

## COVID-19 GUIDANCE: SUMMER DAY CAMPS

July 24, 2020

### Highlights of Changes

- Revised subsection on *Outdoor Play Structures* (Section K, 2<sup>nd</sup> bullet)

This document applies to providers of summer day camps.

Summer day camps are required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the [Occupational Health and Safety Act](#) and its regulations, and other policies and guidelines issued by the Ministry of Education and Ministry of Heritage, Sport, Tourism and Culture Industries. Plans must be in place to respond should any staff, camp participant, or parents/guardians be exposed to, or diagnosed with, COVID-19.

Ministry of Health guidance is provided in the [COVID-19 Guidance: Summer Day Camps](#). These requirements are incorporated and/or augmented in the guidance document below. As well, a *Frequently Asked Questions (FAQ)* document is also available on the Wellington-Dufferin-Guelph Public Health [website](#).

\*The contents of this document are subject to change as new information becomes available.

## Table of Contents

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A. Day Camp capacity and group size .....	4
B. Policies and procedures .....	4
Considerations for hiring of staff.....	4
C. Programming .....	5
D. Screening.....	6
Develop screening plan and process .....	6
Daily checks at home before coming to the day camp.....	6
Upon arrival at the day camp .....	6
E. What to do if a camp participant develops symptoms while at camp .....	7
F. What to do if a staff member screens positive or develops symptoms while at work.....	8
G. Exclusion and Self-Isolation Requirements .....	8
Definitions .....	8
Symptomatic at Time of Testing With Presence of Risk Factors .....	9
Symptomatic at Time of Testing Without Presence of Risk Factors.....	9
Asymptomatic at Time of Testing With Presence of Risk Factors.....	10
Asymptomatic at Time of Testing Without Presence of Risk Factors.....	10
H. Reporting probable or confirmed cases.....	11
I. Contacting Public Health .....	11
J. Non-medical face coverings.....	11
How to obtain necessary PPE.....	12
K. Infection prevention and control .....	12
Cleaning and disinfecting .....	12
Hand hygiene.....	13
Toys and play .....	14
Outdoor play .....	14
Outdoor play structures.....	14
Physical distancing .....	15
Food .....	16
Washrooms.....	16

General guidelines .....17

L. Occupational Health & Safety .....17

Appendix A – Conservation and Disposal of PPE .....18

Appendix B – PHO Videos: Putting On and Taking Off PPE .....20

## **A. Day Camp capacity and group size**

- Any day camp must comply with the maximum overall capacity, calculated as one person per 4 square meters (4 m<sup>2</sup>), or 43 square feet (43 ft<sup>2</sup>), of available space in the location at one time (including camp participants, employees, parents and guardians). This number may change as the pandemic situation evolves.
  - Please consider your space availability during inclement weather as well
- As much as possible, Public Health is strongly recommending that siblings remain together. This will allow for better management for infection control.
- Individuals should be cohorted (i.e. – grouped together) where the maximum number of individuals in a cohort is 10, including staff and camp participants.
  - Children from different groupings/rooms should not interact.

## **B. Policies and procedures**

Policies and procedures for infection control should be up to date, including but not limited to Policies and Procedures for:

- COVID-19 specific health and safety requirements, screening, personal protective equipment (PPE) procurement and use, occupational health and safety measures and procedures
- management of children and staff suspected of having COVID-19
- the exclusion of sick children, staff, and/or parents
- reporting any staff member or camp participant suspected of having COVID-19, in a timely manner, to Wellington-Dufferin-Guelph Public Health (WDGPH)
- cleaning and disinfection practices
- hand hygiene

Sections below support the updating and development of such policies and procedures.

### ***Considerations for hiring of staff***

There is an increased risk of more severe COVID-19 outcomes for those:

- aged 65 and over, and/or
- with compromised immune systems, and/or
- with underlying medical conditions

WDG Public Health strongly advises against hiring at risk populations, as well as those caring for and/or living with any at risk populations, to work in any day camp.

