

catholic school of  
**evangelization**



Saint Malo Catholic  
**CAMPS**  
catholiques de Saint-Malo

## COVID-19 PRACTICE GUIDE

*Updated March 2021*

# Catholic School of Evangelization (CSE ) and Saint Malo Catholic Camps (SMCC)

## - Disclaimer -

In light of the COVID-19 pandemic, the CSE & SMCC are striving to continue providing a safe and healthy environment for our staff, campers and their families, and to prevent the spread of the coronavirus. Our first step in safe practices has been to follow and keep up to date with the Manitoba Government regulations and guidelines in reference to recreational camps in Manitoba. We have revised our summer camp programming to follow these regulations, and are now offering day camps in certain parishes and communities in Winnipeg and the surrounding areas.

The majority of the policies included in this document have been put together by The American Camp Association, and shared with fellow Canadian camping associations, including the Manitoba Camping Association (MCA). Also included are regulations that child day cares have been given by the chief public health officer of Manitoba. This practise guide will be adopted and revised by the SMCC to fit our needs and specific situations.

We will continue to follow guidelines and regulations from the Manitoba government, public health officers, MCA and other relevant resources as well as organizations that have accurate and pertinent information, as changes are constantly happening during this pandemic.

The CSE and SMCC do not warrant, guarantee, or ensure the accuracy or completeness of the materials provided or resources listed or that adherence to these guidelines and suggested practices will prevent any or all injury or loss; nor does the CSE or SMCC assume any responsibility or liability for any such injury or loss or for any errors or omissions.

# INTRODUCTION

The objective of this practice guide is to provide educational materials for camp staff to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes COVID-19. The field guide for camps is designed to provide camp directors and administrative staff with relevant and practical information during this COVID-19 pandemic regarding:

- Decision making with regard to the safe opening of youth camps,
- Implementing best practices to ensure the ongoing safety of campers, counselors and staff and,
- Recommendations for continued verification of safe operations throughout the camp period.

As additional information becomes available through governmental agencies, medical authorities, academic institutions, and professional industry associations, the recommendations and suggested practices in the field guide will be updated by the SMCC Director.

# RESPONSIBILITIES OF THE SMCC DIRECTOR

## PROJECT SUMMARY

The Camp Director will document the initiatives and procedures that SMCC has implemented to prevent and manage COVID-19. At a minimum, the camp's plan will include the following information:

- Project location(s) and home base
- Contact information for all camp personnel: name, telephone number and email addresses of each person
- Contact information of medical service providers
- Nearby Test Station in the event of a Suspected Case
- Number of campers
- Number of staff (both those working at the camp and housed at the camp)
- Demographics and health care status of the workers (if known)
- Overview of the camp set-up.
- Description of rental facilities including:
  - number of rooms
  - room occupancy

# COMMUNICATION

The camp director will be in regular contact with campers, parents/legal guardians, and staff. Many of these communications may be time sensitive and may contain confidential health information. In addition, the camp director will seek guidance from and work with local health organizations (e.g. hospitals, clinics, etc.) to develop standard communication. The following provides suggested communication guidelines that can be followed prior to, during, and after camps.

## PREPARATION

- Designate at least one qualified person from staff who can act as the primary contact for campers, parents/legal guardians, and staff. The designee(s) should be prepared to effectively address any questions and concerns related to the COVID-19 pandemic. The designee(s) should be familiar with:
  - Medical matters relating to the novel Coronavirus SARS-CoV-2.
  - Administrative, engineering, and personal protective equipment (PPE) controls the camp has implemented in response to the COVID-19 pandemic designed to reduce risk.
  - Current events as they relate to the COVID-19 pandemic.
  - Policies and procedures the camp has implemented related to the COVID-19 pandemic.
- Inform relevant local public health authorities of planned camp operations schedule.
- Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material.
- Prepare and distribute documentation to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp.
- Prepare relevant posters and signage from accredited health agencies and post in appropriate places where intended audiences can be reached. The posters and signage from health agencies posted in appropriate areas to encourage behaviors that mitigate the spread of disease will include:
  - COVID-19 information
  - Handwashing
  - Cough etiquette
  - Symptoms associated with COVID-19
  - Stop the spread of germs
  - Physical distancing
  - Wearing a mask

# CAMPER COMMUNICATION

## Prior to Camp

- Prepare and distribute documentation containing rules and guidelines for campers to follow during their time at camp (informational video) on any communication platforms available.
- Be familiar with answers to frequently asked questions and common misconceptions related to the COVID-19 pandemic.
- Identify which campers are at higher risk for complications related to COVID-19, and encourage and support them in taking additional precautionary measures including consultation with their healthcare provider.

