



# BCCA Covid-19 Health & Safety Guidelines – Day Camps

Last updated: June 2, 2020

# Table Of Contents

## Introduction

Guidance

Use of this Guideline

Moving Target

Evaluating and Mitigating Risk

Evaluating Risk

Mitigating Risk

## Infection Prevention and Exposure Control Measures

Public Health Measures

Restricted gathering size

Finding, tracing, and managing outbreaks

Requiring Self-Isolation and Quarantine

Environmental Measures

Cleaning and Disinfecting

Outdoor Spaces and Ventilation

Physical Markers and Barriers

Administrative Measures

Physical Distancing and Minimizing Physical Contact

Pick-up and Drop-off

Program and Activities

Staff Training

Camper and Parent or Guardian Education

Food Service

First Aid

Transportation

Record Keeping

Staff and Campers with Symptoms

Staff Housing

Personal Measures

Daily Camper and Staff Screening and Staying Home

Hand Hygiene

Respiratory Etiquette

Personal Protective Equipment (PPE)

# 1. Introduction

The British Columbia Camps Association (BCCA) is composed of over 50 camps across British Columbia, including agency, religious, not-for-profit, and private camps. We believe that safe and quality camp experiences play an integral part in the development of children, youth, and adults and contribute to healthy communities. The BCCA is committed to providing development, networking, and collaboration opportunities for its members. We are a proud affiliate of the Canadian Camping Association.

The unprecedented outbreak of Covid-19 has led to the cancellation of overnight camp programs for the summer of 2020 and the temporary closure of many camps. The BCCA is committed to supporting camps in British Columbia in whatever way possible, including through the development of this guideline. This guideline adds to the health and safety standards many camps already observe through the BCCA Accreditation Standards.

## 1.1. Guidance

This document provides interim guidance for summer camps offering day camp services to prevent the transmission of COVID-19 and maintain safe and healthy environments for children and staff during the pandemic. The practices outlined in this document are based on recommendations and orders from BC Centre for Disease Control (BCCDC), BC's Provincial Health Officer (PHO), WorkSafeBC and other industry leaders. All requirements set from the BCCA Accreditation Standards are also still necessary. Please understand that this document is designed to supplement those recommendations and orders. Make sure you have a full understanding of what those are by referencing the following sources and the sources linked throughout this document.

- BC Centre for Disease Control - COVID-19 Public Health Guidance for Child Care Settings  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>
- BC Centre for Disease Control - COVID 19  
[http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm\\_campaign=20200311\\_GCPE\\_AM\\_COVID\\_2\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=20200311_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)
- BC's COVID-19 Orders, Notices and Guidance  
<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- BC's Response to COVID-19  
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
- Government of Canada: Coronavirus Disease (COVID-19)  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Worksafe BC: COVID-19 Information and Resources  
<https://www.worksafebc.com/en/about-us/covid-19-updates>

## 1.2. Use of this Guideline

This document was created to provide the operators of overnight camps in British Columbia, and those individuals or agencies planning such services, with materials to aid in developing a reopening plan in light of the Covid-19 pandemic. The practices outlined in this document are based on recommendations and orders from WorkSafeBC, BC's Provincial Health Officer, and other industry leaders. This guideline is intended to supplement and inform the development of a camp's individualized reopening plan. A printed copy of this document and the camp's reopening plan must be on-site for all summer 2020 camp operations.

The BC Recreation and Parks Association (BCRPA) has produced a document at the request of the provincial government called *Guidance and Consideration for Children's Day Camps during COVID-19 Pandemic*. It has been submitted to the provincial government for approval and when available will become a required companion to these BCCA guidelines.

## 1.3. Moving Target

The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. Owners and operators of camps have the obligation to stay up to date on the requirements set out by the BCCDC and PHO.

## 1.4. Evaluating and Mitigating Risk

The task set before us is twofold. First, to evaluate areas of risk. Second, to mitigate risk of all operations regardless of risk level.

### 1.4.1. Evaluating Risk

Use the tool below to assess the risk of transmission from social interaction. It is based on two factors. First, what is the contact intensity in your setting – the type of contact (close/distant) and the duration of contact (brief/prolonged). Second, what is the number of contacts in your setting or the number of people present in the setting at the same time. By doing this you are able to evaluate risk throughout your camp.

