

COVID-19 Checklist for Summer Day Camps

This checklist is one of several resources intended to support children's day camps that are planning to operate while following current public health guidelines. All tools and resources have been designed with the goal of supporting safe, COVID-19 free experiences for children attending day camps and preventing the spread of the virus at the day camps.

For additional sector-specific guidance, visit the [Government of Ontario website](#) and refer to the provincial or federal professional association affiliated with your sector, if applicable. Visit the [WDGPH website](#) for ongoing updates and additional resources for day camp providers. Wellington-Dufferin-Guelph Public Health (WDGPH) is **unable** to review individual policies and protocols. These are not legal documents.

Highlights of Changes

July 28, 2020

- Changed the document title to reference Summer Day Camps rather than Children's Day Camps

July 24, 2020

- Additional guidance around playgrounds and play structures (see Programming, *Toys and Equipment*, 2nd and 3rd last bullets)
- Additional guidance around playgrounds and play structures (see Physical Distancing – Children, Parents, and Staff; *“Is it possible to stagger shifts and break times to limit close contact between employees in common areas?”* 2nd bullet)

Screening

Considerations	Details
<p>Develop a Screening Process for Staff, Parents and Camp Participants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Share details on the screening process with parents and staff in advance of the start of camp (if possible). <input type="checkbox"/> Direct parents/guardians and staff to complete the following check each day before coming to the day camps (share Ontario's Self-Assessment as an example): <ul style="list-style-type: none"> <input type="checkbox"/> Parents/guardians must check their children's temperature <input type="checkbox"/> Staff must check their own temperature <input type="checkbox"/> Monitor for signs and symptoms of COVID-19 <input type="checkbox"/> If any signs or symptoms, child or staff must stay home. <input type="checkbox"/> Train staff on active screening process and requirements. <input type="checkbox"/> Screen all individuals, including camp participants, parents/guardians and staff upon arrival. <input type="checkbox"/> Deny entry to any person, including the child of a parent/guardian, staff, etc. who has any of the symptoms outlined in the COVID-19 Reference Document for Symptoms on the Ministry of Health's website. <input type="checkbox"/> Keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the program setting who stays for 15 minutes or longer. 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.

Drop Off and Pick Up

Considerations	Details
<p>What does drop off look like?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Identify location and plan staffing requirements for screening at drop off.

Considerations	Details
	<ul style="list-style-type: none"> <input type="checkbox"/> Create signage or landmarks to make drop off and pick up location easy to identify. <input type="checkbox"/> Drop-off procedures should support physical distancing and cohorting using strategies such as but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Avoiding group transportation <input type="checkbox"/> Separate cohort entrances (if possible) <input type="checkbox"/> Asking that one designated parent/guardian drop off camp participant <input type="checkbox"/> Staggering entry or limiting the numbers of people in entry areas. <input type="checkbox"/> Use COVID-19 screening signage as individuals enter the building or facility. <input type="checkbox"/> Ensure that any required materials or equipment (e.g. hand sanitizer) are available at all entry points and throughout the building. <input type="checkbox"/> Create a screening station that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Signage <input type="checkbox"/> 2 metre distance visual markers <input type="checkbox"/> One entrance/exit – if facility has multiple entrances, one entrance can be assigned per age group <input type="checkbox"/> Hand sanitizer (70% alcohol) must be available for pre and post screening. As children may have an allergy, parent permission form is required <input type="checkbox"/> Cleaning products to disinfect area between screenings <input type="checkbox"/> Garbage receptacle(s) <input type="checkbox"/> Follow screening procedures in ‘Screening’ section for child drop off.
<p>What does pick up look like?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up 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. <input type="checkbox"/> Identify location and plan staffing requirements for pick up.

