

# COVID-19: GUIDANCE FOR DAY CAMPS

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## PUBLIC HEALTH

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# INTRODUCTION

The provincial government is permitted [day camps](#) to operate during Step 1 of Ontario's [Road to Reopen](#) plan. The following recommendations are intended to help organizers and staff working at day camps to reduce the spread of COVID-19.

As every day camp program will be different, it is the responsibility of day camp organizers and operators to review their own policies, procedures and site-specific circumstances, and assess their ability to deliver programs and activities while ensuring the appropriate infection prevention and control measures are implemented and maintained. York Region Public Health has also developed a [Day Camp Self-Auditing Checklist](#) to help guide camp operators through these recommendations and apply them. For additional information on COVID-19 or for updates on guidance, operators are encouraged to regularly check the [Ontario COVID-19](#), [Ministry of Health](#) and [York Region](#) websites.

Please be advised that day camps are not permitted to operate in the [Shutdown Zone](#).

Day camps for children under four years of age requires a childcare license issued by the Ministry of Education. For those settings, refer to the COVID-19 health and safety requirements under [Ontario Regulation 137/15](#) under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#). Additional information is provided by the Ministry of Education [Operational Guidance During COVID-19 Outbreak Child Care Re-Opening](#).

## COMPLY WITH REGULATORY REQUIREMENTS

### OPERATE WITHIN THE REQUIREMENTS

Day camp organizers must follow all applicable legislative and regulatory requirements including:

- [Reopening Ontario \(A Flexible Response to COVID-19\) Act, \(ROA\)](#) and its related regulations,
  - [O. Reg. 82/20 Rules for Areas in Stage 1](#)
  - [O. Reg. 263/20 Rules for Areas in Stage 2](#)
  - [O. Reg. 364/20 Rules for Area in Stage 3](#)
- Ontario government issued [Orders, Directives, Memorandums](#)

If there is disagreement between the Ministry of Health [COVID-19 Safety Guidance for: Day Camps](#) and legislation, orders or directives issued by the Minister of Health or Chief Medical Officer of Health, the legislation, orders or directives takes precedence.

Day camps and Outdoor Education Centres (OECs) must follow the applicable setting/activity specific requirements (e.g., sports) in addition to the general restrictions/requirements as outlined in the regulations made under the [ROA](#).

# OCCUPATIONAL HEALTH AND SAFETY

## EMPLOYERS MUST PROTECT THEIR WORKERS

Under the [Occupational Health and Safety Act](#) and the ROA employers have a responsibility to follow certain requirements to keep workers safe. This also includes [section 22 orders](#) made by the Medical Officer of Health, any public health guidance and local municipal by-laws. Make sure you understand your responsibilities and how you can protect your workers.

## DEVELOP A CAMP SAFETY PLAN

The Government of Ontario requires employers to develop a workplace safety plan that outlines how they will help prevent COVID-19 transmission in the workplace. To help employers, the province has created a [guide and template](#) for developing a workplace safety plan. Safety plans must:

- Describe the measures and procedures which keeps workers safe from exposure to COVID-19
- Include the health and safety measures implemented to reduce the transmission of COVID-19 including screening, physical distancing, mask wearing, cleaning and disinfection of environmental surfaces, wearing of personal protective equipment
- Be written and available for review upon request
- Be posted in a location that is easily accessible
- Be reviewed and updated regularly as needed

Creating a workplace safety plan can help to ensure a healthy and safe workplace for everyone. Employers are not required to submit their plan to York Region Public Health; safety plans will not be reviewed nor will comments be provided.

## DURATION OF CAMP SESSIONS

### FOLLOW THE STANDARDS

Day Camps are required to run for a minimum of one (1) week of consecutive days (e.g., Monday to Friday) and should keep the same cohorts for the duration of the camp session for up to two (2) continuous weeks. In situations where the session continues past 2 weeks or campers are registered in multiple consecutive sessions at the same day camp, organizer should try to maintain the cohorts the same for as long as possible.

Outdoor Education Centres are required to run for a minimum of one (1) full day, where established cohorts are maintained for the duration of each program session.

