

COVID-19: Day Camp Self-Auditing Checklist

CAMP INFORMATION	
Camp Name:	
Address:	
Telephone number:	
Email:	
Contact Person:	
Dates of Operation:	
Maximum Capacity for 2021:	

The Province has released [guidelines](#) for the operation of day camps. This checklist will assist camp operators with the management of COVID-19 through the development of policies and procedures, adherence to infection prevention and control practices and appropriate response planning to ensure the health and safety of staff, campers, parents/guardians and visitors.

This checklist is to be used in conjunction with [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) and its related regulations, Ministry of Health’s [COVID-19 Safety Guidelines for Day Camps](#), Ministry of Health and Public Health directives, guidelines and recommendations. This guidance is subject to change; please visit the [Ministry of Health COVID-19](#), [Government of Ontario](#) and [York Region](#) websites regularly for updates.

NOTE: Responses in the ‘NO’ column must be addressed to ensure measures are in place to mitigate and reduce COVID-19 transmission risk.

Contact *York Region Health Connection* 1-800-361-5653; TTY 1-866-252-9933; Fax: 905-898-8277; Email: Health.Inspectors@york.ca

	SCREENING AND CAMP ENTRANCES/EXITS	YES	NO	N/A	NOTES
1.1	Staff, campers, parents/guardians and essential visitors must be actively screened using an online, paper-based or in person screening tool: <ul style="list-style-type: none"> At home prior to arrival to camp Upon arrival at the camp, prior to entry (strongly recommended) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Procedures are in place to ensure any staff, camper or parent/guardian are denied entry if: <ul style="list-style-type: none"> They have any one symptom of COVID-19, or They have been in close contact with a symptomatic person, or A doctor, health care provider or public health unit told them they should currently be isolating at home, or 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • They have been confirmed COVID-19 positive in the past 14 days, or • They are a probable COVID-19 case in the past 14 days, or • They have been notified by public health to self-isolate and have not been cleared of isolation 				
1.3	Anyone who is symptomatic or fails screening should be referred to York Region Public Health's website for further information (e.g., for testing, self-isolation, etc.). Instructions are also provided in the screening tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Screening station for COVID-19 is in place outside of the camp's main entry/drop-off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	The screening station has precautions in place between staff and the person being screened: <ul style="list-style-type: none"> • Physical distance (minimum 2 metres), or • Physical barrier (e.g., plexiglass), or • Personal protective equipment worn by staff (e.g., a medical mask, eye protection such as goggles or face shield) where physical distancing cannot be maintained between the screener and the individual being screened 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	There is passive screening signage posted at the entrance/reception including: <ul style="list-style-type: none"> • Symptoms of or exposures to COVID-19 • Actions to take if camper/staff have symptoms or exposures (i.e., screen is positive) • Importance of public health measures Signs should be age appropriate and should be written in a language(s) that represents campers and staff in a non-stigmatizing way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Equipment and supplies are provided at the screening station (e.g., hand sanitizer, thermometer and single-use thermometer covers [if doing temperature checks], hospital grade low-level disinfectant, PPE for staff conducting the screening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Containers of hand sanitizer are not easily accessible to young children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Alcohol-based hand sanitizer has at least 60% alcohol content and is supplied at entrances/exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Thermometers are covered with single-use protective covers (discarded after use) or cleaned and disinfected (outbreak level) after each use (if doing temperature checks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	Staff, parents/guardians are educated on the signs and symptoms of COVID-19 and are directed to call the camp if symptoms develop at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12	Campers and staff are passively screened for symptoms during operating hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1.13	Procedures are in place to notify parents/guardians if the camper shows symptoms of COVID-19 while in camp including: <ul style="list-style-type: none"> • Need for immediate pick up • Symptomatic camper is immediately separated from others in a designated room/space and is supervised until they can go home 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14	Drop-off and pick-up times are scheduled, staggered and supervised to support cohorting and physical distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.15	Where staggered times are not possible, outdoor drop-off/pick up locations are designated for each cohort. Cohorts should be physically distanced from one another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	Separate entrances/exits are designated for each cohort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.17	Where separate entrances/exits are not possible, only one cohort is permitted to enter/leave camp at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.18	Only campers, staff and essential visitors are allowed onto camp premises. Where parents/guardians must enter the premises, they must be screened, wear a mask, conduct hand hygiene, maintain physical distancing and follow directions from staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.19	Families are encouraged to have only one adult parent/guardian drop-off and pick-up campers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	RECORD KEEPING	YES	NO	N/A	NOTES
