

Launch Pad Reopening Plan – Phase I



Rev. 2

July 2nd, 2020.

References:

- “Hanover Plan (HP)” Town of Hanover Return to Work Re-Integration Plan Version 1: May 25, 2020.
“Ontario Guideline (OG)” COVID-19 Guidance: Summer Day Camps Version 1: June 1, 2020

Executive Summary

Launch Pad plans to resume services to the public in July after implementing the measures outlined here. Staff have participated in preparing this plan which addresses both the risks to staff and the risks to patrons. The plan takes a conservative approach with respect to the new requirements including limiting initial cohort sizes to 5 instead of the 10 now allowed and requiring the use of a face mask during programs to mitigate the risk of occasionally being separated by less than 2m.

All requirements from the HP and the OG can be met by the current facility and staff using new materials and procedures. Staff are pursuing one open question with local Public Health officials with respect to OG requirement 10 which relates to the preparing and serving of food. Resolution of this item will determine what programs are offered during Phase II.

Summary of Changes

The following table outlines changes to Launch Pad normal operations that are being implemented to complete our Phase I Reopen.

- New Operations and Cleaning Standard Operating Procedures (SOPs).
- Cleaning methods updated to meet new Hanover and Provincial requirements.
- Conservative approach; group sizes only half of what’s allowed, mask usage prevalent.

Items Moving to Phase II

The following items remain open and will be included in the plan for Phase II.

	Unknown	Plan	Owner	Status
1	OG item 10 broadly forbids culinary programs, which are a significant constraint.	Pursue exemption with Public Health otherwise offer no culinary programs.	JT	PhII

Documents List

The following documents support or are referenced in this plan.

- LP Reopening Statement** Communicates what we’ve done to mitigate risk ahead of our reopening.
LP-OPS New LP Operations SOP, with Entry / Exit Log Form, Weekly Operations Checklist, staff Return To Work Form and Participant Agreement Form.
LP-CLEAN New LP Cleaning SOP, with Daily Cleaning Form.

Requirements Review

This section addresses each of the requirements from the HP and the OG and details plans to comply.

	Source	Requirement	Plan
1	HP pg10	The JHSC will be meeting on a regular basis as we transition back to work. This will help to track progress of Return to Work plans and to ensure that the plan remains accurate and viable.	Plan has been reviewed by JHSC and they are an approver of this plan.
2	HP pg11	Clean and disinfect facilities prior to anyone returning to work.	A full facility clean and disinfect event was held before staff layoff. LP-CLEAN includes Facility Startup Cleaning.
3	HP pg13	Verify HVAC units meet stated requirements.	Contractor has been engaged to perform.
4	HP pg14	Confirm that hand sanitizer stations are placed in mandatory indoor locations along with appropriate signage on recommended handwashing practices.	Hand sanitizer and signage according to the Facility Diagram in LP-OPS.
5	HP pg15	Establish scanning lanes at designated entrances; establish physical distancing indicators for individuals who are waiting to be screened. Ensure barriers / signage are in place to prevent anyone from missing temperature scanning and screening.	All staff, patrons and other visitors will enter through the single-lane main entrance only. Queuing will take place outside, separation indicators are provided there, per LP-OPS.
6	HP pg16	Evaluate employee workstations and identify areas where less than six feet of separation exists Rebalance work content where possible to create six feet of separation Implement barriers / shields where possible	There are only two fixed workstations separated by more than six feet. As an additional mitigation, all building occupants will be wearing masks except in well-defined cases where separation can be guaranteed, per LP-OPS.
7	HP pg17	Confirm each facility has an adequate supply of soap, disinfectant, hand sanitizer, paper towels and tissues	LP-OPS details a weekly stock check, supplies are stocked per LP-CLEAN.
8	HP pg17	Confirm stock of face masks, face shields (if required for handling COVID + cases), gloves and safety glasses on-site and on-order with proper lead time	LP-OPS details a weekly stock check, PPE is stocked per LP-OPS and LP-CLEAN.
9	HP pg17	Have touchless thermometers on-site for screening	Thermal scanner on site, startup and use described in LP-OPS.
10	HP pg18	Identify facility-specific items that need to be discussed with the JHSC and other stakeholders before the workforce returns to work	Patron demographics skews toward youth, ensure signage is appropriate.
11	HP pg18	Define additional facility-specific protocols, as needed	Launch Pad reopening operations defined in new SOPs LP-OPS & LP-CLEAN.
12	HP pg20	Utilize the approved templates to ensure message consistency, clarity and alignment amongst all facilities. Requests for deviation or additional communications must be routed through the JHSC for approval	Age-appropriate signage comes from the Town, Province, Health Canada or a recognized advisory body in Canada.