## During Camp (camp staff training)

- At the beginning of camp, hold small group trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19, including:
  - How and when to effectively wash and sanitize hands
  - When to wear/change their masks
  - How to properly don and doff their masks
  - How to practice physical distancing in various settings (meeting room, church, washroom, etc.)
  - Which symptoms to look out for and when to report them and to whom
  - When to stay home
  - Coughing etiquette
  - Other camp-specific policies or guidelines
- If possible, limit the amount of available media focused on the COVID-19 pandemic if it may be contributing to anxiety.

## Conversations (camp staff training)

- Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19.
- Let campers know that fear is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard.  
Note: Make sure to be considerate with campers when correcting any information.
- If you do not know the answer to a question, say so. Do not speculate. Find answers by researching and keeping up to date with accurate sources.
- Make sure campers know how the virus can spread and how to prevent it from spreading.

- Talk about what the camp is doing to protect campers from getting sick.
- Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.
- Let campers know that teens and children seem to get a milder illness when compared to adults.
- Speak in age-appropriate language:
  - Early elementary school aged children: Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they take every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe.”
  - Upper elementary and early middle school aged children: This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, provincial, and community leaders are making to prevent germs from spreading and keep people healthy.
  - Upper middle and high school aged children: With this age group, issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID- 19.
- Reduce stigma, especially against individuals of Asian descent and those who have traveled recently.
- Direct campers with questions you cannot answer and/or fears you cannot assuage to Camp Director or the designated staff member(s) responsible.
- Have follow-up conversations with campers who have asked questions or expressed concerns.

### **Communication in the Case of a Confirmed or Suspected Case (camp staff training)**

- Before having any conversations with campers, make sure to consider their age and address fears and concerns appropriately.
- Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and provincial health resources, as warranted.
- Maintain confidentiality; do not provide the name or any potentially identifying information of the confirmed or suspected case.

## **PARENTS/LEGAL GUARDIANS COMMUNICATION**

### **Prior to Camp (registration process/communications)**

- Inform parents/legal guardians about the precautions and procedures the camp has implemented/will implement to minimize the risk of COVID-19 exposure, using all communication platforms available.
- Once campers who are at higher risk for complications related to COVID-19 are identified, encourage and support parents/legal guardians to take additional precautionary measures by consulting their child's medical provider to assess their risk and determine if attendance is acceptable.
- Communicate the importance of keeping campers at home if they show any symptoms associated with COVID-19.
- Inform and seek consent from parents/legal guardians for any health monitoring (e.g., daily temperature readings) that will occur.

### **During Camp (camp staff training)**

- Keep parents/legal guardians up to date on COVID-19 as it relates to the camp. Send parents/legal guardian's emails regarding the prevention efforts. If necessary, report the number of suspected and confirmed cases (if any), as well as the camp's responses.
- If the decision to dismiss or end camp early is made, communicate these plans.

### **In the Event of a Potential Exposure (camp staff training)**

- The camp staff Team Leader will immediately inform parents/legal guardians about any potential contact their children may have had with suspected or confirmed cases.
- The camp staff Team Leader immediately informs parents/legal guardians if their child(ren) are experiencing any symptoms.
- Refer Appendix A for guidance.
- See Appendix C for communicating in the following scenarios:
  - Your child has tested positive for symptoms/COVID-19.
  - Your child was identified as having contact with a suspected or confirmed case.
  - There are X number of cases at camp; there is no reason to believe your child has been in contact with these individuals.