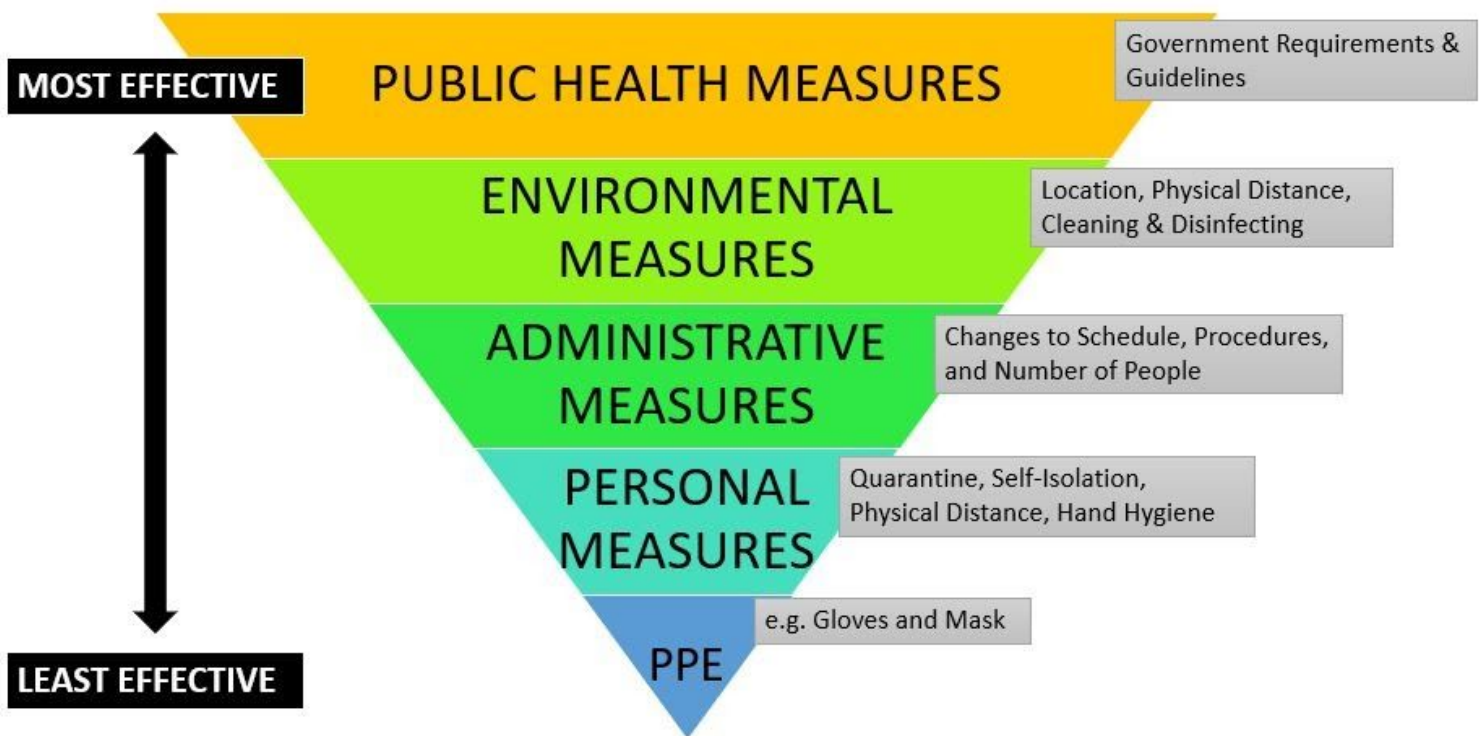
|  |        |                           |        |      |
|--|--------|---------------------------|--------|------|
| Duration/Time Spent at Activity/Location | HIGH   | Red                       | Red    | Red  |
|  | MEDIUM | Yellow                    | Yellow | Red  |
|  | LOW    | White                     | Yellow | Red  |
|  |        | LOW                       | MEDIUM | HIGH |
|  |        | Number of People Involved |        |      |

### 1.4.2. Mitigating Risk

Once the level of risk has been assessed, measures can be put in place to prevent infection and control exposure. All settings of camp will require some level of mitigation; however, the owner or operator of the camp will need to evaluate whether sufficient mitigation can be done to move any setting from high risk to low risk. If a setting cannot sufficiently reduce the risk of infection and exposure then that setting should be removed or avoided.