	Source	Requirement	Plan
13	HP pg21	Distribute Return to Work Guide to all employees upon their return to work	Confirmed on LP RTW Forms.
14	HP pg22	Daily employee self-assessment protocol is communicated to all individuals for voluntary, home self- screening (where available)	Detailed in LP-OPS.
15	HP pg22	Appropriate supervisors are prepared to receive reports of symptomatic individuals prior to shift	Detailed in LP-OPS.
16	HP p23	Several measures should be made by each department/facility to control the flow of people entering, while inside, and exiting facilities to establish physical distancing	Only one entry door unlocked, leads to vestibule for signin, groups are staggered and segregated, mask usage throughout, all per LP-OPS.
17	HP p24	Ensure protocol for temperature scanning of employees prior to facility entry	Per LP-OPS.
18	HP p24	Ensure barriers / signage are in place to prevent anyone from missing temperature scanning	Outside signage in place, door controlled per LP-OPS.
19	HP p26	Review and understand protocol(s) for Personal Protection Equipment	PPE use detailed in LP-OPS and LP-CLEAN.
20	HP p28	Deliver readiness on the topics detailed on this page so all employees are aligned with the Return to Work Re-Integration processes and guidelines	All staff are trained on LP-OPS, LP-CLEAN and have signed RTW Form.
21	HP p29	Health and Safety Coordinator to deliver updates to Directors	Reopen plan being approved by JHSC and BoD.
22	HP p32	Clean / disinfect common facility areas per the responsibility and frequency outlined in the cleaning protocol	All staff are trained on LP-CLEAN.
23	HP p33	Perform necessary actions defined in protocol for employee(s) who show COVID-19 symptoms at work	Symptom onset at work is detailed in LP-OPS
24	HP p33	Initiate contact tracing and cleaning and disinfection protocols if employee notifies supervisor they are a confirmed case of COVID-19	Per LP-OPS.
25	HP pg35	Carry out all necessary actions defined in protocols to perform deep, enhanced or standard cleaning as a result of a confirmed employee COVID-19 case	Confirmed Covid-19 case management is described in LP-OPS.
26	HP pg37	Employees should be made aware of public health guidelines related to preventing the spread of COVID-19. SOGs, material and signage as needed, to inform employees of guidelines and recommendations to prevent the spread of COVID-19	Part of Return To Work process, approved signage posted at Covid Info Station.
27	HP pg38	Employees should be made aware of Public Health guidelines related to practicing physical distancing and frequent handwashing to help in preventing the spread of COVID-19	Part of Return To Work process, approved signage posted at Covid Info Station.
28	HP pg38	Post SOGs, information and signage, as needed, to inform employees of guidelines and recommendations to prevent the spread of COVID-19	Covid Info Station has been established in the Event Space and contains this info.