## **STAFF COMMUNICATION**

### **Prior to Camp (camp director)**

- Provide training and educational material, including this guide, to staff. Include information on:
  - The camp administration's responsibilities as they relate to COVID-19
  - Workplace controls, including the use of PPE
  - Their individual roles and responsibilities as they relate to COVID-19

- Ascertain which staff members are at higher risk for complications related to COVID-19. The camp administration will determine if these staff members should not work as counselors or have prolonged direct contact with campers.
- Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any.
- Maintain flexible leave policies:
  - Do not require healthcare provider's note for leave from work or return to work.

### **During Camp (camp director)**

- Continue to provide educational material, including this guide, to staff and enforce training requirements. Include information on workplace controls, including the use of PPE.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues related to COVID-19.
- The camp director will be available to hear concerns and answer questions related to these issues.

### **COMMUNICATION WITH LOCAL HEALTH OFFICIALS**

- Notify local health officials of suspected and confirmed cases immediately.
- Seek guidance from Health Links-Info Santé (204-788-8200 or toll-free at 1-888-315-9257) to determine whether to dismiss or end camp early, if necessary.



# SCREENING AND INITIAL RESPONSE FOR CAMPERS AND STAFF AT DAY CAMP

The following outlines the three screening phases that will be used by the camp to identify campers and staff members WHO might have a respiratory infection or might require additional consideration before admittance to or continued participation in camp. Although not every camper or staff member who has respiratory infection symptoms will have COVID-19, using a screening process will be helpful in identifying those who may need medical care or who may not be cleared to enter camp. This process will be in addition to the health forms filled out by parents/legal guardians prior to camp. The three phases of screening include *pre-screening*, *initial screening*, and *ongoing screening*. Updates to this process will occur as directed by provincial and local authorities.

## PRE-SCREENING

Pre-screening before campers and staff arrive at camp will give insight into each individual's health status prior to arrival. Staff members and parents/guardians are recommended to monitor household members for 14 days prior to camp for the following symptoms:

- fever of 38°C or greater,
- cough,
- shortness of breath,
- sore throat,
- runny nose,
- nasal congestion,
- headache,
- diarrhea,
- fatigue,
- muscle aches,
- nausea or vomiting,
- loss of taste, smell or appetite.

If a camper or staff member is flagged during the pre-screening process, the camp would need to follow applicable standards to make a decision about admittance. See Appendix A for more details.

## DAILY SCREENING DURING CAMPS FOR STAFF AND CAMPERS

Please utilize the screening questions below to support you and the campers you care for, and maintain a healthy environment. Also see Appendix B for a Daily Assessment Screening Log for everyday use.

- In the past 14 days has your child, or anyone in your household, returned from travel outside Manitoba, including travel within Canada? (If yes, they are required to self-isolate for 14 days following their return to Manitoba. If they are symptomatic [e.g., if they have respiratory

symptoms], refer to Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 for further direction) OR

- In the past 14 days has your child, or anyone in your household, had exposure to a confirmed case of COVID-19?
  - (If yes, they are required to self-isolate for 14 days. If they are symptomatic [e.g., if they have respiratory symptoms] refer to Health Links-Info Santé for further direction).
  - NOTE - Exposure may include scenarios like large events or settings with confirmed case(s) of COVID-19.
- In addition to any of the above, does your child, or anyone in your household, have cold or flu symptoms (e.g., fever higher than 38 °C, new cough, runny nose, sore throat, shortness of breath/breathing difficulties)?
  - Camp staff should exercise judgment. For example, campers who are crying can exhibit a runny nose. Parents should be asked about the health of their child and if they confirm their child did not have a runny nose prior to arrival, they should be allowed to enter the facility.

If parents respond no to the above questions, proceed as normal in caring for the campers. Practice social distancing to the extent possible, while still caring for the campers. In addition, frequently wash hands and follow other general health prevention strategies. You can visit [www.manitoba.ca/covid19](http://www.manitoba.ca/covid19) for information on prevention, and updates on the evolving situation.

If parents respond yes to any of the above noted questions or exhibit any symptoms consistent with cold or flu, their child should remain at home. Also see Appendix B for a Daily Assessment Screening Log for every day uses.

