



# CANTERBURY HILLS CAMP



## COVID-19 PROTOCOLS SUMMER 2021 STAFF GUIDE



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# CANTERBURY HILLS CAMP



## WELCOME

Welcome to the Canterbury Hills day camp staff team, we are so excited to have you!

Our awesome leaders are what makes Canterbury Hills Camp a place where forever memories are made! Leaders help campers reach higher and accomplish more than they thought possible. Campers can take on new challenges because they have fun leaders who care for them and believe in them. It is our leaders who breath life into our programs, and help campers thrive.

We know the past year has been filled with uncertainties and fear, so we created this guide to provide you with important Covid-19 information, and keep you informed of the protocols in place to maximize all camper and staff safety, while keeping the Canterbury Hills camp magic.

All protocols in place have been based upon thorough research and reference from the Covid-19 Safety Guidelines for Day Camp as created by the Ontario Ministry of Health, and Ontario Camps Association Regulations.

If you have further questions beyond this guide please feel free to contact Emily Lloyd, Camp Director at [director@canterburyhills.ca](mailto:director@canterburyhills.ca) or (905)-648-2712 ext. 2



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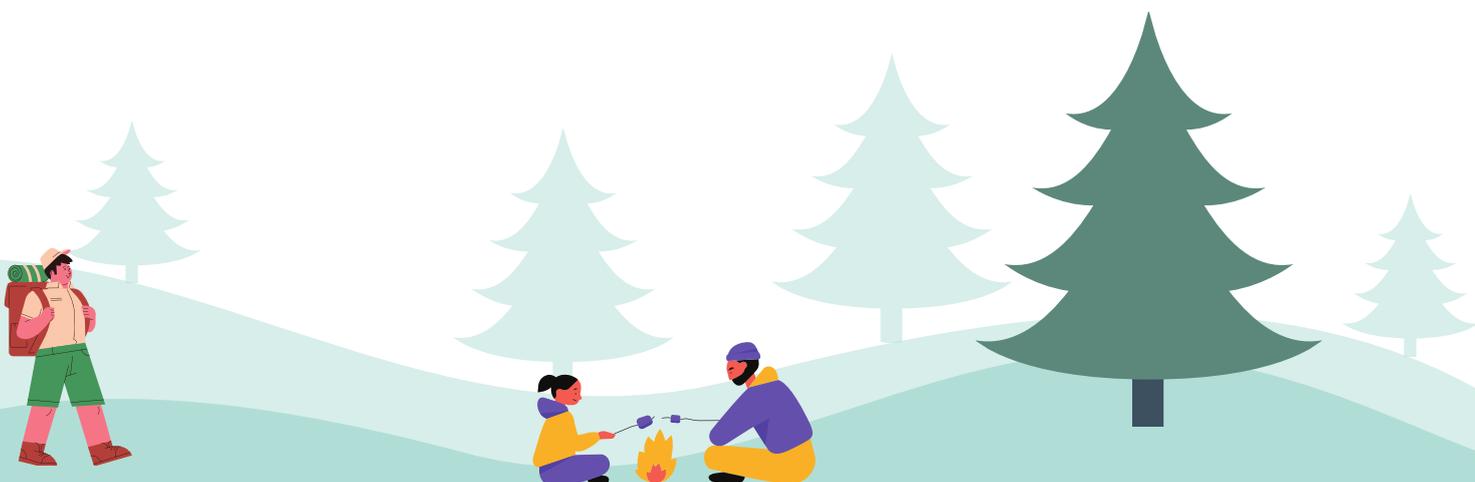
## Arrivals and Screening

Guardians will receive an email ahead of time and drop-off cohort time: Maple, Oak, and Pine will be scheduled for drop off between 8:30-8:50. Campers in Beech, Birch, and Elm will be scheduled for drop off between 9:00-9:20.

All staff will be expected to arrive at 7:45am on the first morning of each session, and 8am for the remaining days to prepare for camper arrival.

