

**CAMP SUMMIT**

**COVID-19 OPERATING  
PROCEDURES & SAFETY PLAN**

**-2021-**

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# INTRODUCTION

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This package has been created as a guiding document regarding our COVID-19 operating procedures and safety plan for families and their campers, schools, visitors and other guests of Camp Summit. The operating procedures outlined in this document have been adapted with guidance from our Local Public Health Department to fit the context of our programming at Camp Summit. We will continue to review and adapt these protocols as necessary should there be a change in public health orders given by BC's Public Health Office (PHO).

If you have any questions or need further clarification on our COVID-19 operating procedures and safety plan, we invite you to contact our Office at 604-898-3700.

## GOALS OF THIS DOCUMENT

- To provide information, tools and things to consider for our clients and staff regarding safe operations that will limit transmission of COVID-19 within our camp setting and programs held both on and off site.
- To communicate an established common approach that has been applied to the context of Camp Summit's programming while continuing to meet the broader guidelines and directives as set out by the BC Provincial Health Officer (PHO).

## INFECTION PREVENTION & EXPOSURE CONTROL MEASURES

Camp Summit has kept informed of the PHO's orders, notices and guidance, recognizing that their responsibility is to monitor the health of the population across the province, while working with the Centre for Disease Control and Prevention, and the BC's Medical Health Officers.

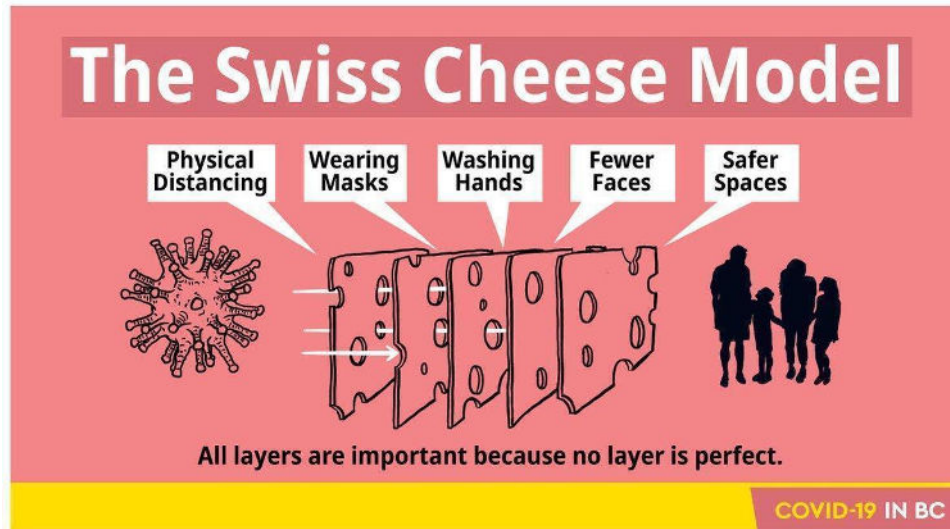
Managing the risk of COVID-19 requires multiple layers of protection to be effective. The first and most important step to reduce the risk of COVID-19 transmission at camp is to implement policies to ensure that those who are sick are not entering the camp, and that those who become sick in camp are managed appropriately. At camp the focus should be on being outdoors, reduced crowding, ventilation of indoor areas, use of masks when necessary, hand hygiene, and cleaning and disinfection of surfaces touched by many people.

Camps should strongly encourage all eligible campers and staff to be vaccinated at least two weeks prior to the camp session per BCCDC guidelines.

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in settings such as camps where there is a relatively consistent grouping of people and multiple layers of protection can be routinely implemented, including:

- Robust illness policies for campers and staff.
- Various health and safety measures taken by the camp (e.g. using outdoor space for activities, enhancing ventilation of indoor spaces, implementing staggered schedules, enhanced cleaning and disinfection of highly touched surfaces, etc.).
- Reinforcement and adoption of effective personal practices (e.g. hand hygiene, respiratory etiquette, wearing masks when required, etc.).

A layered approach to infection prevention and exposure control should be taken to reduce the transmission of COVID-19 in camps. When multiple layers of protection are in place, the approach is more likely to be effective if any one layer of protection fails. Some layers of protection rely on camp policies and practices, while others rely on individual behaviours of campers and staff. When many layers are combined, the risk of COVID-19 is substantially reduced.



- Physical distancing between households is an important layer because COVID-19 spreads through close contact. This can be done by conducting activities outdoors, adapting group activities to minimize physical contact between households indoors, establishing occupancy limits for indoor spaces, staggering meeting times and mealtimes, rearranging activity spaces (e.g. arts & crafts room), or other means.
- Indoor spaces with inadequate ventilation pose a higher risk of COVID-19 transmission. Activities outdoors are best. When indoors, open doors and windows to improve ventilation with fresh air.
- Reduce indoor crowding. If done well, the need for masks indoors can be limited to specific situations.
- Wearing masks in closed spaces with poor ventilation is another layer of protection. Masks should be required in enclosed spaces (e.g. buses) when the space cannot be well-ventilated for campers in Grade 4 and older (9 years old as of December 31, 2021) and for staff during activities and situations where they are interacting in close proximity to others. Camp staff must ensure that masks are used correctly. Students in Grades K to 3 are encouraged to wear a mask in enclosed spaces but are not required to do so - mask wearing remains a personal or family/caregiver choice for these campers, and their choices must be respected. Camps are permitted to enact their own more rigid mask wearing policies if deemed appropriate for their site, program, and circumstances.
- Other layers include effective cleaning and hygiene practices, such as handwashing, cough hygiene, and cleaning and disinfecting of surfaces and objects touched by many people. Camps should make explicit efforts to encourage hand hygiene and cough/sneeze hygiene.

We understand that the BC Restart Plan takes a phased approach to help mitigate the impacts of COVID-19. We also understand that in some cases the BC Restart Plan may be 'paused' while province-wide restrictions are temporarily put in place. Camp Summit is committed to following the current PHO's orders and adapting our Safety Plan as necessary to follow the BC Restart Plan or province-wide restrictions should they be activated by the PHO.

This document provides information to support Camp Summit's compliance with current orders and focuses on the following areas for both children and their families, teachers, chaperones, staff and all other participants.