## ONGOING SCREENING

Ongoing screening should be conducted by camps on an as-determined basis (e.g., daily, weekly, or more frequently). Consider increased screening frequency during initial days of camp, when there is turnover of camp sessions/staff, when monitoring for potential exposures, or daily for day camps.

### What to do if COVID-19 is suspected?

If a staff member or camper has symptoms suggestive of COVID-19 during the day camp, please follow these recommendations:

- provide the person with a surgical mask or tissues to cover their mouth and nose and remain a distance of 6 feet,
- move the person to an area separate from others, preferably with a closed door;
- direct the person through the assessment tool found in Appendix A
- contact parents to come pick up their child, and refer them to a screening or testing facility. Also see Appendix C for a Communication Script.

- consider asking an exposed “household” to remain home until confirmation of diagnosis can be made, and if positive, remain home until the “household” is determined cleared of infectious risk.
- contact other parents to let them know that we had a symptomatic camper, and to be vigilant for symptoms in their children.
- disinfect and clean any rooms the person has been in while symptomatic including showers, washrooms, dining and community areas, recreational facilities.
- assess if any staff or campers were in close proximity to the person suspected of COVID-19, and go through the assessment tool and monitor for the following days.

### **Ensure confidentiality**

It is important that any targeted communicable disease interventions:

- are non-stigmatizing; and
- respect the confidentiality of all persons involved.

This includes maintaining privacy for people who are:

- seeking health care
- in self-isolation; or
- involved in contact tracing or outbreak investigation.

### **Suspended or Canceled Camps**

In the event that a confirmed case of COVID-19 has been identified from one of our day camps, the rest of the parents/guardians will be contacted to pick up their child/ren, and further Day Camps will be canceled for 14 days, and the affected team will be quarantined upon the onset of symptoms. Further guidance will be sought from Health Links to determine if both teams should be suspended and all camps should be canceled. Staff, campers, and parents/guardians are strongly recommended to self-isolate at home and monitor for COVID-19 specific symptoms. Also see Appendix C for Communication Script. Resuming of camps will be at the discretion of Camp Administration, with Guidance from Health Links-Info Santé @ 204-788-8200 or toll-free at 1-888-315-9257.

### **Refund Policy**

In the event of a suspended or cancelled day camp due to a suspected or positive result of a COVID-19 test, day camp fees will be refunded based on the number of days suspended or cancelled, except for the non-refundable deposit (\$37.45).

### **Review on-site management of company policies**

Staff who are found showing symptoms will be asked to stay at the home base and not work, which will be considered a paid sick day. A substitute will be called to take the place of the staff member who is exhibiting symptoms.

# GUIDANCE ON PREVENTING SPREAD

## COMMUNICATION FROM ADMINISTRATION

- Post print material in or near bathrooms to remind individuals when and how to wash hands.
- Screen, distribute, and incorporate video resource on proper handwashing into training programs.
- Post print material in critical areas where physical distancing should be encouraged: dining areas, common areas, washrooms, etc.

## HAND HYGIENE

### **When to Wash or Disinfect Hands – Campers and General Staff**

- Before eating food (e.g., when entering the dining area)
- Upon entering your meeting space
- After being in contact with someone who may have been sick
- After touching frequently touched surface (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose
- After taking off/ putting on a mask

### **When to Wash Hands – Kitchen and Dining Staff (at the CSE & while serving snack)**

Existing best practices for food preparation apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Handwashing is equally important whether gloves are used or not and all recommendations apply regardless of glove use.

- Before and after using gloves
- Before and after donning a mask
- Before, during, and after preparing any food.
- After handling raw meat, poultry, seafood, and eggs
- After touching garbage.
- After using the restroom
- After wiping counters or cleaning other surfaces with chemicals

- After coughing, sneezing, or blowing your nose
- Before and after breaks

### **How to wash your hands**

Wet your hands with clean, running water. Turn off the tap and apply soap.

Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds (about the time it takes to sing the Alphabet song).

Rinse your hands well under clean, running water.

Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.



