



# *Catholic Youth Organization*

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

## COVID- 19 Outbreak Guidance for the Catholic Youth Organization

### PURPOSE

To describe the operational procedure of the Catholic Youth Organization (C.Y.O.) COVID-19 policies.

This Guideline has been made for C.Y.O in accordance with the Ontario Ministry of Health's guidance for Day Camps.

### SCOPE

This procedure applies to the screening, cleaning, and break down of programming for staff and campers of C.Y.O.

### DEFINITIONS

N/A

### RESPONSIBILITY

Executive Director:

- Communication with Public Health

Full Time Staff/Directors:

- Review electronic health screening
- Maintain record of active screening of visitors
- Communicate with visitors and camper/student parents as needed



## PROCEDURE

### Preventing the Introduction of COVID-19 into C.Y.O. and Preparedness Measures before Detection of a Case on site.

#### A. Group sizes and makeup:

##### i. **Summer Camp**

- The 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.
- Siblings will 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.

##### ii. **Rentals**

- Based on the facility venue, groups are limited to 6 social circles, of 8 people per social circle to a maximum of 48 guests
- All guests outside of a social circle must remain 2 meters or 6 feet apart at all times
- Masks are mandatory, except when seated at the table, eating or drinking

#### B. Policies and procedures

- COVID-19 outbreak procedures (this document) must be read by all staff.
- ALL staff and visitors MUST completed the online COVID-19 Self-Assessment tool prior to you're their arrival on site:
  - i. <https://covid-19.ontario.ca/self-assessment/>
- Any staff, visitors or campers suspected to have COVID 19 will cause Public Health to be contacted immediately
- Cleaning and disinfection practices
  - i. Each washroom will be cleaned no less than twice a day and when possible three times a day.
  - ii. Indoor spaces for groups will be cleaned throughout the day by the direct staff supervisor.
  - iii. After each area is clean it will be disinfected with Lysol spray.
- Visitors and staff will wash hands with soap and water or hand sanitizer before and after leaving an area. Hands must be washed with soap and water before and after using the washroom, eating snacks or meals.
- When coming to and leaving program areas, all visitors and staff must wash hands or use hand sanitizer.
- Every staff member must carry hand sanitizer with them at call times.
- Masks must be worn indoors by staff and visitors, except if in their office or if eating.



# Catholic Youth Organization

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

## C. Programming

Operate programs in consistent cohorts/social circles 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/social circle, physical distancing and general infection prevention and control practices should still be encouraged, where possible;
- Cohorts/social circles cannot mix with other cohorts/social circles 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/social circles 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/social circle should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohorts/social circles uses;
- In shared outdoor space, cohorts/social circles must maintain a distance of at least 2 metres between other cohorts/social circles and any other individuals outside of the cohort/social circle;
- Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.
- Do not use water or sensory tables;
- 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;
- Do not plan activities with exposures to animals or pets;
- Do not plan activities that involve participants in preparing or serving of food;
- Personal belongings should be minimized. If brought, 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/social circle and should not be handled by individuals from other cohorts/social circles;
- Staff and Visitors should bring their own sun protection that is labelled, and this should not be shared
- Staff and Visitors should apply their own sun protection.
- If supervising young guests, staff should use ropes to mark physical distancing of 6 feet apart when travelling.

## D. Screening

- Guests must complete
- Staff must be familiar with COVID-19 symptoms and recognizing them in staff and visitors
- Staff are responsible for screening themselves each day. They must immediately inform their supervisor if they develop symptoms.
- Campers/Students will be screened upon arrival. Screeners must wear a face mask and gloves when screening campers. They should stay 2 meters away except when taking a temperature.



# Catholic Youth Organization

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

- 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 any staff or visitor 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.
- If suspected case if found contact Public Health immediately and use script from office to speak to parents and public.
- 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.
- Staff are responsible for screening themselves each day. It is up to the individuals to record their daily check.
- Programs must keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the facility. 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 visitors/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.
- Staff with any signs or symptoms must report immediately to their supervisor and should be excluded from work.

## **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. Staff providing supervision for camper awaiting pick up must wear gown, gloves, mask, and screen guard at all times. Camper may be given colouring our bracelet making supplies that will either be taken home with them or disposed after use.
- Camper should wear a mask as well. Camp may provide if needed.
- 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.
- Campers will be isolated in the director's office or Tamarack prior to pick up.
- Parents should pick up child within one hour of being notified.



# Catholic Youth Organization

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

- Environmental cleaning/disinfection of the space and items used by the camp should be conducted once the camp participant has been picked up.
- The Camp Director or designate will contact WDGPH to notify of a potential COVID-19 case.
- Camp participants with symptoms should be tested for COVID-19.
- Camp participants awaiting test results should be excluded from camp
- 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) until they can be picked up by parents/guardians to self-isolate at home. 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. They should be excluded from work while in self-isolation. 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. Reporting suspected or confirmed cases**

The program should contact Public Health to report any staff member or camp participant suspected of having COVID-19. Public Health 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 Public Health. Outbreaks should be declared in collaboration between the centre and Public Health to ensure an outbreak number is provided.

## **H. Contacting Public Health**

In order to best support summer day camps, Public Health 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**

## **I. 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/social circles: 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.



- Masks should be cleaned daily or when visibly soiled, dame, or damaged. Whichever happens first.
- Staff must always have a mask with them.

## J. 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:

- Each area in use must be cleaned and disinfected minimally twice a day. All supplies must be disinfected after use.
- 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.
- All areas must be clean (no dirt showing) before disinfecting.

Hand hygiene:

- Conduct hand hygiene by incorporating additional hand hygiene opportunities into the daily schedule.
  - i. Hand hygiene must be done
    - i. Upon arrival
    - ii. Coming into group area (ie cabin)
    - iii. Prior to eating
    - iv. After eating
    - v. After going to the washroom
    - vi. When changing activities
    - vii. Prior to leaving camp
    - viii. Just for fun!
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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.



# Catholic Youth Organization

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

## 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) o Cleaning and disinfecting of toys must be done in between all activities
- Ensure toys are cleaned prior to disinfection

## Outdoor play:

- Cohorts are not to use the same program area outside.
- During play time, staff must remain 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.

## Physical distancing:

Encourage more physical space between camp participants by:

- Spreading camp participants out into different areas
- 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
- 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.





# Catholic Youth Organization

Athletics • Camping • Outdoor Education • Youth Ministry • Marydale Park • Camp Brébeuf

- Parents will be told of an area to drop off/pick up campers. Each cohort will have separate area.

## Food:

- 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 and lunch time so you can 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
- Cohorts must only use washroom that is assigned to them
- Staff that live on site must use washroom that is part of their residence

## 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).

## **K. Occupational Health & Safety:**

- 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.
- 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. The following must be contacted:
  - a) Ministry of Labour, Training and Skills development;
  - b) Joint health and safety committee (or health and safety representative); and
  - c) The Executive Director of the C.Y.O.