## C. Programming

Operate programs in consistent cohorts of no more than 10 individuals including both staff and camp participants who stay together throughout the duration of the program for minimum 7 days, with the following considerations:

- While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices should still be encouraged
- If a camp participant requires a support worker, or other additional personal assistance, this person(s) must be included in the cohort count and should follow all guidance herein
- Cohorts cannot mix with other cohorts. Cohorts may be within in the same room/space (e.g. – staff areas/rooms, tents, gymnasiums, museums, hallways) at the same time, when they can guarantee there will be no interaction/mixing between the cohorts at any point. This includes during pick-ups and drop-offs, mealtimes, playtime, and outdoor activities;
- Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning;
- Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses;
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort;
- Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.
- Do not use water or sensory tables;
- Do not plan field trips and activities requiring group transportation;
- Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool, etc.) must adhere to regulated requirements and to municipal guidance and restrictions at the time of activity;
- Do not plan activities that involve camp participants in preparing or serving of food;
- Personal belongings brought to camp should be minimized. If brought to camp, personal items (e.g., backpack, clothing, towel, water bottles, food, devices that support alternate communication methods, etc.) should be labeled and kept in an area designated for the individual's cohort and should not be handled by individuals from other cohorts;
- Camp participants should bring their own sun protection that is labelled, and this should not be shared. Camp participants should apply their own sun protection.
- Do not plan activities with exposures to animals or pets that involve frequent touching by different camp participants (e.g. – petting zoo, animal visitors, etc.). Activities with limited or no touching (e.g. – horseback riding, wildlife viewing, etc.) should follow all requirements for health and safety as set out in this guidance as well as the [Recommendations for the Management of Animals in Child Care Settings](#) document.

## D. Screening

### *Develop screening plan and process*

- Create and implement a process for regular health checks for camp participants and staff;
- Train staff on active screening process and requirements;
- Identify location and plan staffing requirements for screening
- Screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; gown; gloves; eye protection (goggles or face shield));
- Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations and entrances to the program. Dispensers should not be in locations that can be accessed by young children;
- Do not permit camp participants who are ill to attend the program. Signs should be posted at screening stations and entrances to the program to remind staff, parents/guardians, and other visitors;
- Do not allow any non-essential visitors, volunteers or special performers into programs.
- Prepare a script and protocol for responding to non-compliant visitors.

### *Daily checks at home before coming to the day camp*

Direct parents/guardians and staff to complete the following check each day before coming to the day camp:

- Parents/guardians must check their children's temperature;
- Staff must check their own temperature;
- Monitor for signs and symptoms of COVID-19.

Any person(s) who has any one or more symptoms, outlined in the '[COVID-19 Reference Document for Symptoms](#),' should **stay home and report their symptoms to the day camp.**

### *Upon arrival at the day camp*

- All individuals, including camp participants, parents/guardians and staff must be screened upon arrival.
  - You may use the questions provided in the Active Screening Tool from WDGPH to screen all persons entering the building and to document screening results.
    - Note – Those who choose to use the Active Screening Tool are responsible, going forward, to modify the screening criteria according to any updated Ministry-released changes to screening criteria.

- Programs must keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the program setting. Records (e.g., name, contact information, time of arrival/departure, screening completion etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Thermometers must not be used between camp participants/staff without single-use protective covers or disinfecting between use.
- Deny entry to any person who has any of the symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's [website](#) or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.
- Camp participants, in particular, should be monitored for atypical symptoms and signs of COVID-19.
- Day camps must have protocols in place to notify parents/guardians if their child begins to show symptoms of COVID-19 while in the program, including the need for immediate pick up (for further information, see Section E below).
- Staff with any signs or symptoms must report immediately to the day camp operator and should be excluded from work. See Section F for what to do if a staff person screens positive or develops symptoms at work. See Section L for information on Occupational Health and Safety.

## **E. What to do if a camp participant develops symptoms while at camp**

- Symptomatic camp participants be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the camp participant should maintain a distance of at least 2 metres.
  - Day camp space and staffing must be able to accommodate isolating and supervising a camp participant appropriately.
- The day camp worker should perform a [risk assessment](#) before providing any direct care to a child and wear PPE appropriate for the circumstance.
- At a minimum, the camp participant and staff member should wear a surgical/procedure mask (if tolerated), and the staff member should also wear eye protection (goggles or face shield).
- Parents should be contacted immediately for the ill child to be picked up.
- Contact WDGPH to notify of a potential COVID-19 case.
- Hand hygiene and [respiratory etiquette](#) should be practiced while the camp participant is waiting to be picked up.
- Tissues should be provided to the camp participant for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning/disinfection of the space and items used by the camp should be conducted once the camp participant has been picked up. Items that cannot be cleaned and

disinfected (e.g., paper, books, cardboard puzzles) should be removed from the program and stored in a sealed container for a minimum of 7 days. Refer to Section K on cleaning and disinfection.