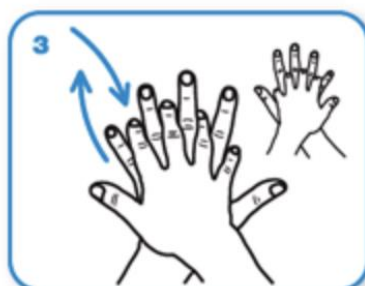
Wet hands with water



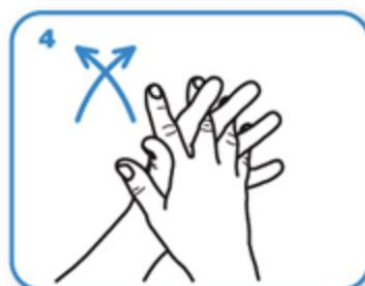
apply enough soap to cover all hand surfaces.



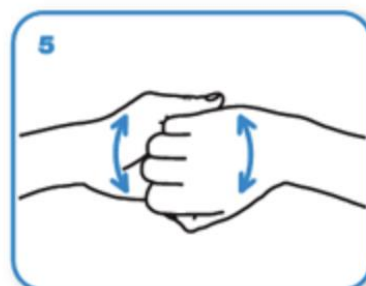
Rub hands palm to palm



right palm over left dorsum  
with interlaced fingers  
and vice versa



palm to palm with fingers  
interlaced



backs of fingers to opposing  
palms with fingers interlocked



rotational rubbing of left thumb  
clasped in right palm  
and vice versa



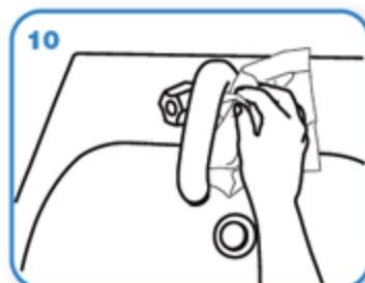
rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



Rinse hands with water



dry thoroughly with a single  
use towel



use towel to turn off faucet



...and your hands are safe.

## How to Use Alcohol-Based Hand Sanitizer

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

## Cleaning Products and Practices

- People should wear disposable gloves when cleaning and disinfecting surfaces and objects, and wash their hands for at least 20 seconds. If you do not have access to water and soap, use an alcohol-based sanitizer.
- Diluted bleach (20ml (4 teaspoons) bleach for every Litre of water),
- Alcohol solutions with at least 70 per cent alcohol or EPA-registered household disinfectants.
- Ensure the disinfectant is on the surface/object for one minute.
- For soft surfaces and items such as carpeted flooring, rugs and curtains, clean with appropriate cleaners indicated for use on these surfaces/items or, wash in the washing machine using hot water if possible.

## PHYSICAL DISTANCING

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Physical distancing is not a substitute for using cohorts, a method of isolating groups that can be integrated over time if conditions are met. For camps, we encourage physical distancing through increased spacing of a minimum of 6 feet between each person, small groups, limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible.

**Note: When serving snacks, handing out supplies, or other situations where social distancing is difficult, a disposable or cloth mask and gloves must be worn.**

# INCREASED FREQUENCY OF CLEANING

On top of regular cleaning practices, extra precautions should be in place to prevent the spread of COVID-19. See Appendix E.

## Cleaning Practice

People should wear disposable gloves when cleaning and disinfecting surfaces and objects, and wash their hands for at least 20 seconds prior to donning gloves. If they do not have access to water and soap, an alcohol-based sanitizer should be used.

## Products & Tips

- Diluted bleach (20mL (4 teaspoons) bleach for every litre of water),
- Alcohol solutions with at least 70 per cent alcohol or EPA-registered household disinfectants.
- For soft surfaces and items such as carpeted flooring, rugs and curtains, clean with appropriate cleaners indicated for use on these surfaces/items or, wash in the washing machine using hot water, if possible.
- **Ensure the disinfectant is on the surface/object for one minute.**

## Communal Spaces

- Clean and disinfect communal spaces daily.

## Shared Items

- Assign items, where possible, to reduce the quantity of items shared.
- Clean and disinfect shared items between uses.

## Frequently Touched Surfaces

Clean and disinfect frequently touched surfaces and common spaces at the CSE daily.

Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by staff should be cleaned and disinfected at least daily or, preferably, several times per day.