2.1	A daily record is kept and maintained for anyone entering the program setting. This includes staff, campers, parents/guardians and essential visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	The daily record includes the following information: <ul style="list-style-type: none"> • Name • Contact information • Time of arrival and departure • Screening results These records are kept for a minimum of 30 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Procedures and processes are in place for operator to conduct surveillance and record all illness (respiratory and enteric): <ul style="list-style-type: none"> • Daily attendance record maintained • Follow up with absent camper or staff about any unplanned absences • Monitor records for trends (e.g., campers in a cohort having same symptoms) • Any suspect, probable, or confirmed cases of COVID-19 within the camp (staff or campers) are reported to support case management and contact tracing by completing the online reporting tool • All reportable diseases listed under the Health Protection and Promotion Act O. Reg. 559/91 (including COVID-19) are reported 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.0	CLEANING AND DISINFECTION	YES	NO	N/A	NOTES
3.1	Develop environmental cleaning and disinfection policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Post and maintain a log of cleaning and disinfecting schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Common areas and items including high touch surfaces (e.g., doorknobs, handrails, sink and toilet handles, water fountain electronic devices, tables, and equipment) are cleaned and disinfected at a minimum of twice daily and as often as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Only use cleaners and disinfectants with a Drug Identification Number (DIN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Disinfectant (low-level hospital grade) is available, prepared and used as per manufacturer's instructions. Disinfectant _____ Contact time (mins) _____ DIN # _____ Expiry date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	A sufficient supply of cleaning and disinfecting products are provided and accessible to staff and staff are trained on proper cleaning and disinfection practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Staff is trained on the proper use of PPE including how to put on and take off PPE. Refer to PPE poster				
3.8	Adequate supply of PPE available for use (e.g., gloves, masks, gowns, eye protection) to support current and future operations				
3.9	Appropriate PPE is worn during cleaning (e.g., gloves, eye protection, gown/apron), especially when cleaning bodily fluid spills as per safety data sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0	HAND HYGIENE AND RESPIRATORY ETIQUETTE	YES	NO	N/A	NOTES
4.1	Staff and campers follow proper and frequent hand hygiene practices (supervising or assisting campers may be necessary with hand hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Review and encourage hand hygiene practices with staff, parents/guardians and children (e.g., correct hand washing and hand sanitizer signage posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Provide additional hand sanitizer stations in supervised areas (e.g., hand sanitizer dispensers near entrances and inside activity rooms), if possible. Hand sanitizers should be at least 60% alcohol content				
4.4	Remind staff and children to avoid touching their face, nose and mouth at all times, especially with unwashed hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4.5	Incorporate additional hand hygiene opportunities into the daily schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Sufficient supply of hand hygiene products available in all rooms and that common areas are equipped with hand wash sink or hand sanitizer (e.g., hand soap in dispensers, paper towels, hand sanitizer, no-touch waste cans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7	Staff, children and parents/guardians are encouraged to practice respiratory etiquette (e.g., cover your cough and sneeze signs posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Hands that are visibly soiled (e.g., with dirt) should be washed with running water and liquid soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	PHYSICAL DISTANCING	YES	NO	N/A	NOTES
5.1	Staff should encourage physical distancing of 2 metres between staff, campers and parents/guardians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Individuals within a cohort practice physical distancing when practical/possible and maintain physical distancing between individuals of other cohorts when indoors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Cohorts are required to practice physical distancing between individuals of other cohorts while outdoors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Masking and physical distancing outdoors are not required by individuals who are part of an assigned cohort 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Campers/staff are spread out into different areas 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Furniture, camp equipment and activity stations are spread out 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Visual cues (e.g., floor markings, signs, posters) are used to encourage physical distancing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Individual activities that encourage more space between participants are incorporated and prioritized so that physical distancing can be maintained 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Adding more individual activities that encourage spacing between