Campers and staff will be expected to complete the Canterbury Hills Daily Screening Tool which will be sent out in the form of a [Google Form](#). Within the form there is a link directing users to the official Covid-19 school screening tool. We ask that individuals complete the school screening, take a picture of the result, and upload the photo into the Google form before arrival. There will also be passive screening tools in place throughout the camp.

During registration on Campbrain, guardians will complete the camper health forms and profile. On the profile we ask that all possible pick up contacts are listed. Staff will be provided with the list of possible pick up contacts before the session begins. If the list needs to be updated or changed during the week we ask that guardians call the camp office. This is to reduce need for conversation and handling of pen and paper during the arrival process.



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## Arrivals and Screening

Campers will have a designated space to place their bag/belongings in the cabin. As they arrive, one leader will wait outside the door to greet campers (one at a time). They will practice hand hygiene by using provided hand sanitizer, and then enter the cabin to drop their items in their space. The guardian will be asked to remain outside the cabin during this time. Please be friendly with guardians, and direct them to senior staff should any questions or concerns arise.

Staff will then lead activities outside until all campers in their cohort arrive. If there is light rain, arrival will continue as planned so dress accordingly. Severe weather will move arrival into the cabin with masks on.

Campers and staff that fail their screening will not be permitted to attend day camp that day. We recommend following the guidelines of the screening tool, and obtaining a covid-19 test at a local testing center.

All staff must have an emergency pick-up person available should they develop symptoms throughout the camp day.

Any confirmed or probable cases of Covid-19 will be reported to Hamilton Public Health.



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## Departure

For pick-up time, campers will gather with their leaders outside of their cabins for an end of the day reflection activity. To reduce unnecessary exposure between guardians, pick-up times will be staggered. Campers in Beech, Birch, and Elm, will be picked up between 4:50pm-5:10pm, and campers in Maple, Oak, and Pine, will be picked up between 5:15pm-5:35pm.

The pick-up contact will have already been listed on the camper profile ahead of time. We ask that the pick-up contact please bring a form of ID to verify.

We ask that guardians stay in their car during pick-up. When you arrive, a staff member will approach the vehicle. Confirm which camper you are here to pick-up, and show a piece of identification. The staff member will notify the camper that it is time to go home, and walk them to the vehicle.

Once all campers have been picked up there will be a brief end of the day staff meeting. Leaders will then be expected to complete their daily documentation, sanitize any equipment or supplies used for departure activities, and tidy the cabin spaces. Estimated departure time for staff is 6:00pm, but you need to complete these tasks first.



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## Meals and Dining

All campers and staff will be expected to provide their own peanut-free lunch and snacks.

Campers and staff are strongly encouraged to bring their own water bottle with their name on it. Single use cutlery and dishware will not be provided. Each cabin will eat within its own cohort outdoors, weather permitting. There will be extra water bottles and snacks available if needed.

Staff will be expected to help their campers practice hand hygiene before and after any meals or snacks. Each group will be provided with a large water jug from the campout room to easily fill camper water bottles with out any cross contamination. Leaders will be expected to assist campers by pouring the water for them.

In the case of rain, leaders will be given tarps to use to make rain shelters against the cabin to eat lunch under. In the case of severe inclement weather campers will eat inside of their cabin. Each camper will be assigned a bunk bed to sit on with their mask off while they eat. If the camper needs to leave their area for any reason they must first put their mask on. Once lunch is over the campers will put their masks on, wash their hands, and continue with indoor programming until inclement weather subsides.

On Thursday night, campers are invited to stay for a pizza dinner, evening game, and campfire. For serving pizza, we ask that only staff handle the group pizza box, and serve slices to campers one at a time while wearing gloves.



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## Hand Hygiene

Staff will be expected to assist their campers practice proper hand hygiene, and practice proper hand hygiene themselves. Please see the guidelines below for proper hand washing technique and hand sanitizing technique. Reminders will be posted in each bathroom as well. Washing hands with soap and water is the preferred method of hand hygiene over hand sanitizer. Hand sanitizer should be used when groups are not able to easily access a washroom.