# PROMOTE HEALTHY BEHAVIOUR

## #IGOTMYVACCINEINYR

- Before camp starts, [eligible staff and campers](#) are encouraged to get their COVID-19 vaccination as soon as possible

## STAY HOME WHEN YOU'RE SICK

- Visit our webpage to learn about the [symptoms](#) associated with COVID-19
- Remind staff, participants and their families to stay at home and not attend the day camp if they are sick or did not pass the [COVID-19 school and childcare screening tool](#)

## PRACTICE HAND HYGIENE AND RESPIRATORY ETIQUETTE

- [Wash your hands](#) thoroughly with soap and water or use an [alcohol-based hand sanitizer](#) (60-90% alcohol) provided hands are not visibly soiled
- Remind staff and participants to avoid touching their face, nose and mouth with unwashed hands
- [Cover your cough or sneeze](#) with a tissue. If you don't have a tissue, sneeze or cough into your sleeve
- Ensure participants can practice hand hygiene often and when needed:
  - Incorporate hand hygiene into breaks and timeouts between program activities and before and after snacks and lunchtime/meals
  - Supervise/assist participants with hand hygiene if necessary
  - Provide additional hand sanitizer stations in supervised areas (e.g. hand sanitizer dispensers near entrances and inside activity rooms), if possible
  - Monitor supplies to ensure adequate amounts of liquid soap, paper towel, (air dryer if paper towels are not available), hand sanitizer, tissues and no-touch waste receptacles with lined plastic bags

## PRACTICE PHYSICAL DISTANCING

- [Physical distancing](#) means keeping a distance of two meters (six feet) from others
- Practice physical distancing when practical/possible within the cohort and maintain physical distancing between individuals of other cohorts while indoors; general infection prevention and control practices should be encouraged and prioritized
- Masking and physical distancing outdoors are not required by individuals who are part of an assigned cohort
- Cohorts are required to practice physical distancing between individuals of other cohorts while outdoors
- Physical distancing between cohorts can be maintained by:
  - Assigning cohorts to different areas within the camp
  - Placement of equipment, furniture and activity stations to define separate areas

- Using visual cues (e.g., decals, floor marking, posters)
- Scheduling staggered meal/break times in the dining area to ensure two metre physical distancing while campers/staff are unmasked during the meal/break period
- Providing physically distanced outdoor programming
- Participating in individual activities where distance is created between cohorts and even between individuals within a cohort where possible
- Using video or telephone conferencing between parents/guardians and staff
- When supporting campers with special needs, physical distancing may be more challenging for campers with communication or behavior challenges; consider staffing ratios and staff expertise that may be needed.
- Where physical distancing cannot be maintained and the camper is unmasked/unable to keep the mask on consistently, staff must wear a medical mask and protective eyewear at all times
- Remind participants to greet each other using non-physical gestures (e.g., wave or nod), not to share items, including food, toys, arts and crafts, costumes, hats, hair combs, make-up, etc., and encourage everyone to keep their distance as best as possible during activities
- Physical distancing must not compromise supervision or the camp participant's safety

## USING FACE MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All adults (e.g., non-staff, such as parents/guardians, visitors) must wear non-medical masks while indoors and be physically distanced from others while outdoors
- All camp staff must wear a medical mask indoors; the use of masks outdoors is encouraged or mandatory if physical distancing cannot be maintained between individuals
- If a staff member cannot wear a medical mask due to medical reasons, they must maintain physical distancing from others (e.g., staff, campers, parents/guardians, visitors)
- Staff must wear a medical mask **and** protective eyewear (e.g., face shield, safety glasses or goggles) when physical distancing cannot be maintained or if interacting with an individual who is not wearing a mask
- Space(s) must be provided to staff for nutrient and mask breaks where staff can be physically distanced from others safely
- While physically distanced (two metres or more) from others, staff can remove their masks and protective eyewear when consuming food/drink or during break times
- Educate and remind staff, campers, visitors how to safely and properly [put on and take off a mask](#)
- All campers in grades 1 (as of September 1, 2021) and above are required to wear a mask (non-medical) while indoors
- Where a day camp is operating in a setting where mask requirements for children aged two years and up are legislated, masks must be worn. Refer to the ROA and its related regulations for details
- Campers are not required to wear masks outdoors if physical distancing can be maintained between other campers and cohorts.
- Campers should have as supply of extra masks to accommodate changing