campers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> If close contact is unavoidable between the group of cohorts, encourage physical distancing and general infection prevention and control practices (e.g., hand hygiene, respiratory etiquette, cleaning and disinfecting) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Where physical distancing cannot be maintained, and a camper is unmasked/unable to keep a mask on consistently, staff must always wear a medical mask and protective eyewear 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	<p>Campers are reminded 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</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	<p>Large gathering and staff meetings are not held indoors</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	<p>Telephone or video conferencing meeting (e.g., between staff or parents/guardians) is encouraged</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	COHORTING AND PROGRAMMING	YES	NO	N/A	NOTES
6.1	<p>Programs are operated in consistent cohorts and are in line with the guidance found in the Ministry of Health COVID-19 Safety Guidelines for: Day Camps for those who stay together throughout the duration of the program for minimum of one week of consecutive days, with the following considerations:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Support worker(s)/additional personal assistance for a camper are not included into the cohort count; 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 PPE) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Cohorts must not mix with other cohorts where possible (e.g., pick-ups, drop-offs, mealtimes, before and after care, playtime and outdoor activities) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> For indoor shared spaces/rooms used by multiple cohorts (e.g., staff areas/rooms, tents, gymnasiums, hallways) or by user groups (e.g., programs in museums, community centres), operator must ensure: <ul style="list-style-type: none"> Shared spaces are cleaned and disinfected before and after use. Cleaning and disinfecting log are posted and used Indoor spaces are dedicated for groups or cohorts by using 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., pylons) to support physical distancing requirements between cohorts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Each group has designated equipment that is cleaned and disinfected between cohort use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • Campers are encouraged to keep personal belongings (e.g., backpack clothing, towel, food) brought to camp to a minimum. Personal items (e.g., water bottles) are labelled and stored in a designated area for the individual cohort, and should not be handled by individuals from another cohort 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Each cohort has a dedicated space to store their belongings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • In shared outdoor spaces, cohorts maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Play structures are only used by one cohort at a time with hand hygiene performed before and after use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • There are plans in place to prevent mixing of cohorts in washrooms/changerooms. Signage should indicate maximum capacity and a cleaning log be recorded 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Camp operators comply 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity. Contact York Region Health Connection at 1-800-361-5653 or health.inspectors@york.ca if you plan to offer aquatic activities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Campers practice hand hygiene before and after using shared equipment within the cohort. Ideally, equipment (e.g., balls, loose equipment) is designated to each cohort; otherwise equipment must be cleaned and disinfected before the next cohort uses the equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Single-use equipment/items used for camp activities are discarded immediately after use (e.g., playdough) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sharing and frequent touching of objects, toys, equipment, surfaces and other personal items is minimized 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Individualized bins for camper's supplies and items (e.g., craft supplies) are provided 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Activities where exposure to animals is limited or do not involve (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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Programs that involve food preparation and consumption must follow frequent and proper hand hygiene practices, public health standards and all public health measures including physical distancing and masking 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Food items are distributed by staff wearing gloves and hand hygiene is practiced before and after glove use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Virtual activities/learning opportunities, modified job responsibilities and telework options are considered as alternatives for staff and campers who are unable to physically attend the day camp 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	MEALS, SNACKS AND DRINK	YES	NO	N/A	NOTES
