

## CHECKLIST

# Pre-camp Planning: COVID-19 Preparedness and Prevention for Day Camps

May 31, 2021

## Who Should Use This Checklist and When?

This checklist can be used by day camp operators and administrators before the start of daily camp operations (i.e., for planning and staff training). There is also a companion checklist on [Daily Camp Operations](#).<sup>1</sup>

## What is Covered in this Checklist?

This checklist outlines a number of COVID-19 preparedness and prevention strategies that should be considered by those planning to operate a day camp. It includes items related to planning, policies and procedures, education and training (of both staff and campers), and documentation and communications while recognizing that each day camp may have unique implementation and equity considerations.

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

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

## Contents

Who Should Use This Checklist and When? .....	1
What is Covered in this Checklist? .....	1
Contents.....	1
1. Planning.....	2
2. Policies and Procedures .....	3
3. Education and Training .....	5
4. Documentation and Communications .....	6
Additional Notes .....	7
References .....	8

# 1. Planning

1	Planning	Yes	No
1.1	Relevant provincial COVID-19 guidance for day camps has been reviewed.		
1.2	Contact information for the <a href="#">local public health unit<sup>2</sup></a> (including after-hours) is easily accessible.		
1.3	Campers and staff for each session have been organized into cohorts (i.e., small groups they will remain in for the duration of the session).		
1.4	Cohort size, at a minimum, meets the requirements of the Ministry of Health's COVID-19 guidance for day camps.		
1.5	Staff assignments, including for breaks, have been scheduled to minimize staff interactions with multiple cohorts.		
1.6	Start/end times, drop-off/pick-up times, as well as all programs/activities, including meals, nutrition, and hydration breaks, are staggered to minimize interaction between cohorts.		
1.7	The use of all available indoor and outdoor spaces is maximized to ensure cohorts remain physically distanced (i.e., minimum of 2 metres apart) from one another at all times.		
1.8	Outdoor activities, including nutrition breaks, are planned as much as possible (weather and safety permitting).		
1.9	An inclement weather plan is developed to accommodate indoor activities with multiple cohorts while ensuring physical distancing can be maintained.		
1.10	During nutrition breaks (i.e., when masks must be removed), campers are seated and spaced apart (at least 2 metres apart where possible) and quiet activities (e.g., reading, colouring, watching a movie) are encouraged with masks on, once finished eating/drinking.		
1.11	At least one area within the camp has been identified to function as the dedicated site for isolating symptomatic campers or staff while plans are made to send them home safely.		

1	Planning	Yes	No
1.12	Each day, at least one staff member has been designated to supervise and assist symptomatic campers or staff in the isolation area, as needed. This staff member is not be responsible for their own cohort of campers, and has received appropriate training (e.g., on personal protection equipment use when caring for ill individuals) including if/when to call 911.		
1.13	The isolation area is well-ventilated and large enough for the staff member(s) to be separated from the symptomatic camper or staff by physical distancing (i.e., minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass).		
1.14	<p>The isolation area is fully stocked with necessary supplies.</p> <p>At a minimum, this should include:</p> <ul style="list-style-type: none"> <li>• Alcohol-based hand rub with a concentration of 60%-90%.</li> <li>• Tissues and no-touch garbage cans.</li> <li>• Medical masks (e.g., surgical, procedural) for symptomatic campers or staff.</li> <li>• Personal protective equipment (i.e., medical mask, eye protection [e.g., goggles or face shield], gowns, gloves) for the staff member(s).</li> </ul>		
1.15	Strongly encourage all staff members (and eligible campers) to receive the COVID-19 vaccine prior to start of camp.		

**Notes:**

## 2. Policies and Procedures

Policies and procedures have been created to address the following, which meet provincial requirements.

2	Policies and procedures	Yes	No
2.1	Screening tools and methods (e.g., self-screening or onsite) for symptoms and relevant exposures to COVID-19.		

2	Policies and procedures	Yes	No
2.2	Management of a camper or staff who screens positive for symptoms and/or exposures to COVID-19.		
2.3	Management of a symptomatic camper or staff (i.e., who becomes ill while at camp).		
2.4	Safe mask use and safe mask breaks (e.g., when eating or outdoors and physical distancing of at least 2 metres from others can be maintained), including during periods of high temperature/humidity, following public health guidance as available.		
2.5	How and where campers and staff are to store their masks when not in use (e.g., a labelled, clean and dry bag or container, paper bag, or pencil case).		
2.6	Frequency of cleaning and disinfection of all high-touch surfaces (i.e., at least twice daily and more frequently if needed), including in washrooms, eating areas, designated isolation area, as well as shared items/objects.		
2.7	Surge capacity in the event that additional staffing is needed for enhanced cleaning and disinfection (i.e., a confirmed case or outbreak of COVID-19).		
2.8	<p>Regular monitoring and replenishing of necessary supplies. At a minimum, these supplies should include:</p> <ul style="list-style-type: none"> <li>• Alcohol-based hand rub (ABHR) with a concentration of 60%-90%.</li> <li>• Liquid soap</li> <li>• Paper towels</li> <li>• Tissues</li> <li>• No-touch garbage cans</li> <li>• Personal protective equipment</li> <li>• Cleaning and disinfection products (with a drug identification number [DIN] issued by Health Canada)</li> <li>• Disposable cups/utensils</li> </ul>		