1. Processes to restart/operate safely including
  - a. *First Level Protection (Elimination)*
  - b. *Second Level Protection (Engineering Controls)*

c. *Third Level Protection (Administrative Controls)*

d. *Fourth Level Protection (PPE)*

2. Measures to keep people safe and avoid further outbreaks;
3. Guidance in the event that a case or an outbreak should occur.
4. Implementation of province-wide restrictions as necessary and as applicable to our setting.

## WHAT IS COVID-19?

It is important for all visitors to Camp Summit and our staff to know the following:

- Coronavirus (COVID-19) is transmitted via larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person.
- This requires you to be in close contact – less than the so-called physical distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
- In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone touches the contaminated area then touches their face or eyes without cleaning their hands. This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.

### COVID-19 SYMPTOMS COULD INCLUDE:

- FEVER
- CHILLS
- COUGH
- SHORTNESS OF BREATH
- SORE THROAT
- RUNNY OR STUFFY NOSE
- LOSS OF SENSE OF SMELL OR TASTE
- HEADACHE
- MUSCLE ACHES
- FATIGUE
- LOSS OF APPETITE
- GASTROINTESTINAL ISSUES SUCH AS DIARRHEA OR VOMITING

Many children can have the virus without showing any symptoms. However, there is no clear evidence that children without symptoms pose a risk to other children or to adults. When children do get symptoms, they generally have much milder symptoms than adults. For children, it’s important to think about what is usual or unusual about their specific symptoms. For example, a child may have a low grade fever, irritability and a runny nose because they are currently teething or a child may have a runny nose due to seasonal allergies. Check with your health care provider if you have concerns.<sup>1</sup>

## WHEN TO STAY HOME?

**If any individual; child, teacher, chaperone, family member, staff or other participants are sick, stay home.**

It is common for children and staff to show other respiratory symptoms that are similar to COVID-19 and this is the reason that they would normally be asked to stay at home when they have a cough, cold, or a fever.

The most common symptoms of COVID-19 are: a fever, a cough and difficulty breathing. It is important to self monitor for symptoms. If children, teachers, chaperones, staff or other participants have any symptoms, they must self-isolate for a minimum of 14 days from the onset of the symptoms.

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<sup>1</sup> BC CDC’s *Frequently asked questions (FAQ) for child care operators and staff*

If any individual is feeling unwell or are showing symptoms of COVID-19, they are encouraged to contact a health professional. For more information, we encourage you to review the resources available from the BC CDC through the following link: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

## WHAT IS SELF-ISOLATION?

The BC Ministry of Health strongly urges anyone who has symptoms to self-isolate for 14 days after the symptoms start. Symptoms of COVID-19 could include:

- FEVER
- CHILLS
- COUGH
- SHORTNESS OF BREATH
- SORE THROAT
- RUNNY OR STUFFY NOSE
- LOSS OF SENSE OF SMELL OR TASTE
- HEADACHE
- MUSCLE ACHES
- FATIGUE
- LOSS OF APPETITE
- GASTROINTESTINAL ISSUES SUCH AS DIARRHEA OR VOMITING

Self-isolation means staying home and limiting contact with others to help lower the chance of spreading the disease. It is advised that individuals should self-isolate for 14 days if they have no symptoms but might have been exposed to someone with COVID-19.

For more information about self-isolating and knowing whether to return to Camp Summit, please refer to the BC Centre for Disease Control's information:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>

## WHAT IS CAMP SUMMIT'S APPROACH?

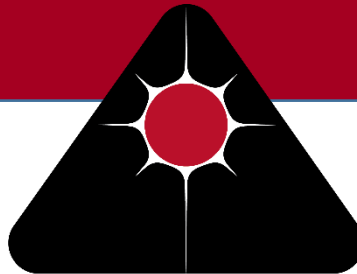
Camp Summit's Operational procedures have been established based on:

- [BC Centre for Disease Control – Guidance for Day Camps, Family Camps and Overnight Camps](#)
- [BC Camps Association COVID-19 Health & Safety Guidelines – Overnight Camps](#)
- [BC Camps Association COVID-19 Health & Safety Guidelines – Day & Family Camps](#)
- Current Province-Wide Restrictions
- *Regular consultation with our Local Public Health Officer (PHO) – Vancouver Coastal Health*

Camp Summit is operating under the Provincial Health Guidelines regarding Covid-19 and regularly consults with our local health department regarding any updates or changes to protocols. Camp Summit is organizing all of our camp programs to reflect best practices for cleaning & sanitization, physical distancing, and group management. These procedures have been outlined in the following pages of this document.

# DAY CAMP

## SPECIFIC OPERATING PROCEDURES



**CAMP SUMMIT**

# DAY CAMP

Camp Summit will be operating Day Camp programs during July 2021.

The following procedures will also be adopted for any visiting School or Rental Group operating Day Camps through Camp Summit (i.e. Spring & Fall Outdoor Education)

[BC Centre for Disease Control – Guidance for Day Camps, Family Camps and Overnight Camps](#)  
[BC Camps Association COVID-19 Health & Safety Guidelines – Day & Family Camps](#)

## MANAGING GROUP SIZE AND COMPOSITION

Campers are divided into households to reduce the number of close contacts. For purposes of these guidelines, when we would typically call a group of campers a 'cabin cohort' these guidelines will refer to them as a 'camper household.' A camper's household is the small group of campers and staff they are with each day and should not be more than 14 people total (e.g. 12 campers and two staff). This household will reflect their inner circle of contacts for tracing.

Outdoor activities will be prioritized. Limited interactions for socializing and outdoor activities between different households can occur. The household model will be implemented for tracing and to ensure that higher risk activities are done only in small groups of consistent people. This includes dining and indoor programming.

