

CHECKLIST

(ARCHIVED) Daily Camp Operations: COVID-19 Preparedness and Prevention for Day Camps

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Who Should Use This Checklist and When?

This checklist can be used by day camp operators and administrators during daily camp operations (i.e., for regular monitoring of prevention measures). There is also a companion checklist on [Pre-camp Planning](#).¹

What is Covered in this Checklist?

This checklist outlines a number of COVID-19 preparedness and prevention strategies that should be considered by those operating a day camp. It includes items related to screening, management of symptomatic individuals, transportation, camp layout and daily activities, while recognizing that each day camp may have unique implementation and equity considerations.

This checklist is not intended to provide medical advice or supersede other provincial guidance on COVID-19; if there is a conflict, guidance or directives from local public health units or Ontario government ministries apply. As this checklist is focused on COVID-19 preparedness and prevention, it also does not replace other applicable legislative or regulatory requirements, e.g. related to health and safety, or provincial standards established by the Ontario Camps Association.

COVID-19 case, contact, and outbreak management are not addressed in this checklist. These activities are the responsibility of the local public health unit, and are carried out in collaboration with camp administrators/operators and other health system partners. See the Ministry of Health's COVID-19 guidance for day camps for details.

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1. Screening for Symptoms and Relevant Exposures

1	Screening for symptoms and relevant exposures	Yes	No
1.1	Each camper, staff, and essential visitor has been screened or self-screened for symptoms and relevant exposures to COVID-19 prior to entering camp facilities and/or participating in daily camp activities using relevant screening tool.		
1.2	Any camper, staff, or essential visitor who screens positive for symptoms and/or relevant exposures to COVID-19 is denied entry to camp facilities (or, if needed after arrival at camp, is immediately directed to the isolation area while plans made to safely leave).		

If on-site screening is being conducted:

1	Screening for symptoms and relevant exposures	Yes	No
1.3	Screening occurs outside of the camp's main entrance.		
1.4	Staff conducting the screening are separated from those being screened by physical distancing (i.e. minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass).		
1.5	If separation by physical distancing or barriers is not possible at all times, staff conducting the screening are wearing a medical mask and eye protection (e.g., face shield or goggles).		
1.6	Campers, staff, and essential visitors are able to safely physically distance from one another while waiting to be screened.		

Notes:

2. Management of Symptomatic Campers or Staff

2	Management of symptomatic campers or staff	Yes	No
2.1	At the isolation location/area, the symptomatic individual is given a medical mask and supervised by a designated staff member(s) until arrangements are made to send them home safely.		
2.2	Any siblings or other household members of the symptomatic individual who are present at the camp are also sent home.		
2.3	The designated staff member(s) is separated from the symptomatic individual by physical distancing (i.e., minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass).		
2.4	If separation by physical distancing or barriers is not possible (i.e., if they need to provide care to the symptomatic individual), the designated staff member(s) wears a medical mask, eye protection (e.g., goggles, face shield), gown and gloves.		
2.5	Doors and windows are kept open (weather, safety, and privacy permitting) to increase ventilation.		
2.6	After each use by a symptomatic individual, the isolation location/area is thoroughly cleaned and disinfected.		

Notes:

3. Camp-chartered Transportation

3	Camp-chartered transportation	Yes	No
3.1	All campers and staff have completed screening for symptoms and relevant exposures to COVID-19 prior to boarding.		
3.2	Any camper or staff who screens positive for symptoms and/or relevant exposures to COVID-19 is denied boarding.		
3.3	Alcohol-based hand rub with a concentration of 60%-90% is made available at the entrance/exit.		
3.4	All campers and staff perform hand hygiene prior to boarding/exiting.		
3.5	All campers and staff wear a mask (medical or non-medical) at all times, including when boarding and exiting, unless exempt.		
3.6	If campers and staff from more than one cohort are being transported together, each cohort is seated together and remains at least 2 metres apart from the other cohort(s), if feasible.		
3.7	The seating location of each camper and staff is documented for each leg of the trip (i.e., to and from destination).		
3.8	This seating location document is kept in a format that can easily and rapidly be shared with public health as needed and is kept for a minimum of 30 days.		
3.9	Windows and roof hatches are opened (weather and safety permitting) to increase ventilation.		
3.10	The driver is separated from the passengers by physical distancing (i.e., minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass), including during boarding and exiting of passengers.		
3.11	If separation by physical distancing or barriers is not possible, the driver wears a medical mask and eye protection (e.g., face shield or goggles) if this does not pose a safety risk.		
3.12	Frequently touched surfaces (e.g., door/handles, hand rails, seat backs) are cleaned and disinfected at least twice daily and between use by each cohort.		

