

COVID-19: Summer Day Camp Self-Auditing Checklist

CAMP INFORMATION	
Camp Name:	
Address:	
Telephone number:	
Email:	
Contact Person:	
Dates of Operation:	
Maximum Capacity for 2020:	

The Province has released guidelines for the operation of summer day camps. The purpose of this checklist is to assist summer camp operators with preparedness and 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 Ministry of Health and Public Health directives, guidelines, and recommendations. For additional information refer to the [Government of Ontario](#) and [York Region](#) website

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

1.0	SCREENING	YES	NO	N/A	NOTES
1.1	Staff, campers, parents/guardians and visitors must be screened including daily temperature checks either <ul style="list-style-type: none"> at home prior to arrival to camp; results are sent to camp electronically 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 come in close contact with a symptomatic person, or they have been confirmed COVID-19 positive in the past 14 days 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Anyone who is symptomatic should be referred to York Region Public Health 's website for further information (e.g., for testing, self-isolation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Screening station for COVID-19 in place at main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	entry/drop-off				
1.5	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 surgical/procedure mask, eye protection (goggles or face shield). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Screening check list and the conditions for entry is posted at the program entry and screening station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Equipment and supplies provided at screening station (e.g., hand sanitizer, thermometer, single-use thermometer covers, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Thermometers covered with single-use protective covers (discarded after use) or cleaned and disinfected (outbreak level) after each use	<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	Children and staff are passively screened for symptoms during operating hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	Symptomatic children are immediately separated from others in a designated room/space until they can go home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	RECORD KEEPING	YES	NO	N/A	NOTES
2.1	Daily record is kept and maintained for anyone entering the program setting who stays longer than 15 minutes. This includes staff, campers, parents/guardians and visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Daily record includes the following information: <ul style="list-style-type: none"> name contact information time of arrival and departure screening results 	<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) and report to York Region Public Health <ul style="list-style-type: none"> daily attendance record maintained follow up with absent camper and staff for any unplanned absences monitor records for trends (e.g., campers in a cohort having same symptoms) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> contact York Region Public Health for increased absenteeism or respiratory or enteric symptoms 				
3.0	CLEANING AND DISINFECTION	YES	NO	N/A	NOTES
3.1	Environmental cleaning and disinfection policy and procedure developed	<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., door knobs, 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 disinfectant 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	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"/>	
3.7	A sufficient supply of cleaning and disinfecting products provided and accessible to staff and staff are trained on proper cleaning and disinfection practices	<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	Remind staff and children to avoid touching their face, nose and mouth with unwashed hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Incorporate additional hand hygiene opportunities into the daily schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Sufficient supply of hand hygiene products are available in all rooms, common areas equipped with hand wash sink or hand sanitizer (i.e., hand soap in dispenser, paper towels, hand sanitizer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Staff, children and parents/guardians practice respiratory etiquette (e.g., cover your cough and sneeze signs posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.0	PHYSICAL DISTANCING	YES	NO	N/A	NOTES
5.1	Staff encourage physical distancing 2 metres (6 feet) between staff, campers and parents/guardians by: <ul style="list-style-type: none"> <li data-bbox="191 310 743 352">• Spreading campers out into different areas 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 373 776 436">• Spreading out furniture, camp equipment and activity stations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 468 776 531">• Using visual cues (e.g. floor markings, signs, posters) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 562 824 646">• Stagger arrival and departure times for campers. Have supervised designated area for drop off and pick-ups 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 678 816 741">• Staggering mealtimes and outdoor activities to encourage physical distancing amongst campers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 772 589 804">• Staggering washroom breaks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 825 800 888">• Adding more individual activities that encourage spacing between campers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 919 719 982">• Avoid use of community spaces such as playgrounds and playground equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li data-bbox="191 1014 816 1066">• Telephoning or video conferencing meeting (e.g., between staff or parents/guardians) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	PROGRAMMING AND COHORTING	YES	NO	N/A	NOTES
6.1	Operate programs in consistent cohorts of no more than 10 individuals (including both staff and campers) who stay together throughout the duration of the program for minimum 7 days, with the following considerations: <ul style="list-style-type: none"> <li data-bbox="191 1297 816 1455">• If close contact may be 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 <li data-bbox="191 1476 816 1854">• Face coverings (non-medical masks) should be used if physical distancing cannot be maintained between cohorts <ul style="list-style-type: none"> <li data-bbox="297 1581 816 1633">○ Face coverings that become soiled, wet or contaminated must be changed <li data-bbox="297 1644 816 1728">○ Face coverings may not be tolerated by everyone (e.g. underlying health, behavior issues, beliefs) <li data-bbox="297 1738 816 1854">○ Provide education on the use, care and limitations of face coverings. See Ontario's COVID-19 website, PHO's website and York Region's website. <li data-bbox="191 1875 816 1938">• Cohorts cannot mix with other cohorts or be within in the same room/space at the same time 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(e.g., pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms, etc.)