	Source	Requirement	Plan
29	HP pg43	Understand the strategies to cope with stress, anxiety or distress. Familiarize yourself with mental health and wellbeing resources available to you Familiarize yourself with work arrangements available to you	Part of Return To Work process and info posted at Covid Info Station.
30	HP pg45	Ensure that any visitors, contractors or companies complete a visitor health screening prior to entering any Town of Hanover facility	Per LP-OPS
31	HP pg46	Edit signage for facility, as needed. Display signage throughout facilities, as needed	New signage prominently displayed at Main Entrance, Covid Info Station, Sanitizer Stations and in restrooms.
32	OG itm 1	Ensure all current infection prevention and control practices are adhered to.	The methods developed for LP-CLEAN are an escalation of cleaning procedures in all areas.
33	OG itm2	Encourage physical distancing of at least 2 metres between everyone.	Masks are mandatory at all times unless stationary at a workstation and a 2m separation is easily maintained, detailed in LP-OPS.
34	OG itm3	Operate programs in consistent cohorts of no more than 10 individuals including both staff and camp participants who stay together throughout the duration of the program for minimum 7 days, with the following considerations: • While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices should still be encouraged, where possible;	We are taking a conservative approach, cohort sizes of 5 max including instructor, as well they will be in contact with check-in staff going in and out. Regardless of whether in-cohort or not masks and distancing measures remain in effect per LP-OPS.
35	OG itm3	Face mask guidelines and usage are managed per these guidelines.	Participants agree ahead of programs that they are capable of wearing a mask for the duration of the program should that be required. LP-OPS details mask usage, changing criteria, and care and cleaning of masks.
36	OG itm3	Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms, etc.;	All program times are staggered and spaces segregated to keep cohorts separate per LP-OPS.

	Source	Requirement	Plan
37	OG itm3	Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning;	The Event Space is the only shared space, used for breaks and meals, though cohorts will be staggered. 2m spacing will be maintained, before and after cleaning detailed in LP-CLEAN.
38	OG itm3	Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses;	Equipment will not be shared between cohorts except laptop computers. LP-CLEAN includes specific direction for laptop cleaning and disinfecting.
39	OG itm3	Personal belongings brought to camp should be minimized. If brought to camp, personal items (e.g., backpack, clothing, towel, water bottles, food, etc.) should be labeled and kept in an area designated for the individual's cohort and should not be handled by individuals from other cohorts;	Participants are bringing their own lunches that do not require refrigeration. They will bring a water bottle for their own use. The only other item allowed is a bag/pack that will be segregated per LP-OPS.
40	OG itm3	Camp participants should bring their own sun protection, and this should not be shared;	All programs are indoor, not applicable.
41	OG itm3	In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort;	All programs are indoor, not applicable.
42	OG itm3	Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort; and,	No play structures, not applicable.
43	OG itm3	Plans should be made to prevent mixing of cohorts in washrooms/ changerooms and to frequently clean and disinfect shared surfaces in washrooms/changerooms.	No changerooms, washrooms are cleaned and disinfected four times daily per LP-CLEAN.
44	OG itm4	Avoid getting close to faces of camp participants, where possible.	Mandatory mask usage is stipulated to participants ahead of and during programs, as are social distancing expectations.
45	OG itm5	Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.	Singing will not be part of our current program offering.
46	OG itm6	Do not use water or sensory tables.	Not applicable.
47	OG itm7	Do not plan field trips and activities requiring group transportation.	No trips planned, not applicable.
48	OG itm8	Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity.	No aquatic activities, not applicable.
49	OG itm9	Do not plan activities with exposures to animals or pets.	No such activities are planned, not applicable.

	Source	Requirement	Plan
50	OG itm10	Do not plan activities that involve camp participants in preparing or serving of food.	Culinary programs will not be offered until a clearance can be obtained by Public Health.
51	OG itm11	The consumption of meals and snacks will be managed per these guidelines.	Meal tables will be setup for each cohort using 2m spacing, then cleaned and disinfected between cohorts per LP-CLEAN.
52	OG itm12	If the program includes naps, increase the distance between nap mats of cohorts to at least 2 metres, if possible. If space is tight, place camp participants head-to-toe or toe-to-toe and use temporary barriers, where possible. Linens must be laundered between camp participants.	Not applicable.
53	OG itm13	Pick-up and drop-off of camp of camp participants should happen outside the program setting unless it is determined that there is a need for the parent/guardian to enter the setting.	Parents and guardians will drop off outside the facility. Anyone that enters the facility will go through the assessment and temperature scan protocol per LP-OPS.
54	OG itm14	Pick-up and drop-off procedures should support physical distancing and cohorting using strategies such as, but not limited to: avoiding group transportation, separate cohort entrances, having one designated parent/guardian pick-up and drop-off each camp participant, staggering entry, or limiting the numbers of people in entry areas.	As outlined in LP-OPS we are using no group transportation, staggered entry and immediate movement to program areas.
55	OG itm15	All individuals, including camp participants, parents/guardians, staff, and visitors must be screened including daily temperature checks either at home prior to arrival or upon arrival at program setting prior to entry. Deny entry to any individual who has any of the symptoms outlined in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days. Camp participants, in particular, should be monitored for atypical symptoms and signs of COVID-19.	All stated criteria is part of the entry procedure described in LP-OPS, which includes a weekly task to check for updated symptoms list at the Ontario website.
56	OG itm16	Where possible, daily screening should be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at camp. If screening is done at the camp setting, screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, being separated by a physical barrier (such as a plexiglass barrier), or wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)). Refer to Public Health Ontario resources for how to properly wear and take- off masks and eye protection.	Fully automated electronic systems are planned, in the interim we are using paper-based forms. 2m separation and staff Face Mask, Face Shield and Glove usage are stipulated per LP-OPS.