- Camp participants with symptoms should be tested for COVID-19.
- Camp participants awaiting test results who are symptomatic or have been advised to self-isolate by the local public health unit should be excluded from camp. Other camp participants awaiting results may not need to be excluded.
- Other camp participants and staff who were present while a camp participant or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together). WDGPH will provide any further direction on testing and isolation of these close contacts.

## **F. What to do if a staff member screens positive or develops symptoms while at work**

Staff with any signs or symptoms of COVID-19, as outlined in the [COVID-19 Reference Document for Symptoms](#), are advised to be tested for COVID-19, immediately self-isolate and report to the day camp operator. Staff members awaiting test results who are symptomatic or have been advised to self-isolate by the local public health unit should be excluded from camp. Other staff awaiting results may not need to be excluded.

Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.

## **G. Exclusion and Self-Isolation Requirements**

### **Definitions**

- **Risk Factors**
  - Exposure to a Confirmed or Probable Case of COVID-19 or Any International Travel in the past 14 days prior to symptoms
- **Probable Case of COVID-19**
  - A person (who has not had a laboratory test) with symptoms compatible with COVID-19 **AND**:
    - Traveled to an affected area (including inside of Canada) in the 14 days prior to symptom onset; **OR**
    - Close contact with a confirmed case of COVID-19; **OR**
    - Lived in or worked in a facility known to be experiencing an outbreak of COVID-19

**OR**

- A person with symptoms compatible with COVID-19 **AND** in whom laboratory diagnosis of COVID-19 is inconclusive
- **Close Contacts**
  - Household members, and anyone with close contact (>15 minutes, <2 metres apart), while they (a probable or confirmed case) had symptoms and 48 hours prior to symptoms.

References:

- For definition of [Probable Case](#)
- For definition of [Close Contact](#)

### **Symptomatic at Time of Testing With Presence of Risk Factors**

Individuals who develop symptoms of COVID-19 with the presence of risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

- **Negative Result** - Those who receive a negative COVID-19 result but have the presence of ANY risk factors should not return until:
  - 14 days after the onset of symptoms AND
  - Afebrile and Symptoms are Improving

\*Close contacts of these individuals should self-isolate for 14 days from last contact
- **Positive Result** - Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs prior to returning (in accordance with the current [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#))

\*Close contacts of these individuals should self-isolate for 14 days from last contact

### **Symptomatic at Time of Testing Without Presence of Risk Factors**

Individuals who develop symptoms of COVID-19 without risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

\*Close contacts of these individuals awaiting test results should self-monitor until the result is available. They can continue to work at or attend the day camp during this time.

- **Negative Result** - Those who receive a negative COVID-19 result but without the presence of ANY risk factors should not return until:
  - 24 hours symptom-free

\*Close contacts of these individuals should self-monitor for 14 days from last contact
- **Positive Result** - Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs

prior to returning (in accordance with the current [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)).

\*Close contacts of these individuals should self-isolate for 14 days from last contact

### **Asymptomatic at Time of Testing With Presence of Risk Factors**

Individuals without symptoms who have been tested for COVID-19 due to the presence of risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

- **Negative Result** - Those who receive a negative COVID -19 result but have the presence of ANY risk factors should not return until:
  - 14 days after the last date of exposure (contact with confirmed or probable case or date of return travel) AND
  - Continue to be asymptomatic

\*Close contacts of these individuals should self-monitor for 14 days from last contact

- **Positive Result** - Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning (in accordance with the current [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)).

\*Close contacts of these individuals should self-isolate for 14 days from last contact

### **Asymptomatic at Time of Testing Without Presence of Risk Factors**

Individuals without symptoms who have been tested for COVID-19 without the presence of risk factors should self-monitor for symptoms while results are pending.

- **Negative Result** - Those who receive a negative COVID-19 but without the presence of ANY risk factors can continue to work/attend the day camp for as long as they continue to be asymptomatic.

\*Close contacts of these individuals should self-monitor for 14 days from last contact

- **Positive Result** - Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning (in accordance with the current [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)).

