

## Introduction

This plan outlines specific safety measures that will be implemented at Hope Valley Day Camp (HVDC) in response to the ongoing COVID-19 pandemic. It should be considered supplemental to the existing Camp Safety Plan (per s. 10 of O. Reg. 503/17: Recreational Camps).

The focus of this plan is ensuring the safe operation of a Day Camp for children and teenagers during the 2021 summer season. It contains requirements for campers, staff, volunteers and others. Everyone on the HVDC property during the period the Day Camp is operational is expected to comply with the policies contained herein.

A soft copy of this safety plan shall be made available on the HVDC website and a hard copy shall be kept in the Camp Office. This plan shall be reviewed and all hard and soft copies will be updated as needed in a timely manner if and when changes are needed.

In the event of any conflict between this document and any orders or directives issued by the Ontario Minister of Health or the Chief Medical Officer of Health (CMOH) or the local medical officer of health, the order or directive prevails.

## Definitions

“Camper” means a child or teenager who has pre-registered for the HVDC program and attends a week-long session on the property (from Monday to Friday between the hours of 8a – 5p).

“Parent/Guardian” means the parent or guardian of a camper registered in the HVDC program.

“Staff” means volunteers or paid persons who daily supervise, lead, teach, serve or work to operate the camp program and maintain the property under the leadership of the Camp Director.

“Volunteer” means any person who occasionally visits the property to assist with the operation of the program or the maintenance of the property at the Camp Director’s request.

“Contractor” means any bus driver, commercial vendor or tradesperson who occasionally visits the property to assist with the operation of the program or the maintenance of the property at the Camp Director’s request.

“General Public” means any person who does not fall under the above categories, excluding governmental authorities and emergency response personnel.

“HVDC Property” means the area of the property open to the general public and/or regularly accessed by campers and staff—specifically the camp road, and the buildings and yards surrounding the Field Office and swimming pool. To be clear, the farmhouse and surrounding yard are considered a private residence and outside the scope of this plan.

## Arriving at HVDC

### General Policies

- The government of Ontario strongly encourages all eligible campers and staff to receive COVID-19 vaccination as soon as possible, and at the earliest opportunity before the camp starts.
- Anyone seeking to enter the property shall not do so except through the designated entry point. Physical distancing of 2 metres between persons of different households shall be maintained. Suitable markings shall be placed at the entry point to assist with proper physical distancing in the wait line.
- If not pre-screened, a designated office staff member shall conduct a COVID-19 symptom screening procedure which shall consist of asking a series of health questions (as per Ontario Ministry of Health guidelines), measuring body temperature with a non-touch instrument, and making a record of the assessment. Anyone who does not meet the screening thresholds will be asked to leave the property immediately and encouraged to seek medical care.
- There shall be no access to the camp property for the general public during the summer season, except by pre-approval from Camp Office staff.
- Everyone is encouraged to sanitize their hands upon entering the property. HVDC shall provide a sanitizer dispenser for this purpose at multiple locations, particularly entrances to all buildings and washrooms. Outdoor hand-washing stations have been built to alleviate washroom use.
- Campers, staff and others who choose to disregard these COVID-19 requirements may be removed from participating in the Day Camp program at the Camp Director's discretion.

### Pre-screening

- Parents/guardians must complete a daily online screening form (link provided through the registration confirmation email or on the camp website [www.hopevalley.ca](http://www.hopevalley.ca)) and submitted before 8:00 am every day before the camper(s) arrive at camp or enter the complimentary bus charter. Daily submissions are recorded and saved and filed.
- If the camper(s) or anyone in the household exhibits COVID-19 symptoms, the camper(s) must NOT be sent to camp. Peterborough Public Health should be contacted at 705-743-1000 and they will provide instructions to follow.
- If a camper arrives to the property without completing the online pre-screening prior to arrival, staff will attempt to contact their parent/guardian to complete the required screening. If unable to reach the parent/guardian, the camper may be placed into isolation until they can be reached and the COVID-19 screening completed.
- Staff shall check-in upon each entry into the property and must attest to a COVID-19 self-assessment daily. Staff who have not been on the property earlier the same day shall be subject to full COVID-19 symptom screening procedures.