Staff and campers are expected to practice hand hygiene between each program activity, and after the use of any shared equipment.

It is important to note that hands that are visibly soiled should be washed with soap and water instead of hand sanitizer. Leaders will be provided with a bottle of hand sanitizer with a minimum alcohol content of 60% to keep in the first aid kit and carry at all times.



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## Hand Hygiene

### How to wash your hands



Wash hands for  
at least 15 seconds



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## Hand Hygiene

### How to use hand sanitizer



Rub hands for  
at least 15 seconds

**1**



Apply 1 to 2 pumps  
of product to palms  
of dry hands.

**2**



Rub hands together,  
palm to palm.

**3**



Rub in between and  
around fingers.

**4**



Rub back of each hand  
with palm of other  
hand.

**5**



Rub fingertips of each  
hand in opposite palm.

**6**



Rub each thumb  
clasped in opposite  
hand.

**7**



Rub hands until  
product is dry. Do not  
use paper towels.

**8**



Once dry, your hands  
are clean.



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## Masks and Social Distancing Policy

All campers and staff are required to wear a well-fitted, non-medical mask while indoors at all times, and are expected to bring their own each day. Canterbury Hills staff will have extra disposable masks available should a participant's mask become wet or soiled.

Campers and staff are not expected to wear masks when outdoors and able to maintain a distance of 6 feet (2 meters) throughout an entire activity. Campers will be in a cabin cohort of up to 10 other campers and 2 DCLs. There may also be LITs providing assistance to staff teams. Campers will remain in the group cohort for the entire camp session. The cabin will follow a predetermined schedule that was created ahead of time to ensure cohort separation and time for equipment sanitation between groups.

All staff will receive training on how to properly wear a mask, and how to don and doff PPE. Staff will be able to recognize and assist campers should their mask need to be replaced. The following pages will outline these important PPE guidelines.



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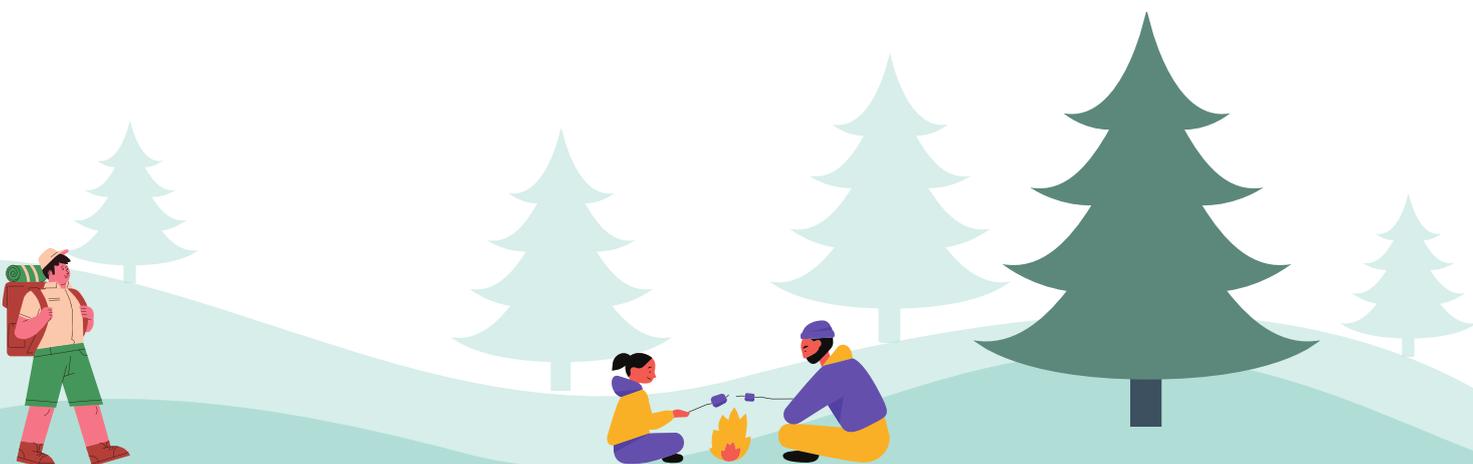


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## How to Properly Don a Mask

1. Practice proper hand hygiene
2. Visually inspect mask and ensure there are no tears, and that it is not wet or soiled
3. Ensure the mask is right side up. For disposable masks, the outside is usually the blue side, and the top will have a stiff bendable edge to mold around the nose.
4. Follow the instructions below for the type of mask you are using.
  - a. Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
  - b. Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - c. Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
5. Mold or pinch the stiff edge to the shape of your nose.
6. Pull the bottom of the mask over your mouth and chin.



