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## Introduction

Since the onset of the COVID-19 pandemic, the Province and the Town have recognized and endorsed the importance of making recreation and leisure pursuits available to residents in a safe and responsible manner to encourage maintenance of a physically and socially active lifestyle during these unprecedented times. The Town has prepared these procedures to implement a safe and structured reopening plan for Camp Innisfil, in consultation with the Simcoe Muskoka District Health Unit and in line with the Ministry of Health's COVID-19 Safety Guidelines for Day Camps. This planning guideline identifies critical health, administrative, engineering and safety controls required for reopening Camp Innisfil.

2021 Camp Innisfil will be for Campers 4 to 11 years old.

**Please note that, given the ever-changing response required to address COVID-19 concerns, this document is subject to change with little to no notice. The Town further reserves the right to cancel or alter recreational programs, as required. Please review the terms of this Plan as well as your Registration Agreement carefully. Updated versions of this Plan will be posted to the Town's website. Compliance with this Plan is a condition of your Registration Agreement. Non-compliance may result in you and/or your child's expulsion from the premises and/or cancellation of your Registration Agreement.**

## Stop the Spread

Camp Innisfil has implemented several measures to ensure Staff and Camper health & safety.

### Outdoor Camp

All camp activities will take place outdoors, except for use of washrooms or in the event of inclement weather. During inclement weather, Camp Innisfil will relocate indoors, where physical distancing will be maintained.

### Cohorts

Camps will operate in small groups called Cohorts. Cohorts will be made up of a maximum of 6 Campers (excluding Staff and or support worker(s)). Cohorts will always achieve at least a 1:6 ratio of Staff to Campers. Staff coverage will remain consistent during breaks. Cohorts will not mix with other Cohorts at any time. Once a Camper is placed in a Cohort, they remain with that same Cohort for the week. This includes during mealtime, activities, arrival, and departure.

### Physical Distancing

All indoor and outdoor program space allows a minimum of 4 squared metres per Camper. This ensures Campers and Staff can always maintain at least 2m of physical distance. Visual markers will be used on floors/tables/desks to designate areas for each Camper and Staff to occupy. Campers will only be allowed into the washroom one (1) person at a time. Staff will do their best to verbally support from the washroom entrance door, if required.

Staff will make every effort to always maintain at least 2m physical distance from Campers and other Staff. Exceptions will be made in the event of an emergency, such as providing first aid, during behaviour management situations, or when a Camper is in an emergency that threatens the Camper's or others' well-being. If a Camper older than 10 years of age has a minor injury

(bruise, sprain, nosebleed) Staff can coach the Camper on how to place the ice or bandage. All major injuries will require hands on attention. Staff will adhere to personal protective equipment (PPE) requirements (outlined below).

## Visitors

**Visitors (including Special Performers) will be restricted from accessing the camp space to assist in prevention of transmission of illness. If, for some reason, a parent/guardian or other member of the public needs to come into the facility, screening must be completed, sign in and alcohol-based hand sanitizer utilized, or hands must be washed. It has been highly recommended that Staff and Campers are the only individuals that are entering the building, except for during emergencies.**

## Personal Items

The Town will supply each Camper with their own personal bin for camp supplies and necessary personal items (i.e., lunch, hat, water bottle(s), sunscreen, and face coverings). This will help prevent sharing of supplies. Campers are discouraged from bringing additional personal items.

## Respiratory Etiquette

To prevent the spread of COVID-19, Staff and Campers will be taught proper respiratory etiquette. This will regularly be reinforced verbally and through posted signage ([Poster: Wash Your Hands](#); [Poster: Cover Your Cough](#)). Respiratory etiquette includes:

- Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow.
- Disposing of used tissues into the garbage immediately after use.
- Practicing proper hand hygiene immediately after coughing or sneezing.

## Screening and Contact Information

Passive COVID-19 screening signage will be posted at all Camp entrances. Staff will keep daily records of all individuals entering the program setting for at least 15 minutes (i.e., name, contact information, time of arrival/departure, active screening questionnaire completion) to facilitate contact tracing. Staff will compare attendance tracking to the information collected in the active screening forms.

## Staff

Camp Staff will be actively screened for symptoms and potential exposure to COVID-19 before the start of each camp day. Staff will complete the Town's Staff and Council COVID-19 Screening Form before arriving at Camp Innisfil. Staff who fail the COVID-19 screening will not be permitted to attend work.

