



COVID-19 Operational Plan
2020 YMCA Big Cove Camp
YMCA of Greater Halifax/Dartmouth

Edited November 30, 2020

COVID-19 Awareness

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

Group Logs

Leadership

A log will be kept for each self-contained group that includes the names of those in the group (children & staff), the date the group was established and group confirmation by the YMCA Big Cove Camp Director, for Public Health officials if asked for to help with contact-tracing, if a COVID-19 case was found in the camp or if a member of the household of the camp participant was to come in contact with COVID-19.

Campground

All participants attending the Campground or Day Programs will be registered and a list of contacts will be kept by the Camp Director, for Public Health officials if asked for help with contract tracing.

Arrival and Departure times and protocols

Drop-off Procedure

Drop-off Location

Participants in either Leadership or Campground programs will see a screening station set up along the road into camp or on the porch of arts and crafts cabins (in case of inclement weather). Families with either stay in their car for screening or remain in the car until called to the screening station. Anyone travelling in the vehicle will be screened, even if they are not staying at the Camp.

Pre-Screening

Prior to beginning their stay at Big Cove YMCA Campground, all members of the family in the vehicle will be pre-screened using our Screening Questionnaire COVID-19. Pre-screening will

include temperature checks of all passengers using a non-contact thermometer (i.e. infrared) and a number of health questions.

SCREENING MEASURES

Prior to entering Big Cove YMCA Camp Facilities, parents bringing children into the facility, staff or others deemed essential must be pre-screened. Pre-screening is to include temperature checks of all persons, provided a non-contact thermometer (i.e. infrared) is available. When using a non-contact thermometer we will refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature.

A log of the daily screening tools and results will be completed by staff and will be kept onsite.

All families will be provided with the screening questions as well as an informational letter ahead of their visit.

Please See – Big Cove YMCA Camp Covid-19 Screening Tool

Symptom Monitoring/Surveillance Process

If at any time during their stay, participants are sick with two or more of the following symptoms; fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, diarrhea or loss of taste or smell OR a child displaying purple fingers or toes even as the only symptom, they will be asked to depart the facility immediately upon packing of their gear or isolate in Health Centre Bedroom until someone can pick them up (Leadership Weekends).

Staff will work together to actively monitor the symptoms of participants. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough, difficulty breathing, fatigue, headache, sore throat, or runny nose) they will be isolated from the group, in the designated Health Centre Bedroom until the time that they can leave the premises. All participants will be instructed to let a YMCA staff know if they are not feeling well.

Please note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will **not** be excluded.

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

Screening Policy

Every person arriving at Big Cove Camp must be actively screened prior to entering the camp areas. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.

Screening Stations

Prior to beginning screening at Big Cove Camp, set up is required. The YMCA Big Cove Camp Director is required to ensure that the following steps are completed:

1. Set up the screening station and assign staff to conduct the screening:
 - a. Camp participants will see the screening table along the road to the Dining Hall or on the porch or Arts & Crafts building
 - b. Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
 - c. Staff must be trained on conducting the screening using the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential.
2. Parents/Caregivers screening questions/process will be emailed to each family prior to arrival.
3. Temperature must be taken for every person screened. Staff must have an infrared Thermometer on hand.
4. Once the family has passed the active screening, s/he must complete hand hygiene by washing their hands at their assigned washrooms or using provided hand sanitizer.

Screening of YMCA Big Cove Camp Director and Staff

The following steps shall be taken each day:

1. The Camp Director and Manager of Child and Youth must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the camp. Active screening must be completed for ALL staff at the site.
2. The Camp Director will be onsite at the Camp at all times.
3. The Camp Director will self-screen using the COVID-19 Staff Screening Tool and will answer the screening questions and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Camp Director or will ensure a backup staff is called into working with families. Once the designated Camp Director has completed the self-screening at home and completed the COVID-19 Staff Screening Tool they are ready to then complete active screening for all staff.
4. The Camp Director will ensure that active screening is completed for all staff for every staffing shift. Staff are required to stay in their cabin if they are experiencing ANY two symptoms identified on the screening tool and to report their absence to the Camp Director immediately.

Any staff who answer YES to ANY of the questions on the screening tool, must be directed not to enter the Camp areas and to return to their cabin, and the Camp Director will report to the Manager of Child and Youth immediately. Staff may not return to work until 14 days after their last exposure (i.e. travelling or close contact with a confirmed or probable COVID-19 case), or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth will seek advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff. Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

Screening of Families

- The Director of Camp must inform all parents/guardians of the screening process prior to the family arriving at Big Cove Camp.
- Screening must be completed for ALL families entering Big Cove Camp upon arrival.
- Visitors who would be considered as an essential service to Big Cove Camp are permitted to enter the camp during operating hours. This would include professionals that are essential to the facility such as public health inspectors. Non-essential visitors such as salespersons are not permitted to enter the camp during operating hours.
- Staff will administer the COVID-19 Screening Tool for families upon arrival at Big Cove Camp. The screening process will be as follows:
 1. If all family members answer NO to ALL screening tool questions staff will ask them to complete the temperature check. If an individual in the family unit answers YES to ANY of the screening tool questions, the child or Family will not be permitted to enter the centre. The parent/guardian will be advised to consult with Public Health.
 2. Staff who are screening will wear a mask and gloves. They will maintain a minimum 2-meter (6 feet) distance when possible from those who approach for temperature checks.
 3. If Big Cove Camp experiences operational challenges or screening delays with the temperature checks, the Camp Director can allow families to bring their own thermometer for testing.
 4. Once the parent(s)/caregiver(s) and all children have passed all screening tool requirements they will be allowed to enter the camp.
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions.
- Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening tool, staff will refuse entry into Big Cove Camp, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. The Camp Director is responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.