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## How to Properly Remove (Doff) a Mask

1. Practice proper hand hygiene
2. Follow removal process based on mask type below:
  - a. Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
  - b. Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  - c. Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
3. Throw the mask in the trash or place it in a paper bag to take home and wash. Clean your hands with soap and water or hand sanitizer.

A mask must be changed if it becomes wet or soiled as it is no longer effective. Please help campers identify if they need to put on our change their mask.

[See video for full explanations and demonstrations](#)



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## Sanitization Protocols

All program spaces will be sanitized at minimum twice a day using an approved sanitizer with drug identification number. Main camp and program areas will be sanitized by maintenance staff and senior staff. Cabin leaders may be asked to use provided sanitizer to wipe down light switches and bathroom stalls inside cabin in the morning.

All program supplies have been reviewed and carefully selected. The supplies that are made from a material that is easily sanitized (eg. sports equipment, bow and arrows) will be used between groups with appropriate sanitization between use. At the end of an activity at a shared program space, one staff member will need to ensure all equipment used is properly sanitized before moving to the next activity. Sanitizers will be provided at the program spaces.

Supplies that are made of a material that cannot be easily sanitized will be individually packaged and provided for campers to use and keep for themselves (ex. craft supplies, baking ingredients).

Campers and staff are encouraged to use their cabin washroom as their main washroom as much as possible to limit cross contamination with other cohorts. There will be other bathrooms open for groups as needed that will be sanitized regularly as well. Each bathroom will have a clipboard with a timesheet on it. Staff will write camper names, time in and time out on sheet to keep track of possible cohort exposure. Campers will complete hand hygiene when finished, use a wipe to wipe down sink taps and door handles after use.



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## Inclement Weather

Campers and staff are encouraged to check the weather daily and bring individual rain gear if needed, as outdoor programming will continue as planned through light rain.

If more severe inclement weather makes outdoor programming unsafe, activities will be modified as much as possible to move indoors. Groups will remain in their cabin space with their masks on until storm activity clears and they can continue with their group schedule. Canterbury Hills may decide to cancel programming for the day if a severe weather forecast will make programming unsafe.

Please see page 6 for reference to meals during inclement weather.



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## High Ropes

Use of high ropes elements and equipment often requires close contact between participants and program staff, as well as use of specialized, shared equipment. Canterbury Hills has partnered with Adventureworks! Associates Inc. for another summer of safe and exciting programming. We will be operating the high ropes course following their updated best practices operating regulations.

All campers and staff will wear masks throughout the entire high ropes program unless medically exempt. The method of harness attachment has been upgraded to limit contact, and the clip in tools will be sanitized between uses. There will also be a handwashing station at the base of each climbing element for participants to use before and after each climb.



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## Management of Possible Covid-19 Cases at Camp

Canterbury Hills Camp will have a designated Covid-19 isolation center designated in Farrell Hall for if a camper or staff that passes their initial daily screening develops symptoms on site throughout the day. This building was selected because of its excellent ventilation, ability to practice distancing indoors, and access to clean running water.

If a camper or staff develops symptoms on site, they will immediately be removed from the group and brought to the isolation center (Farrell Hall). The emergency pick-up contact will be called to take the camper home immediately. Senior staff will provide supervision and care to the camper while wearing full PPE.

Each cabin will have a full PPE kit (including face shield, gown, and gloves). The staff that isolates the camper from the group and brings them to Farrell Hall should properly use the PPE kit if unable to maintain distance. The staff member should change their mask after.