Specifically:

- Camps providing any combination of day camps, family camps and overnight camps may not create a household with individuals from different camps.
- Campers will sit exclusively with members of their household when dining.
- Campers will engage exclusively with members of their household when participating in indoor programming.
- More than one household may be in an indoor program or dining facility at one time provided windows/doors to the outdoors are open and it is well ventilated, all persons are adhering to occupancy limits, and different households are physically distancing from each other.
- If a camper requires a support worker or other additional personal assistance, this person(s) will be included in the household count and that individual must follow all health guidance.
- Multiple camper groups can use shared indoor spaces (e.g. arts and crafts, dining hall) and be in the same indoor space for an extended period of time (e.g. more than 15 minutes), the space must be sufficiently large, well ventilated, and should have posted occupancy limits to prevent overcrowding between households

## PHYSICAL DISTANCING & MINIMIZING PHYSICAL CONTACT

Outside of households, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

- If campers from different households will be in the same indoor space for an extended period of time (e.g. more than 15 minutes), the space should be sufficiently large, well ventilated, and should have posted occupancy limits to prevent overcrowding between households.
- Staff should remain with their household as much as is practicable and feasible.
- The number of staff interacting with each household should be minimized to the greatest extent possible.
- Avoid greetings which require physical contact (e.g. high fives, handshakes, hugs).
- Further guidance for maintaining physical distancing between households during camp is found in [Programs Activities](#).

**THE FOLLOWING PROCEDURES ARE SPECIFIC TO DAY CAMPS.  
PLEASE READ OUR GENERAL PROCEDURES SECTION OF THIS DOCUMENT  
THAT WILL ALSO APPLY TO DAY CAMP PROGRAMS.**

# OVERNIGHT CAMP

## SPECIFIC OPERATING PROCEDURES



# OVERNIGHT CAMPS

Camp Summit will not be operating Overnight Camps for non-leadership programs (i.e. Base Camp, Summer Blast, Adventure Challenge, Discovery Camp) during July & August 2021.

Due to the unique design and size of the program, Camp Summit will be operating overnight camps on a limited basis for Leaders In Training (LIT) and Senior Leadership Challenge 1& 2 (SLC 1 + SLC 2) during July & August 2021. The following procedures will also be adopted for any visiting School or Rental Group operating Overnight Camps through Camp Summit (i.e. Spring & Fall Outdoor Education)

[BC Centre for Disease Control – Guidance for Day Camps, Family Camps and Overnight Camps](#)  
[BC Camps Association COVID-19 Health & Safety Guidelines – Overnight Camps](#)

## MANAGING GROUP SIZE AND COMPOSITION

Campers are divided into households to reduce the number of close contacts. For purposes of these guidelines, when we would typically call a group of campers a 'cabin cohort' these guidelines will refer to them as a 'camper household.' A camper's household is the small group of campers and staff they are with each day and should not be more than 14 people total (e.g. 12 campers and two staff). This household will reflect their inner circle of contacts for tracing.

Outdoor activities will be prioritized. Limited interactions for socializing and outdoor activities between different households can occur. Specifically:

- Campers/staff in different households can engage in outdoor socializing provided that gathering limits are being adhered to. Campers in different households can engage in outdoor activities provided that gathering limits are being adhered to

The household model will be implemented for tracing and to ensure that higher risk activities are done only in small groups of consistent people. This includes sleeping, dining and indoor programming.

Specifically:

- Campers/staff will sit exclusively with members of their household when dining.
- Campers/staff will engage exclusively with members of their household when participating in indoor programming.
- More than one household may be in an indoor program or dining facility at one time provided windows/doors to the outdoors are open and it is well ventilated, all persons are adhering to occupancy limits, and different households are physically distancing from each other.

## CAMPER ACCOMMODATIONS

Living accommodations (cabin, tent, or bedroom) can be shared amongst members of a single household.

Ventilation should be optimized by use of screen doors, screened windows, etc.

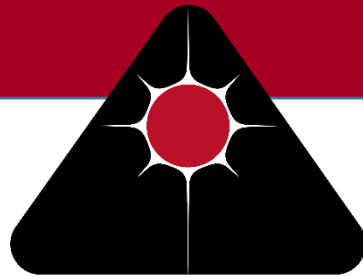
- Cabin access will be limited only to the campers/camp leaders who reside in that cabin (i.e., members of the household) and cleaning staff who will only enter when no campers/camp leaders are present. Cleaning staff will be required to wear PPE.
- Masks do not need to be worn by members of the household when in their accommodation.
- Where buildings have shared spaces between households, masks will be worn in common spaces if they do not have windows and/or doors that can be left wholly or partially open to the outdoor air.
- Sleeping accommodations shared by households should provide a 1 metre physical distance between the heads of individuals, or if heads cannot be 1 metre apart, temporary barriers may be used (curtains, sheets).

**THE FOLLOWING PROCEDURES ARE SPECIFIC TO OVERNIGHT CAMPS.**

**PLEASE READ OUR GENERAL PROCEDURES SECTION OF THIS DOCUMENT THAT WILL ALSO APPLY TO OVERNIGHT CAMP PROGRAMS.**

# FAMILY CAMP

## SPECIFIC OPERATING PROCEDURES



CAMP SUMMIT

# FAMILY CAMP

Camp Summit will be operating Family Camp programs during the Spring & Fall of 2021.

The following procedures will also be adopted for any visiting School or Rental Group operating Family Camps through Camp Summit (i.e. Spring & Fall Outdoor Education)

[BC Centre for Disease Control – Guidance for Day Camps, Family Camps and Overnight Camps](#)  
[BC Camps Association COVID-19 Health & Safety Guidelines – Day & Family Camps](#)

## MANAGING GROUP SIZE AND COMPOSITION

Family Camps are programs in which family members participate together in activities. Family camp programs at Camp Summit operate distinctly and will not overlap with Day Camp programs.

- Up to 12 people from more than one family can form a household that is consistent for the duration of the Family Camp program.
- Families will have their own private accommodation or be in shared accommodation with close friends or family if they choose so.
- Where buildings have shared indoor spaces between non-household individuals, masks will be worn in common spaces (i.e. washrooms, cabins, dining hall)
- Family camp households will follow day camp household guidance for activities, indoor and outdoor spaces, and dining.