\*Close contacts of these individuals should self-isolate for 14 days from last contact

- Resource: [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)
- Resource: [How to self-monitor](#)
- Resource: [How to self-isolate](#)

## H. Reporting probable or confirmed cases

Summer day camps requiring licensing under the *Child Care and Early Years Act, 2014*, have a duty to report probable or confirmed cases COVID-19 under the [Health Protection and Promotion Act](#). The program should contact WDGPH to report any staff member or camp participant probable to have COVID-19. WDGPH will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and camp participants.

Day camps must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or camp participant as a confirmed COVID-19 outbreak in consultation with WDGPH. Outbreaks should be declared in collaboration between the centre and WDGPH to ensure an outbreak number is provided.

## I. Contacting Public Health

In order to best support summer day camps, WDGPH has adopted the following process for incoming communications from day camp providers/operators and parents and families:

- For inquiries, questions, or concerns related to COVID-19 and day camps
- For reporting suspected COVID-19 cases
- For public health inspection-related information

Call the COVID-19 Call Centre at: **1-800-265-7293** or **519-822-2715, Ext. 7006**

## J. Non-medical face coverings

- Face coverings (non-medical masks) should be used if physical distancing of at least 2-metres cannot be maintained between cohorts:
  - Face coverings may not be tolerated by everyone based on underlying health, behaviour issues or beliefs. Consideration should be given to mitigating any possible physical and psychological injuries that may inadvertently be caused by wearing a face covering (e.g., interfering with the ability to see or speak clearly, or becoming accidentally lodged in equipment the wearer is operating).
  - Face coverings should be changed if visibly soiled, damp, or damaged.
  - Education must be provided about the safe use, limitations and proper care (e.g., cleaning) of face coverings. See Ontario's [COVID-19 website](#) and [PHO's website](#) for additional information.
- Resource: Ontario's [Face Coverings and Face Masks](#)
- Resource: PHO's [COVID-19 Non-medical Masks and Face Coverings](#)

### ***How to obtain necessary PPE***

Day camps should secure and sustain an amount of PPE and cleaning supplies that can support their current and ongoing operations.

The Government of Ontario has provided a website to [find PPE suppliers](#).

## **K. Infection prevention and control**

Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to the following.

### ***Cleaning and disinfecting***

- Day camp settings must be thoroughly cleaned before opening and frequently thereafter.
- Every effort should be made to limit movement of staff between rooms.
- If a facility chooses to have dedicated cleaning staff who will have no direct care or close contact with camp participants or other staff, they must wear a surgical/procedure mask or cloth mask and gloves as required. It is not required for cleaning staff to replace PPE between cleaning rooms, given the PPE is being worn properly and is in good repair. If the PPE is wet, damaged or visibly soiled, PPE must be removed, disposed of/launched and new PPE put on prior to continuing into another room. If PPE is removed for any reason (i.e., soiled, break time, lunch), staff must follow proper removal procedure and conservation/disposal (Appendix A). Please refer to the Public Health Ontario videos that demonstrate how to Put on and Take Off PPE (Appendix B).
- It is recommended that operators keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.
- Increasing the frequency of cleaning and disinfecting of objects, toys and high-touch surfaces is significant in controlling the spread of viruses and other microorganisms
- All surfaces especially surfaces that are frequently touched, such as doorknobs, light switches, toilet and faucet handles, countertops, tabletops, water fountain/cooler knobs, electronic devices handrails, toys, etc., must be cleaned first and then disinfected at least twice daily and when they become visibly contaminated.
- When choosing a disinfectant, it is important to always follow manufacturer's instructions for dilution, contact time (the amount of time the surface must remain wet) and safe use, and to ensure that the product is:
  - Registered in Canada with a Drug Identification Number (DIN)
  - Labelled as a broad-spectrum virucide
  - Not expired
  - Replaced according to the manufacturer's instructions for use and if visibly dirty.