## Campers

Campers will be actively screened for symptoms and potential exposure to COVID-19 before the start of each camp day. Campers will complete the Town's Program COVID-19 Safety Assessment Form before arriving at Camp Innisfil. This form also collects contact information for onsite Campers, allowing the Town to assist the local public health unit with contact tracing in the event of a confirmed COVID-19 case at Camp Innisfil. Records collected via the Town's form, including Personal Information, will be maintained for 2 months or longer and disclosed to public health officials, as required.

If a Camper has not completed active screening before arriving at Camp Innisfil, Staff will

complete active screening onsite. Staff will maintain physical distance of at least 2m. If 2m physical distancing is not possible, Staff will wear appropriate PPE. A Parent/Guardian over the age of 18 with knowledge of the Camper's health must be present to assist with in-person active screening.

Campers who fail the COVID-19 screening will not be permitted into the facility or allowed to participate in Camp Innisfil. Refunds will not be available for days missed because of failed screening. Refer to Returning to Camp After COVID-19 Exclusion section for more information and requirements.

### ***Essential Visitors***

All Essential Visitors (i.e., individuals providing a service in Town facilities/worksites who are not Town employees or customers) will be actively screened for symptoms and potential exposure to COVID-19 before arriving at Camp Innisfil. If an Essential Visitor has not completed active screening before arriving at Camp Innisfil, Staff will complete active screening onsite. Staff will maintain physical distance of 2m. If not possible, Staff will wear appropriate PPE. First Responders and other emergency personnel do not need to complete COVID-19 screening.

### **Face Coverings**

#### ***Parents/Guardians and Essential Visitors***

All adults attending Camp Innisfil must wear a non-medical mask or face covering while inside facilities and outside when unable to maintain 2m physical distance, including in pick up/drop off areas. See The [Town's Corporate Mask Policy](#) for exceptions.

#### ***Campers***

All Campers must wear a non-medical mask or face covering while inside facilities and outside when unable to maintain 2m physical distance. See The [Town's Corporate Mask Policy](#) for exceptions.

### **Staff PPE**

Staff will wear PPE to reduce risk of COVID-19 transmission. This includes medical masks at all times indoors and when unable to maintain physical distancing of 2m from others while outdoors, and eye protection (i.e., safety glasses, safety goggles, or a face shield) when physical distancing of 2m cannot be maintained indoors and outdoors. Staff will adhere to the Town's PPE During COVID-19 Safe Work Practice.

Staff will receive one resealable bag/fanny pack to hold additional medical masks, eye protection, and alcohol-based hand sanitizer. Before the start of each day, Staff will check to ensure they have an adequate supply of medical masks, and that their eye protection is in good working order. Each camp location will have extra PPE and first aid supplies available for refilling, as required. Staff will be informed of and trained on any PPE changes.

### **Preparing for Camp**

Parents/Guardians will receive a phone call prior to program start date by Camp Innisfil Staff to review new procedures, provide updated information, and answer questions. Parents/Guardians must complete a Camper Information Form (CIF) and will be asked for consent to use hand sanitizer on their Campers. In the event consent for the use of hand sanitizer is not provided, Campers will be required to wash their hands throughout the day. Forms will be submitted to Camp Innisfil in a clean, plastic, re-sealable bag for safe handling.

Camp Innisfil Staff will prepare and keep updated a list of Emergency Contacts, including contact information for all Staff, Campers, Parents/Guardians, and emergency contacts (including SMDHU, in the event Staff or a Camper develops COVID-19 symptoms or there is

potential COVID-19 exposure). Parent/Guardians must provide emergency contact information for someone who can arrive within **1 hour** to pick up a Camper in the event of illness or emergency.

## Daily Routine

### Morning Drop Off

Drop off will be between 8:30 and 9:00 a.m. daily. Directional aides and markers will be used in the parking lot to help with traffic management, and at the entrance to help with 2m physical distancing. The building and parking lot will have designated entrances and exits.

One Parent/Guardian can escort the Camper to the designated drop off area. Any additional individuals should remain in the vehicle. Staff will verify the Camper has completed the Program COVID-19 Safety Assessment Form at drop off. If incomplete, Staff will complete in-person screening, as previously outlined.

Staff and Campers will be asked to clean their hands with alcohol-based hand sanitizer when entering the building.

Late Camper arrivals must be communicated by calling the Camp Staff cell phone 705-984-6103

### End of Day Pick Up

Parents/Guardians must pick up Campers between 4:00 p.m. and 4:45 p.m. Parents/Guardians must call and/or text their designated Camp Staff to arrange the pickup time. Staff will bring the Camper to the designated pickup area in the parking lot. While waiting for their Camper, Parents/Guardians must remain outside and maintain 2m of physical distance. Parents/Guardians may arrange an earlier pick up by calling the Staff cell phone 705-984-6103.