## PHYSICAL DISTANCING & MINIMIZING PHYSICAL CONTACT

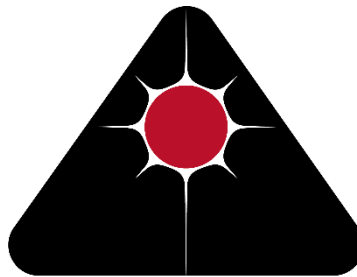
Outside of households, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

- If campers from different households will be in the same indoor space for an extended period of time (e.g. more than 15 minutes), the space should be sufficiently large, well ventilated, and should have posted occupancy limits to prevent overcrowding between households.
- Staff should remain with their household as much as is practicable and feasible.
- The number of staff interacting with each household should be minimized to the greatest extent possible.
- Avoid greetings which require physical contact (e.g. high fives, handshakes, hugs).
- Further guidance for maintaining physical distancing between households during camp is found in [Programs Activities](#).

**THE FOLLOWING PROCEDURES ARE SPECIFIC TO FAMILY CAMPS.  
PLEASE READ OUR GENERAL PROCEDURES SECTION OF THIS DOCUMENT THAT WILL  
ALSO APPLY TO FAMILY CAMP PROGRAMS.**

# GENERAL OPERATING PROCEDURES

*General Procedures, Food Service, Health Procedures*



CAMP SUMMIT

***The following procedures apply to all programs (Day, Overnight, Family) at Camp Summit. Please also refer to the specific operating procedures for each style of program for further details.***

# GENERAL PROCEDURES

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## GENERAL PRINCIPLES FOR SAFE OPERATIONS

General principles for safe overnight camp operation as per the BC CDC guidance this summer include:

- Strongly encouraging all staff and campers to be vaccinated against COVID-19.
- Spending as much time outdoors as possible.
- Utilizing well ventilated indoor spaces with windows and doors open to allow fresh air circulation.
- Frequent hand hygiene.

### Outdoor Spaces

- No masks required.
- Campers from different households can interact.
- No group size limits.
- High energy group games and activities are permitted.
- Minimal physical contact between households.
- Eating within households and no spacing restrictions.
- Singing outdoors is allowed.

### Indoor Spaces

- Campers do not have to wear masks in their cabin or indoor spaces with just their household.
- Campers do not have to wear masks in well ventilated shared indoor spaces where there is sufficient space for distancing between households.
- Masks are to be worn in vehicles, in common spaces with other households when distancing is not possible, and in poorly ventilated indoor spaces.
- Households can eat together indoors with 2 metre spacing between households.
- No singing indoors

## PHYSICAL DISTANCING & MINIMIZING PHYSICAL CONTACT

Outside of households, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

- If campers from different households will be in the same indoor space for an extended period of time (e.g. more than 15 minutes), the space should be sufficiently large, well ventilated, and should have posted occupancy limits to prevent overcrowding between households.
- Staff should remain with their household as much as is practicable and feasible.
- The number of staff interacting with each household should be minimized to the greatest extent possible.
- Avoid greetings which require physical contact (e.g. high fives, handshakes, hugs).
- Further guidance for maintaining physical distancing between households during camp is found in [Programs Activities](#).

## COVID-19 RAPID TESTING

**Campers and staff are not required to present a negative COVID-19 (POC) rapid test at the start of their program.**

If an individual is exhibiting symptoms, Camp Summit will administer an onsite POC rapid test. In these instances, POC tests are stocked, provided and administered by Camp Summit. Please review our “Health Management” section on our illness protocol and management.

## CLEANING & DISINFECTION PROCEDURES

Studies suggest that coronaviruses (including information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). With this information in mind and in consultation with our PHO, Camp Summit will do the following:

- Buildings including washrooms, lodge, health centre and other facilities will be cleaned and disinfected multiple times daily using products approved by Health Canada.
- High contact surfaces (e.g. shared equipment, doorknobs, light switches, table tops) will be cleaned and disinfected a minimum of twice per day.
- Surfaces that are visibly dirty will be cleaned and disinfected as needed.

## ORIENTATION UPON ARRIVAL

The Camp Summit office will send a copy of this Safety Plan to visitors/participants in advance of their program or booking. Upon arrival to their program with Camp Summit, all visitors/participants will review the expectations and provided with an orientation to the site and COVID-19 specific protocols. These will include the typical content for Camp Summit’s first day orientation, as well as information on:

- physical distancing & mask policy
- hand washing and sanitation
- mealtime: lunch, snacks, and water bottles
- self-monitoring for symptoms of COVID-19
- respiratory etiquette (proper coughing and sneezing)

## ACTIVITY SCHEDULING & DELIVERY

Camp Summit will also follow the BC Camps Association COVID-19 Health & Safety Guidelines for activity specific protocols. Activities will be scheduled in order to allow for thorough cleaning before the household/group arrives. Scheduled activities have been vetted and adapted as necessary in order to meet best practices for physical distancing, cleaning & sanitization, and general risk management. Activities that do not meet these best practices or do not fit within our COVID-19 Operating Procedures will not be offered this season.

During training, staff will cover the principles for safe facilitation. Staff will understand the extent to which they can adapt activities as necessary, while maintaining the intended safeguards. For example:

- Staff will encourage all participants to wash their hands prior to the start of an activity. When handwashing is unavailable, hand sanitizer will be provided.
- All equipment must be sanitized between uses. For equipment or surfaces that cannot be easily disinfected, increase attention to appropriate hygiene practices (e.g. handwashing).
- Activities will be outside whenever possible.

- When entering indoor spaces including the lodge or washroom facilities, posted occupancy limits must be followed along with distancing measures.
- During foul weather, camper households will have a designated outdoor covered space/shelter assigned for their group to use.

## **PARTICIPANT AND PARENT/GUARDIAN EDUCATION**

A copy of this COVID-19 Operating Procedures & Safety Plan will be emailed to group organizers and/or families prior to the start of their program. This document will also be available through our website.

To ensure all participants, parents/guardians and all visitors to Camp Summit are educated on our COVID-19 operating procedures we encourage group organizers to circulate this package to the necessary individuals and families in advance of their program with Camp Summit. We will also send out additional forms (via group organizers) including a Medical Form and Acknowledgement of Risk Form for all participants and visitors that must be completed in advance of the program.

## **RECORD KEEPING**

Camp Summit will keep daily records of the following for contact tracing purposes:

- Names of all participants on site.
- Names of all Camp Summit staff members on site.
- Names of 3<sup>rd</sup> party contractors entering the site (i.e. delivery drivers, carpenters etc...)