7.1	Meals and snacks that are prepared on-site or delivered must adhere to regulated requirements. Contact York Region Health Connection 1-800-361-5653 or health.inspectors@york.ca , if you plan to offer meal or snacks to the campers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Meals and snack breaks should be taken outside (weather permitting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Campers and staff keep their masks on until their scheduled meal and snack time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Campers and staff have a dedicated location to store their mask(s) while eating/drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	All staff and campers practice hand hygiene before and after eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	Campers and staff have minimal conversation while consuming food and drink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Campers bring their own labelled lunch and labelled drink bottle that is not shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.8	Campers are encouraged to fill their water bottles instead of drinking directly from water fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.9	Campers are provided individual bagged meals/snacks (e.g., grab and go format); no self-serve opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	Communal food items are not provided (e.g. salt and pepper shakers, bottles of condiments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.11	Campers do not have direct access to dishes or utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.12	Multi-use utensils used by staff are cleaned and sanitized after each use in accordance with the Ontario Food Premises Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.13	Campers are not allowed to use microwaves or multi-use appliances (e.g., toasters, fridges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Staff and campers maintain physical distancing during meal and snack time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	ACTIVITIES AND PROGRAMS	YES	NO	N/A	NOTES
8.1	Outdoor activities should be maximized (weather permitting) to promote physical distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Programs are operated both indoor and outdoor that allow for a cohort to maintain 2 metres distance between individuals from other cohorts. Operator takes account for alternative space required in the event of inclement weather (e.g., rain days, heat alerts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Seating and activity stations are spaced at least 2 metres apart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Visual guides such as tape on floors/tables, posted signs, pylons and flags are used to delineate 2 meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Group activities, snack times and lunch time/meals are staggered to avoid mixing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Washroom breaks/changeroom use is staggered. Capacity signage should be posted in these rooms and a cleaning log maintained and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Staff meal and break periods are staggered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	Operator creates safe indoor and outdoor spaces for meal and break periods which prevents congregating including: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Policy and procedures in place to ensure staff adhere to health and safety measure break areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Ensure staff are familiar and trained on staff meal and break policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9.0	TRANSPORTATION	YES	NO	N/A	NOTES
9.1	Transportation vehicle is limited to a single cohort of day campers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	<p>Public transportation for field trips is discouraged, however if it is used:</p> <ul style="list-style-type: none"> • Hand hygiene is practiced before and after each trip using hand sanitizer containing at least 60% alcohol content • Masking of campers is required. Those who are 2 years or older must wear a mask if using York Region Public Transit as per Regional Bylaw No. 2020-39 (unless medically exempt). Masks are required for children in Grades 1 and up at all times (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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	<p>Where campers are provided daily transportation:</p> <ul style="list-style-type: none"> • 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 have been exposed to COVID-19 • Campers and parents/guardians will maintain physical distancing while waiting for the bus • Anyone boarding the bus must practice hand hygiene (e.g., use hand sanitizer containing at least 60% alcohol) before and after getting on 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 are required; no exchanges of seats should occur 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. Where a barrier or physical distancing is not available, driver wears a medical mask and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	protective eyewear (if this does not pose a safety risk) <ul style="list-style-type: none"> All high touch surfaces are cleaned and disinfected immediately after use by a cohort and at least twice a day 				
10.0	INDOOR SPACES	YES	NO	N/A	NOTES
10.1	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of maximum capacity limits for each indoor space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Where cohorts share an indoor space, each cohort is always able to remain physically distanced from one another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Indoor sports themed activities, singing and playing of wind/brass instruments are not permitted as set out in the ROA regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Windows are opened to increase ventilation with considerations accounting for weather, safety and privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.5	Outside doors are left open to reduce touch points after hand hygiene performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.6	The air from portable fans/air conditioning units are directed upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.7	If portable fans/air conditioners are used, follow the manufacturer's instructions for cleaning and regular maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.8	Heating, ventilation and air conditioning systems are regularly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	FACE MASKS PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A	NOTES