	Source	Requirement	Plan
57	OG itm17	Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations and entrances to the program. Dispensers should not be in locations that can be accessed by young children.	Approved hand sanitizer stations are located as the Main Entrance and all program area entrances, per LP-OPS.
58	OG itm18	Summer day camps requiring licensing under the Child Care and Early Years Act, 2014, have a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. The program should contact their local public health unit to report a camp participant suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and camp participants.	The requirement is not applicable as we are not a licensed Child Care facility, LP-OPS does include immediate notification of Town of Hanover for any emergencies.
59	OG itm19	Thermometers must not be used between camp participants/staff without single-use protective covers or disinfecting between use.	Only non-contact forehead thermal scanning will be used, supplied by Hanover, per LP-OPS.
60	OG itm20	Do not permit camp participants who are ill to attend the program. Signs should be posted at screening stations and entrances to the program to remind staff, parents/guardians, and other visitors.	Visibly included in Main Entrance signage, participants agree to the protocol before programs start per LP-OPS.
61	OG itm21	Programs must have protocols in place to notify parents/guardians if their camp participant begins to show symptoms of COVID-19 while in camp, including the need for immediate pick-up and an area to isolate the camp participant until pick-up.	Participants sign a form guaranteeing pickup within 30 minutes, LP-OPS details what actions to take.
62	OG itm22	Programs must keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the program setting who stays for 15 minutes or longer. Records (e.g., name, contact information, time of arrival/departure, screening completion etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.	All part of the facility entry protocol identified in LP-OPS.
63	OG itm23	Camp participants that begin to experience symptoms of COVID-19 will be managed per these guidelines.	The procedures in LP-OPS meet these guidelines.
64	OG itm24	Symptomatic staff and camp participants are managed per these guidelines.	The procedures in LP-OPS meet these guidelines.
65	OG itm25	Confirmed Covid-19 cases are managed per these guidelines.	The procedures in LP-OPS meet these guidelines.
66	OG itm26	Camp participants or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.	The procedures in LP-OPS meet these guidelines.

	Source	Requirement	Plan
67	OG itm27	Staff members and camp participants awaiting test results should be excluded from camp.	Included in LP-OPS.
68	OG itm28	Employers must have written measures and procedures for staff safety, including for infection prevention and control. Detailed guidelines for COVID-19 are available on the Ministry of Health's COVID-19 website.	LP-OPS and LP-CLEAN have been developed using the most up to date information available on Covid-19 and form a cogent procedural framework to keep staff safe.
69	OG itm29	If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and has received clearance from the local public health unit.	Included in LP-OPS.
70	OG itm30	If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member must remain off work for 14 days from last exposure.	Included in LP-OPS.
71	OG itm31	The staff member should consult with the local public health unit to determine when they can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.	Included in LP-OPS.
72	OG itm32	If the staff member's illness is determined to be work-related, in accordance with the Occupational Health and Safety Act (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the Ministry of Labour, Training and Skills Development and the JHSC.	Included in LP-OPS.
73	OG itm33	Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.	Included in LP-OPS.
74	OG itm2	Encourage physical distancing of at least 2 metres between everyone.	Reinforced with signage at multiple locations as well as staff training to actively coach the behavior. Prevalent in LP-OPS.