Contact tracing logs will be maintained for a minimum of four weeks after the completion of a camp program. As noted in the conditions of enrolment for all programs, Camp Summit will contact the group organizer and/or family should there be any concerns regarding a Covid-19 exposure from their time at Camp. Likewise, we ask that group organizers, and/or families promptly communicate with the Director and/or the Camp Summit office should a concern regarding exposure occur.

## **TRANSPORTATION BY CAR:**

### **DROP OFF & PICK UP PROCEDURES BY CAR**

- Camp Summit staff will be present to guide visiting groups, participants and families through our drop-off and pick-up loop. Pick-up and drop-off times will be staggered when necessary in order to limit traffic and create enough space on site for a safe and effective drop-off and pick-up experience.
- If a participant is being dropped off or picked up independently from a group, we ask that the parent/guardian or individual driving (if they are not staying to participate) remain in their vehicle while they are dropping/picking up their participant.
- A health screening at drop-off will be conducted each day.

## **TRANSPORTATION BY BUS:**

### **DROP OFF & PICK UP PROCEDURES BY CAR**

- Group transport will be for unavoidable transport only, not recreational travel.
- If group transportation is necessary, sanitation, appropriate PPE, and physical distance must be maintained.
- Masks will be donned by passengers in Grade 4 (9 years old as of December 31, 2021) and over prior to boarding vehicles or vessels and hand sanitizer must be provided before loading and after unloading.
- On buses, if space is available, each passenger should have their own seat. If passenger vans or other non-commercial vehicles are being utilized for camp transports, alternate seats and space passengers appropriately.

- Vehicles will be cleaned and disinfected according to the guidance provided in BCCDC's Guidelines on Cleaning and Disinfectants for Public Settings document. Additional guidance is available from Transport Canada.
- Passengers must sanitize or wash their hands before loading the vehicle. Load back to front, offload front to back, and assign seating.
- Loud talking or singing in enclosed spaces like vehicles is not allowed.

## USE OF INDOOR SPACES & OCCUPANCY LIMITS

Occupancy limits are posted for all indoor common area spaces including the Lodge, Washrooms and indoor classroom spaces. While individuals including participants and staff will be encouraged to remain outdoors as much as possible, Camp Summit staff will implement measures to ensure occupancy limits are followed for the use of indoor spaces.

Well ventilated indoor areas and physical distancing between households will limit the need for use of masks. Masks should be used in closed spaces with poor ventilation. The use of masks indoors does not mean that other protections, such as limiting access to the camp, maintaining physical distancing, and barriers are no longer necessary.

All individuals will be encouraged to wash their hands prior to entering any building at Camp.

## RESTRICTED GATHERING SIZE

The BCCDC [Guidance for Summer Day Camps](#) states the Provincial Health Officer's Order on [Gatherings and Events](#) does not apply to camps as long as campers and staff are not all in one area and if they are able to practice physical distancing as much as possible. Large indoor assemblies of staff and campers will not be held.

For events outside of day camp programming as outlined in this guideline:

- Events larger than the number allowed by the PHO will not occur. Events that can be held are outlined in the [Gatherings and Events Order](#) and are subject to additional restrictions. Camp settings are permitted to host events under this Order. Please see the Order for additional information.
- Gatherings of fewer than the number allowed by the PHO for a singular event may be hosted indoors or outdoors, provided that physical distancing between attendees/households is possible.

# **MEALTIMES & FOOD SERVICE**

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Food services must adhere to current WorksafeBC guidance for restaurants, cafes, and pubs. Food Safety Legislation continues to apply as relevant.

## **GENERAL PROCEDURES FOR MEALTIMES**

- Participants will remain in their camper household or family camp household for mealtimes.
- Whenever possible, households will be outside for mealtimes at a predetermined location that allows for physical distancing. When necessary, mealtime can be indoors. The dining hall will be well ventilated with doors open/soft side walls off and fans on to allow fresh air circulation.
- While eating, individuals are expected to remain seating at their designated table or space for their household.
  - There may be some instances where participants may be asked to wear a mask if they are getting up from their table to move about the dining hall space. The use of masks indoors does not mean that other protections, such as maintaining physical distancing, and barriers are no longer necessary.
- Tables will be distanced to allow two meters between the back of the seats of individuals seated at adjacent tables. Participants will sit with their household for mealtimes. More than one household will be permitted in the dining hall at the same time, so long as the number complies with the posted occupancy limit for the space.

### **THE FOLLOWING FOOD PRACTICES WILL BE FOLLOWED CONSISTENTLY DURING MEALTIMES:**

- All persons will practice proper hand hygiene upon entry to the dining hall and after eating.
- Use individual plates, cutlery and serving utensils only.
- Practice physical distancing (staff and participants sit two metres apart) while eating.
- A staff member will clean and disinfect any tables, chairs, picnic tables before and after use.
- Depending on the program, food may be served family style, by staff-assisted buffet or pre-plated. Food will be distributed in such a way to ensure there is no crowding or gathering of individuals.
- Singing or shouting will not be permitted in the dining hall.
- Staff will emphasize that food and beverages are not to be shared.
- Campers and staff are encouraged to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs. Refilling stations can be used to refill personal containers. These do not include bathroom sinks or other water sources not typically used for drinking water.

### **IN SUCH CASES WHERE FOOD SERVICE IS OFFERED, CAMP SUMMIT WILL:**

- Have all food preparation done by FoodSafe trained staff.
- Only kitchen workers and supervisory staff entering food preparation or storage areas.
- Follow established safe food practices, such as protecting foods from contamination, minimizing direct handling of food and preventing cross-contamination of foods.
- Discard any foods that may have been contaminated from coughs or sneezes.

- Increase frequency of cleaning and sanitizing of food contact surfaces and high-touch areas.
- Wash/sanitize used dishes using regular procedures (e.g., sanitizing dishwasher)
- Not provide common water coolers or common snacks for guests.
- Ensure all individuals practice hand hygiene before all meals. Hand sanitizer will be available at the entry to the lodge, and the closest hand wash station is beside the entrance to the lodge.
- Food handlers must regularly wash hands, even if they have no disease symptoms. This includes (but is not limited to) before starting, before preparing or handling food, after handling waste, after using the toilet, after blowing their nose, sneezing and coughing, after eating, drinking or smoking. Food handlers must avoid touching their eyes, nose or mouth with unwashed hands.

## **HEALTH & WELLNESS**

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The health and safety of students, teachers, and all visitors to Camp Summit has been, and continues to be our top priority in the delivery of our camp experiences.

### **GENERAL PROCEDURES**

- All staff will have a minimum of basic first aid training with many of our staff holding more advance certificates.
- Staff members are responsible for administering basic first aid to the participants in their household. Staff members will have additional personal protection equipment when managing first aid situations.
- Camp Summit will not be doing clinic/hospital trips with campers. School groups are encouraged to have access to an emergency vehicle should they need to transport a camper. Parents/guardians may also be phoned and asked to pick up their participant(s) early. In the event of an emergency, Camp Summit will call an ambulance to transport the camper offsite.
- If a participant, visitor or staff member develops a new cough (e.g., unrelated to pre-existing conditions such as asthma), fever, shortness of breath, or other symptoms of COVID-19 during the day, we will isolate them away from others immediately, and make arrangements for them to return home as soon as possible. The affected individual should isolate at home and be tested for COVID-19 as per public health guidelines.
- If a participant, visitor or staff member develops symptoms prior to arriving to their program, they must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- As noted in the booking contract, Camp Summit will contact the group organizer, participant or family should there be any concerns regarding Covid-19 exposure. Likewise, we ask that group organizers promptly communicate with the Director and/or the Camp Summit office should a concern regarding exposure occur within your group. If anyone who has entered the camp facility is diagnosed with COVID-19, Camp Summit will report to and consult with the local public health authority for direction. Camp Summit will also report to the local public health authority any cluster of illness amongst our staff.

### **HAND HYGIENE**

Proper handwashing remains the most important strategy to stay healthy. Wash hands with soap and water often – for at least 20 seconds. Where possible wash hands when arriving at camp, when leaving and throughout the day during programming. Camp Summit will ensure campers and staff are practicing regular hand hygiene. There are several hand washing stations available around Camp Summit in addition to hand sanitizer stations.

Participants should perform hand hygiene:

- When they arrive at the Camp property and before they go home
- Before and after eating and drinking
- After using the toilet
- After playing outside / participating in an activity
- After sneezing or coughing
- Whenever hands are visibly dirty

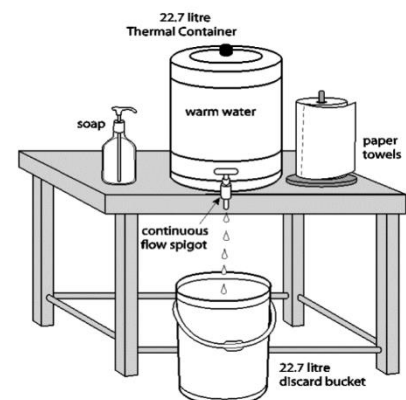
Staff should perform hand hygiene:

- When they arrive at the child care centre and before they go home
- Before and after handling food (raw, cooked or prepackaged)
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

Additional notes regarding Hand Hygiene:

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Staff should assist young campers with hand hygiene as needed.

During off-site programs where handwashing stations are unavailable, Camp Summit will provide a mobile handwashing station as per diagram and BC CDC guidelines for Industrial Camp Workers.



## WASHROOMS

For participants requiring a buddy system for washroom breaks, this practice can be maintained; ensuring the participants know to keep their distance and building occupancy limits are followed. If there is concern from the leader that campers will not maintain their distance, chaperone or floating staff can help to support. Signage is displayed in the washrooms to remind individuals to wash their hands and staff / group leaders should double check with children upon returning to the group.

# RESPIRATORY ETIQUETTE

We encourage individuals to cough and sneeze into your elbow or cover mouth and nose with a tissue when coughing or sneezing. Dispose of used tissues in the garbage immediately and then wash hands thoroughly. We also encourage all individuals to avoid touching their face.

# MASKS & FACE COVERINGS

Masks play an important role in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. Masks do not prevent the spread of COVID-19 on their own and should not be used in place of physical distancing or any other measures noted in this guidance.

The term 'mask' in this document means a non-medical mask or face covering. Medical-grade masks are not recommended within camp settings for general use. Face shields are not required in the camp setting and should not be worn as a replacement for a non-medical mask. A person choosing to wear a face shield should wear a mask in addition to the face shield.

**CAMPER MASK USE:** Masks are required to be worn by all campers in Grade 4 (9 years old as of December 31, 2021) while using indoor spaces that are not well ventilated and while travelling on a bus. Campers are not required to wear a mask while outdoors or while using well ventilated indoors spaces such as the Dining Hall or Washrooms.

Campers in Grades K to 3 (under 9 years of age as of December 31, 2021), are encouraged to follow the above requirements however, mask wearing remains a personal or family/caregiver choice for these campers, and their choices will be respected.

**STAFF MASK USE:** Masks are required to be worn by staff while moving around indoor spaces that are not well ventilated such as the office. Once you are seated at your workstation you can remove your mask. Staff are not required to wear masks while outdoors, in well-ventilated spaces or while in personal accommodations/housing unit.

Masks are not needed when urgent actions are required to support child safety.

# CRISIS MANAGEMENT

All staff will have access to additional masks and gloves in case they are required to care for a sick or injured child. First aid kits located around camp or carried by staff will also contain equipment to perform resuscitation in a safe manner as well as additional PPE.

# HEALTH SCREENING

Participants, teachers, chaperones and all other visitors to Camp Summit should preform a health screening prior to arriving for your program with Camp Summit. Please use the following screening questions to preform the check:

**1. In the past 14 days, have you had any of the following symptoms?**

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Runny or stuffy nose
- Loss of sense of smell or taste
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- Gastrointestinal issues such as diarrhea or vomiting

YES

NO

2. Have you travelled outside the country in the last 14 days or had contact with someone who has travelled outside the country?