11.1	Masks are worn by parents/guardians (non-medical) and essential visitors (medical) while indoors and be physically distanced from others while outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	All staff must wear a medical mask indoors. The use of masks outdoors is encouraged; it becomes mandatory if physical distancing cannot be maintained between individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Where a staff member cannot wear a medical mask due to medical reasons, they must maintain physical distancing from others (e.g., staff, campers, parent/guardian, visitors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Where cohorts cannot be consistently maintained, staff and essential visitors must wear a medical mask, except when sleeping or consuming food or drink and unless medically exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11.5	Staff 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	Staff can remove their masks and protective eyewear when consuming food/drink or during break times while physical distancing is maintained from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	Operator educates and reminds staff, campers, visitors how to safely and properly put on and take off a mask	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.8	Campers in grade 1 (as of September 1, 2021) and above wear a well-fitting mask (non-medical) while indoors, unless medically exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.9	Where a day camp is operating in a setting where mask requirements for children aged two years and up are legislated, masks are worn. Refer to the ROA and its related regulations for details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.10	Campers within a cohort are not required to be physically distanced or wear masks outdoors if physical distancing can be maintained between other cohorts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.11	Campers are reminded to have a supply of extra masks to accommodate changing throughout the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.12	Camp provides a supply of appropriately sized masks to accommodate campers when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.13	Masks (medical and non-medical) should be changed if visibly soiled, damp or damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	LAUNDRY	YES	NO	N/A	NOTES
12.1	Contaminated items belonging to a symptomatic camper (including soiled clothing) are sent home immediately for cleaning. Place the items in a securely tied plastic bag and send them home with the camper's parents/guardians. Soiled items must not be rinsed and/or washed at the centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.0	TOYS AND EQUIPMENT	YES	NO	N/A	NOTES
13.1	All toys and equipment used are made of non-absorbent material that can be cleaned and disinfected. Avoid items like plush toys, cardboard puzzles or paper books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Clean and disinfect individual items such as electronic devices, toys, sporting equipment and mats after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0	COMMUNICATING WITH STAFF/PARENTS/GUARDIANS/VISITORS	YES	NO	N/A	NOTES
14.1	COVID-19 information posted and available to staff and parents/guardians and visitors (e.g., COVID-19 fact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	sheets, hand hygiene, physical distancing, self-monitoring)				
14.2	Policies and procedures are in place to update and inform stakeholders within the day camp workplace and community of an ill individual (while maintaining confidentiality) as directed from York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3	Designated contact person (e.g., coordinator or camp organizer) is responsible for responding to COVID-19 concerns and communicating with York Region Public Health if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4	Policies and procedures are in place to notify parents/guardians if camper begins to show symptoms of COVID-19 while at camp, including the need for an immediate pick up and location where the pick-up will take place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Parents/guardians have provided an emergency contact who is able to pick up a child when parent/guardian is not available. Emergency contact is aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.6	Camp ensures COVID-19 messaging is adhered to by staff and parents/guardians (e.g., hand hygiene and respiratory etiquette, exclusion of symptomatic children/staff, physical distancing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.0	MANAGEMENT OF INDIVIDUAL WITH SUSPECTED COVID-19	YES	NO	N/A	NOTES
15.1	Develop and maintain written policies and procedures in preparation and responding to infectious diseases including COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Campers screened daily prior to/ or upon arrival at camp by a parent/guardian. Campers who fail the screening cannot attend camp. Campers who have symptoms compatible with COVID-19 should get tested as directed by the COVID-19 screening tool . Household members of the camper who attends camp and who has symptoms compatible with COVID-19 should follow the directions of the COVID-19 screening tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Campers are monitored by staff for signs and symptoms of COVID-19 during camp operating hours. If a camper develops COVID-19 symptoms, they cannot continue with camp activities. They should self-isolate in a designated area and be transported home. Follow additional directions on the COVID-19 screening tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.4	Campers are educated about the identification of COVID-19 symptoms in age-appropriate, culturally appropriate and non-stigmatizing language and are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	instructed to speak to a staff member immediately if they feel ill.				