## Toilets, Showers, Restrooms

As with other frequently touched surfaces, toilets, showers, and restrooms are cleaned and disinfected daily.



## PROCEDURES FOR CLEANING IF THERE IS A CONFIRMED OR PROBABLE CASE OF COVID-19

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. If less than 7 days, close off areas that were used by the person who is sick and carry out the following:

- Open outside doors and windows to increase air circulation in the areas, if possible.
- Wait up to 24 hours or as long as practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting. Outdoor venues and equipment could be cleaned without delay.
- Clean and disinfect all areas used by the person who is sick. Run ventilation system during cleaning.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area (e.g., an infected staff member's room or bunk area). The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Enhanced cleaning is recommended if it is determined that a person with COVID-19 was present in a building (e.g., dining hall, gym, bunk, etc.) or at camp activity areas for at least 15 minutes.

# INCREASED FREQUENCY OF CLEANING: DAY CAMP RENTAL FACILITIES

## Cleaning Practice

People should wear disposable gloves when cleaning and disinfecting surfaces and objects, and wash their hands for at least 20 seconds prior to donning gloves. If they do not have access to water and soap, an alcohol-based sanitizer should be used.

## Products & Tips

- Diluted bleach (20mL (4 teaspoons) bleach for every litre of water),
- Alcohol solutions with at least 70 per cent alcohol or EPA-registered household disinfectants.
- For soft surfaces and items such as carpeted flooring, rugs and curtains, clean with appropriate cleaners indicated for use on these surfaces/items or, wash in the washing machine using hot water, if possible.
- **Ensure the disinfectant is on the surface/object for one minute.**

## Communal Spaces

- Clean and disinfect communal spaces daily.

## Shared Items

- Assign items, where possible, to reduce the quantity of items shared.
- Clean and disinfect shared items between uses.

## Frequently Touched Surfaces

Clean and disinfect frequently touched surfaces and common spaces daily.

- Best practice: Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.

Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by campers or staff should be cleaned and disinfected at least daily or, preferably, several times per day.

Cleaning of outdoor structures made of plastic or metal can be more frequent; cleaning of high touch outdoor surfaces, such as grab bars or railings, is recommended.

Outdoor wooden surfaces, such as play structures or benches, can be cleaned more frequently if needed to remove obvious soiling.

### **Toilets, Showers, Restrooms**

- Good practice: As with other frequently touched surfaces, toilets, showers, and restrooms are cleaned and disinfected daily.
- Better practice: High touch surfaces including toilets, showers, and restrooms are cleaned and disinfected more than once per day.
- Best practice: High touch surfaces including toilets, showers, and restrooms are cleaned and disinfected between users.

## INCREASED FREQUENCY OF CLEANING - STAFF RESIDENCE

The CSE is providing living and sleeping spaces for staff. Since there will be shared quarters, it is important to implement controls associated with sleeping arrangements that may help reduce the risk of transmission of COVID-19.

### HOUSING Policy

- Keep the same staff members assigned to a room throughout the program; do not rotate staff between rooms (unless under quarantine).
- Limit room access to only individuals who reside in that room; avoid having visitors entering the room.
- All roommates should use hand sanitizer containing at least 60% alcohol or wash their hands with soap and water, for at least 20 seconds, upon entry to their room.
- Avoid sharing common items (cups, bedding, etc.) as well as the sharing of individuals' items with roommates.
- Rooms should be cleaned routinely by camp staff members. Refer to the "Cleaning" section of this guide.
- Personal belongings should be limited to essential items plus a limited number of non-essential items.
- Roommates should keep personal belongings organized and separate from others, stored in their personal storage space (i.e., cubby, closet, shelf, etc.).

### BATHROOM Policy

- Avoid sharing common bathroom supplies (towels, soap, toothpaste, etc.). Staff are to bring their own bathroom supplies and a container for toiletries to be stored in the bathroom or in their room for the duration of camp (for example, a bathroom tote or a 1-quart clear plastic bag labeled with their name).
- Staff should keep personal items in their bag or tote and store their bag or tote in a designated area.
- Keep soap, toilet paper, and paper towels stocked in the bathroom at all times.
- Create a staggered shower schedule and limit the number of people using the facilities at one time.