- Labelled if decanted from the original container with the product name, expiration date, date product was prepared and the date the solution must be discarded by.
- All soiled and visibly dirty surfaces must be cleaned before disinfecting. Cleaning involves the use of soap, water and friction to remove organic matter on surfaces. After cleaning, surfaces must be rinsed and dried prior to disinfection if a one step product is not used. Organic matter such as blood, body secretions and excretions can decrease the effectiveness of disinfectants. There are some products that are both cleaners and disinfectants (two-in-one). As well there are one-step OR two-step cleaner disinfectants (requiring one application to clean and disinfect OR requiring two applications, the first to clean and the second to disinfect). For detailed information on cleaning and disinfecting:
  - Resource: [Cleaning and disinfection for public settings](#)
  - Resource: [Cleaning and disinfecting public spaces during COVID-19](#)
  - Resource: [Hard surface disinfectants and hand sanitizers \(COVID-19\)](#)

### **Hand hygiene**

- Conduct hand hygiene by incorporating additional hand hygiene opportunities into the daily schedule.
- Performing proper hand hygiene including assisting camp participants with hand hygiene
  - All persons must wash their hands at the start of the day prior to engaging in the camp activities and before leaving at the end of the day.
  - Frequent hand washing must continue through out the day especially from one activity to another and after going to the washroom, before and after eating, etc.
  - Gloves should be worn when it is anticipated the hands will come into contact with blood or body fluids and when providing care to a symptomatic camp participant.
  - Ensure hands are cleaned before putting on gloves and after removing gloves and that gloves are removed immediately after completing a task and prior to touching clean items and surfaces.
  - 60% alcohol-based hand sanitizer is recommended and should be available, especially in areas without immediate access to hand washing sinks. Do not use alcohol free hand rub.
  - Ensure all hand washing sinks are unobstructed, possess hot and cold water, liquid soap, and disposable paper towel. Liquid soap containers cannot be “topped up” and reusable pumps must be cleaned and disinfected prior to refilling. Resource: Handwashing posters (child and adult).
- Resource: [How to Wash Your Hands fact sheet](#)

### **Toys and play**

- Ensuring all toys (including outdoor toys and sporting equipment) used at summer day camps are made of material that can be cleaned and disinfected (e.g. avoid plush or stuffed toys, playdoh, cardboard, unfinished wood, pasta and nature-based toys including sticks, acorns, sand, etc.) or are single-use and disposed of at the end of the day;
- Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items;
- Increase the frequency (minimum of twice daily) of cleaning and disinfecting objects, toys, and frequently touched surfaces (including play surfaces and outdoor toys)
  - Cleaning and disinfecting of toys must be done in between all activities
  - Ensure toys are cleaned prior to disinfection or a one step cleaning and disinfection product is used

### **Outdoor play**

- Consider staggering outdoor play times for different cohorts to meet the physical distancing requirements.
- During play time, staff must be vigilant in reminding camp participants to not touch their face.
- After outdoor play time, ensure camp participants thoroughly wash their hands.
- Use of water tables, sensory bins and sandboxes continues to be prohibited.
- Where possible, each cohort should have designated toys and equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Sprinklers can be used on the property of a day camp by only one cohort at a time where the water being sprayed is potable and single use (drains away/absorbed by ground after use). Staff and children must wash hands before and after outdoor play. Any toys/equipment used, must be cleaned and disinfected between each cohort.
- The use of a slip and slide is **not permitted**.

### **Outdoor play structures**

- If the playground, or play structure, is openly accessible to the public, including on school grounds, its use is **not permitted** at this time.
- If the playground, or play structure, is enclosed on private property (not a private residence/home) and accessible only to your day camp (not accessible to the public), its use is **permitted** if the specifications below are followed

- If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort.
- It is not practical to disinfect large playground structures. However, if operators decide to use such structures, cleaning and disinfecting efforts should focus on plastic or metal high touch surfaces where hands frequently make direct contact (e.g. grab-bars, hand railings).

### Nature Based Play Structures

- Nature based play structures that cannot be cleaned and disinfected are dedicated to a single cohort or used by one cohort at a time. Children and staff must wash hands before and after use.

### ***Physical distancing***

Encourage more physical space between camp participants, parents/guardians, and staff by:

- Spreading camp participants out into different areas
- Spreading furniture, camp equipment, and activity stations out into different areas
- Using visual cues (e.g. – signs, posters, floor markings, etc.)
- Staggering, or alternating, lunchtime and outdoor playtime to reduce number of individuals in lunch area
- Incorporating more individual activities or activities that encourage more space between camp participants
- Offering increased outdoor play
- Using telephone or video conferencing when possible for meetings between staff and parents/guardians
- Considering staffing ratios and staff expertise that may be needed to support camp participants with special needs. Physical distancing may be more challenging to achieve for participants who have communication issues or behaviour challenges
- Groupings of camp participants (i.e. separate classes) must remain separate from other groupings within the day camp

Limiting direct contact between camp participants and staff:

- Avoid getting close to faces of all camp participants, where possible

Distancing between staff

- Staff should respect the 2-meter recommendations from the Province. Staff should not gather for lunch, break or other activities.
- Staff should not carpool with other staff.