Notes:

4. Camp Entrances/Exits

4	Camp entrances/exits	Yes	No
4.1	Camper drop-off/pick-up times are staggered for each cohort.		
4.2	If staggered times are not feasible, separate drop-off/pick-up locations are designated for each cohort.		
4.3	Separate entrances/exits are designated for each cohort.		
4.4	If separate entrances/exits are not feasible, only one cohort is permitted to enter/leave camp at a time (i.e., separately and one after the other).		
4.5	Entrance to camp's facilities is restricted to campers, staff, and essential visitors.		
4.6	If a parent/guardian must enter the camp's facilities, only one per camper is permitted and they are required to wear a mask, maintain physical distancing of at least 2 metres from others, and only go where directed by staff.		
4.7	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of required public health measures (e.g., symptom screening, hand hygiene, mask use, physical distancing) while on camp premises.		
4.8	A supply of appropriately-sized masks are available for campers who need one.		
4.9	The names (and contact information, if necessary) of each camper, staff, and essential visitor that enters the camp's facilities is recorded on a daily basis.		
4.10	This daily attendance record is kept in a format that can easily and rapidly be shared with public health as needed and is kept for a minimum of 30 days.		
4.11	Each cohort has a dedicated space to store their personal belongings.		
4.12	The personal belongings of each camper (e.g., sunscreen, bathing suit/towel) are labelled and not shared between campers.		

Notes:

5. Indoor Spaces

5	Indoor spaces (including washrooms, showers, and change rooms)	Yes	No
5.1	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of maximum capacity limits for each indoor space.		
5.2	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of required public health measures (e.g., hand hygiene, mask use, physical distancing) in each indoor space.		
5.3	Alcohol-based hand rub with a concentration of 60%-90% is accessible at the entrances/exits of all indoor spaces.		
5.4	Campers wear a well-fitting mask at all times when indoors (except when eating/drinking and ensuring physical distancing and/or barriers are in place) unless exempt.		
5.5	Staff and essential visitors wear a medical mask at all times when indoors (except when eating/drinking) unless exempt.		
5.6	If staff are unable to consistently remain at least 2 metres distanced from campers, they also wear eye protection (e.g., goggles, face shield).		
5.7	No indoor staff meetings (or other large gatherings) are planned.		
5.8	Staff breaks are staggered and all available indoor and outdoor spaces are utilized to minimize the number of staff congregating together.		
5.9	If more than one cohort must share an indoor space, each cohort is able to remain physically distanced (i.e., minimum of 2 metres apart) from one another at all times.		
5.10	Singing and playing of wind instruments indoors is not permitted.		
5.11	Windows are kept open (weather, safety, and privacy permitting) to increase ventilation.		
5.12	Outside doors are kept open (weather, safety, and privacy permitting) to reduce 'touch points' after hand hygiene has been performed.		
5.13	Air from portable fans and/or air conditioners is directed upwards (i.e., it is not blowing at head level/breathing height).		

5	Indoor spaces (including washrooms, showers, and change rooms)	Yes	No
5.14	Portable fans and/or air conditioners are regularly cleaned and maintained according to manufacturer's directions.		
5.15	If applicable, the heating, ventilation, and air conditioning (HVAC) system is regularly maintained (e.g., by HVAC contractor).		
5.16	Frequently touched surfaces (e.g., doors/handles, tabletops) are cleaned and disinfected at least twice daily and more frequently if needed.		
5.17	<p>If more than one cohort must share washrooms, showers, and/or change rooms, (i.e., dedicated facilities for each cohort are not feasible), their use is scheduled* and staggered throughout the day.</p> <p>*if emergency needs arise, there is a system in place to ensure physical distancing.</p>		
5.18	Paper towels are available for drying hands and turning off water faucets.		
5.19	No-touch garbage cans are available for disposal of paper towels.		
5.20	Toiletries and other personal belongings (e.g., toothbrush, soap, shampoo) are not left in the washroom/showers.		
5.21	Washrooms, showers, and change rooms are cleaned and disinfected at least twice daily, in between use by each cohort, and more frequently if needed.		