## Management of Symptomatic Individuals and Confirmed Cases

### Symptomatic Staff

Staff who become unwell while onsite at Camp Innisfil must:

1. Notify their Supervisor immediately; and,
2. Separate themselves from others by going home immediately (if possible) or using the Designated Isolation Room (if necessary).

Symptomatic Staff are encouraged to visit a COVID-19 Assessment Centre or their health care provider for further assessment. They should seek COVID-19 testing and self-isolate at home until test results are received. Staff must follow all Town COVID-19 protocols for returning to work.

### Symptomatic Campers

Staff will monitor Campers for COVID-19 symptoms throughout the day. Campers who become unwell while onsite at Camp Innisfil are not able to continue attending Camp and will:

1. Put on a face covering (if available).
2. Be separated from others immediately in the Designated Isolation Room.
3. Be picked up and leave Camp as soon as possible.

Staff will:

1. Notify their Supervisor immediately.
2. Notify the Parent/Guardian immediately.
3. Monitor the Camper(s) in isolation, while maintaining at least 2m physical distance and wearing appropriate PPE.
4. Notify the Operations Department of the need to clean and disinfect areas of the camp

- where the symptomatic individual was present and the Designated Isolation Room.
5. Document incidents of isolation on an Accident/Incident Reporting Form for record keeping.
  6. Compile a list of Campers, Staff and Essential Visitors who were in contact with or in the same Cohort as the symptomatic individual.

Symptomatic individuals should seek COVID-19 testing and self-isolate at home until negative test results are received. All Campers showing symptoms are encouraged to visit a COVID-19 Assessment Centre or their health care provider for further assessment. You can access an assessment centre in your area by following [this link](#). If symptoms worsen, it is recommended you seek assessment through your health care provider, by calling 911, or visiting an emergency department, if needed.

### Designated Isolation Rooms

- Stroud Arena: Referee Rooms
- Stroud Banquet Hall: Kitchen Area

If the Facility or Complex does not have a Designated Isolation Room, and the individual is not well enough to leave, they may remain in the room's Designated Isolation Area, maximizing physical distance from others in the room.

Siblings or Campers from the same household may be isolated together but maintain physical distance of 2m.

**In the event of serious illness where Staff cannot reach the Camper's Parent/Guardian, (i.e., Camper is disoriented or slips into unconsciousness), emergency procedures will be followed (including calling 911).**

### Confirmed COVID-19 Case

Staff will notify SMDHU's Infectious Diseases Program at 1-877-721-7520 or 705-721-7520 ext. 8809 if a camper or staff member reports that they have tested positive for COVID-19 or if there is a suspect COVID-19 outbreak if there is a confirmed case of COVID-19 at Camp Innisfil. Staff will inform Parents/Guardians of affected Campers of potential exposure and the need to self-isolate and monitor for symptoms.

If SMDHU declares Camp Innisfil to have a COVID-19 outbreak and deems it necessary to dismiss individuals or cohorts from the program, the Town will notify Parents/Guardians as soon as possible.

### Returning to Camp After COVID-19 Exclusion

Staff and Campers who have been excluded from Camp Innisfil because of COVID-19 will be permitted to return when one or more of the following is true:

1. **Individual had symptoms compatible with COVID-19 infection AND:**
  - a. **a COVID-19 test was POSITIVE.** Ten (10) days have passed since symptoms started. No fever is currently present, and symptoms have resolved or have been improving for at least 24 hours.
  - b. **a COVID-19 test was NEGATIVE.** Symptoms have been improving for at least 24 hours and no fever is currently present.
  - c. **a COVID-19 test was NOT PERFORMED.** Ten (10) days have passed since the

- symptoms began. No fever is currently present, and symptoms have resolved or have been improving for at least 24 hours.
2. **Individual had close contact with someone with a confirmed case of COVID-19, as determined by public health.** Fourteen (14) days have passed since the date of last exposure and no symptoms are present.
  3. **Individual travelled outside of Canada.** Fourteen (14) days have passed since returning from travel and no symptoms are present.
  4. **Household member was experiencing new COVID-19 symptoms and/or waiting for test results AND** (at least one must be true):
    - a. **the ill person's COVID-19 test was negative.**
    - b. **the ill person received an alternate diagnosis by a healthcare provider.**
    - c. **the ill person did not have a COVID-19 test.** Fourteen (14) days have passed since last contact with the person with symptoms (if the ill person can self-isolate away from the rest of the household); or twenty-four (24) days have passed since the start of the ill person's symptom(s) if the ill person CANNOT self-isolate.