#### Distancing during pick up and drop off

- Pick-up and drop-off of camp participants should happen outside the program setting unless it is determined that there is a need for the parent/guardian to enter the setting.
- Stagger pick up and drop off to respect social distancing as much as possible
- Pick-up and drop-off procedures should support physical distancing and cohorting using strategies such as, but not limited to: avoiding group transportation, separate cohort entrances, having one designated parent/guardian pick-up and drop-off each camp participant, staggering entry, or limiting the numbers of people in entry areas.

#### **Food**

If meals or snacks are provided by the program or brought by the camp participant:

- Cease activities involving participation of camp participants in food preparation
- Ensure tables, or areas where meals/snacks will be consumed, are cleaned and disinfected prior to use and/or as often as necessary to maintain them in a clean and sanitary condition.
- Consider staggering snack & lunch times to accommodate smaller groups with more space.
- Ensure camp participants and staff perform proper hand hygiene before and after eating;
- Ensure each camp participant has their own drink bottle that is labeled, kept with them during the day, and not shared;
- Fill water bottles rather than drink directly from the mouthpiece of water fountains;
- Ensure each camp participant has their own individual meal or snack;
- There should be no common food items (e.g., salt and pepper shakers, condiment bottles).
- Reinforce "no food sharing" policies;
- Physical distancing should be maintained while eating

#### **Washrooms**

- Day camps must have adequate washroom facilities to allow:
  - One dedicated washroom for staff
  - Separate washrooms for male and female participants with 2 washroom stalls/urinals and a minimum of 2 sinks
  - One of the washrooms is to be accessible.
  - Washrooms in change rooms may be used with staff supervision, if they have a direct entrance to another area of the facility, such as a pool or gym
- Plans should be made to prevent mixing of cohorts in washrooms/ changerooms and to frequently clean and disinfect shared surfaces in washrooms/changerooms
- Increase frequency of cleaning toilets, toilet seats, handwashing sinks, countertop & fixtures.
- **Resource:** [City of Toronto: Community Recreation Post Pandemic Operational Guideline CampTO](#)

### **General guidelines**

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Do not go to work if you are experiencing symptom(s).

### **L. Occupational Health & Safety**

- Employers must have written measures and procedures for staff safety, including measures and procedures for infection prevention and control. Detailed guidelines for COVID-19 are available on the Ministry of Health [COVID-19 website](#).
- If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and until they are “resolved” in accordance with the current [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#).
- If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member must remain off work for 14 days from last exposure.
- Staff members should consult with their Employee Health/Occupational Health and Safety department to confirm return to work.
- If the staff member’s illness is determined to be work-related, in accordance with the [Occupational Health and Safety Act](#) (OHSA) Act and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the:
  - a) Ministry of Labour, Training and Skills development.
  - b) Joint health and safety committee (or health and safety representative); and
  - c) Trade union, if any.
- Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

Additional resources, provided by the Public Services Health and Safety Association, include:

- [COVID-19: Precautions when working in day camps](#)

**COVID-19 Wellington-Dufferin-Guelph Public Health Call Centre**

1-800-265-7293 ext. 7006

[www.wdgpUBLICHEALTH.ca/coronavirus](http://www.wdgpUBLICHEALTH.ca/coronavirus)

## Appendix A – Conservation and Disposal of PPE

### ***Why is it critical that we conserve PPE?***

With the projected increase in COVID-19 cases and the duration of the pandemic response, there is a real risk to supply chains of PPE and if we do not conserve PPE now, we will face shortages when we need it most. Ontario Health has developed documents on the [use and conservation](#) of PPE and [optimizing the supply](#) of PPE.

### ***How to dispose of PPE***

See [recommended steps](#) for taking off PPE.

#### ***Gloves***

- Care should be taken when removing gloves to prevent self-contamination.
- Medical gloves should be changed between every client encounter and disposed of. Gloves should be discarded into a plastic lined waste container with a lid before disposing with regular waste. Perform hand hygiene after discarding gloves.