15.5	Staff conduct active and self-screening throughout the day. If they develop symptoms compatible with COVID-19, they should speak to a supervisor immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.6	Symptomatic staff/campers awaiting test results who have been advised to self-isolate are not permitted to attend camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.7	Medical notes or proof of negative tests are not required for staff returning to work or campers/siblings of campers who return to camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.8	Any symptomatic camper/staff should be immediately separated from others and be supervised in a designated room/space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.9	Designated staff member providing care to a symptomatic camper/staff should maintain a distance of 2 metres (and/or use a physical barrier). If possible, they should wear a medical mask and protective eyewear. If direct care is provided, a disposable gown and disposable gloves should be worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.10	Medical mask should be worn by the symptomatic camper/staff (if tolerated). Staff should remind the individual to avoid touching the mask while wearing it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.11	Symptomatic individual should be reminded to practice hand hygiene and respiratory etiquette while waiting for pick up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.12	Designated room/space should be equipped with a hand sink supplied with liquid soap and paper towels or hand sanitizer and facial tissue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.13	Tissues provided to the symptomatic individual to support respiratory etiquette should be properly disposed of in a closed, lined, no-touch waste basket or garbage bin followed by hand hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.14	Open doors or windows to increase air circulation into the designated room if feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.15	Camp will contact York Region Public Health for advice to prevent/limit virus transmission to those providing care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.16	Camp will contact York Region Public Health to notify of a potential case and seek advice on the information to be shared with parents/guardians/visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15.17	Clean and disinfect the room/space and the items/equipment used by the symptomatic individual after they have been sent home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.18	Items that cannot be cleaned and disinfected are removed from the program and stored in a sealed container for a minimum of 7 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.19	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 the use of fever-reducing medication (e.g., Advil or Tylenol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.0	CASE, CONTACT AND OUTBREAK MANAGMENT	YES	NO	N/A	NOTES
16.1	Probable or confirmed cases of COVID-19 are reported to York Region Public Health via online reporting form				
16.2	Camp operator provides 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 a symptomatic individual who tests positive or becomes a probable case (e.g., they are symptomatic and their household member tests positive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.3	Camp maintains records and provides copies to York Region Public Health upon request including: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.4	If an individual is considered a probable/confirmed case of COVID-19, members of their cohort will be deemed high-risk contacts, sent home from camp to self-isolate and recommended for testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.5	Regular day camp activities may continue unless directed otherwise by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.6	Staff and campers who are identified as potential close contacts are monitored closely for symptoms. Should symptoms arise, the staff/camper is required to notify a camp supervisor immediately, self-isolate in a designated area and be transported home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.7	If a staff/camper becomes a probable or confirmed case of COVID-19 while attending camp, the individual should be immediately separated from others in a pre-established isolation area until they can leave the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Anyone providing care to the individual should wear full droplet/contact PPE, perform hand hygiene, and maintain physical distance as much as possible. All probable or confirmed cases of COVID-19 must be reported to public health				
16.8	Individuals in the same cohort must not mix or have contact with individuals in other cohorts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.9	York Region Public Health will give direction to individuals who may need testing, recommend isolation of close contact to a case, and provide guidance to campers/staff who were exposed to a confirmed COVID-19 case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.10	Cases and contacts who have been fully vaccinated (who have received the full series of a Health Canada accepted COVID-19 vaccine or a combination of accepted vaccines and who received their last dose at least 14 days prior) will be assessed by York Region Case and Contact Management Team and provided with specific directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.11	A confirmed outbreak is when there are two or more lab-confirmed COVID-19 cases in campers and/or staff (or other visitors) in a camp with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the camp. Some examples of reasonably having acquired infection at camp include: <ul style="list-style-type: none"> No obvious source of infection outside of the camp setting; or Known exposure in the camp setting 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.12	An outbreak may be declared over after at least 14 days have passed with no evidence of ongoing transmission that could reasonably be related to exposures at the camp and no further ill or symptomatic individuals have been reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.0	OUTBREAK CONTROL MEASURES	YES	NO	N/A	NOTES