- Place a trash can (with a foot-activated lid or no lid) near the exit of the restrooms to make it easier to discard items.
- Post the Handwashing Sign from the CDC in the bathroom to remind staff when and how to properly wash hands.

## SLEEPING Policy

- If possible, create at least six feet of space between beds. If utilizing head-to-toe orientation, four feet of space between beds is acceptable.
- Position sleepers head-to-toe or toe-to-toe to maximize distance between heads/faces:
  - For bunk beds, position the head of the staff in the top bunk opposite the position of the staff in the bottom bunk.
  - For side-by-side beds, position the head of the staff in one bed opposite the position of the staff in the adjacent bunk.
  - For end-to-end beds, position the toes of each staff close to the other roommate's toes.
- If a distance of six feet cannot be created, create physical barriers between sleepers using curtains, sheets, barriers, etc.
- Use bedding (e.g., sheets, pillows, blankets, sleeping bags) that can be washed and dried in a mechanical air dryer. Keep each staff member's bedding separate.
- Place a label with each staff member's name on their bed.

## INCREASED FREQUENCY OF CLEANING – KITCHEN/DINING AREAS

### **Food Preparation**

- Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners.
- Follow the four key steps to food safety: Clean, Separate, Cook, and Chill.
- Best practice: Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.

### **General**

- Do not work if you are sick or showing flu-like symptoms.
- Wear disposable gloves and avoid direct bare hand contact with food.
- Do not wear watches, bracelets, or rings while preparing food.
- Best practice: Wear an apron.
- Maintain a physical distance and increased spacing from other food preparation workers whenever possible.
- Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing your nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
- Best practice: Food preparation staff use a fingernail brush during handwashing.
- Cover your cough or sneeze with a tissue, throw it away, and wash your hands immediately.
- Avoid touching your eyes, nose and mouth.

### **Cleaning and Disinfecting Food Contact Surfaces**

- Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, beverage equipment) then rinse after use.
- Best practice: Disinfect food contact surfaces before food preparation.
- Let dishware and equipment air dry; do not dry with towels.

## Cleaning and Disinfecting Non-Food Contact Surfaces

- Clean and disinfect frequently touched non-food contact surfaces in the kitchen and dining area before and after each use.
- Clean and disinfect non-food contact surfaces in the kitchen and dining area's commonly touched surfaces (e.g., counters, tables, chairs, coffee pot handles) before and after each use.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Disinfect hard non-porous surfaces using:
  - Diluted household bleach products. Add 5 tablespoons (1/3 cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water. Do not use in conjunction with ammonia-based solutions. Mix a new bleach-based solution each day, when the liquid has debris in it, and when the solutions parts per million fall below provincial guidelines.
  - Alcohol-based solutions containing at least 70% alcohol.
- If still in use, clean and disinfect condiment dispensers as frequently as practicable.
- If soft or porous surfaces (e.g., fabric seats, upholstery) are visibly dirty, clean them using appropriate cleaners.
- If frequently touched electronic surfaces (e.g., equipment controls, lights) are visibly dirty, clean them using products appropriate for use on electronics.
- Disinfect electronic surfaces according to the manufacturer's recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.
- Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
- Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.
- If disposable gowns are not worn, immediately launder clothes worn using the warmest appropriate water and dry completely. Wash hands immediately after handling dirty laundry.

# SAFETY & PPE

## General Safety

- Maintain adequate staff to ensure camper safety. Efforts to maintain physical distancing should not impact existing camp safety protocols (e.g., first aid, cardiopulmonary resuscitation [CPR], one-on-one interaction between staff and campers, etc.).
- Prepare for absence of crucial staff by developing a roster of qualified individuals who can fill in if staff members are sick or have to return home for personal reasons.
- If emergency care is needed and physical distancing cannot be maintained, then follow normal camp procedures for administering First Aid.

## Sports and Range Activities

- Limit shared high-touch equipment and designate equipment to campers or groups, if feasible, for the duration of camp.
- All shared equipment (e.g., bows and arrows, tennis rackets) should be cleaned immediately after each use. Cleaning and disinfection at the end of each day should also be conducted on all sports and range equipment
- Safety protocols should follow standard operating procedures with the adjustments outlined above.

