

Checklist for Children’s Day Camps/Programs

This checklist is one of several resources intended to support day camps/programs for children to reduce the spread of COVID-19 by implementing public health measures. It can be used in conjunction with other public health directives. In addition to the resources below, please review the [Child Care](#) and [Schools](#) sections of our website for additional guidance as it applies to your setting.

If a day program is run within an organized facility, the rules outlined for the specific sports or recreation facility would apply. Visit the Sports and Recreation section of our website for more information.

Visit wdgpublichealth.ca for ongoing updates and links to additional resources. Wellington-Dufferin-Guelph Public Health (WDGPH) is unable to review individual policies and protocols. These are not legal documents.

Cohorts/Group Size

Considerations	Details
<p>How many campers are allowed in one group/cohort? What if we have more than one group/cohort?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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 <ul style="list-style-type: none"> <input type="checkbox"/> The capacity should be calculated based on the smallest physical space that all participants will occupy, while still maintaining physical distancing. <input type="checkbox"/> Cohort size must also take into consideration the gathering limits outlined in Regulation 364/20 for the program setting (e.g., sports and recreation) <input type="checkbox"/> Cohort groups stay together for the duration of the program. <input type="checkbox"/> Cohorts should not 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. <input type="checkbox"/> Ensure cohorts do not mix when using washrooms/ changerooms. <input type="checkbox"/> 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. <input type="checkbox"/> Maintain records (for at least 30 days) on which children/staff are assigned to each cohort and keep daily attendance records in case contact tracing is required.

Screening

Considerations	Details
<p>What are the screening policies and procedures for staff and camp participants?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate your screening procedures to all parents/guardians and staff. <input type="checkbox"/> Direct parent/guardians, staff and essential visitors to complete a COVID-19 screening before coming to camp each day. Use the COVID-19 school and child care screening tool. <input type="checkbox"/> If screening is completed on site, screeners should maintain a 2 metre (6 foot) distance or be separated by a physical barrier (e.g., Plexiglas). If a 2 metre distance or physical distancing cannot be maintained, personal protective equipment (PPE) (i.e., medical mask and eye protection (i.e., goggles or face shield)) should be worn. <ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff are trained on how to conduct screenings <input type="checkbox"/> Alcohol-based hand rub/sanitizer containing 60-90% alcohol content is available at screening stations <input type="checkbox"/> Keep daily records (name, contact information, time of arrival/departure, etc.) of anyone entering the premise (e.g., children, parent/guardian, staff, essential visitors, cleaners, maintenance staff) in order to facilitate contact tracing in the event of a confirmed COVID-19 case <ul style="list-style-type: none"> <input type="checkbox"/> Maintain these records for at least 30 days. <input type="checkbox"/> Individuals who do not pass the screening are not permitted entry. This does not need to be reported to Public Health. <input type="checkbox"/> Signs are posted at the entrance to remind everyone about the screening requirements.

Programming

<p>What do you need to consider when using toys and equipment?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all toys and equipment used at the day camps are made of materials that can be cleaned and disinfected (avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies). <input type="checkbox"/> Limit sharing of objects, toys, and equipment as much as possible. <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.
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	<ul style="list-style-type: none"> <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"/> Minimize the amount personal belongings being brought to camp. Personal items (e.g., backpack, clothing, water bottles, food, etc.) should be labeled and kept in an area designated for the individual's cohort. <input type="checkbox"/> Ensure personal items are not shared. <input type="checkbox"/> Outdoor play should be scheduled by cohorts to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple cohorts, each cohort must be separated by at least 2 metres. <input type="checkbox"/> If play structures are to be used by more than one cohort, the structures should only be used by one cohort at a time.
<p>What do you need to consider when doing music activities?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid singing activities indoors and ensure physical distancing for singing activities outdoors. <input type="checkbox"/> Wind or brass instruments (e.g., flutes, clarinets, trumpets, saxophones) should not be used. <input type="checkbox"/> Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity. <input type="checkbox"/> High contact sports (e.g., wrestling, rugby) are not permitted at this time. <input type="checkbox"/> 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 well as the Recommendations for the Management of Animals in Child Care Settings document.
<p>What about field trips?</p>	<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"/> Do not plan field trips and activities requiring group transportation. <input type="checkbox"/> If considering taking participants to parks, on walking trips or going to outdoor fields, physical distancing should be maintained.

<p>What about visitors?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Do not allow any non-essential visitors, volunteers or special performers onto the premises. <input type="checkbox"/> If essential visitors (e.g., plumber) are required, ensure that you keep a record of the time/date of their visit and their contact information to support contact tracing, if required.
<p>What needs to be considered when eating or drinking?</p>	<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 campers understand how to safely remove and store their masks. <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"/> Use water fountains to fill water bottles rather than to drink directly from the mouthpiece. <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"/> Physical distancing should be maintained while eating for camp participants and staff.

Drop-off and Pick-up

Considerations	Details
	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with parents/guardians your drop-off/pick-up procedures ahead of time. <input type="checkbox"/> Drop-off/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"/> Consider signage/markings or staggered entry to maintain physical distancing during drop off and pick up. <input type="checkbox"/> Create signage or landmarks to make drop off and pick up location easy to identify. <input type="checkbox"/> Drop-off/pick-up procedures should support physical distancing and cohorting using strategies including, 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

	<ul style="list-style-type: none"> <input type="checkbox"/> Staggering entry or limiting the numbers of people in entry areas <input type="checkbox"/> Ensure alcohol-based (60-90%) hand sanitizer is available for camp participants as they enter the building or facility.
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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>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.
<p>Does the workplace have a policy and procedure for employees that are ill or become ill at work?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a policy that instructs employees to stay home if ill, even if they have 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"/> Visit the WDGPH website for most current COVID-19 testing guidance.