- Camp provides a supply of appropriately sized masks to accommodate campers when necessary
- Masks (medical and non-medical) should be changed if visibly soiled, damp, or damaged
- Masks do not replace the need for physical distancing, hand washing, and staying home when sick
- Masks may not be tolerated by everyone. Underlying health, behaviour issues or beliefs should be considered to avoid physical and psychological injuries that may result as an unintended consequence of wearing a mask
- A doctor's note for medical exemption to wearing a mask is not a provincial or public health requirement
- Mask exemptions are outlined in the [ROA](#)

## INCREASE PUBLIC HEALTH AWARENESS

- Download, print and post signs in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours:
  - [COVID-19 Self-Assessment](#) (poster for entrances)
  - [Sanitize Your Hands](#) (poster for entrances)
  - [Correct Hand Washing](#)
  - [Correct Hand Sanitizing](#)
  - [Hooray for Hand Washing](#) (kids)
  - [Physical Distancing](#)
  - [Cover Your Cough and Sneeze](#)
  - [Lower Your Risk of COVID-19](#)
  - [COVID-19: Carpooling Advice](#)

## MAINTAIN A HEALTHY ENVIRONMENT

### PROVIDE EDUCATION

- Provide education to parents/guardians and staff about COVID-19, its [symptoms](#), how the virus can spread and when to stay home

## SCREEN PARTICIPANTS AND STAFF FOR COVID-19 SYMPTOMS PRIOR TO DROP OFF

- Passive screening must be carried out by posting signs at the front entrance or reception area and includes:
  - Symptoms of exposures to COVID-19
  - Actions to take once they have symptoms or exposure
  - Instructing campers and their families not to enter if they are sick
  - Importance of public health measures
- Active screening of all campers, staff and essential visitors must be carried out by using an online, paper-based or in-person screening tool and can be completed:
  - At home prior to arrival

- Upon arrival at the program setting before entry
- Refer to the [COVID-19 school and childcare screening tool](#) to accommodate pre-arrival screening and on-site active screening
- Screening can include daily temperature checks (at home or at the screening station)
- Children participating in day camp programs are to be accompanied by a parent/guardian at the time of drop-off/arrival
- A parent/guardian must be available to respond to the screening questions at the time of drop-off/arrival
- Screening is not required for Emergency Services or First Responders entering the premises for emergency reasons
- Designate an area outside, outside of the main entrance as a screening station. The area must allow a minimum of two metres (six feet) distance between staff conducting screening and the individual being screened. Remind campers and parent/guardian to maintain physical distancing from others when waiting to be screened
- Alternatively, a protective barrier (e.g., plexiglass) can be equipped around the screening station; screener must wear a medical mask and eye protection is recommended
- If physical distancing or a barrier is not possible, staff conducting the screening must wear a medical mask and eye protection
  - Eye protection may also be worn when it is anticipated that there may be exposure to body fluids (e.g. child being dropped-off who is upset and crying)
- If a tympanic thermometer is used, it must not be used between campers, staff, parent/guardian, essential visitors without single-use protective covers and disinfecting between use
- Ensure a supply of alcohol-based hand sanitizer is available for use at the screening station. Remind everyone being screened to use the hand sanitizer. Supervise young children using hand sanitizer
- Individuals who answer YES to any of the screening questions is not permitted to attend the day camp or enter the camp setting. Direct these individuals to visit [york.ca/covid19](https://york.ca/covid19) to learn about [assessment centres and testing](#)

## CAMP ENTRANCES AND EXITS

- Drop-off and pick-up times should be scheduled, staggered and supervised to support cohorting and physical distancing. Where staggered times are not possible, drop-off and pick-up locations are designated for each cohort
- Separate entrances and exits should be designated for each cohort; where this is not possible allow one cohort at a time to enter/leave at a time
- Only campers, parents/guardians and essential visitors are permitted to enter the camp setting. Where parents/guardians must enter the camp setting, they must be actively screened, wear a mask (non-medical), practice hand hygiene, maintain physical distancing and follow directions from staff
- Families are encouraged to only have one adult (parent/guardian) drop off and pick up campers/staff



## IMPLEMENT AN ATTENDANCE REPORTING POLICY FOR STAFF AND PARTICIPANTS

- Programs must keep and maintain daily records of anyone entering the program setting (record: name, contact information, time of arrival/departure, screening completion, etc.). These records are kept for a minimum of 30 days
- Attendance records should be updated when a participant/staff is absent
- Day camp operators should follow-up with campers and staff to determine the reason for any unplanned absences
- Determine if a staff person's absence is due to illness and note any symptoms (e.g. fever, sore throat, feeling unwell). Refer to the Ministry of Health's [COVID-19 Reference Document for Symptoms](#)
- Advise staff to call York Region Public Health at 1-800-361-5653 or their primary care provider to determine if they aren't sure if further follow up is required. COVID-19 testing is readily available at [assessment centres](#)
- Monitor attendance records for patterns or trends (e.g., campers/staff in the same group absent at the same time or over the course of a few days)
- Day camp organizers should contact York Region Public Health if there is an abnormal increase in absenteeism or they suspect that noted symptoms may be related to COVID-19

## REPORTING OF PROBABLE OR CONFIRMED CASES OF COVID-19

- Camp operator must report to York Region Public Health of any suspect, probable, or confirmed cases of COVID-19 within the camp (staff or campers) to support case management and contact tracing, by completing the [online reporting tool](#)
- Camp operator must report all [reportable diseases](#) (including COVID-19) to York Region Public Health who will work the operator on next steps

## MANAGEMENT OF PROBABLE OR CONFIRMED CASES OF COVID-19

- Camp operator must develop and maintain written policies and procedures in preparation and responding to infectious diseases including COVID-19
- Campers are screened daily prior to or upon their arrival at camp by a parent/guardian. If the camper fails the screening, they cannot attend camp. For campers who has symptoms compatible with COVID-19, they should get tested as directed by the [COVID-19 screening tool](#)
  - Household members of the camper who also attends camp and has symptoms compatible with COVID-19 should follow the directions of the COVID-19 screening tool
- Campers are monitored by the camp operator for signs and symptoms of COVID-19 during day camp. If camper develops COVID-19 symptoms, they cannot continue with camp activities
- Campers should be educated in age-appropriate, culturally appropriate, and non-stigmatizing language on the identification of [COVID-19 symptoms](#) and should be instructed to speak to a staff member immediately if they feel ill
- Staff should be reminded to conduct active and self-screening throughout the day and if they develop [symptoms](#) compatible with COVID-19, they should speak to a supervisor immediately
- Staff and campers awaiting test results who are symptomatic and have been advised to self-isolate are not permitted to attend camp

- Medical notes or proof of negative tests should not be required for staff returning to work or campers/siblings of campers returning to camp

## ISOLATE STAFF AND CAMPER WITH SYMPTOMS OF COVID-19 AT CAMP

- Immediately separate the symptomatic camper/staff/essential visitor in a designated room, and supervise the area until they are picked up or can go home
- A procedure is in place to notify parents/guardians or emergency contacts to pick up symptomatic camper as soon as possible
- Anyone providing supervision and care to the symptomatic individual should
  - maintain physical distance (and /or use of a physical barrier (e.g., plexiglass) and
  - wear a medical mask and eye protection and
  - if providing direct care, don a disposable gown and wear disposable gloves. Follow the [proper steps to don and doff personal protective equipment](#)
- If tolerated, the symptomatic individual should wear a mask. Staff should remind the individual to avoid touching the mask while wearing it
- Staff should remind symptomatic individual to practice hand hygiene and respiratory etiquette while waiting to be picked-up
- Tissues should be provided to the symptomatic individual to support respiratory etiquette, with proper disposal in a closed, lined, no-touch waste basket or garbage bin followed by hand hygiene
- Environmental cleaning and disinfection of the isolation room area and other areas where the symptomatic individual was present. This should be conducted as soon as reasonably possible. Items that cannot be cleaned and disinfected should be removed from the program and stored in a sealed container for a minimum of 7 days
- The designated room should have a handwashing sink supplied with hot and cold running water, liquid soap and single-use paper towels and/or alcohol-based hand sanitizer available
- Open outside doors and windows to increase air circulation in the area if possible
- Symptomatic individuals who test negative for COVID-19 and did not have an exposure to a confirmed case must be excluded from the program until 24 hours after symptoms begin improving and they have been fever-free for 24 hours without fever-reducing medication

## CASE, CONTACT AND OUTBREAK MANAGEMENT

- Camp operators must prepare and provide York Region Public Health with a list of day camp participants, staff and essential visitors in the day camp who were in contact with or in the same cohort as the symptomatic individual, if the symptomatic individual tests positive or become a probable case (e.g., they are symptomatic and their household member tests positive). The information provided will help determine the exposure risk, provides direction for all contacts and determines the next steps based on the risk assessments and investigation
- Camps should maintain records and provides copies to York Region Public Health upon request including:
  - Attendance records
  - Cohort lists and seating charts
  - Before-and-after childcare lists

- Transportation lists and seating charts
  - Current contact information for parents, staff and camp participants
- Regular day camp activities can continue unless directed otherwise by York Region Public Health
- Staff and campers who are identified as potential close contacts should be monitored for symptoms and grouped together (i.e., cohorted)
- York Region Public Health will give direction to individuals who may need testing, isolation of close contact to the case and provides guidance to campers/staff who were exposed to a confirmed COVID-19 case

## IMPLEMENT OUTBREAK CONTROL MEASURES

- York Region Public Health will provide on-site guidance on infection prevention and control measures to control and mitigate the outbreak and will provide recommendations on cohort(s) isolation, and the potential need for full or partial camp dismissal based on the scope of the outbreak
- York Region Public Health will declare an outbreak if transmission is occurring, inform the camp operator and advise on next steps
- Staff and campers exposed to a confirmed case of COVID-19 will be dismissed from the day camp program to self-isolate for 14 days from their last exposure to the case and will return to day camp program after completing their isolation
  - A dismissed individual is to remain in self-isolation for 14 days regardless of negative COVID-19 tests
  - Cases and contacts who have been fully vaccinated (greater than 14 days after second dose) will be assessed by York Region Case and Contact Management Team and provided with specific directions.
- A camper who develops symptoms of COVID-19 after an exposure with a confirmed case (a probable case) should seek out COVID-19 testing at an [COVID-19 Assessment Center](#). Parent/guardian should notify the camp operator that the camper is symptomatic. The camp is required to report this to York Region Public Health as a probable case to further follow up.
- Staff/campers who are being managed by York Region Public Health (i.e., confirmed/probable cases of COVID-19, household contacts of cases) must be excluded from the program until clearance has been received from public health
- Staff should also report to their Occupational Health and Safety Department prior to return to work
- In accordance with the [Health Protection and Promotion Act](#) and under the *COVID-19 Guidance: Overnight Camps and Outdoors Education Centers*, if a child or staff has or may have a communicable disease or if there is an outbreak or suspected outbreak of any communicable disease, the camp operator must notify York Region Public Health. This includes a duty to report to the medical officer of health confirmed or suspected cases of COVID-19 in a staff or child. York Region also has a Letter of Instruction to Businesses Operating in York Region that requires businesses, including day camp operators, to cooperate with York Region Public Health for COVID-19 case investigations
- York Region Public Health will declare an outbreak over when certain criteria are met

## ENHANCE ENVIRONMENTAL CLEANING AND DISINFECTION

- Implement enhanced environmental cleaning and disinfection policies and procedures and increase the frequency (minimum twice a day). Additional cleaning and disinfection may be required depending on frequency of usage or extent of spoilage
- Only use disinfectant products with a Drug Identification Number (DIN). Low level hospital grade disinfectants may be used:
  - Review Public Health Ontario's [Cleaning and Disinfection for Public Settings](#) fact sheet
  - Refer to Health Canada's [lists of hard-surface disinfectants for use against coronavirus \(COVID-19\)](#) for information on disinfectants
- Post and maintain a log to track cleaning and disinfecting activities
- Clean and disinfect individual items such as electronic devices, toys, sporting equipment and mats after each use
- Only use products that have not expired and always follow the instructions on the product label
- Ensure the products being used is compatible with the material being cleaned and disinfected

## DELIVERING HEALTHY DAY CAMP ACTIVITY PROGRAMS

### ASSEMBLING CAMPERS AND STAFF INTO COHORTS

- Group campers and assign staff together into small dedicated groups (i.e., cohort) and ensure all members remain with the same group throughout the day camp session, which is run for a minimum of one week of consecutive days (e.g., Monday to Friday) and ensure:
  - Cohort sizes and staff to camper ratios are in line with the guidance found in the [Ministry of Health COVID-19 Safety Guidelines for: Day Camps](#) (refer to Table 1 below)

