



Parent info guide

In the past few months, we have relentlessly worked on developing the best measures to open our summer camp this year. We received and reviewed all guidelines and regulations from the Ministry of Health, Toronto Public Health and the Ministry of Labour and will implement them all as prescribed. We also received, shared and discussed ideas and resources with other camps across North America to come up with a modified and still engaging, fun and enriching program for our campers. Please find here a detailed description of how we plan to guarantee a safe and at the same time enriching camp experience for your child(ren). Please note that these guidelines are subject to any changes that we may receive prior to the start or during our camp operations:

Cohorts:

- Cohorts of not more than 15 campers will be formed excluding staff
- Generally cohorts will exist of 15 campers and 3 staff members
- The regular 1:6 ratio of staff to campers will always be honored
- Each cohort will have its designated indoor area where most indoor activities will be held for the specific cohort and all personal belongings will be stored
- Each cohort to remain together and separate from other cohorts throughout the entire week
- No changing cohorts will be permitted under any circumstance
- Cohorts will practice physical distancing from other cohorts at all times
- It is recommended for siblings to be accommodated in the same cohort to avoid cross-over at home
- Requests to accommodate friends in the same cohort will be taken, but can not be guaranteed
- Physical distancing within a cohort is recommended and will be practiced as much as possible and when practical
- At times, campers will be required to wear their non-medical masks within their cohort when physical distancing can not be guaranteed (e.g. during drop off/pick up, while walking as a group to the park, etc.)

Personal protective equipment (PPE):

- Staff members will wear PPE during drop-off and pick-up procedures and whenever physical distancing with another cohort can't be guaranteed.
- Staff members might wear PPE when within their assigned cohort when physical distancing is not possible or practical
- Each camper has to bring to camp 2 non-surgical masks clearly labelled with their name
- If a camper doesn't have a mask when arriving at camp, one will have to be purchased for a small fee
- Our staff will be provided with masks and gloves and might make use of them as outlined in the different situations within this guide (see drop-off/pick-up procedures, management of illness, etc.)



Drop-off procedure:

- Drop-off will take place outdoors and right at the entrance to the space on rainy days
- It is strongly suggested for parents/guardians to wear a non-surgical mask during the drop-off process
- It is mandatory for campers to wear a mask during the drop-off process
- Check-in staff will wear a mask and might wear gloves
- A table and visual cues will be set up to encourage physical distancing
- Staff will confirm for each camper that the daily health screening has been submitted electronically prior to the arrival at camp. In case the daily health screening is still pending it will be performed by the staff member on site with the parent/guardian present
- The parent/guardian will have to remain on site until the camper has passed the health screening
- The camper will enter the camp location accompanied by our staff members
- No parents/guardians are allowed to enter the camp location to minimize the number of individuals entering the site
- The camper will be directed to his cohort's assigned area
- The camper will leave all personal belongings in the dedicated space

Pick-up procedure:

- A table will be set up at the entrance to the camp location to ensure physical distancing
- Parents/guardians wait outside the camp
- Parents/guardians are strongly recommended to wear a mask/face covering during pick-up
- Parents/guardians to ensure physical distancing from other parents/guardians during the pick-up procedure
- Parents/guardians to arrive with plenty of time to guarantee that they are ready to receive their camper at 4:30 pm
- Campers will be brought outside cohort by cohort to meet parent/guardian at 4:30 pm
- **Late pick-up fees will strictly be applied if parent/guardian arrives after 4:30 pm**
- If an earlier pick-up is required, parent/guardian must notify our staff with as much notice as possible
- Campers will only be handed to parent/guardian that has been clearly identified in advance
- Identification will need to be shown each time at pick-up as it might be a new counsellor handing over your child. If the name on the ID doesn't match any person listed as parents/guardians or emergency contact, you will be asked to step aside to wait for next steps while the pick-up procedure continues
- Parent/guardian to provide a signature to confirm pick-up of camper



Camper care:

- Washrooms will be designated to cohorts wherever possible
- Regular washroom breaks are scheduled for each cohort. If a camper needs to use the washroom between scheduled washroom breaks, he/she will be accompanied by a staff member
- Regular supervised hand washing will be incorporated into the program (before and after meals, during breaks and transition times between activities)
- Additional hand sanitizer will be provided at the entrance to the camp and in activity areas
- Campers to wear sunscreen when arriving at camp in the morning. Sunscreen will be re-applied in the afternoon by the campers themselves. Staff will be able to assist campers only with a visual demonstration
- If camper gets injured or requires help physically, staff members will perform standard first aid/CPR. If possible staff and camper will wear PPE
- Yellow safety vests will be worn by campers whenever groups leave the camp premises