Notes:

6. Programs and Activities

6	Programs and activities	Yes	No
6.1	Activities, including nutrition breaks, are staggered by cohort to promote physical distancing.		
6.2	If it is not possible to stagger activities by cohort, each cohort is able to be separated by at least 2 metres at all times.		
6.3	The use of outdoor spaces for activities is maximized (weather permitting).		
6.4	If outdoor activities are planned but physical distancing is not possible within a cohort, follow current public health guidance for masking outdoors. If outdoor activities are planned but physical distancing is not possible between cohorts, campers and staff wear a mask at all times, unless exempt.		
6.5	Field trips or activities requiring group transportation are not planned.		
6.6	If activities involving food preparation and/or consumption are planned, items are distributed by a staff member wearing gloves and campers perform hand hygiene before and after and use their own utensils for eating (if needed).		
6.7	If items/equipment (e.g., balls, arts and crafts materials, canoe paddles, lifejackets) must be shared, they are used by only one cohort at a time.		
6.8	Campers perform hand hygiene before and after using shared items/equipment.		
6.9	Shared items/equipment are cleaned and disinfected after use by each cohort.		
6.10	Avoid items/equipment that cannot be adequately cleaned and disinfected (e.g., stuffed animals, Play-Doh, colouring books).		

Notes:

7. Nutrition and Hydration Breaks

7	Nutrition, and hydration breaks	Yes	No
7.1	Nutrition and hydration breaks for each cohort are scheduled (and staggered) throughout the day.		
7.2	Campers and staff do not remove their masks to eat/drink outside of their cohort's scheduled breaks.		
7.3	Nutrition and hydration breaks are taken outside (weather permitting).		
7.4	Staff and campers perform hand hygiene before and after removing their masks to eat/drink.		
7.5	Campers and staff have a safe, dedicated location to store their mask(s) while eating/drinking.		
7.6	When campers and staff have their masks off to eat/drink (or for any other reason), they remain at least 2 metres away from others (including members of their own cohort).		
7.7	When campers and staff have their masks off to eat/drink (or for any other reason), conversation is minimized as feasible and cohorts remain distanced from one another.		
7.8	If campers and staff are responsible for bringing their own food/drinks, they are individually labelled and not shared.		
7.9	If food and/or drinks are provided for staff/campers, they are offered in a grab-and-go format (or individually packaged).		
7.10	If individually packaged items are not possible, all food/drink is served by a designated, gloved staff member.		
7.11	Campers are not permitted to use microwaves or other multi-use appliances (e.g., toasters, kettles, serving utensils).		
7.12	Water fountains/dispensers are used only to re-fill individual drink bottles (i.e., not for drinking from directly).		

Notes:

Additional Notes

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Additional Resources

Provincial COVID-19 Guidance

Ontario. Ministry of Health. COVID-19: guidance for the health sector [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 31]. Available from: https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

Hand Hygiene

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to wash your hands / how to use hand sanitizer [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 17]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

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Ontario Agency for Health Protection and Promotion (Public Health Ontario). How to hand rub: step-by-step demonstration of how to properly hand rub [video recording on the Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. 1 min. Available from: <https://www.publichealthontario.ca/en/videos/ipac-handrub>

Personal Protective Equipment

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Environmental Cleaning and Disinfection

Health Canada. Hard surface disinfectants and hand sanitizers (COVID-19) [Internet]. Ottawa, ON: Government of Canada; 2020 [cited 2021 Mar 26]. Available from: canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html

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Screening

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Ontario. Ministry of Health. COVID-19 worker and employee screening [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [modified 2021 Apr 13; cited 2021 Mar 31]. Available from: <https://covid-19.ontario.ca/screening/worker/>

Self-assessment

Government of Ontario. COVID-19 self-assessment [Internet]. Version 4.7. Toronto, ON: Queen's Printer for Ontario; 2020 [modified 2021 Feb 25; cited 2021 Mar 17]. Available from: <https://covid-19.ontario.ca/self-assessment/>

Self-isolation

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to self-isolate [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to care for a child who needs to self-isolate [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 20]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2021/04/child-isolation/fact-sheet-self-isolation-child.pdf?la=en>

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Testing Locations

Government of Ontario. COVID-19 test and testing location information [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [modified 2021 Mar 04; cited 2021 Mar 17]. Available from: <https://covid-19.ontario.ca/covid-19-test-and-testing-location-information>

Public Health Unit Information

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Association of Local Public Health Agencies (alPHA). Public health units [Internet]. Toronto, ON: alPHA; [cited 2021 Mar 31]. Available from: <https://www.alphaweb.org/page/PHU>

COVID-19 Vaccines

Government of Ontario. COVID-19 vaccines for Ontario [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 31]. Available from: <https://covid-19.ontario.ca/covid-19-vaccines-ontario>

COVID-19 Mobile Alert App

Government of Ontario. Download the COVID-19 Alert mobile app to protect yourself and your community [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. Available from: <https://covid-19.ontario.ca/covidalert>

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