## 2. Infection Prevention and Exposure Control Measures

Infection prevention and control measures can help create a safe environment for children and staff. This is how we mitigate risk. The Hierarchy of Infection Prevention and Exposure Control Measures for Communicable Disease (below) describes the measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. The remainder of this document outlines how each area of the hierarchy can be addressed at camp in order to reduce the risk of infection and exposure in a day camp setting.



## 2.1. Public Health Measures

Public health measures are implemented throughout society to manage COVID-19. These generally come from the Provincial Health Officer.

### 2.1.1. Restricted gathering size

- The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however this Order does not apply to day camp settings. As such, there can be more than 50 children and staff at any given setting if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible.
- Refer to 2.3.1 for information on camper groups.

### 2.1.2. Finding, tracing, and managing outbreaks

- The role of finding, tracing and managing outbreaks fall on public health staff, not camp staff.
- Clear and concise record keeping by camp staff of all persons entering the camp property and incidents that occur at camp can help public health staff accomplish their job.
- Attendance should be taken each day including staff and any parents or caregivers who remain on site for any length of time to assist in contact tracing should the need arise.

### 2.1.3. Requiring Self-Isolation and Quarantine

- Anyone with cold/flu symptoms or symptoms of COVID-19 are required to stay home, consult a doctor and be tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID19 illness.
- If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks.
- They will also ensure that children, staff and parents have access to healthcare providers and that appropriate supports are in place.

## 2.2. Environmental Measures

Environmental measures are physical changes to a space or environment to reduce the risk of exposure to the virus.

### 2.2.1. Cleaning and Disinfecting

- Buildings should be generally cleaned and disinfected daily.
- High contact surfaces (e.g. shared equipment, door knobs, light switches, table tops) should be cleaned and disinfected a minimum of twice per day.
- Clean and disinfect any surface that is visibly dirty.
- Use commonly available detergents and disinfectants. Follow the label instructions and allow the disinfecting agent to remain wet on the surface for the specified amount of time.

- For equipment or surfaces that cannot be easily disinfected (e.g. climbing wall, stuffed toys). Increase attention to appropriate hygiene practices (i.e. handwashing).
- Empty garbages daily.
- Complete appropriate hand hygiene after cleaning
- Wash hands before and after wearing gloves.

### 2.2.2. Outdoor Spaces and Ventilation

- Conduct activities outside whenever possible. Outdoor programming is strongly encouraged.
- If a program or activity must occur indoors, ventilate the space as much as possible (e.g. keep windows and doors open).
- Playgrounds are considered a safe environment if appropriate hygiene practices (e.g.. handwashing) are supported.

### 2.2.3. Physical Markers and Barriers

- Install markers (e.g. tape, cones, etc) to give guidance to campers in settings where they must wait their turn or were previously allowed to gather as a large group.
- Consider installing physical barriers (e.g. plexiglass) where appropriate (e.g. food service).
- Post appropriate signage reminding staff and campers of guidelines or indicating off limits areas. [BCCDC Signage](#).

## 2.3. Administrative Measures

Administrative measures are implemented through policies, procedures, planning and training to manage and reduce virus exposure.

### 2.3.1. Physical Distancing and Minimizing Physical Contact

- Camps must break campers into camper groups of ten (10) or less.
- The camper group may change no more frequently than once per week (e.g. for camps operating on a weekly schedule).
- Half-day camps hosting different morning and afternoon groups may be offered.
- Before and after care should be carefully managed to maintain campers in the same camper group in which they will spend their day. Campers should always be in camper groups, even if there is only one of them in before or after care.
- A camp can have multiple camper groups of 10 if the camp facility or site can accommodate physical distancing for the number of campers hosted (a minimum of 35 square feet per camper for indoor spaces; a minimum of 75 square feet per camper for outdoor spaces), and campers' access to or utilization of cabins, tents, meals, restrooms, showers and activities happens within a camper group of 10.
- Staff should remain with a single camper group as much as is practicable and feasible.
- The number of staff interacting with each group of children should be minimized; staff should be dedicated to a single group and not move between groups if at all possible. If “floater staff” or different staff rotate



with the camper group, they should be sure to sanitize their hands prior to entering the space with the camper group of children, and staff should wear face covering.