**Table 1: Maximum Cohort Sizes and Staff Ratios**

Age Category	Age range of age category	Ratio of staff to camp participants	Maximum Number of camp participants in cohort (not including staff)
Kindergarten	4 years up to 6 years	1 to 13	26
Primary/Junior School	6 years up to 9 years	1 to 15	30
Junior School	9 years up to 13 years	1 to 20	20
Secondary School	> 13 years	1 to 20	20

\*Note on Table 1: Day camp programs must also comply with applicable setting/activity-specific requirements set out in the regulations made under the ROA, including requirements relating to indoor and outdoor sports/recreational activities.

- Lower the number of campers in a cohort to allow for indoor and outdoor [physical distancing](#) which would reduce the risk of transmission in a cohort
- Whenever possible, group campers together who are members of another cohort outside of day camp (e.g., same household, siblings)
- Where a camper needs a support worker(s)/additional personal assistance, this worker(s) is not included into the cohort count, but that individual should remain with the cohort at all times and follows all policies and protocols for staff (e.g., active and passive screening, wearing appropriate personal protective equipment.)
- Cohorts must not mix with other cohorts if possible, including pick-ups, drop-offs, mealtimes, before and after care, playtime, and outdoor activities
- Indoor shared spaces/rooms by multiple cohorts (e.g., staff areas/rooms, tents, gymnasiums, hallways) or has other user groups (e.g., programs in museums, community centres) operator must ensure:
  - The room/space is cleaned and disinfected before and after use. A log must be posted and used to record cleaning and disinfecting
  - Dedicated groups or cohorts should have their own indoor room/space delineated by visual cues (e.g., floor markings) or a physical barrier that does not interfere with airflow or ventilation or pose a safety /fire hazard issue (e.g., pilons) to support physical distancing requirements between cohorts
- Each group should have designated equipment, that is cleaned and disinfected between cohort use

- Encourage campers to keep personal belongings (e.g., backpack clothing, towel, food) to minimum. Personal items such as water bottles and sunscreen should be labelled, stored separately and not shared between individuals. Provide a dedicated space for each cohort to store their belongings
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort
- Play structures can only be used by one cohort at a time with hand hygiene performed before and after use
- Plans should be made to prevent mixing of cohorts in washrooms/ changerooms. Signage should indicate maximum capacity and a cleaning log be recorded

## MODIFY DAY CAMP PROGRAMS

- Avoid group events, gatherings or meetings
- Incorporate and prioritize individual activities that encourage more space between participants so that physical distancing can be maintained
- Camp operator complies with the requirements related to in-person teaching and instruction, including teaching or instruction that involves singing or the playing of brass or wind instruments set out in ROA regulations
- Water activities such as splash pad, wading pool, lake, beach, pool must follow regulatory requirements in each region at the time of the activity
- Organize activities that only use items that can be easily cleaned and disinfected (i.e., avoid plush toys, playdough etc.) or are single use and disposed of at the end of the day/program (e.g., craft supplies)
- Minimize the sharing and frequency of touching objects, toys, equipment, surfaces and other personal items. Campers must practice hand hygiene before and after using shared equipment within a cohort
- Designate equipment to each cohort, otherwise equipment must be cleaned and disinfected immediately after use before the next cohort uses the equipment
- Do not use shared sensory play items (e.g., water play, playdough)
- Provide individualized bins for participant's supplies and items (e.g., craft supplies)
- Limit non-essential visitors, volunteers and activities involving external groups or organizations as much as possible
- Activities with exposure to animals should be limited or no touching (e.g., horseback riding, wildlife viewing, etc.) should follow all requirements for health and safety as set out in [Recommendations for the Management of Animals in Child Care Settings](#).
- Programs that involve food preparation and consumption should follow frequent and proper [hand hygiene](#) practices, public health standards and all public health measures e.g. physical distancing, masking etc.
- Food items that are distributed by staff wearing gloves (hand hygiene is practiced before and after glove use)
- Consider virtual activities/learning opportunities, modified job responsibilities and telework options as alternatives for staff and campers who are unable to physically attend the day camp