Considerations	Details
	<ul style="list-style-type: none"> □ Pick up procedures should support physical distancing and cohorting using strategies such as but not limited to: <ul style="list-style-type: none"> ○ Avoiding group transportation ○ Separate cohort entrances (if possible) ○ Asking that one designated parent/guardian drop off camp participant ○ Staggering entry or limiting the numbers of people in entry areas. ○ Asking parents to wait while child is brought to them.

Programming

Considerations	Details
Capacity and Size of Groups/Classes/ Cohorts	<ul style="list-style-type: none"> □ Maximum overall capacity of camp is calculated as one camp participant per 4 square meters (4 m²), or 43 square feet (43 ft²) of space. The capacity should be calculated based on the smallest physical space that all participants will occupy but can still practice physical distancing and all other public health measures. □ Operate programs in consistent groups/classes/cohorts of no more than 10 individuals including both staff and camp participants. These groups stay together throughout the duration of the program (all day and all week). □ Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms, etc. □ 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. <ul style="list-style-type: none"> □ A cleaning log must be posted and used to track cleaning.
Toys and Equipment	<ul style="list-style-type: none"> □ Ensure all toys and equipment used at the summer day camps are made of materials that can be cleaned

Considerations	Details
	<p>and disinfected (avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items. <input type="checkbox"/> Increase the frequency (minimum twice a day) of cleaning and disinfecting objects, toys, equipment and frequently touched items. <input type="checkbox"/> Do not use water or sensory tables. <input type="checkbox"/> Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses. <input type="checkbox"/> Discourage personal belongings being brought to camp. If items are brought to camp, personal items (e.g., backpack, clothing, towel, water bottles, food, 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. <input type="checkbox"/> Camp participants should bring their own sun protection, and this should not be shared. <input type="checkbox"/> In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort. <input type="checkbox"/> If the playground, or play structure, is openly accessible to the public, including on school grounds, its use is not permitted at this time. <input type="checkbox"/> 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 <input type="checkbox"/> Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort.
Washrooms	<ul style="list-style-type: none"> <input type="checkbox"/> Plans should be made to prevent mixing of cohorts in washrooms/ changerooms and to frequently clean and disinfect shared surfaces in washrooms/changerooms.
Activities	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid singing activities indoors and ensure physical distancing for singing activities outdoors. <input type="checkbox"/> Do not plan field trips and activities requiring group transportation. <input type="checkbox"/> Aquatic activities (e.g., pool, lake, beach, splash

Considerations	Details
	<p>pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not plan activities with exposures to animals or pets.
Food and Eating	<ul style="list-style-type: none"> <input type="checkbox"/> Do not plan activities that involve camp participants in preparing or serving of food. <input type="checkbox"/> Ensure camp participants and staff perform proper hand hygiene before and after eating. <input type="checkbox"/> Ensure each camp participant has their own drink bottle that is labeled, kept with them during the day, and not shared. <input type="checkbox"/> Fill water bottles rather than drink directly from the mouthpiece of water fountains. <input type="checkbox"/> Ensure each camp participant has their own individual meal or snack with no common food or sharing. <input type="checkbox"/> Reinforce "no food sharing" policies. <input type="checkbox"/> Each participant and staff must have an individual water bottle labelled with their name. <input type="checkbox"/> When filling up the water bottle, staff and participants need to use caution to not touch the lip of the bottle to the water fountain or sink. <input type="checkbox"/> Physical distancing should be maintained while eating for camp participants and staff.
Travel	<ul style="list-style-type: none"> <input type="checkbox"/> Programs should not utilize any type of transportation, public or school buses to transport staff and children. <input type="checkbox"/> Trips requiring group transportation should not be planned. <input type="checkbox"/> If considering taking participants to parks, on walking trips or going to outdoor fields, physical distancing should be maintained.
Visitors	<ul style="list-style-type: none"> <input type="checkbox"/> Do not allow any non-essential visitors, volunteers or special performers into programs. This consideration is to limit people in the facility and program area to control any potential exposure to children and staff.