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Designate equipment (e.g., balls, loose equipment) to each cohort otherwise equipment must be cleaned and disinfected immediately after use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Contact/team sports or activities that use shared equipment are not permitted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Indoors singing activities is not permitted. Ensure social distancing when singing outdoors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Personal belongings brought to camp should be minimized. Personal items (e.g., backpack, clothing, towel, water bottles, food, etc.) should be labeled and kept in an area designated for the individual's cohort and should not be handled by individuals from other cohorts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Campers do not share personal items (e.g., sun block, insect repellent, water bottles) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Staff and campers are reminded to avoid getting close to anyone's face | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Communal sensory play is not permitted (e.g., group sensory play, water play tables) | <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"> • Do not use group transportation for field trips or activities | <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 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"> • Activities with exposures to animals or pets (e.g., petting zoo) is not offered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Activities with food preparation/service is not offered | <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	All staff and campers practice hand hygiene before and after eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Campers bring their own labelled drink bottle that is not shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Campers are encouraged to fill their water bottles instead of drinking directly from water fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Campers are provided individual meals/snacks; no self-serve opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	All communal food items are not provided (e.g. salt and pepper shakers, bottles of condiments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Campers do not have direct access to dishes or utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.8	Multi-use utensil are cleaned and sanitized after each use in accordance with the Ontario Food Premises Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.9	Campers are reminded not to share food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	Staff and campers maintain physical distancing during meal and snack time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A	NOTES
8.1	Adequate supply of PPE available for use (e.g., gloves, masks, gowns, eye protection) which supports current and future operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Staff is trained on the proper use of PPE including how to put on and take off PPE. Refer to PPE poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	SLEEPING ACTIVITY	YES	NO	N/A	NOTES
9.1	Sleeping cots and mats of cohorts should be spaced in head-to toe or toe-to-toe configuration with increased distance (at least 2 metres) between campers. Cots/mats/cribs should be cleaned and disinfected/laundered after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Linens must be laundered after one use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	LAUNDRY	YES	NO	N/A	NOTES
10.1	Contaminated items belonging to a symptomatic child (including soiled clothing) are sent home immediately for cleaning. Place the item in a securely tied plastic bag and send home with the child's parents/guardians. Soiled item must not be rinsed and/or washed at the centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10.2	Upholstery covers must be laundered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	TOYS AND EQUIPMENT	YES	NO	N/A	NOTES
11.1	All toys and equipment used are made of material (e.g., non-absorbent) that can be cleaned and disinfected (e.g. avoid plush toys, cardboard puzzles, paper books)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Minimize sharing and frequency of touching objects, toys, equipment and surfaces including personal items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Increased frequency (minimum of twice a day) of cleaning and disinfection of objects, toys, equipment and frequently touched items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	COMMUNICATING WITH STAFF/PARENTS/GUARDIANS/VISITORS	YES	NO	N/A	NOTES
12.1	COVID-19 information posted and available to staff and parents/guardians and visitors (e.g., COVID-19 fact sheets, hand hygiene, physical distancing, self-monitoring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Policy and procedure 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 the location where the pick-up will take place are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Parents/guardians have provided an emergency contact that is able to pick up 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"/>	
12.4	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"/>	
13.0	MANAGEMENT OF CAMPER WITH SUSPECTED COVID-19	YES	NO	N/A	NOTES
13.1	Symptomatic camper/staff is immediately separated from others and is supervised in a designated room/space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Designated staff member providing care to a symptomatic camper/staff should maintain a distance of 2 metres, if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	A surgical/procedural mask should be worn by the symptomatic camper/staff (if tolerated). A surgical/procedural mask and eye protection should be worn by the staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.4	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"/>	
13.4	Symptomatic camper/staff should be reminded to practice hand hygiene and respiratory etiquette while waiting for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	pick up				
13.5	Open doors or windows to increase air circulation into the designated room if feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.6	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"/>	
13.7	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"/>	
13.8	Clean and disinfect the room/space and the items/equipment used by the after the symptomatic child/staff has been sent home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.9	Other campers and staff who were present while a camper or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate and monitor for symptoms at home. York Region Public Health will provide further direction on testing and isolation of these close contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.10	Campers or staff who has been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days and seek assessment and testing at a COVID-19 Assessment Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0	TESTING	YES	NO	N/A	NOTES
14.1	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. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Asymptomatic persons will only be tested as directed by York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3	A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or camper is consider a confirmed COVID-19 outbreak, and camp will contact York Region Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4	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"/>	
14.5	Staff and campers waiting for test results should be excluded from camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.0	OCCUPATIONAL HEALTH AND SAFETY	YES	NO	N/A	NOTES
15.1	Camp operator has a written policy and procedures to assist with preparedness and management of COVID-19,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	including staff safety and infection prevention and control measures. Refer to the Ministry of Health's COVID-19 website				
15.2	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"/>	
15.3	A staff member is a close contact of an individual diagnosed with COVID-19; the staff member must remain off work for 14 days from last exposure. The staff member should consult with the York Region Public Health to determine when they can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	