**Notes:**

### 3. Education and Training

Campers and staff receive education and training on the following:

3	Education and training (see <a href="#">Additional Resources</a> )	Yes	No
3.1	When and how to perform hand hygiene (i.e. cleaning one’s hands) properly.		
3.2	When and how to perform respiratory etiquette (i.e., cover your cough/sneeze with a tissue, dispose of in no-touch garbage cans and perform hand hygiene).		
3.3	When masks are required to be worn.		
3.4	When a mask needs to be replaced (e.g., if wet, dirty, or difficult to breathe through).		
3.5	How to properly and safely put on and take off a mask, including performing hand hygiene before and after.		
3.6	How to clean masks in-between uses (if applicable, i.e., for cloth masks).		
3.7	Where to store masks during meals, nutrition, and hydration breaks (and other breaks as directed).		

Notes:

In addition to the above items, staff receive additional education and training on the following before camp starts:

3	Education and training (see <a href="#">Additional Resources</a> )	Yes	No
3.8	The camp’s COVID-19 policies and procedures.		
3.9	How to select, put on, and take off appropriate personal protective equipment (for staff that may be assigned to monitor symptomatic campers/staff in the designated isolation location).		

3	Education and training (see <a href="#">Additional Resources</a> )	Yes	No
3.10	How to clean and disinfect frequently touched surfaces, including following manufacturer's instructions.		
3.11	How to clean and disinfect reusable eye protection (e.g., face shields).		

Notes:

## 4. Documentation and Communications

4	Documentation and communications	Yes	No
4.1	All policies and procedures related to COVID-19 preparedness and prevention are documented and easily accessible for camp staff.		
4.2	An up-to-date list (including relevant contact information) of staff and campers in each cohort, as well as siblings/other household members who attend/work at camp, is maintained.		
4.3	This master document of cohorts is kept in a format that can easily and rapidly be shared with public health as needed and is kept for a minimum of 30 days.		
4.4	A communication plan has been developed, in collaboration with the local public health unit, to facilitate rapid communication to campers, parents/guardians, and staff in the event of a confirmed COVID-19 case or outbreak.		
4.5	Campers and their parents/guardians have been sent information, prior to the start of camp, and instructions on the COVID-19 preparedness and prevention protocols that will be in place at camp.		
4.6	Staff have been sent information, prior to the start of camp, with information and instructions on the COVID-19 preparedness and prevention protocols that will be in place at camp.		

Notes:

# Additional Notes

## References

1. Ontario Agency for Health Protection and Promotion (Public Health Ontario). Checklist: daily camp operations: COVID-19 preparedness and prevention for day camps [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 May 28]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/sch/2021/05/covid-19-day-camps-operations-preparedness-prevention.pdf?la=en>
2. Ontario. Ministry of Health. Public health unit locator [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.phdapps.health.gov.on.ca/phulocator/>

## Additional Resources

### Provincial COVID-19 Guidance

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

### Hand Hygiene

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

Ontario Agency for Health Protection and Promotion (Public Health Ontario). How to hand wash: step-by-step demonstration of how to properly hand wash [video recording on the Internet]. Toronto, ON: Queen's Printer for Ontario; 2018 [cited 2021 Mar 26]. 2 min. Available from: <https://www.publichealthontario.ca/en/videos/ipac-handwash>

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

### Personal Protective Equipment

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Risk algorithm to guide PPE use [Internet]. Toronto, ON: Queen's Printer for Ontario; 2013 [cited 2021 Mar 26]. Available from: <https://www.publichealthontario.ca/-/media/documents/C/2013/clinical-office-risk-algorithm-ppe.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). A resource for health care workers: cleaning and disinfection of reusable eye protection [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/2021/03/covid-19-infographic-cleaning-eye-protection.pdf?la=en>

## Environmental Cleaning and Disinfection

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

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): cleaning and disinfection for public settings [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

## Screening

Ontario. Ministry of Health. COVID-19 school and child care screening [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [modified 2021 Mar 20; cited 2021 Mar 26]. Available from: <https://covid-19.ontario.ca/school-screening/>

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

## Self-assessment

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

## Self-isolation

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

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

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): when to self-isolate for household members [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2021/04/self-isolation-household-members/fact-sheet-self-isolation-household-members.pdf?la=en>

## Testing Locations

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

## Public Health Unit Information

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

## COVID-19 Vaccines

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

## COVID-19 Mobile Alert App

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

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