Staffing Matters

Considerations	Details
<p>There is an increased risk of more severe COVID-19 outcomes for:</p> <ul style="list-style-type: none"> • Older adults • Those with other health complications • Women that are pregnant 	<ul style="list-style-type: none"> <input type="checkbox"/> Consider if the workplace has employees who may be more vulnerable to COVID-19 and may not be able to return (e.g., health issues, pregnant, older adults)? <ul style="list-style-type: none"> <input type="checkbox"/> If so, plan for workplace accommodations. <input type="checkbox"/> Ensure that employees are aware that they can contact Human Resources or camp leadership should they require any accommodations.
<p>Are there enough staff to safely run the camp and in case of other staff being ill?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate staffing requirements and consider recruiting additional staff to fill essential positions if necessary. <input type="checkbox"/> Staff should only be working at one program site.
<p>Is there a need to train new and existing staff on regular operations, as well as additional COVID-19 health and safety measures?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a training plan, based on public health and provincial guidelines.
<p>Does the camp have policies or procedures to address job-protected emergency leave?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employees have the right to take job-protected emergency leave if they meet certain criteria. Consider planning for leaves of absence and a reduction in the number of staff members.

Occupational Health and Safety

Considerations	Details
<p>Occupational health and safety considerations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employers must have written measures and procedures for staff safety, including for infection prevention and control. <input type="checkbox"/> Camp directors and staff should stay updated on regulations and guidelines specific to the sector using provincial sources. <input type="checkbox"/> Share and promote information with your employees on how to access mental health support.

Considerations	Details
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <input type="checkbox"/> Refer to PPE section of checklist.
Does the workplace have policies and procedures for employee self-monitoring or screening for symptoms?	<ul style="list-style-type: none"> <input type="checkbox"/> Develop policies for self-monitoring and daily staff screening of symptoms. Consider using the province's COVID-19 screening tool for the screening policy. <input type="checkbox"/> The WDGPH guidance document for businesses also includes a template of a staff memo regarding self-monitoring.
Does the workplace have a policy and procedure for employees that are ill or become ill at work?	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a policy that instructs employees to stay home if ill, even if only mild symptoms. <input type="checkbox"/> If the camp does not already have a paid sick leave policy, consider developing one to prevent ill employees from coming to work. <input type="checkbox"/> The WDGPH guidance document for Day Camps also includes information on what to do if an employee becomes ill or tests positive for COVID-19. <input type="checkbox"/> Visit the WDGPH website for most current COVID-19 testing guidance.
COVID-19 Testing	<ul style="list-style-type: none"> <input type="checkbox"/> Symptomatic staff and camp participants should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management. <input type="checkbox"/> Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high. <input type="checkbox"/> Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from the local public health unit. <input type="checkbox"/> Staff members and camp participants awaiting test results should be excluded from camp.

Considerations	Details
Is the camp director able to notify staff in the event that they may have been exposed to a COVID-19 positive individual in the workplace?	<ul style="list-style-type: none"> <input type="checkbox"/> The WDGPH guidance document for businesses includes a template of a memo regarding possible COVID-19 contacts.
Outbreaks	<ul style="list-style-type: none"> <input type="checkbox"/> 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 the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided. <input type="checkbox"/> Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of illness.

Infection Prevention and Control

Considerations	Details
Hand Hygiene	<ul style="list-style-type: none"> <input type="checkbox"/> Camp participants and staff should be encouraged to wash their hands frequently with soap and warm water, for at least 20 seconds. Alcohol-based hand sanitizer can also be used if handwashing is not possible. <input type="checkbox"/> Incorporate additional hand hygiene opportunities into the daily schedule or programming to assist camp participants: <ul style="list-style-type: none"> <input type="checkbox"/> All persons must wash their hands at the start of the day prior to engaging in the play group and before leaving at the end of the day. <input type="checkbox"/> 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. <input type="checkbox"/> 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 child.