### Essential Visitors

- Every essential visitor including parents/guardians, contractors and volunteers must inform and receive permission to enter the property prior to arrival, attest to a COVID-19 self-assessment and follow all sign in/out instructions given by camp staff.
- Contact information must be collected in case of an outbreak requiring contact tracing.
- Volunteers shall sign-in upon each entry into the property, and must record name, phone number, date and time. Volunteers shall also be subject to COVID-19 symptom screening procedures.
- Contractors shall sign-in upon each entry into the property, and must record name, company name, phone numbers, date, time, and reason/area of work. Contractors (excluding bus drivers who remain inside their bus) shall also be subject to COVID-19 symptom screening procedures in addition to those mandated by their employer.
- Unless otherwise directed by the Camp Director, all non-program participants must maintain 2 metre physical distance, always wear a mask while indoors and are not allowed to roam the grounds unaccompanied or come into contact with anyone while on the property.

### Own Ride Procedures

- Campers being driven into camp by parents/guardians will be dropped off at the entry point in a designated outdoor area called “Own Ride”.
- Campers shall check-in upon each entry into the property. Parents/guardians will be asked to remain in their vehicles until a designated staff member approaches them.
- Parents/guardians will be asked to confirm the online COVID-19 self-assessment form was submitted for each camper.
  - If yes, the camper(s) will be directed to their pre-assigned cohort and team.
  - If not, they will be asked to do so before signing in their camper(s) or the camper(s) will be screened on site with a temperature check with a touchless thermometer and actively screened as per Ontario Ministry of Health pandemic guidelines.
    - The designated staff member shall wear a face mask and shield. We request those being screened to wear a face mask during the screening procedure.
    - Campers who do not meet the screening thresholds will be asked to leave the property immediately and encouraged to seek medical care.
- All other individuals and/or pets shall remain in the vehicle at all times.
- Once drop-off has been completed, the parent/guardian shall safely leave the property without delay.

## Bus Procedures

- Campers may only board the complimentary bus charter if parents/guardians have completed and submitted their child(ren)'s online self-assessment form COVID-19 pre-screening.
- Anyone found to exhibit symptoms of COVID-19 will not be allowed to ride on the bus.
- All campers and parents/guardians must maintain 2 metre physical distancing while waiting for the bus to arrive. Parents/guardians must continue to maintain physical distancing measures if assisting campers to the bus door.
- All campers must sanitize their hands prior to and after each trip.
- Masks must be worn at all times while on the bus. Campers must bring their own masks, including extras for the day.
- Seats will be pre-assigned on the bus and campers must not change seats at any time during the bus trip.
- Eating or drinking is not allowed on the bus.
- Bus drivers are contractors hired by HVDC. Each driver shall be trained in and are expected to enforce the HVDC COVID-19 safety policies in addition to the bus company's own policies.
- Bus procedures will be strictly enforced. HVDC will make any necessary adjustments to maintain everyone's safety inside and outside the bus. This may include removing a camper from the complimentary service if bus rules are disregarded.
- Before unloading from the bus on the first day of a camp session, campers will be welcomed by the Camp Director or staff designate, will be introduced to their cohort staff leaders and team numbers and will be asked to line up with their team, reminded to follow COVID-19 safety rules and told to await instructions.
- On subsequent days, campers will exit the bus and line up in the same teams and cohorts with the same staff leaders, and await instructions.

## General Day Camp Policies

### Mask Use

- Masks that fully cover the wearer's nose and mouth must be worn at all times indoors and when physical distancing is not possible. Locations under open-sided structures are considered outdoor.
- Campers and non-program participants may wear non-medical or cloth face masks to meet the above requirement. Staff must wear medical-grade face masks to meet the above requirement.
- Masks are not to be shared or handled by others. Worn or wet masks must be replaced immediately. Reusable masks should be labelled and stored in re-sealable plastic bags to prevent contamination. Used disposable masks are to be handled with care and put in bag-lined garbage containers for proper disposal.

### Cohorts

- Campers and staff will be assigned to cohorts and are not to interact with people outside their designated cohort during the Day Camp session. Any activities, whether indoor or outdoor, will only occur with the same campers and staff in the same cohort throughout the duration of each camp session.
- Cohort sizes shall remain under 20 campers for each of the Junior, Senior and Teen age groups and will be further divided in teams of up to 10 camp participants each.
- Between 2 and 4 staff members will be assigned exclusively to each cohort.
- Each cohort will be repeatedly reminded to have hand-washing breaks at the outdoor hand-washing stations located throughout the camp property.
- Each cohort will have a designated shelf or open locker area for each camper to keep their belongings in. Campers must not use any area other than their own designated space to store their belongings during the day.
- Each cohort will access their shelves/locker area at separate times than other cohorts.
- To maintain the effectiveness of cohorting, campers are only allowed to attend one of the camp sessions during the 2021 summer.

### Group Activities

- All group activities are to be done only with individuals in the same cohort for the full duration of each camp session.
- Activities will be planned to allow for physical distancing as much as practically possible.
- Masks are to be worn during any indoor activity.
- Sports equipment will be designated exclusively to each cohort and/or cleaned and disinfected before each use.

### Swimming

- Only one cohort may use the pool facilities at a time.
- Individual outdoor change huts are provided for each cohort to use at separate times. Campers are not to leave their belongings in the huts.
- Face masks will not be required while using the outdoor chlorinated pool, however they must be stored properly so as not to get them wet during the swimming period.
- Physical distancing should be practiced as much as possible on deck and in water. The 24 x 11 metre pool is large enough to allow ample space between swimmers.
- Lifeguards shall follow the COVID-19 safety guidelines of the Lifesaving Society of Canada.
- All existing pool safety rules shall be obeyed.

### Eating & Drinking

- Campers are to bring a lunch from home that does not require re-heating. At lunchtime, each cohort will have their own designated eating area separate from all other cohorts.
- Campers are to bring a labelled, re-fillable water bottle to use throughout the day that is for their personal use and not to be shared. Drinking water faucets will be available to refill bottles and cups, but no direct-to-mouth water fountains are to be used.
- Each picnic table will be cleaned and disinfected before each use.
- Campers in each cohort will be reminded to:
  - Maintain physical distancing when eating and not to mix with any other cohort.
  - Never share food, drinks, candy, utensils or any other items they brought with them.
  - Wash hands before and after eating (at designated outdoor hand-washing stations).

### Tuck Shop

- Campers will have the opportunity to participate in the Tuck Shop program using cashless payment. Parents/guardians must send money to the Camp Office at least 2 weeks before their camp session begins, and funds will be added to their camper's Tuck Shop account.
- During lunchtime, the Tuck Shop will be open to one cohort at a time. Each cohort will line up to wait and only two campers will be allowed inside at a time. There will be a single path through the Tuck Shop with separate entry and exit doors.
- Any candy, chips or drinks will be individually pre-packaged and handed out by staff wearing gloves and masks. The staff will also deduct purchases from the camper's pre-deposited funds.
- Campers will be instructed to immediately return to their cohort eating area or line.
- High-touch surfaces will be cleaned and disinfected in between each cohort going through the Tuck Shop.

### Kitchen

- The camp kitchen shall not prepare food for campers. It shall be used to prepare meals for staff and designated volunteers only.
- The kitchen is not open to campers, general staff or volunteers. Entry is limited to the designated kitchen staff only and others only by Camp Director's pre-approval.
- Staff meals will be served by designated kitchen staff wearing gloves and face masks. No self-serve or family-style food service or open-access dishware/cutlery will be allowed.
- Kitchen staff may be generally exempt from wearing face masks inside the kitchen (except when required for serving, cleaning, receiving groceries, etc.) when:
  - Kitchen staff are all of the same household, or
  - Kitchen staff remain in the same cohort for multiple sessions (exemption is applicable to sessions subsequent to the first session together).
- The kitchen will be cleaned and disinfected by kitchen staff. A cleaning log shall be kept.
- The kitchen shall be operated in accordance with all standard food preparation guidelines as mandated by the local health authority, with special care taken for additional COVID-19 precautions.

### Cleaning

- Any indoor space used by multiple cohorts shall be cleaned and disinfected after each use and made ready prior to the next cohort's entry.
- Each indoor activity room, all washrooms, the Camp Office, and all high-touch surfaces shall be cleaned and disinfected at least twice a day or as more as required per use by different cohorts. A log of each cleaning location, time and date shall be kept, and signed by staff involved.
- Cleaning products used shall have their DIN numbers checked and confirmed as COVID-19 effective through Health Canada's list of approved disinfectants.

### First Aid

- Staff administering non-emergency first aid to campers, staff or volunteers shall wear PPE including a face mask, face shield and gloves.
- Staff administering emergency first aid shall make reasonable efforts to limit their physical exposure, and the exposure of others not involved, while waiting for paramedics to arrive.

### Group Teaching

- When Bible lessons are taught to cohorts inside the Junior or Senior chapels, staff teachers may remove their face masks when speaking to the group, provided a full face shield is worn and physical distancing of 3 metres minimum is maintained at all times.

## Departing from HVDC

### Sign-out

- Parents/guardians that need to sign out their child(ren) before the end of the daily program due to appointments or emergencies must notify the Camp Office ahead of time and follow entry procedures as mentioned above. Campers will be asked to wait with their belongings in a designated pick-up area and must be signed out and confirmed by one of our office staff.
- Only one parent/guardian at a time may approach the sign-out area, and a mask is required.
- If a line up occurs, 2 metre physical distancing is to be practiced.

### Belongings

- No camper belongings are to be left at camp overnight. At the end of the day, cohorts will wait their turn to retrieve all their belongings from their designated shelving/locker areas and will be brought to the Bus Loading zone or Own Ride pick-up zone.

### Taking the Bus

- Campers will be lined up according to the pre-assigned bus seating plan, in a physically distant manner.
- Bus will be loaded from back to front, based on bus stop order from last stop at back to first stop at front.
- Campers must wear their own masks before boarding the bus, keeping them on and staying seated in their designated seat during the entire trip.
- Parents/guardians must practice physical distancing measures while waiting for the bus and meeting campers at the bus door during unloading.

### Own Ride

- Campers will line up in a physically distanced manner.
- Parents/guardians are to park in the designated area and remain in their vehicles.
- Staff will mark each camper as signed out and will escort the camper to their parent/guardian vehicle without the need for any additional contact.
- All other individuals and/or pets shall remain in the vehicle at all times.
- Once pick-up has been completed, the vehicle shall safely leave the property without delay.



## Staff Policies

### Preparation

- Staff are encouraged to self isolate, if possible, for up to two weeks before attending camp and are advised to be aware of the potential risks to their health of outbreaks.
- Staff must attend a mandatory week-long Staff Training that includes being trained in health guidelines related to the COVID-19 pandemic (i.e.: proper face covering, PPE, screening, physical distancing, cleaning and disinfecting, accessing the COVID-19 safety plan, and more) both for their protection and that of others.
- Each staff member is required to review and attest to understanding this COVID-19 Safety Plan and commit to do their best to put it into practice.

### Accommodations

- Staff who participate in after-hours activities and reside on the property overnight will sleep in dorm areas designated by cohort or in private living spaces designated by household groups. Masks must be worn when indoors with others and when physical distancing is difficult. No shared bunks and no head-to-head sleeping positions shall be allowed in the dorm areas.
- Staff washrooms and shower facilities must be cleaned and disinfected before and after each use in order to better protect each individual. All staff will be trained on how to do so.

### Children of Staff

- Staff who must bring their children while they serve in this volunteer ministry may have their children participate in the Day Camp program during the sessions they are working on the property. These children must stay together with their family in their designated private living space outside of Day Camp operating hours.
- These children will be considered in their own household group when living with their family members but will be required to wear masks along with their families whenever physical distancing is not possible with other staff members and cohorts.

## COVID-19 Symptoms & Exposure

In the case of a suspected or confirmed case of COVID-19:

### Immediate Isolation

- Any camper/staff who demonstrates COVID-19 symptoms during the day will be placed in a designated Isolation Trailer with their belongings. The trailer shall be outfitted with a couch, box of tissues, appropriate bag-lined garbage can and an air conditioning system.
- If a camper, they will be supervised by a designated staff member wearing appropriate PPE (mask, face-shield and gloves) and using hand sanitizer.
- If a staff member, they will be asked to return home immediately and seek medical attention. The Camp Director will assess the situation and arrange transportation if deemed necessary.
- Any volunteer or contractor who demonstrates COVID-19 symptoms shall be asked to leave the property immediately, self-isolate and seek medical attention.
- A sanitary PPE kit shall be available at the Camp Office for symptom response. Following an isolation event, the trailer and items will be cleaned and disinfected using a fogging machine dialed to the recommended sanitation settings.

### Notification

- Parents/guardians of the symptomatic camper will be immediately notified and must pick up their child(ren) as soon as possible.
- If a case of COVID-19 is suspected, the Camp Director will notify Peterborough Public Health (PPH) at 705-743-1000 to collaborate on case management and determine next steps.
- The Camp Director will provide any records requested by PPH for contact tracing purposes and initiate HVDC contact protocols with those we are directed to inform of the situation if a confirmed case of COVID-19 has been found.

### Impact on Camp Operations

- Day Camp programs will continue unless directed otherwise by PPH. Following a confirmed case of COVID-19, HVDC will follow PPH's direction for further testing, isolation and modification to procedures relating to camper cohorts, affected staff/visitors or even the whole camp.
- HVDC understands that only the local Medical Office of Health or their designate will declare when an outbreak is over and that they will advise on next steps.
- Campers, staff, volunteers or contractors who contract COVID-19 may not re-enter the camp property unless cleared by the Camp Director according to PPH guidelines.
- HVDC is committed to working with PPH and the parents/guardians of campers to ensure the safety of everyone. HVDC will do its best to remain flexible to any scheduling impacts including camp sessions that may need to be shut down or modified.