YES

NO

3. In the last 14 days have you been told by public health to self-isolate?

YES

NO

4. Have you been in contact with someone who has tested positive for COVID-19?

YES

NO

All Camp Summit Staff will be screened on a daily basis prior to the start of that days programming. Staff experiencing symptoms or those who fail the screening will not be permitted to work and will be replaced by another staff member.

## ILLNESS PROTOCOL

Please review the "Health Management" Section of this safety plan.

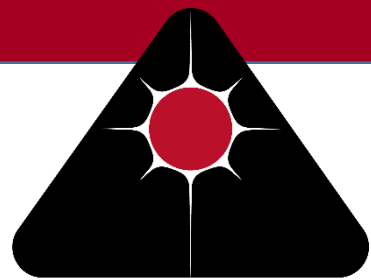
## PROTOCOL COMPLIANCE

It is our expectation of all visitors to Camp and staff members for their compliance with our established COVID-19 operating protocols & safety plan including our mask protocols as per the BC Health EPA Mask Order.

As per our Booking Agreement, the Camp Director reserves the right to cancel a group booking or withdraw any participant, family pod or designated cohort without warning who does not comply with our COVID-19 operating procedures & safety plan including our mask policy.

# HEALTH MANAGEMENT

*Health Checks, Symptom Protocol  
& Outbreak Management*



**CAMP SUMMIT**

## HEALTH CHECKS & RESPONDING TO SYMPTOMS

In the week leading up to the first day of a camp program, families are asked to monitor themselves and their camper(s) for the symptoms listed below. Camps will also send a link to the BC Covid-19 Self Assessment Tool to families to complete on behalf of their camper(s) the day before the camp session begins.

This process will apply to staff and volunteers prior to arrival at camp. All persons will be screened daily for the following COVID-19 symptoms: Fever or chills, Cough, Loss of sense of smell or taste, Difficulty breathing

Other symptoms may include: Sore throat, Loss of appetite, Extreme fatigue or tiredness, Headache, Body aches, Nausea or vomiting, Diarrhea See Symptoms ([bccdc.ca](http://bccdc.ca)) for more details.

Camp leaders will assist overnight campers in completing their daily screening. A daily screening will also be performed at the start of each day camp day. Daily screening records will be kept onsite for the duration of the camping season.

## WHAT HAPPENS IF SOMEONE FAILS THEIR HEALTH SCREENING OR BEGINS TO EXPERIENCE SYMPTOMS AT CAMP

If a camper or staff member develops a new cough (unrelated to pre-existing conditions such as asthma), fever, chills, shortness of breath, loss of taste or smell, or other symptoms of COVID-19 during the camp session, they will be required to isolate away from others immediately, and a COVID-19 test will be performed on site.

- **Camp Summit will stock COVID-19 (POC) tests on site to test symptomatic individuals. POC testing provides rapid screening of potential cases and is especially useful in remote locations and where access to community testing centres is difficult.**

A person experiencing symptoms will remain in isolation until test results are returned:

- If the person tests positive, they will need to be picked up from camp by their caregiver within 24 hours. Provincial health authorities will be notified.
- If the person tests negative and symptoms resolve, they can return to programming.
- While waiting for a sick child to be tested or picked up, a staff member should stay with the child in a room isolated from others or at least 2 metres from others if a separate room is not available. The staff person should remain as far away as possible from the child (preferably at least 2 metres). A mask should be worn by both the camper (if tolerated) and the staff person.
- A sick staff member should isolate themselves in their accommodation or a private room until a COVID-19 test can be arranged.
- Anyone who is rapidly getting more ill or seeming to be in distress should be seen by medical personnel as soon as possible, with 911 called if necessary.
- If anyone who has entered the camp facility is diagnosed with COVID-19, report to and consult with the local public health authority for advice.
- Report to the local public health authority any cluster of illness among the camp staff or campers.

## **IN THE EVENT OF AN OUTBREAK (FINDING, TRACING & MANAGING)**

The role of finding, tracing, and managing outbreaks is the responsibility of Public Health, not camp staff.

- If there is a confirmed case, cluster, or outbreak of COVID-19 in a camp, the local medical health officer will lead the response. This includes working with the camp to determine if any additional measures or changes to the camp's health and safety plan are required.
- Self-isolation of individuals or a household and additional measures such as cleaning and temporary restriction or modification of certain camp activities may be required.
- Only in exceptional circumstances would a medical health officer consider a camp closure.
- Clear and concise record keeping by camp staff of all persons entering the camp property and incidents that occur at camp can help public health staff accomplish their job.
- Attendance should be taken each day, including staff, volunteers, and any parents, caregivers, or guests who remain on site for any length of time, to assist in contact tracing should the need arise.

# STAFF

## SPECIFIC OPERATING PROCEDURES



CAMP SUMMIT

# STAFF PROTOCOLS

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## WORKER EDUCATION

Prior to arriving to Camp, staff will be sent the most recent copy of this safety plan for review. Upon their arrival to Camp, staff will also participate in a COVID-19 training and education session to review our safety plan and operating procedures. In person training will be conducted in way that allows for safe distancing between staff members in an outdoor setting.

## STAFF RESPONSIBILITY

Staff often serve in multiple roles at camp and can interact with multiple groups of households when outside. When inside, staff are always required to wear masks except when in their cabin/housing unit. Masks are not required to be worn outdoors.

Staff may come together for training purposes but the camp should seek to reduce the number of close face-to-face interactions and mask wearing is required indoors. Summer staff should be encouraged to remain on site for the duration of camp programming to limit outside interactions. When away from camp they must continue to follow all current public health guidance. Non-resident staff will avoid close interactions with campers or resident staff and must follow current public health guidance. Staff are expected to follow all current public health guidance during their time off.

## DAILY HEALTH SCREENING

All Camp Summit Staff will be screened on a daily basis prior to the start of that days programming. Staff experiencing symptoms or those who do not pass the health screening will be required to self-isolate and will not be permitted to work until a medical professional clears the status of their health.

### **SUPPORT IF YOUR ARE EXPERIENCING SYMPTOMS OR TEST POSITIVE FOR COVID-19**

Staff who are experiencing symptoms or test positive for COVID-19 will be advised to quarantine at a location away from Camp if they are within driving distance to their home and are able to safely travel. Alternative accommodations will provided for those unable to complete their quarantine at home.