Considerations	Details
	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 70% 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. <input type="checkbox"/> 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 poster <input type="checkbox"/> Signage for proper hand washing and hand sanitizer use should be posted near sinks and hand sanitizer stations.
Respiratory Etiquette (coughing and sneezing instructions)	<ul style="list-style-type: none"> <input type="checkbox"/> To prevent the spread of respiratory infections, proper respiratory etiquette needs to be taught to participants and regularly practiced by staff and participants. <input type="checkbox"/> Post Respiratory etiquette posters at the entrance and in areas where they are likely to be seen, to remind staff and participants to practice proper respiratory etiquette. <input type="checkbox"/> Respiratory etiquette includes: <ul style="list-style-type: none"> <input type="checkbox"/> Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow <input type="checkbox"/> Disposing of used tissues into the garbage immediately after use <input type="checkbox"/> Practicing proper hand hygiene immediately after coughing or sneezing
Enhanced cleaning and disinfecting procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Train staff on enhanced cleaning and disinfecting procedures. <input type="checkbox"/> Post signage that remind all how to clean and disinfect properly. <input type="checkbox"/> Increase the frequency of cleaning and disinfecting high-touch surfaces and follow public health guidelines. Additional cleaning resources are available here. <input type="checkbox"/> Refer to the list of approved disinfectants and use these products to clean and disinfect properly.

Physical Distancing – Children, Parents and Staff

Considerations	Details
<p>Physical distancing of at least 2 metres</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage physical distancing of at least 2 metres between camp participants, parents/guardians and staff by: <ul style="list-style-type: none"> <input type="checkbox"/> Spreading camp participants out into different areas; <input type="checkbox"/> Spreading furniture, camp equipment, and activity stations out into different areas; <input type="checkbox"/> Using visual cues (e.g., signs, posters, floor markings, etc.); <input type="checkbox"/> Staggering or alternating lunchtime and outdoor playtime to reduce number of individuals in lunch area; <input type="checkbox"/> Incorporating more individual activities or activities that encourage more
<p>Can staff or meetings be held over the telephone or video-chat?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid or limit in-person meetings and consider alternative approaches.
<p>Are all workstations located at least two metres apart to allow for proper physical distancing between employees?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider rearranging workstations or having employees work at every other workstation.
<p>Is it possible to stagger shifts and break times to limit close contact between employees in common areas?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider adjusting work schedules if possible and reducing the amount of seating in common areas. <input type="checkbox"/> Also, limit the number of employees gathering in common areas and limit number in an elevator to allow for physical distancing. <input type="checkbox"/> Tables, chairs, benches and lounge type areas need to be assessed and reconfigured to allow for a minimum distance of 2 meters to allow for physical distancing.
<p>Does the camp have signage to direct parents and children and encourage physical distancing?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider floor decals and posters to remind customers to keep a two-metre distance and direct the flow of traffic through aisles and queues.

Personal Protective Equipment (PPE)

Considerations	Details
Are there situations where physical distancing is not possible and non-medical face coverings (e.g., cloth masks) should be worn? Consider interactions between coworkers, and between staff and children and/or parents.	<input type="checkbox"/> Encourage physical distancing by following the guidelines above. If not possible, recommend or provide staff with non-medical face coverings . Encourage safe cough and sneeze etiquette when not wearing a face covering.
Do staff know how to properly put on, take off, and wash a cloth mask between uses?	<input type="checkbox"/> Provide staff with posters on how to wear and wash a cloth mask properly.
Will the employees require PPE?	<input type="checkbox"/> For information on specific PPE needs for the workplace setting, visit the Ontario workplace health and safety website .

References

City of Toronto Parks, Forestry and Recreation. (2020, May). Toronto Day Camp Operational Guide.

Ministry of Health and Long-Term Care. (2020, June 1). COVID-19 Guidance: Summer Day Camps. June 1, 2020.

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf