabins will sanitize the beds in their cabin once a week, on Day 4.

* These will be monitored and stocked by the cleaning staff in the Kum Klean (locked).
* Brooms can remain in each cabin.
* Kits will include:
  + Bottle of Quat
  + Paper towel
  + Lysol wipes
  + Gloves for staff
  + Clean rags
  + Broom & mop per cabin

Re-implement cabin-specific laundry baskets to ensure minimal crossover of personal items.

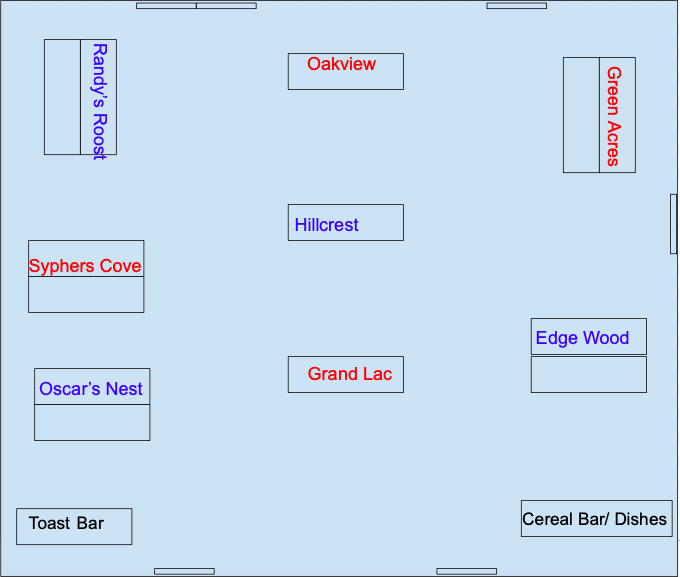
* All cabins to be fully cleaned as usual at the end of the week, with updated checklist.

# Personal Care

Camp staff will not only be required to wear gloves while doing personal care, but also a cloth or medical mask that they can cover their nose and mouth with.

# Dining Hall

* For meals, camp will be divided into two groups; Group A, and Group B. (If there are 8 cabins, two groups of 4.)
* There will be two designated meal times for each group, with between 15 and 30 minutes between each to account for disinfecting the dining hall.
* Group A will have meals at 8:00am, 12:00pm and 4:30pm.
* Once Group A has finished their meals, one staff from each cabin will stay behind to disinfect their table and chairs from that meal.
* Dirty dishes will be brought to the dish area after they are finished eating
* Once their tables and chairs have been properly sanitized, they will reset their table for Group B to eat their meal.
* Group B will have meals at 8:45am,1:00pm and 5:30pm.
* Once Group B has finished their meals, one staff from each cabin will stay behind to disinfect their table and chairs from that meal.
* Dirty dishes will be brought to the dish area after they are finished eating
* As there is no meal following this, they will not worry about resetting the tables.
  + After supper, the chairs will be placed on top of the tables once they have been wiped down and sanitized.
* Campers who have meal-specific medications will eat depending on those, even if it is outside of their cabins designated mealtime. This can be done in the Gazebo, or at a designated table in the Dining Hall.

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**Evening Snack**

* Evening snacks will be picked up from the Dining Hall from a staff of that cabin
  + Snacks will be prepared then placed on trays, with a jug of water and cups
  + The tray will be given to the cabin with both people wearing clean gloves.
* Once the cabin is done with their snack, they will bring their tray, and all related dishes back to that Dining Hall

**Cereal Bar**

*One of the two resource members inside the dining hall helping campers get situated at their tables for the meal will be in charge of the cereal bar during breakfast.*

* **Location will be determined based on layout**
* The cabin staff in charge of getting everything meal-related for the cabin that day will let the Cereal Master know what their cabin needs for that meal.
* The cabin staff are not permitted to touch any of the cereal containers or milk.
* The Cereal Master will have everything set up, and empty bowls will be pre-set on trays for the cabin staff to pick up.
* Once the cabin staff have a tray, the Cereal Master will pour the required cereal and milk into the bowls without touching them.
* The cabin staff will then bring the tray with the bowls and spoons on it back to their tables.

**Toast Bar**

*One of the two resource members inside the dining hall helping campers get situated at their tables for the meal will be in charge of the toast bar during meals for that day.*

* **Location: Far right door of kitchen, with a table placed in front of the door with condiments on it.**
* The cabin staff in charge of getting everything meal-related for the cabin that day will let the Toast Master know what their cabin needs for that meal.
* The cabin staff are not permitted to touch any of the toaster elements or things related to the process.
* The Toast Master will have their station with butter, jam, peanut butter (as long as there are no nut allergies present that week) and Cheese Whiz.
* Cabins will give the Toast Master an “order” for that meal, and they will fill orders sequentially.
* Order details include: what condiments are requested, cut or not, put together like a sandwich, etc.
* Toast will be placed on trays.
* The Toast Master will call for the cabin to come get their order when it is filled.
* The cabin staff will then bring the tray back to their tables.