Full OG Document

1.Ensure all current infection prevention and control practices are adhered to. This includes, but is not limited to:

- Ensuring all toys and equipment used at the summer day camps are made of material that can be cleaned and disinfected (i.e., avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies);

- Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items;
 - Increasing the frequency (minimum twice a day) of cleaning and disinfecting objects, toys, equipment and frequently touched items;
 - Cleaning and disinfecting, at least twice a day, frequently touched surfaces. These surfaces are most likely to become contaminated, including doorknobs, water fountain/cooler knobs, light switches, toilet and faucet handles, electronic devices, and tabletops. Refer to PHO's Environmental Cleaning fact sheet;
 - Only using cleaning and disinfectant products that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used;
 - Checking expiry dates of cleaning and disinfectant products used and always following the manufacturer's instructions. Ensure that the product used are compatible with the item to be cleaned and disinfected;
 - Performing and promoting frequent, proper hand hygiene (including supervising or assisting camp participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub (ABHR) for children. Refer to PHO's How to Wash Your Hands fact sheet; and,
 - Incorporating additional hand hygiene opportunities into the daily schedule. This may be needed in instances where toileting and assistance with activities of daily living are provided to camp participants.
2. Encourage physical distancing of at least 2 metres between camp participants, parents/guardians and staff by:
- Spreading camp participants out into different areas;
 - Spreading furniture, camp equipment, and activity stations out into different areas;
 - Using visual cues (e.g., signs, posters, floor markings, etc.);
 - Staggering or alternating lunchtime and outdoor playtime to reduce number of individuals in lunch area;
 - Incorporating more individual activities or activities that encourage more space between camp participants; and,
 - Using telephone or video conferencing when possible for meetings between staff and parents/guardians.
3. Operate programs in consistent cohorts of no more than 10 individuals including both staff and camp participants who stay together throughout the duration of the program for minimum 7 days, with the following considerations:
- While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices should still be encouraged, where possible;
 - Face coverings (non-medical masks) should be used if physical distancing of at least 2-metres cannot be maintained between cohorts:
 - o Face coverings may not be tolerated by everyone based on underlying health, behaviour issues or beliefs. Consideration should be given to mitigating any possible physical and psychological injuries that may inadvertently be caused by wearing a face covering (e.g., interfering with the ability to see or speak clearly, or becoming accidentally lodged in equipment the wearer is operating).
 - o Face coverings should be changed if visibly soiled, damp, or damaged.
 - o Education must be provided about the safe use, limitations and proper care (e.g., cleaning) of face coverings. See Ontario's COVID-19 website and PHO's website for additional information.
 - Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms, etc.;

- Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning;
 - Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses;
 - Personal belongings brought to camp should be minimized. If brought to camp, personal items (e.g., backpack, clothing, towel, water bottles, food, etc.) should be labeled and kept in an area designated for the individual's cohort and should not be handled by individuals from other cohorts;
 - Camp participants should bring their own sun protection, and this should not be shared;
 - In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort;
 - Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort; and,
 - Plans should be made to prevent mixing of cohorts in washrooms/ changerooms and to frequently clean and disinfect shared surfaces in washrooms/changerooms.
4. Avoid getting close to faces of camp participants, where possible.
 5. Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.
 6. Do not use water or sensory tables.
 7. Do not plan field trips and activities requiring group transportation.
 8. Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulated requirements as well as to municipal guidance and restrictions at the time of activity.
 9. Do not plan activities with exposures to animals or pets.
 10. Do not plan activities that involve camp participants in preparing or serving of food.
 11. If meals or snacks are provided by the program or brought by the camp participant:
 - Ensure camp participants and staff perform proper hand hygiene before and after eating;
 - Ensure each camp participant has their own drink bottle that is labeled, kept with them during the day, and not shared;
 - Fill water bottles rather than drink directly from the mouthpiece of water fountains;
 - Ensure each camp participant has their own individual meal or snack with no common food items (e.g., salt/pepper shaker, condiments);
 - Remove self-serving food items and open access dishware;
 - Multi-use utensils must be cleaned after each use;
 - Reinforce “no food sharing” policies; and,
 - Physical distancing should be maintained while eating.
 12. If the program includes naps, increase the distance between nap mats of cohorts to at least 2 metres, if possible. If space is tight, place camp participants head-to-toe or toe-to-toe and use temporary barriers, where possible. Linens must be laundered between camp participants.