Physical Distancing

Considerations	Details
How can you ensure physical distancing among camp participants?	<ul style="list-style-type: none"> <input type="checkbox"/> Have policies and procedures in place to help maintain physical distancing of 2 metres (6 feet) between children. <input type="checkbox"/> Encourage physical distancing of at least 2 metres between camp participants 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 allow for physical distance <input type="checkbox"/> Arrange tables and chairs to allow for a minimum distance of 2 meters between people
How can you ensure physical distancing between cohort groups?	<ul style="list-style-type: none"> <input type="checkbox"/> Develop policies and procedures to maintain physical distancing between children from different cohort groups (e.g., separate entrance, staggered entry). <input type="checkbox"/> Indoor spaces that are shared between more than one group should be separated by a barrier that is at least 8 feet in height, as wide as the space/room, and can be cleaned and disinfected between uses.
How to ensure physical distancing among staff?	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Avoid or limit in-person meetings</u> and consider alternative approaches. <input type="checkbox"/> Consider rearranging workstations or having employees work at every other workstation. <input type="checkbox"/> Post capacity limits in staff areas/lunch rooms. <input type="checkbox"/> Reduce the amount of seating in staff areas. <input type="checkbox"/> Limit the number of employees gathering in common areas

Personal Protective Equipment (PPE)

Considerations	Details
When should staff/camp participants wear face coverings or other PPE?	<ul style="list-style-type: none"> <input type="checkbox"/> All staff are required to wear medical masks and eye protection in indoor spaces. <input type="checkbox"/> Camp participants in grades 4-12 are required to wear a face mask and it is strongly recommended for camp participants that are younger (JK-grade 3). <input type="checkbox"/> Staff should wear full PPE when caring for symptomatic children: medical mask, eye protection, gown and gloves <input type="checkbox"/> Provide staff with posters and training on how to wear and wash a cloth mask properly. <input type="checkbox"/> If a mask is removed and saved for reuse, keep it from being contaminated by storing it in a labelled clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled, moist, or the integrity becomes compromised. <input type="checkbox"/> Ensure staff/camp participants perform hand hygiene before and after using PPE.

Hand Hygiene & Respiratory Etiquette

Considerations	Details
How can you ensure proper hand hygiene for staff/camp participants?	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure adequate supplies of soap and paper towels is available for use in washrooms and any other handwashing sink in the facility. <input type="checkbox"/> Ensure alcohol-based (60-90%) hand sanitizer is available at entrances and in all commonly shared spaces. <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"/> Upon arrival at the camp and before leaving the camp <input type="checkbox"/> Before and after eating <input type="checkbox"/> Before and after using shared objects or touching common surfaces <input type="checkbox"/> Before and after outdoor play

	<ul style="list-style-type: none"> <input type="checkbox"/> Before and after touching face <input type="checkbox"/> Before and after putting on/removing/touching face mask <input type="checkbox"/> After using the toilet <input type="checkbox"/> After blowing nose, coughing or sneezing. <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. <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"/> Signage for proper hand washing and hand sanitizer use should be posted near sinks and hand sanitizer stations.
<p>How can you ensure proper respiratory etiquette is followed by staff/camp participants?</p>	<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

Cleaning & Disinfection

Considerations	Details
<p>What cleaning and disinfection procedures should be used?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use Health Canada approved disinfectants, in accordance with the manufacturer's instructions. <input type="checkbox"/> Clean environmental surfaces and toys before disinfection. <input type="checkbox"/> 2 in 1 products (cleaner/disinfectants) may be used to clean and disinfect equipment and surfaces. Follow the instructions for use on the product label. <input type="checkbox"/> Toys/equipment should be designated to each cohort, as much as possible, or are cleaned and disinfected between

	<p>groups.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toys that cannot be cleaned and disinfected (e.g., unsealed wooden items) must be used for only one day and then be placed in a sealed and cleanable container for two weeks before being re-introduced to the cohort (this is a precaution put into place to protect against both COVID-19 and Norovirus). <input type="checkbox"/> Washrooms should be used by one group at a time. Frequently touched surfaces should be cleaned and disinfected. <input type="checkbox"/> Shared spaces being used by more than one group should be cleaned and disinfected between use. <input type="checkbox"/> Keep a cleaning log to track cleaning.
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Students/Staff with COVID-19 Symptoms

Considerations	Details
<p>What do you need to do if a staff or camp participant has COVID-19 symptoms at school?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Children who become symptomatic while in program must be isolated from others in a supervised room or area, 2 metres from others, until they go home. <input type="checkbox"/> Staff should contact the parent/guardian immediately to pick up the ill child. <input type="checkbox"/> Sibling(s) may remain as long as they do not have any symptoms. <input type="checkbox"/> Staff should wear full PPE when caring for symptomatic children: medical mask, eye protection, gown and gloves. <input type="checkbox"/> Symptomatic children should wear a medical mask, if tolerated and perform hand hygiene. <input type="checkbox"/> Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues in a non-touch garbage bin, and proper hand hygiene. <input type="checkbox"/> All items used by the ill person must be cleaned and disinfected. <input type="checkbox"/> Ensure cohort and attendance records are ready, in case needed for contact tracing. <input type="checkbox"/> Notify Public Health of confirmed COVID-19 cases.

Return to Camp after Symptoms

Considerations	Details
	<ul style="list-style-type: none"> <li data-bbox="560 401 1484 470">☐ For return to camp guidance, please refer to the WDG Public Health Return to School guidance. <li data-bbox="560 476 1484 583">☐ Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return IF other symptoms have been resolved <li data-bbox="560 590 1484 722">☐ Refer to the Childhood Illness Reference Guide for Schools and Child Care Centres for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19