- Maintain 2 metres of physical distance between people.
- Staff must avoid physical contact with other staff and campers and encourage campers to do likewise with each other.
- Avoid greetings which require physical contact (e.g. high fives, handshakes, hugs).
- Restrict non-essential visitors and volunteers.
- Activities that include brass or woodwind instruments should observe physical distancing.

### 2.3.2. Pick-up and Drop-off

- Pick-up and drop-off should occur outside and as close to the entrance to the property as possible.
- Stagger pick-up and drop-off times.
- If possible, use multiple pick-up and drop-off locations.
- Daily check at drop-off may be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- If a sign in/out sheet is used, parents and caregivers should use their own pen. Parents and caregivers should practice hand hygiene before and after touching the sign in/out sheet.

### 2.3.3. Program and Activities

- Choose or modify activities so that they maintain physical distance. Do not schedule contact sports.
- Shared equipment must be disinfected before and after each use (e.g. bows and arrows).
- For equipment or surfaces that cannot be easily disinfected (e.g. climbing wall, stuffed toys) increase attention to appropriate hygiene practices (e.g. handwashing).
- Facilitate all activities outside whenever possible (e.g. arts and craft, snack time, etc.).
- Set up mini environments within your facility to facilitate the reduced the number of campers in a group (e.g. set up 2 or 3 areas for crafts).
- Free time blocks are not permitted to avoid contact with campers outside of their camper group.
- **Challenge Courses:**
  - Follow the recommendations set by ACCT for [operation](#) and [equipment cleaning](#).
- **Climbing Wall:**
  - If the camp climbing wall is used, follow WorkSafeBC protocols for [Climbing Walls](#).
- **Swimming:**
  - Follow the recommendations set by [Lifesaving BC for pool and waterfront operations](#).
  - The 2 meter distance policy remains in effect in the water.
- **Equestrian:**

- Follow the recommendations set by [Equestrian Canada: COVID-19 Return to Business Operations Framework](#).

#### **2.3.4. Staff Training**

- In addition to the training normally received, staff must receive training on all COVID-19 related policies and procedures.

#### **2.3.5. Camper and Parent or Guardian Education**

- Make sure that campers and their parents or guardians are educated on all COVID-19 related policies and procedures relevant to them through a combination of the registration process, pre-camp communications, on site lessons, signage and other forms of communication.
- Attempt to make the camper education as fun and engaging as possible.
- Be aware that continual reminders for campers, particularly younger ones, will be necessary.

#### **2.3.6. Food Service**

- Adhere to the orders and guidelines mandated by the PHO in regards to food service industries. See [here](#).
- Food services must adhere to [WorkSafeBC protocols](#) for restaurants, cafes and pubs.
- All food preparation must be done by FoodSafe trained staff.
- Buffet style dining, food sharing, shared drink stations and shared condiments are not appropriate at this time.
- Increase the space between campers during snack and lunch by moving or separating tables and chairs so they are farther apart.
- Have campers eat in their camper groups.
- Camps can also adopt a model where parents/guardians are solely responsible for sending lunch/snacks with the camper.

#### **2.3.7. First Aid**

- The FA attendant and patient should wear masks while care is being provided.
- Use approved procedure mask, gloves and eye protection for all first aid applications
- If CPR is required, use a pocket mask with a viral filter, or a bag-valve-mask with an HME filter to protect the first aider from possible infection.
- More information for WorkSafeBC OFAA protocols are available [here](#).
- New LifeSaving Society recommendations are available [here](#).