Before returning to Camp, Staff and Campers must complete and submit Camp Innisfil's COVID-19 Attestation Form for Return to Camp and receive Town approval.

**If you have questions related to COVID-19, contact your primary care provider, Telehealth Ontario (1-866-797-000) or visit Ontario's COVID-19 website [here](#).**

## Altered Amenities and Services

### Water Bottles and Sunscreen

Each Staff member and Camper must bring their own, individual water bottle and sunscreen, clearly marked with their name. When filling up the water bottle, Staff and Campers will be reminded to use caution not to touch the lip of the bottle to avoid the potential for contamination.

Campers will need to apply their own sunscreen in order to maintain appropriate physical distancing.

### Cell Phones

The Camp Coordinator and two Site Supervisors will have access to Town supplied cell phones. Cell phones will not be shared and will be disinfected at the start and end of each day.

### Hand Hygiene

Handwashing signs will be posted at all sinks. Staff will implement a hand washing schedule for all Campers. Only one (1) child will be permitted to wash their hands at a time and only one (1) sink will be used at a time unless there is greater than 2m between sinks. Portable handwashing stations may also be available.

Staff will check and refill soap dispensers regularly. Staff will clean and disinfect washrooms as often as necessary to maintain a sanitary condition, but no less than twice per day and when visibly soiled.

Staff will have access to a designated Staff sink that will not to be used by Campers. Staff will wash their hands:

- Before and after every shift.

- Before and after entering an isolation room.
- Before and after coming into physical contact with another individual for any reason.
- Regularly throughout the day.
- Whenever necessary.

If soap and water is not available, Staff will have alcohol-based hand sanitizer available. Hand Sanitizer does not replace hand washing. Hand washing is the preferred option.

### Washrooms

For facilities with at least 3 washrooms, one will be a dedicated washroom for Staff, and the remaining will be separate washrooms for Campers. For locations where there are only 2 washrooms, a Staff exclusive stall and sink will be marked off in each washroom.

### Increased Cleaning and Disinfection

The Town has adopted increased frequency of cleaning and disinfection of all touch points within the facility:

Touch Point	Frequency
Door handles to and from facility	Minimum twice a day
Door handles to rooms within the facility	Minimum twice a day
Small Toys and Equipment	Lunchtime and at the end of each day as well as anytime they become soiled or contaminated.
Large toys, equipment, and high touch items	At least twice a day and as often as necessary
Electronics	Cleaned between users
Washrooms	Minimum twice a day
Isolation Room	After each use
Town Cell Phones	At the end of each day

The Town uses hard surface disinfectants approved for COVID-19 by Health Canada.

### Reducing the risk of cross contamination

Sensory play using playdough, pasta, sand, porous materials, or other materials that cannot be readily cleaned or disinfected will not be used. Plush or stuffed toys must also be avoided as they cannot be readily cleaned and disinfected.

Each Camper will have a bin with their own art and craft supplies (markers, scissors, glue, gardening toys, etc.). Equipment and toys will not be shared amongst Campers.

Activities that involve singing must be:

- Indoors with only camp participants of the same cohort, with physical distance of at least 2 metres and adequate ventilation; or,
- Outdoors with physical distancing of at least 2 metres.

Low contact sports and recreational activities are permitted indoors. Participants will be required to continue to follow the [Town's Corporate Mask Policy](#).

Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed) will be taken out of circulation immediately and cleaned and disinfected prior to recirculation. Toys that cannot be cleaned and disinfected immediately must

be placed in a sealed container for a minimum of seven (7) days. The bin will be clearly labelled and inaccessible to Campers.

### **Extra Staff and Responsibilities**

To avoid program cancellations, Camp Innisfil will have a roster of Relief and Floater Staff available for absences. Floater Staff will be able to assist with sign in/out, cleaning and disinfection, supervising the isolation area if required, and other duties as assigned. These Staff will not be in a Cohort and will maintain 2m physical distance from Campers, unless they need to fill in for Staff who are away.