The symptomatic person will be provided with tissues, and a lined, no touch garbage can, and will be asked to wear a mask if able. The isolation center and any areas where the camper or staff went will be sanitized immediately. Senior staff will notify cabin staff that cohorts should not return to these spaces for 45 minutes afterward, and notify them when they are safe to return. If an item cannot be sanitized then it will be removed from the program and sealed away for 7 days



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## Management of Possible Covid-19 Cases at Camp: Campers

If a camper tests positive for Covid-19 during their week at Canterbury Hills they will not be permitted to return to the program, and will be offered a refund. All positive cases, or suspected cases will be reported to the Hamilton Public Health Unit. Relevant information pertaining to your work at Canterbury Hills, your contact with visitors, campers, and/or other Canterbury employees, may be shared with Public Health and/or other investigating authorities, where requested and required by law. Senior staff will notify all guardians if there is a suspected or confirmed Covid-19 case within their cohort. The remaining campers will be able to continue their week at camp as long as they continue to pass the daily screening tool. We encourage guardians to be very diligent in monitoring their camper for any symptoms.

Day camps can continue unless directed otherwise by Hamilton Public Health.

If a symptomatic camper wants to return to camp, they may only do so after receiving a negative covid-19 swab test result and waiting 24 hours since symptoms were last present. The guardians will be expected to show proof of the negative test result in order to return to camp.

If a symptomatic camper refuses to receive a Covid-19 test they must isolate for 10 days before returning to the camp program unless all of the following qualifications have been met:

- the camper has received an alternative diagnosis from a doctor
- the camper does not have a fever (without use of medication)
- it has been 24 hours since your child's symptoms improved



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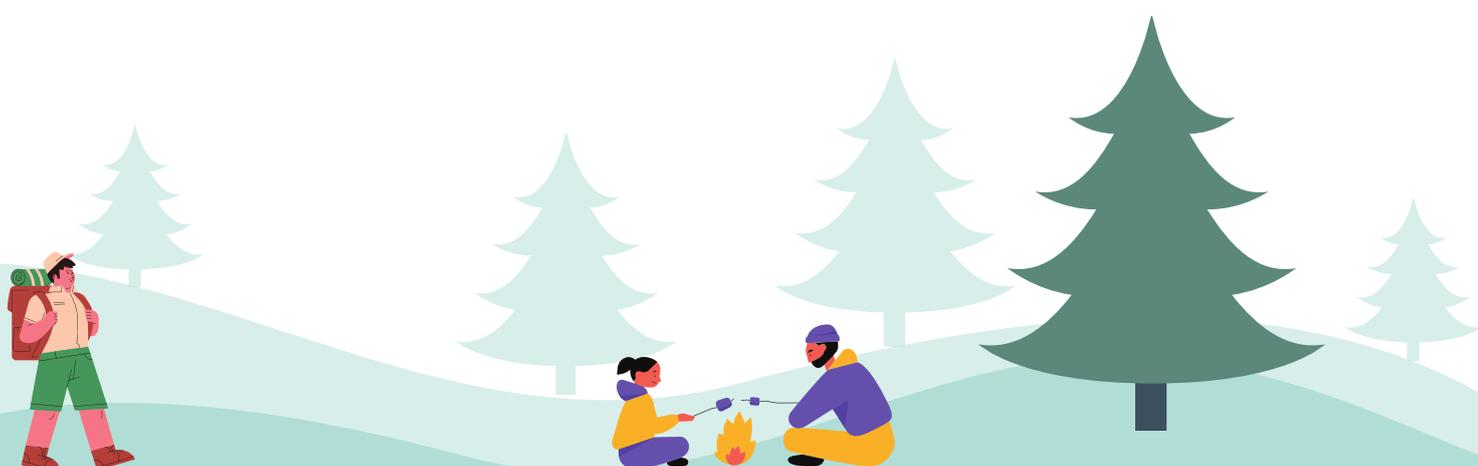
## Management of Possible Covid-19 Cases at Camp: Staff

If a symptomatic staff member wants to return to camp they must receive a Covid-19 nasal swab test and show proof of a negative result and be 24 hours symptom free.