Daily health screening:

- Campers, staff and any potential visitors to the camp site will undergo a screening either at home (preferred) or upon arrival to the camp location
- Entry will be denied to any individual who has any of the symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) provided by the Ministry of Health
- Daily screenings will be done electronically whenever possible and only at the camp location upon arrival if the electronic document has not been completed yet
- If screening is done onsite, camp staff will wear PPE and physical distance will be practiced between staff, camper and parent/guardian
- Alcohol-based hand sanitizer will be placed at all screening stations and entrances
- Daily attendance and health screening records will be kept

Personal belongings:

- Each camper will have an assigned box to store all personal belongings
- Personal belongings at camp have to be limited as much as possible
- No toys or other non-essential items brought from home will be allowed at camp
- The following personal belongings have to be clearly labelled with the campers name: water bottle, sunscreen, mask
- Each camper to bring the following items to camp:
 - Small backpack
 - Water bottle
 - Lunch/Snack box
 - 2 non-surgical masks
- Strict no sharing of personal items between campers and staff members



Meals & snacks / water:

- Cohorts will remain separate during meal and snack times
- Most meals to be held in each cohort's designated room
- Some meals will be held outside (e.g. picnics at parks)
- Strict no sharing of food, snacks, water bottle, food containers between campers and staff
- No microwaving food or storing food in the fridge will be available this year
- Contactless filling up of water bottles will be facilitated with the assistance of staff

Cleaning:

- All areas and surfaces will be cleaned and disinfected regularly throughout the day, at least twice
- All surfaces (tables, doorknobs, chairs, etc.) will be disinfected each time before a new cohort moves into a space
- Washrooms will be cleaned and disinfected at least twice a day
- Supplies, equipment, toys, etc. will be disinfected at least twice a day
- All rooms including floors will be cleaned and disinfected at the end of the day

Supplies, equipment, toys

- Each cohort will have its designated sports equipment (balls, outdoor toys, etc.), supplies (scissors, crayons, glue sticks, etc.) and toys & games (board games, indoor toys, etc.) for the week
- If supplies, equipment, toys or games change cohorts for any reason, they will be cleaned and disinfected prior to being used by a new cohort
- No items will be used that can not be cleaned and disinfected on site (e.g. plush animals or toys)

Behaviour management

- On the first day of the week campers will be briefed and trained on all safety and health measures for their week at camp including hand hygiene and respiratory etiquette
- The camp's 3 strike policy will be strictly applied this summer. Parent/guardians are encouraged to review the policy together with their camper prior to the start of the week
- No refunds will be provided if a camper has to be removed from the program due to behaviour

Handling/reporting illness and suspected/confirmed COVID-19 cases

- Campers to remain home if they fall ill or showing any COVID-19 related symptoms
- If a camper is kept at home, the camp had to be notified the same day given the reason for which the camper is kept at home
- Campers who don't pass the daily health screening to remain home for at least 24 hours after symptoms are resolved



- Campers who show any COVID-19 related symptoms while at camp will be immediately separated from their cohort and accompanied by a staff member to wait in a designated area for pick-up
- The accompanying staff member will remain at a distance of 2 metres and wear PPE. The camper will be wearing their mask/face covering. Parent/guardian will be immediately informed to arrange pick-up as soon as possible
- Camper will be reminded of hand hygiene and respiratory etiquette and will be provided tissues while waiting for pick-up
- Toronto Public Health will be notified and will provide further information to be shared with parents/guardians
- After camper has been picked-up, the waiting area and items used by the camper will be cleaned and disinfected. Items that can't be disinfected, will be removed from the program for at least 7 days
- Campers with symptoms should be tested (see section 'Testing for COVID-19')
- Campers or staff members of the same cohort of a symptomatic camper will be identified as 'close contact' and will continue within their cohort until being picked up. Toronto Public Health will provide further information on potential testing and/or isolation of these close contacts
- Campers and staff members who have been exposed to a confirmed case of COVID-19 will be excluded from the program for 14 days

Testing for COVID-19

- Symptomatic staff and campers will be referred for testing
- Campers and staff who test negative will be excluded from the program until 24 hours after symptom resolution
- Campers and staff who test positive will be excluded for at least 14 days after the onset of symptoms and clearance has been received from the local public health unit
- Campers and staff who have been in contact with a suspected COVID-19 case will be further co-horted and tested as recommended by Toronto Public Health
- Campers and staff awaiting test results may be excluded from the programming until negative test result is received