***Salad Bar -****Will not be in operation for the 2022 season, as it is too high-contact to monitor, and as it was mainly used for staff.*

# Areas of Major Concern

**Station**

Station costumes will be for program use only. Reducing number of people coming in contact with those items will ideally reduce need for disinfection.

* Major purge to be done prior to season.

**Out-Tripping**

Sleep-outs will not be permitted for the 2022 season.

* Day 1 meal is OT style – Head Counsellor working in KK for the week in charge of preparing meal, under the Kitchen Staff.
* Evening program on Day 1 will be OT, with cohorts spaced around center field.
* Cleaning off marshmallow sticks after use, using proper disinfectant.

**Archery Shed**

Shed will be locked when not in use, a combination lock will be used to ensure it is accessible to those who need it. Disinfectant will be available to those who use items from the shed

**Transportation**

In case of emergency, camp staff may need to transport a camper in the camp van to a medical centre.

* If transporting a camper, they will be in the far rear of the van. A supporting staff member will be in the middle row. Resource member will be driving.
* Individuals will be wearing masks, and if necessary, gloves.
* When applicable, the medical centre will be called ahead of time.
  + If needed, 911 will be called instead of camp transportation.

**Sensory Room**

If Sensory Room is used, then ALL aspects of it must be sanitized. If staff are unable to sanitize right away, it will be reported to Nursing staff. They will not allow anyone in until it is properly cleaned by staff

**Pool**

Reduce size of groups swimming: sessions divided into 4 groups (ex. 8 total cabins, only 2 swimming at a time).

# Showing Signs & Symptoms

If anyone on site is showing signs of symptoms, they will be removed from the general population.

**Camper:**

* Symptomatic campers must be immediately separated from others in a supervised area until they can go home (Sick Room of the Infirmary). Where possible, anyone providing care to an ill camper should maintain a distance of 2 metres.
  1. We understand some campers may say they don’t feel well for attention, but they will still be placed under the current protocol.
* The Camp Director, and/or the Camp Nurse will call the parent/caregiver of the camper and they will be asked the screening questions (same as during drop-off) to check for the source of symptoms.
* Caregivers will be asked permission to perform a rapid test on their camper
  1. Depending on the camper and their needs, immediate pick up may be required due to one-on-one needs/care needed for the camper.
  2. The cabin/cohort of the symptomatic camper will not mix with the rest of the camp population until the ‘suspect case’ is assessed, and yields a negative rapid test result.
* If the test results are negative, the camper will return to their cabin and will be closely monitored by their counsellors, and the nursing staff.
* If the test results are positive, arrangements for the camper to be picked up immediately will be made.
  1. The camper will have their temperature checked every hour until they are able to be picked up, and recorded temperatures will be given to the family to report to Public Health.
* If a camper is sent home due to illness, all other campers in that cabin will have family/caregivers notified.
  1. Camper’s cabin will be monitored and hourly temperature checks will be done. This includes all campers & staff
  2. Cabin activities will be done as a cabin instead of a cohort, with no crossover for activities. No pool use will be permitted. Meals will be eaten in the cabins, or outside at a picnic table.
* Staff will check with all other campers in the cabin about symptoms, and will monitor over the next few days.
* Environmental cleaning and disinfection of the isolation area must be conducted once the ill camper/staff has left the facility.

**Staff:**

* Symptomatic staff will be immediately separated from others, and a replacement staff member will be sent to fill in their place
* The staff member will have a rapid test preformed
  + If negative, they will return to their cabin and continue to monitor for symptoms.
  + If positive, they will be removed from their cabin to isolate in an empty cabin, or they will leave site if they are able
    - All camper families that were in that staff members cohort will be notified.
    - Cohort will be monitored, and hourly temperature checks will be done. This includes all campers and staff.
    - Cabin activities will be done as a cabin instead of a cohort, with no crossover for activities. No pool use will be permitted. Meals will be eaten in the cabins, or outside at a picnic table.
* If an outbreak is confirmed, appropriate notices for parents/guardians will be posted at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested.
* Hygiene and respiratory etiquette must be practiced while the ill camper/staff is waiting to be picked up.
* If there are two or more cases of COVID-19 confirmed by a rapid test during a session, then the guardians of the campers will be called and everyone is to be sent home to isolate. Public Health will be called.

Note: Campers or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will not be considered a suspect case.

# Appendix A