If a staff member tests positive for Covid-19 they will be referred to Hamilton Public Health, and will not be permitted to return until Hamilton Public Health gives approval.

If a camper or staff member in your cohort is sent home due to sudden symptom development, all guardians in the cohort will be notified. The camper's privacy will be respected, and the name of the participant will not be shared.

If a camper or staff member is sent home due to sudden symptom development and we discover that they have tested positive for Covid-19, all families will be notified. Hamilton Public Health will be given a list of all participants who were in close contact with the individual, and will choose to follow up with those people if they believe there is an exposure risk and give further directives. If you are notified of a Covid-19 case at camp and do not hear anything further, it means that you were deemed not at risk of exposure.



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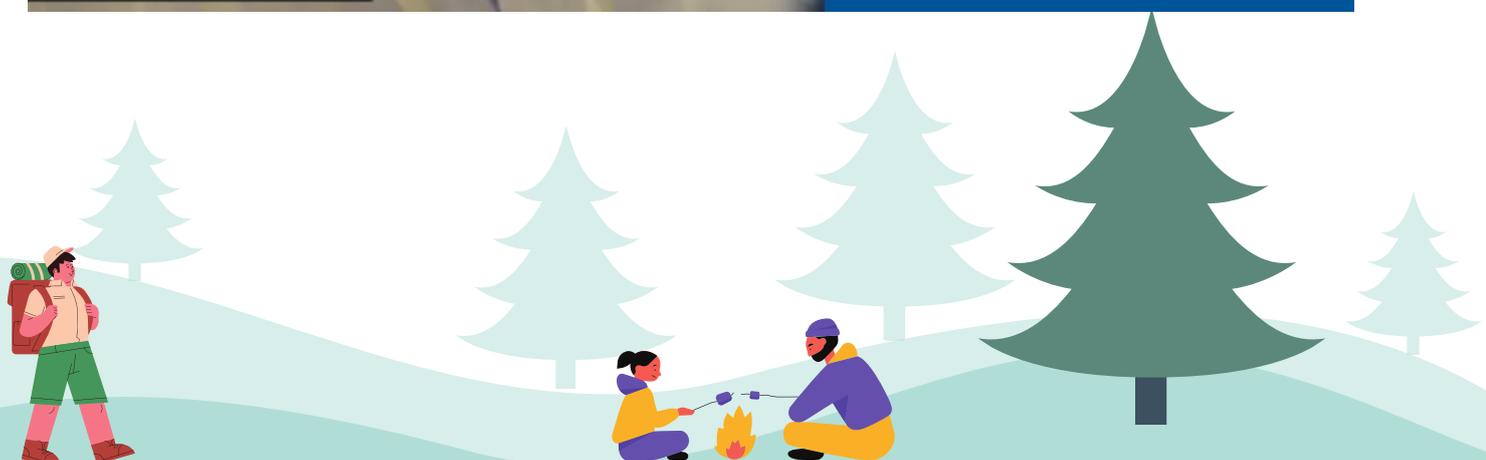
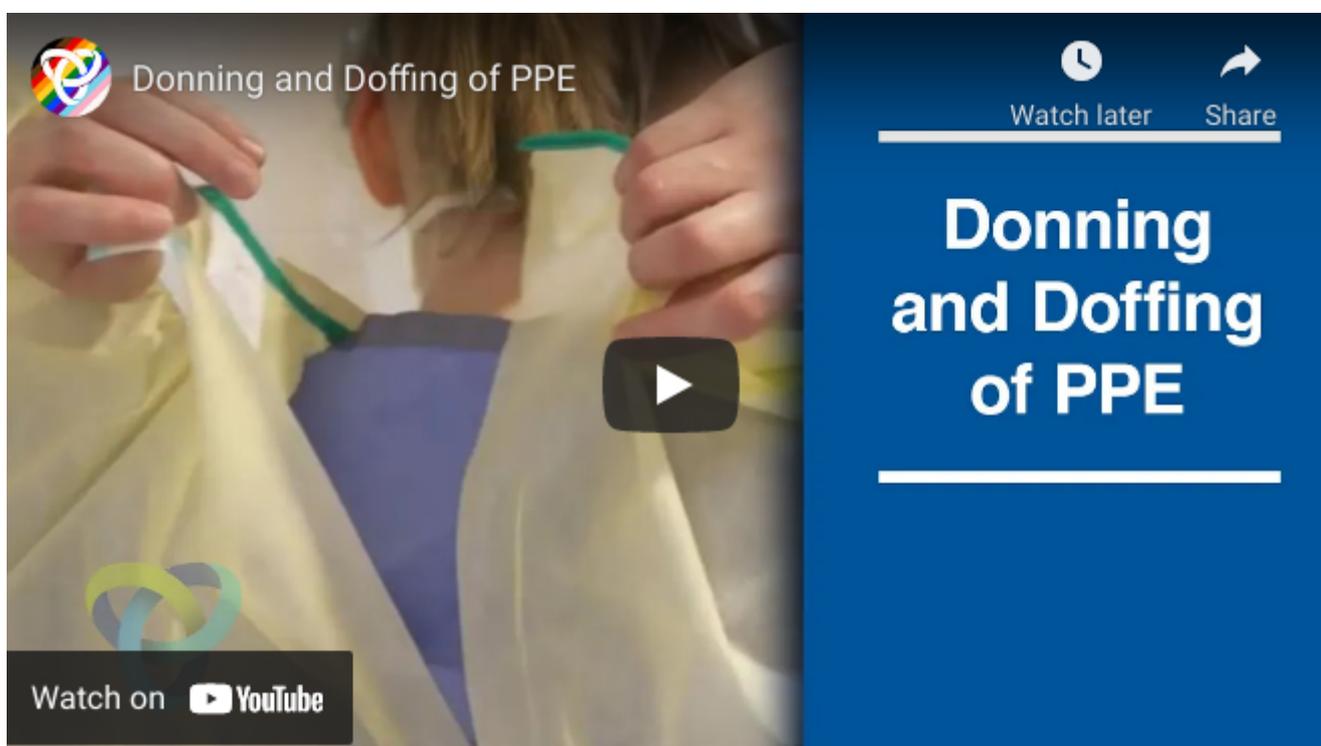