#### ***Gowns***

- Care should be taken when removing isolation or surgical gowns to prevent self-contamination.
- Disposable gowns should be discarded into a plastic lined waste container with a lid before disposing with regular waste. Perform hand hygiene after discarding gown.
- **Conservation Tip:** Switch to reusable isolation gown options wherever possible, including cloth isolation gowns and reusable waterproof gowns. Organizations should clearly date and label a receptacle with a plastic liner and lid to collect reusable gowns for laundering. Reusable gowns can be safely laundered according to routine processes with the warmest water setting.

#### ***Eye protection***

- Care should be taken when removing eye protection to prevent self-contamination. Perform hand hygiene before removing eye protection. Handle the arms of goggles or sides or back of face shield as the front of eye protection is considered contaminated.
- Disposable eye protection should be put into a plastic lined waste container with a lid before disposing with regular waste. Perform hand hygiene after discarding .
- **Conservation Tip:** Switch to reusable eye protection options including reusable goggles and face shields wherever possible. 3D-printed face shields that meet the standards set out by Health Canada are an appropriate alternative to traditional face shields for eye protection. Reusable eye protection must be cleaned and disinfected using standard

methods for hard plastic surfaces. Follow the manufacturer's instructions for use and cleaning of reusable face shields and consider assigning the face shield to a single user to reduce the risk of transmission between workers. Cleaning and disinfection of face shields should focus on the area most likely to be contaminated (i.e., the outer surface).

### **Masks**

- Care should be taken when removing masks to prevent self-contamination. Perform hand hygiene before removing mask. Handle the mask only by the strings/ties.
- Surgical/procedure masks should be discarded into a plastic lined waste container with a lid before disposing with regular waste. Perform hand hygiene after discarding mask.
- **Conservation Tip:** A surgical/procedure mask can be used over the course of the day without removing the mask between individual encounters. If a mask is removed and saved for reuse, keep it from being contaminated by storing it in a clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled, makes contact with an individual, or once it becomes very moist such that the integrity becomes compromised.

### **How to dispose of PPE waste**

For all types of PPE:

- PPE waste should be placed in appropriate containers at the point-of-care/use.
- Do not double-bag waste unless the first bag becomes stretched or damaged, or when waste has spilled on the exterior.
- Close waste bags when three-quarters full and tie in a manner that prevents contents from escaping.
- Remove waste to locked storage areas at frequent intervals with access limited to authorized staff.
- You should have a waste management program that is compliant with current legislation and national standards.

### **How to dispose of other contaminated waste**

All used disposable contaminated items (e.g. mop heads, cloths, wipes) should be placed in a plastic lined waste container with a lid before disposing with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).

### **References**

Wellington Dufferin Guelph Public Health. [Conservation and disposal of Personal Protective Equipment \(PPE\) for non-healthcare providers during COVID-19 pandemic](#). 19 May 2020.

## Appendix B – PHO Videos: Putting On and Taking Off PPE

WDGPH recommends the following videos by all staff before opening/re-opening.

### Videos

Topic	Link	Completed
7 Steps of Hand Hygiene	<a href="https://www.publichealthontario.ca/en/videos/7-steps-handhygiene">https://www.publichealthontario.ca/en/videos/7-steps-handhygiene</a>	<input type="checkbox"/>
Putting On Gloves	<a href="https://www.publichealthontario.ca/en/videos/ipac-gloves-on">https://www.publichealthontario.ca/en/videos/ipac-gloves-on</a>	<input type="checkbox"/>
Putting On Mask and Eye Protection	<a href="https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on">https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on</a>	<input type="checkbox"/>
Putting On Full Personal Protective Equipment	<a href="https://www.publichealthontario.ca/en/videos/ipac-fullppe-on">https://www.publichealthontario.ca/en/videos/ipac-fullppe-on</a>	<input type="checkbox"/>
Taking Off Mask and Eye Protection	<a href="https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off">https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off</a>	<input type="checkbox"/>
Taking Off a Gown and Gloves	<a href="https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off">https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off</a>	<input type="checkbox"/>
Taking Off Full Personal Protective Equipment	<a href="https://www.publichealthontario.ca/en/videos/ipac-fullppe-off">https://www.publichealthontario.ca/en/videos/ipac-fullppe-off</a>	<input type="checkbox"/>

**Note:** Additional online learning on Infection Prevention and Control (IPAC) is available on Public Health Ontario's [website](#).