## **Check and Adjust**

### **How will the Town manage any new risks?**

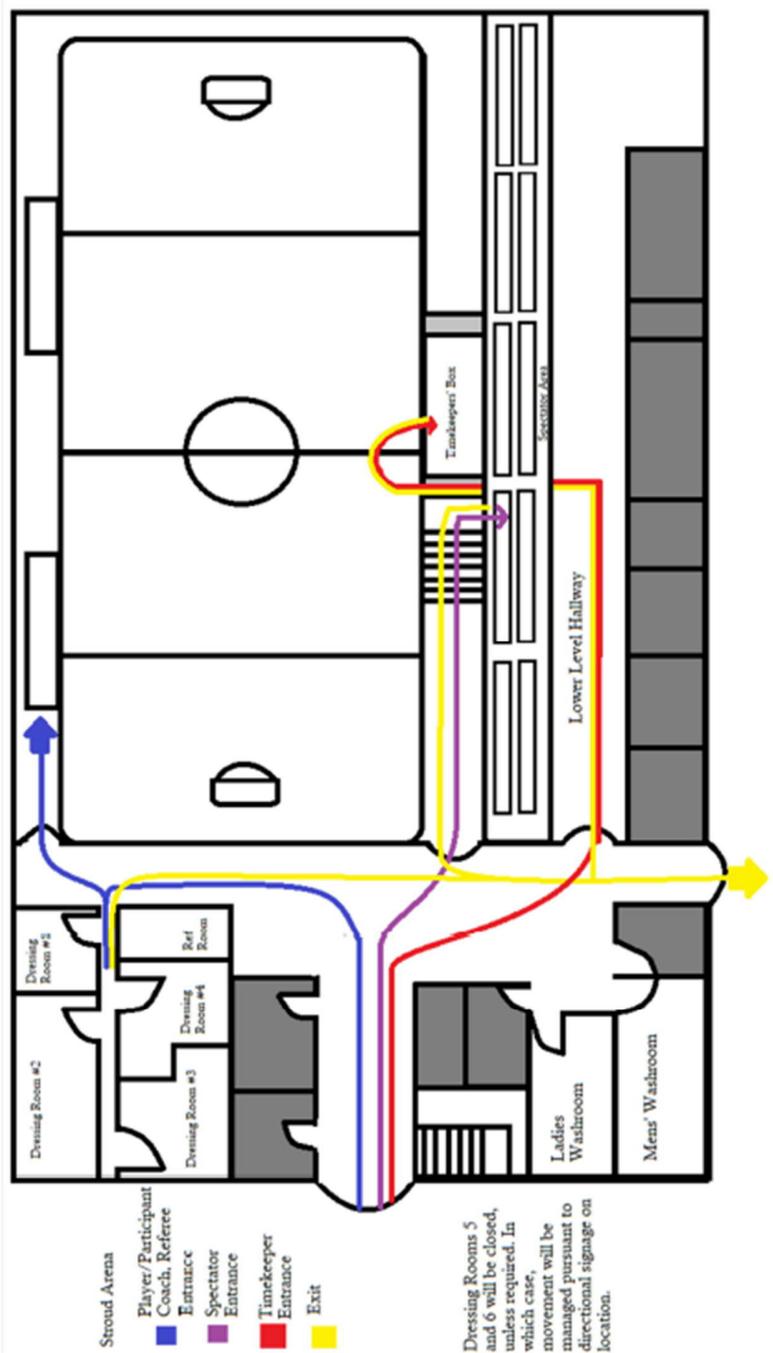
The Town's Operations and Leisure Staff meet weekly to discuss issues related to our Camps. Any Staffing issues, or new risks would be raised at this time, with the ability to pivot, as required. Other Town departments will continue providing support, as needed.

The Town has also implemented several internal COVID-19 protocols to keep both Town Staff and our user groups safe.

### **How will the Town make sure that the Plan is working?**

The Town's Operations and Leisure Staff meet weekly to discuss issues related to our Camps. Since the introduction of our Innisfil's Summer Camp Safety Plan, you may have noticed minor changes introduced as a result of these meetings and feedback from our Staff and Campers. Our team also consults with senior management, the Town's COVID-19 Task Force and Legal Staff, as needed. This plan is subject to change, based on the advice and recommendations of Town Staff, our local public health partners, Ministry of Health and/or Ministry of Labour Guidance or provincial regulation. Communication of any changes to the plan to the public is handled by the Town's Communications' and Leisure Services' Departments, whereas changes to the protocol are communicated to Staff by their respective Supervisor/Manager.

## MOVEMENT MANAGEMENT PLAN – Stroud



## **Additional Resources**

Ministry of Health [COVID-19 Guidance: Emergency Child Care Centres](#), Version 2 – May 8, 2020

Centers for Disease Control and Prevention [Suggestions for Youth Programs and Camps: Readiness Planning Tool](#)

Ministry of Health [COVID-19 Safety Guidelines for: Day Camps](#) Version 1.0 May 26, 2021

Simcoe Muskoka District Health Unit – [COVID-19 Public Health Guidance for Day Camps](#)

Simcoe Muskoka District Health Unit [COVID-19 PUBLIC HEALTH GUIDANCE FOR OPENING DAY CAMPS](#)