MONITORING

Staff must ensure that families are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature $\geq 38^{\circ}\text{C}$)
- New or worsening cough or shortness of breath
- Runny nose, sore throat or diarrhea

Staff are only required to document the health check or take a temperature if symptoms are noted.

Isolation Process

In the instance that a member of the family/ staff becomes ill and may not be able to leave site immediately, the Big Cove Health Centre will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting YMCA staff should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

CLEANING AND DISINFECTION PROCEDURES

Cleaning Schedule

During this time, the YMCA of Greater Halifax/Dartmouth is keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our children, families and staff. As such, we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- YMCA Big Cove Camp staff will complete proactive cleaning of shared spaces twice daily across site. Extra cleaning measures will stay in place until further notice and will be completed at times when families are not occupying these spaces. Records will be kept to ensure additional cleaning is completed as outlined.
- Records shall be kept of daily sanitization within Big Cove YMCA Camp.

Cleaning Procedure

This document is meant to outline steps that will be taken at Big Cove YMCA Camp to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measures are intended to be preventative only and will change in the event of an active COVID-19 outbreak on onsite.

During a time of increased risk of disease transmission, YMCA Big Cove Camp staff will complete twice daily cleaning and disinfection of all spaces such as, washrooms and common spaces.

The following will outline steps that are required in each of the different types of spaces across site;

1. Washrooms

- All washrooms will be deep cleaned and disinfected at the end of the day by our staff. Record will be kept. We will track the cleaning on the log sheet.
- All washrooms on site will be disinfected once during the day by YMCA Big Cove Camp Staff. We will track the disinfection on the log sheet.
- A deep clean and the disinfecting of all high touch areas will be done in the evening by our staff and tracked on the log sheet.
- Spaces not being used will be kept locked at all times.

2. Common Spaces

- All common spaces at the camp will be sanitized daily by YMCA Big Cove Camp Staff with a focus on high touch areas.
- A deep clean and the disinfecting of all common spaces will be done in the evening by our Big Cove staff team and tracked on the log sheet.

3. Cabins

- Cabins will be deep cleaned every time a family vacates their cabins and before another family moves in
- All surfaces and mattresses will be disinfected after each family use

4. Equipment

- Equipment such as PFD's and paddles will be disinfected after each family use
- Archery equipment will be disinfected after each family use
- Common spaces where there is equipment that can be shared (tire swing) will be cleaned throughout the day

Sanitization and Disinfecting Procedure

The YMCA Big Cove Camp Staff will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. Bleach will also be used to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

YMCA Big Cove Camp Sanitization Checklist

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

Cleaning & Sanitizing of Big Cove Camp

| Item | Product | Method | Frequency |
|--|--|--|------------------------|
| Floors | Bleach | Mop with hot water mixed with bleach | Daily |
| Hard Surfaces Cabins (YMCA Big Cove staff) | Oxivir plus | Spray and air dry | After each use |
| Hard Surfaces (YMCA Big Cove staff) | Bleach | Spray, sit and wipe. | Daily |
| Toys | Oxivir plus or Bleach | Spray and air dry or spray and let stand for 10 minutes and wipe | Daily |
| All Areas | Oxivir plus, Oxivir plus wipes, bleach | Spray and air dry, wipe and air dry, spray and let stand 10 minutes and wipe | Multiple times per day |

PHYSICAL DISTANCING

All Big Cove Camp staff will strictly maintain routine infection prevention and control practices (refer to the “Nova Scotia Guidelines for Communicable Disease Prevention and Control for Child Care Settings”), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

Hand Washing

Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the main camp areas and before they go back to their cabin
- Before handling food
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Families should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the Camp and before they go home
- Before and after eating and drinking
- After using the toilet
- After handling shared toys/items
- After sneezing or coughing into hands

Staff should follow the following steps for proper hand washing:

1. Wet hands
2. Apply soap
3. Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and designated camp rooms are well stocked at all times (i.e. soap, paper towels, and waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the centre and throughout the centre. When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

1. Apply hand sanitizer (at least 60% alcohol-based)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails
4. Rub hands until dry

Hand sanitizer may be used if needed.

Masks & Disposable Gloves

Wearing masks or gloves at all times is not recommended in the program. Both masks and gloves represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA Big Cove Camp staff must wash their hands before gloves are put on and immediately when gloves are removed.

Masks should only be used in accordance with the Outbreak Management for COVID-Related Symptoms Policy.

Outdoor Play

The YMCA Big Cove Camp staff will adhere to the following guidelines:

- Shared toys are permitted such as, balls and bats etc... Shared toys must be cleaned and disinfected between users.

This document has been developed by the staff team at the YMCA of Greater Halifax/Dartmouth with strict adherence to the Government of Nova Scotia Public Health guidelines and recommendations.

This document is subject to change to increase the health and safety of our Childcare children, families and staff team.