## NUTRIENT AND HYDRATION BREAKS

- Meals and snacks should be taken outside (weather permitting)
- Campers must keep their masks on until their scheduled nutrient and hydration break
- Campers and staff have a dedicated location to store their mask(s) while drinking and eating
- Campers and staff should minimize their conversation while drinking and eating
- During meal and snack time (either food is brought in by the camper or provided by the camp program):
  - Ensure camper and staff perform proper hand hygiene before and after eating
  - Ensure each camper brings their own labelled lunch and labelled water bottle (or has access to disposable cups) which is not shared and is kept with them throughout the day
  - Ensure water fountains are used to refill water bottles and disposable cups i.e., no direct drinking from the spout
  - Ensure camper have their own individually packaged meal or snack
  - Ensure there are no self-serve food items or have access to dishware/cutlery
  - Reinforce no food sharing policies
  - Maintain physical distancing when consuming food within and between cohorts
- Staff meal and break periods are staggered
- Operator creates safe indoor and outdoor spaces for meal and break periods which prevents congregating including:
  - Ensuring tables are physically distanced
  - Removing furniture to avoid overcrowding
  - Providing more locations for break spaces
  - Using visual markings to support physical distancing
  - Choosing spaces where windows can be opened
  - Ensuring supplies are available for hand hygiene
  - Ensuring high touch surfaces are cleaned and disinfected
  - Posting signage for capacity limits, physical distancing, hand hygiene
- Operator must have a policy and procedures are in place to ensure staff adhere to health and safety measure break areas. Staff must be familiar and trained on the staff meal and break policy and procedures

## TRANSPORT CAMPERS SAFELY

- Field trips and off-site activities are permitted using chartered bus transportation. The transport is only allowed for a single existing cohort of day campers
- Public transportation for field trips is discouraged, however if it is used:
  - Hand hygiene is practiced before and after each trip
  - Masking of campers who are 2 years or older is required if using York Region Public Transit as per [Regional Bylaw No. 2020-39](#) (unless medically exempt)
  - No consumption of food or drink while on public transportation
  - Avoid touching environmental surfaces on public transportation
  - Stay in cohorted groups during the trip
  - Physical distancing is maintained from those outside of the cohorted group
- Where campers are provided daily transportation:



- Campers are screened daily by their parent/guardian before boarding the bus
- Campers are not allowed on the bus if they have screened for any symptoms of COVID-19 or has been exposed to COVID-19
- Campers and parents/guardians will maintain physical distancing while waiting for the bus
- Anyone boarding the bus (e.g., camper, staff) must practice hand hygiene (e.g., use hand sanitizer with 60-90% alcohol concentration) before and after getting off the bus
- All passengers including campers in grade 1 and up must wear a mask at all times, unless medically exempt
- Seating assignments for all campers/staff is required, no exchange of seats during the bus trip
- A seating log is kept for each run and shared with York Region Public Health if needed and is kept for 30 days minimum
- Passengers on the bus are not allowed to eat or drink
- Windows and hatches are opened (weather permitting) to increase air ventilation
- Driver is separated from the passengers by physical distancing and/or use of a physical barrier including boarding and exiting of passengers. Where a barrier or physical distancing is not available, driver wears a medical mask and protective eyewear (if this does not pose a safety risk)
- All high touch surfaces are cleaned and disinfected immediately after use by a cohort and at least twice days

## PLAN LAYOUTS AND STAGGER THE SCHEDULING OF ACTIVITIES AND PROGRAMS

- Day camp organizers should assess the available space for the camp program. Programs operated both indoors and outdoors should allow for a cohort to maintain a two-meter distance between individuals from other cohorts
  - Account for alternative space required in the event of inclement weather (e.g., rain days, heat alerts)
- Space seating and activity stations at least two metres apart
- Provide visual guides such as tape on floors or tables, posted signs, pylons and flags to delineate two metres
- Stagger group activities, snack times and lunchtime/meals to avoid mixing
- Stagger washroom breaks/changeroom use. [Capacity signage](#) should be posted in these rooms and a cleaning log maintained and used.