17.1	Operator follows York Region Public Health advice on recommendations on the isolation of cohort(s) and the potential need for full or partial camp dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	Operator understands that York Region Public Health will declare an outbreak if there is enough evidence that transmission occurred at the camp. York Region Public Health will inform the camp operator and advise on next steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3	Individuals who have been exposed to a confirmed case of COVID-19 should be dismissed from the program to self-isolate for 14 days from their last exposure to the case. They may return to the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>camp program after completing their isolation if they are not symptomatic or did not test positive.</p> <p>A dismissed individual is to remain in self-isolation for 14 days regardless of negative COVID-19 tests.</p> <p>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</p>				
17.4	Camp operators understand the potential for full or partial camp dismissal based on the scope and attack rate of the outbreak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.5	A camper who develops symptoms of COVID-19 after an exposure with a confirmed case (a probable case) should seek COVID-19 testing at a COVID-19 Assessment Center, local laboratories, or selected pharmacies . Check eligibility criteria of testing centers prior to seeking test. 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 for further follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.6	Individuals who are confirmed/probable cases of COVID-19 or household contacts of cases must be excluded from the program until clearance has been received from York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.0	TESTING	YES	NO	N/A	NOTES
18.1	<p>Symptomatic staff and campers should be referred for testing. Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution, unless the individual has been identified as a contact of a case where they must continue to self-isolate for the remainder of the 14 days regardless of the negative result.</p> <p>Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from York Region Public Health</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Asymptomatic persons with high-risk exposure to a case of COVID-19 should get tested as soon as they are notified of the exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.3	Individuals who fail screening should not enter camp and should be tested as directed under the screening tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.4	<p>For camps conducting antigen testing on site:</p> <ul style="list-style-type: none"> It is recommended that medical directives are in place with consent from parents/guardians on file (as applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Laboratory requisitions are on file for each camper and staff with demographic information already complete Policies and procedures should be in place to ensure appropriate delivery of specimens to the laboratory for processing Have a master list of all staff and campers with demographic information and parent/guardian information on file and easily accessible Ensure testing kits are on hand Point of Care testing products must be disposed as biomedical waste in Ontario, except for the box and paper instruction which can be placed in general recycling or waste stream 				
18.5	<p>For camps without on-site testing, individuals should be redirected to get testing:</p> <p><u>Symptomatic Individuals:</u></p> <ul style="list-style-type: none"> York Region COVID Assessment/Testing Centers <ul style="list-style-type: none"> Markham-Stouffville Hospital Mackenzie Richmond Hill Hospital Mackenzie Health Urgent Care Centre (Vaughan) Vaughan Community Health Centre Testing Site Southlake Regional Health Centre (Newmarket) Carefirst Pop-up Testing (Markham) COVID Assessment/Testing Centers outside of York Region: check local hospital websites Local laboratories (e.g., Dynacare, LifeLabs): check website <p><u>Asymptomatic Individuals:</u></p> <ul style="list-style-type: none"> Selected pharmacies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.6	Staff and campers who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.7	Staff and campers waiting for test results should be excluded from camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.0	AUDITING	YES	NO	N/A	NOTES
19.1	<p>Camp operator carries out pre-camp and daily COVID checklists to assist with COVID readiness and daily operation of premises.</p> <p>Refer to Public Health Ontario:</p> <ul style="list-style-type: none"> Pre-camp Planning: COVID-19 Preparedness and Prevention for Day Camps 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Daily Camp Operations: COVID-19 Preparedness and Prevention in Day Camps 				
20.0	OCCUPATIONAL HEALTH AND SAFETY	YES	NO	N/A	NOTES
20.1	Camp operator has a written safety plan and procedures to assist with preparedness and management of COVID-19, including staff safety and infection prevention and control measures. Refer to the Ministry of Health's COVID-19 website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.2	Camp operator has written policies and procedures for staff safety, including for infection prevention and control and the use, storage and disposal of personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.3	Staff is trained and familiar with the camp's policies and procedures and the COVID-19 Guidance: Summer Day Camps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.4	Camp operator files 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.5	Staff members report to their Employee Health/Occupational Health and Safety department prior to return to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

July 13, 2021