13. Pick-up and drop-off of camp of camp participants should happen outside the program setting unless it is determined that there is a need for the parent/guardian to enter the setting.

14. Pick-up and drop-off procedures should support physical distancing and cohorting using strategies such as, but not limited to: avoiding group transportation, separate cohort entrances, having one designated parent/guardian pick-up and drop-off each camp participant, staggering entry, or limiting the numbers of people in entry areas.

Screening

15. All individuals, including camp participants, parents/guardians, staff, and visitors must be screened including daily temperature checks either at home prior to arrival or upon arrival at program setting prior to entry. Deny entry to any individual who has any of the symptoms outlined in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website or who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days. Camp participants, in particular, should be monitored for atypical symptoms and signs of COVID-19.

16. Where possible, daily screening should be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at camp. If screening is done at the camp setting, screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, being separated by a physical barrier (such as a plexiglass barrier), or wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)). Refer to Public Health Ontario resources for how to properly wear and take-off masks and eye protection.

17. Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations and entrances to the program. Dispensers should not be in locations that can be accessed by young children.

18. Summer day camps requiring licensing under the Child Care and Early Years Act, 2014, have a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. The program should contact their local public health unit to report a camp participant suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and camp participants.

19. Thermometers must not be used between camp participants/staff without single-use protective covers or disinfecting between use.

20. Do not permit camp participants who are ill to attend the program. Signs should be posted at screening stations and entrances to the program to remind staff, parents/guardians, and other visitors.

21. Programs must have protocols in place to notify parents/guardians if their camp participant begins to show symptoms of COVID-19 while in camp, including the need for immediate pick-up and an area to isolate the camp participant until pick-up.

22. Programs must keep daily records of anyone (e.g., camp participants, parent/guardian, staff and visitors) entering the program setting who stays for 15 minutes or longer. Records (e.g., name, contact information, time of arrival/departure, screening completion etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Management of Camp Participants with Suspected COVID-19

23. If a camp participant begins to experience symptoms of COVID-19 while attending day camp, it is recommended that:

- Symptomatic camp participants be immediately separated from others in a supervised

area until they can go home. In addition, where possible, anyone who is providing care to the camp participant should maintain a distance of at least 2 metres.

- If a 2-metre distance cannot be maintained from the ill camp participant, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- Contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/ guardians of camp participants in the program.
- While contacting the public health unit, at a minimum the camp participant and staff member should wear a surgical/procedure mask (if tolerated), and the staff member should also wear eye protection (goggles or face shield).
- Camp participants should be reminded of hand hygiene and respiratory etiquette while waiting to be picked-up.
- Tissues should be provided to the camp participant to support proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning/disinfection of the space and items used by the camp should be conducted once the camp participant has been picked up. Items that cannot be cleaned and disinfected (e.g., paper, books, cardboard puzzles) should be removed from the program and stored in a sealed container for a minimum of 7 days.
- Camp participants with symptoms should be tested (see "Testing for COVID-19" section below for details).
- Other camp participants and staff who were present while a camp participant or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Camp participants or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days.

Testing for COVID-19

24. Symptomatic staff and camp participants should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website. • Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high.

- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

25. Day camps must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or camp participant as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

26. Camp participants or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.

27. Staff members and camp participants awaiting test results should be excluded from camp.

Occupational Health & Safety

28. Employers must have written measures and procedures for staff safety, including for infection prevention and control. Detailed guidelines for COVID-19 are available on the Ministry of Health's COVID-19 website.
29. If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and has received clearance from the local public health unit.
30. If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member must remain off work for 14 days from last exposure.
31. The staff member should consult with the local public health unit to determine when they can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.
32. If the staff member's illness is determined to be work-related, in accordance with the Occupational Health and Safety Act (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the:
- Ministry of Labour, Training and Skills Development;
 - Joint health and safety committee (or health and safety representative); and
 - Trade union, if any.
33. Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.