## INDOOR SPACES

- Signage (age-appropriate and in languages representative of campers and staff) is posted advising of maximum capacity limits for each indoor space.
- Where cohorts share an indoor space, each cohort must be able to remain physically distanced from one another at all times
- Indoor sports themed activities, singing and playing of wind/brass instruments are not permitted as set out in the [ROA](#)



- Window are opened to increase ventilation with considerations accounting for weather, safety and privacy
- Outside doors are left open to reduce touch points after hand hygiene is performed
- The air from portable fans/air conditioning units are directed upward
- If portable fans/air conditioners are used, follow the manufacturer's instructions for cleaning and regular maintenance
- Heating, ventilation and air conditioning systems (HVAC) are regularly maintained e.g. external contractor

## INCREASE COMMUNICATION WITH STAFF, PARTICIPANTS AND THEIR FAMILIES

- Develop and implement communication protocols to provide information about programs, health and safety measures (e.g., screening/health check programs, physical distancing, staying home when you're sick etc.) with staff, campers and their families through the day camp website, email or social media accounts
- A policy and procedures should be in place to update and inform stakeholders within the day camp workplace and community of the ill individual (while maintaining confidentiality) as directed from York Region Public Health
- Designate a contact person (e.g., coordinator or camp organizer) who will be responsible for responding to COVID-19 concerns and communicating with York Region Public Health if needed

## CONDUCT AUDITS AND REVIEW INFECTION PREVENTION AND CONTROL RESOURCES

To assist with COVID readiness and the daily operation of your setting, day camp operators can carry out pre-camp and daily COVID checklists which address planning, policies and procedures, education (staff and campers), documentation, communication, screening, management of symptomatic individuals, transportation, camp layout and activities. Refer to:

- York Region: [Day Camp Self-Auditing Checklist](#)
- Public Health Ontario: [Pre-camp Planning: COVID-19 Preparedness and Prevention for Day Camps](#)
- Public Health Ontario: [Daily Camp Operations: COVID-19 Preparedness and Prevention in Day Camps](#)

Camp operators can prevent/mitigate the spread of COVID-19 by understanding how COVID-19 is transmitted. Refer to the resources provided by Public Health Ontario:

- Presentation: [COVID-19 Transmission](#)
- Presentation: [Part 1 What is PPE?](#)
- Presentation: [Part 2 How to use and wear PPE](#)
- Presentation: [Mask-Use for Children and Youth](#)
- Presentation: [Hand Hygiene: The Importance of Cleaning Hands](#)
- Presentation: [Physical Distancing](#)
- Presentation: [Environmental Cleaning](#)
- Presentation: [Personal Protective Equipment \(PPE\): Refresher for School and Childcare Settings](#) (May 2021)

## WORKPLACE HEALTH AND SAFETY

- Employers must have written policies and procedures for staff safety, including for infection prevention and control and the use, storage and disposal of personal protective equipment.
- Refer to the Public Service Health and Safety Association for a [general infection prevention and control training](#)
- Camp operators must file a claim with the Workplace Safety Insurance Board if there was a COVID-19 workplace exposure for staff or any occupationally acquired illness upon receipt of notice
- Ontario has general information on [COVID-19 and workplace health and safety](#)
- Learn about an employers' responsibilities and how to protect workers at work
- Workers can get information about [health and safety protections](#) at the workplace

## MORE INFORMATION

Please visit our website at [york.ca/COVID19](http://york.ca/COVID19) for updated information or call York Region Public Health at 1-800-361-5653.

## REFERENCES

- Ontario Ministry of Health (2021). *COVID-19 Safety Guidelines for: Day Camps Version 1.0 – June 9, 2021*. Retrieved [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_summer\\_day\\_camps\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf)
- Public Health Ontario (2021) Checklist Pre-Camp Planning: COVID-19 Preparedness and Prevention for Day Camps May 31, 2021. Retrieved from <https://www.publichealthontario.ca/-/media/documents/ncov/sch/2021/05/covid-19-day-camps-pre-planning-preparedness-prevention.pdf?la=en>
- Public Health Ontario (2021) *Checklist Daily Camp Operations; COVID-19 Preparedness and Prevention for Day Camps May 31, 2021*. Retrieved from <https://www.publichealthontario.ca/-/media/documents/ncov/sch/2021/05/covid-19-day-camps-operations-preparedness-prevention.pdf?la=en>