Staff must pay attention to how they are feeling. If they have cold or flu symptoms in addition to gastrointestinal symptoms, they must seek assessment for testing, self-isolate, and contact a member of the Management Team. Workers can use the online [B.C. COVID-19 Self Assessment Tool](#) to help determine if they need further assessment for testing by a healthcare provider or at a local collection centre.

To the best of our ability, we are here to support staff in accessing additional resources they need should they be experiencing symptoms or need time off work to quarantine. Available resources include:

- Safe transportation to testing site in Squamish (Shady Tree Testing Site) or on site PCR Test
- Computer access to apply for the BC Wage Loss Benefit (WLB)

## **STAFF ACCOMMODATIONS**

Staff accommodations are designated as private spaces for those living in the cabin. Whenever possible, there will be one staff designated for each living space. In situations where accommodations must be shared, we will ensure beds are distanced at least 2m apart and are oriented head-toe where possible. If beds cannot be at least 2m apart, we will use temporary barriers between beds to prevent droplet spread while sleeping.

Staff are expected to follow our cleaning & disinfecting protocol for their staff accommodations on a daily basis. Cleaning products are readily available in accommodation areas. High touch surfaces will be cleaned a minimum of twice per day using designated cleaning products.

## **COMMUNAL STAFF SPACES AT CAMP**

All staff must practice physical distancing as directed by the BCCDC while on breaks and using communal staff spaces (staff lounge, patio's, Mt. Cook). Occupancy limits for indoor spaces must be followed while on breaks or using communal staff spaces. Staff must also wear a mask while using indoor communal spaces. Staff must wash their hands before entering or using communal staff spaces at Camp. Staff are expected to follow our cleaning & disinfecting protocol for staff communal areas on a daily basis. Cleaning products are readily available in staff communal spaces. High touch surfaces will be cleaned a minimum of twice per day using designated cleaning products.

## **STAFF MEETINGS**

All activities that gather individuals (i.e. staff meetings, training workshops), such meetings will be held in open spaces or outside. In situations where maintain physical distance is difficult, we will minimize staff time in that situation, provide a barrier and wear masks.

## **TRANSPORTATION**

Whenever possible, staff are encouraged to limit vehicles to single drivers (i.e. one person to do a town run for the group). When travelling as a work pod (i.e. travelling to a school for 'On the Go' programming), all individuals are required to wear a mask while in the vehicle. Staff will also be encouraged to stagger themselves in the seats when possible (i.e. one person per row). Staff are required to wash their hands thoroughly before and after travelling in a vehicle and will be required to disinfect common surfaces before and after each trip.

## **FOOD SERVICE**

When food service is not offered, staff will have access to the Kitchen and/or Mt. Cook to store/cook food for themselves. Staff must follow posted occupancy limits and mask protocols for both of these spaces and are required to clean & disinfect the space before and after each use. It is encouraged for staff to stagger mealtimes when practical and minimize people using the kitchen at one time. Staff are recommended to use the industrial dishwasher in the lodge for cleaning all eating utensils and dishes. For items that are unable to be cleaned using the industrial dishwasher, all items must be cleaned according to the 4-step process outlined in the B.C. Guidelines for Industrial Camps Regulation, that includes pre-rinsing, washing, soaking in a bleach solution, and air-drying.

## **VISITORS TO CAMP**

Only designated visitors are permitted at Camp. Staff will not be permitted to have visitors stay onsite or in their staff accommodations overnight at Camp during designated time off unless permission has been given by a Director.

## **RESPIRATORY ETIQUETTE**

We encourage individuals to cough and sneeze into your elbow or cover mouth and nose with a tissue when coughing or sneezing. Dispose of used tissues in the garbage immediately and then wash hands thoroughly. We also encourage all individuals to avoid touching their face.

## **STAFF WASHROOMS & SHOWERS**

There will be designated washrooms & showers assigned for staff use only. These areas are private and will be included on our regular cleaning & disinfecting schedule as noted in previous sections.

## **LAUNDRY FACILITIES**

There will be designated laundry space for staff use only. A laundry schedule will be established to limit the number of individuals using this space each day. This area will be included on our regular cleaning & disinfecting schedule as noted in previous sections.

## **DESIGNATED TIME OFF**

Staff do not need to remain onsite at Camp for designated time off, however, staff are expected to follow current BC CDC and Public Health orders for any time taken off site and will be expected to go through our health screening when they re-enter camp. When possible, staff are welcome to and are encouraged to stay onsite at Camp for time off if preferred. Staff are encouraged to avoid unnecessary visits to public establishments. It is recommended that traveling to a grocery store or other necessary public establishment be limited to one person per group who will also buy food and essentials for others. We encourage all staff to make smart and thoughtful decisions on their time off to ensure the health and safety of themselves, fellow staff and all visitors to Camp.

## **PROTOCOL COMPLIANCE**

It is our staff members for their compliance with our established COVID-19 operating protocols & safety plan including our mask protocols as per the BC Health EPA Mask Order. As per our staff contract, the Camp Director reserves to withdraw any staff member without warning who does not comply with our COVID-19 operating procedures & safety plan including our mask policy.

## **CONFIDENTIALITY**

It will be important that any targeted communicable disease interventions are non-stigmatizing and respect confidentiality. This includes maintaining privacy for those seeking healthcare or who may be part of self-isolation, contact tracing or outbreak investigation.

## **IMPORTANT INFORMATION REGARDING FIRST NATIONS & FIRST NATIONS HEALTH CENTRES**

Indigenous populations face heightened health risks due to higher pre-existing health conditions compared with non-Indigenous Canadians. First Nations, Métis, and Inuit populations disproportionately face health disparities linked to the social determinants of health (i.e., social, economic, cultural, political inequities). First Nation governments have been working diligently to protect the health of their communities and Elders during COVID-19. As such, it is recommended that all workers respect any precautions being taken to avoid carrying this virus into First Nations communities. If a worker who is symptomatic wishes to return to their home in a First Nation community, it is recommended that the First Nation health center is notified to determine that sufficient resources are in place to support isolation of the individual on arrival.

**CONTACTING CAMP SUMMIT**  
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**CAMP SUMMIT**