#### **2.3.8. Transportation**

- Group transportation is not recommended.
- If group transportation is necessary, sanitation and physical distance must be maintained:
  - Consider installing physical barriers (e.g. plexiglass) for the driver

- Each child must have their own seat and be separated by 2 metres if possible (unless they are from the same household).
- Vehicles must be cleaned and disinfected before and after each use in accordance with [Industrial Work Camps Guidance](#).
- Group transport should be for unavoidable transport only, not recreational travel.
- If camps are using contracted bus services, they should contact the service provider to ensure that appropriate measures are in place for physical distancing, cleaning and sanitization, and their general COVID-19 procedures.
- If camps are using contracted water taxi or ferry services, they should contact the service provider to ensure that appropriate measures are in place for physical distancing, cleaning and sanitization, and their general COVID-19 procedures.

### **2.3.9. Record Keeping**

- Keep a daily records of the following for contact tracing purposes:
  - Child Name
  - Drop-off and pick-up time
  - Adult completing both drop-off and pick-up
  - Adult emergency contact information
  - All staff that interact with each camper group
  - This log must be maintained for a minimum of four weeks after the completion of camp
- Keep records of campers or staff unable to attend due to being symptomatic.
- Keep records of any incidents involving campers or staff becoming symptomatic at camp.
- Keep records of schedules and where each camper was during the day.

### **2.3.10. Staff and Campers with Symptoms**

- If a camper or staff member develops a new cough (e.g., unrelated to pre-existing conditions such as asthma), fever, shortness of breath, or other symptoms of COVID-19 during the camp day/class session, isolate them away from others immediately, and send them home as soon as possible.
  - While waiting for a sick child to be picked up, a staff member should stay with the child in a room isolated from others. The caregiver should remain as far away as safely possible from the child (preferably at least 6 feet), while remaining in the same room.
  - The affected individual should isolate at home and be tested for COVID-19. If the test is negative, the individual can return to activities once symptoms are resolved. If the test is positive, the individual must isolate at home until directed otherwise by public health (for at least 10 days after illness onset).
- Ensure that the camp has flexible sick-leave and absence policies that discourage staff from reporting to work while sick.

- If anyone who has entered the camp facility is diagnosed with COVID-19, report to and consult with the [local public health authority](#) for advice.
- Report to the [local public health authority](#) any cluster of illness among the summer program staff or campers.

### 2.3.11. Staff Housing

- Day camp staff are allowed to be accommodated on site so long as the following criteria are met:
  - The staff are 19 years old or older
  - The camp abides by the orders and guidelines mandated by the PHO for accommodation similar to what your camp provides. Related examples include [Industrial Camps](#) and [Silviculture Work Camps](#).

## 2.4. Personal Measures

Personal measures can be taken by the individual for the safety of themselves and others they interact with.

### 2.4.1. Daily Camper and Staff Screening and Staying Home

- All parents, caregivers, children and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified by Public Health as a close contact of a confirmed case must stay home and self-isolate.
- Anyone with cold/flu or COVID-19 symptoms or other illness must stay home.
- Parents/guardians must check their children each day for symptoms. Staff should ask parents/guardians to confirm this at drop off.
- Staff must check themselves each day for symptoms and stay home if they are unwell.
- **Camp Staff:**
  - Must clearly communicate with parents and caregivers to assess their children daily for symptoms before sending them to camp.
  - Must establish procedures for children and staff who become sick while at the facility.
  - Should conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.

### 2.4.2. Hand Hygiene

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

- Include regular hand washing times in daily schedules.
- Ensure the centre is well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- Children regularly forget about proper hand washing. Staff and campers should practice often and staff should model washing hands properly in a fun and relaxed way.
- Staff should assist young campers with hand hygiene as needed.

### **2.4.3. Respiratory Etiquette**

- Cough and sneeze into your elbow. Teach this to both campers and staff.
- Remind campers and staff to avoid touching their face.
- It is not recommended that campers wear cloth or homemade masks.

## **2.5. Personal Protective Equipment (PPE)**

PPE is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures.

- Personal protective equipment, such as masks and gloves are not required in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed
- Wear chemical resistant disposable gloves when cleaning. Wash your hands before and after using gloves.