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## Management of Possible Covid-19 Cases at Camp

Please watch the video for full explanation for donning and doffing PPE



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## Frequently Asked Questions

### Does my camper need to have their COVID-19 vaccine? Will staff?

- We encourage those that are eligible to get their vaccine. We will not be mandating staff or camper vaccination to participate in programming.

### Does my camper need to wear a mask all day?

- Campers and staff will be expected to wear a mask whenever indoors
- Campers will spend the majority of the day outside, weather permitting.
- Campers will not be expected to wear a mask when maintaining physical distance (6 feet, 2 meters apart).

### Is there still a Thursday night sleepover?

- No, there will not be a sleepover on Thursday night. Groups will be invited to stay later in the evening to have pizza, play an evening game and then have a campfire. Pick up at 8:30pm.



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## Frequently Asked Questions

### Is the pool open?

- Due to the changes in our summer program structure, the pool will not be open for use this summer. Campers will still spend the first portion of their afternoon cooling down with exciting water activities every single day!

### Is the climbing wall and high ropes program open?

- We will be partnering with Adventureworks! Associates Inc. To open our high ropes course in a Covid-19 safe experience. The climbing wall will remain closed.

### If my camper cannot complete their week at camp due to Covid-19 will we receive a refund?

- Canterbury Hills Camp will offer refunds for absences related to Covid-19.

### How will cabin cohorts impact camper cabin requests?

- Canterbury Hills allows campers to make one cabin request. The other camper must be similar in age and request your camper in return for the request to be met. All other requests cannot be guaranteed. We will do our best to keep campers in the same cabin cohort but cannot guarantee this ahead of time.



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