## When to Wear What (camp staff)

PPE needs for staff will vary based on the tasks of their jobs, their ability to maintain appropriate physical distancing, and their potential for contact with confirmed or suspected COVID-19 cases. Please refer to the following section for details on donning and doffing PPE.

- It is mandatory for face masks to be worn by:
  - Everyone, at all times when indoors at the day camp site.
  - Everyone whenever interacting with others closer than six feet for extended periods, i.e., greater than 10 minutes, as well as other times to the extent possible.
  - Staff should always wear face masks when cleaning and disinfecting.
  - Staff should wear face masks when interacting with outside vendors or outside community members when physical distancing can't be maintained.



# COVID-19: How to safely use a non-medical mask or face covering

## Do's



Do wear a non-medical mask or face covering to **protect yourself and others**.



Do ensure the mask is made of **at least 3 layers, including 2 layers of tightly woven fabric**, with a filter or filter fabric between layers.



Do inspect the mask for tears or holes.



Do ensure the mask or face covering is clean and dry.



Do **wash your hands** or use **alcohol-based hand sanitizer** before and after touching the mask or face covering.



Do use the ear loops or ties to put on and remove the mask.



Do ensure your nose, mouth, and chin are fully covered.



Do replace and launder your mask after each use, or whenever it becomes damp or dirty.



Do wash your mask with hot, soapy water and let it dry completely before wearing it again.



Do store re-usable masks in a clean paper bag until you wear it again.



Do discard masks that cannot be washed in a garbage bin after use.

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. Stay at home if you're sick, wash your hands often and practise physical distancing.



## Do your part to protect yourself and others

Wear a non-medical mask or face covering:

- › when you're in shared indoor spaces
- › when you can't maintain a 2-metre physical distance from others
- › as advised by your local public health authority

## Be kind

Some people may not be able to wear a mask or face covering.

Non-medical masks are **not recommended** for:

- › people who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- › those who have difficulty breathing
- › children under the age of 2 years

## Be environmentally responsible

- › Wear reusable masks whenever possible.
- › Washable and reusable masks are more environmentally friendly than disposable masks.
- › If you must use a disposable mask, dispose of it properly.
- › Don't litter.

## Don'ts



Don't wear masks with exhalation valves or vents.



Don't wear a loose mask.



Don't touch the mask while wearing it.



Don't remove the mask to talk to someone.



Don't hang mask from your neck or ears.



Don't share your mask.



Don't leave your used mask within the reach of others.



Don't reuse masks that are damp, dirty or damaged.



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# COVID-19 : Utilisation sûre d'un masque non médical ou d'un couvre-visage

## À faire



Portez un masque non médical ou un couvre-visage pour **vous protéger et pour protéger les autres**.



Portez un masque constitué d'**au moins 3 épaisseurs de tissu, soit 2 épaisseurs de tissu tissé serré**, et un filtre ou tissu filtrant entre ces 2 épaisseurs.



Inspectez le masque pour voir s'il y a des déchirures ou des trous.



Veillez à ce que votre masque ou votre couvre-visage soit propre et sec.



**Lavez-vous les mains** ou utilisez un désinfectant **pour les mains à base d'alcool** avant de toucher votre masque ou couvre-visage, et après l'avoir fait.



Touchez uniquement les attaches qui passent derrière les oreilles ou la tête pour enlever et retirer le masque.



Portez un masque qui couvre entièrement votre nez, votre bouche et votre menton.



Remplacez et lavez votre masque après chaque utilisation ou s'il devient humide ou souillé.



Lavez votre masque à l'eau chaude savonneuse et laissez le sécher complètement avant de le porter de nouveau.



Entrez vos masques réutilisables dans un sac en papier propre jusqu'à ce que vous les portiez de nouveau.



Jetez les masques non lavables dans une poubelle après utilisation.

N'oubliez pas que le seul fait de porter un masque non médical ou un couvre-visage n'empêchera pas la propagation de la COVID-19. Restez à la maison si vous êtes malade, lavez-vous les mains souvent et maintenez une distance physique.



## Faites votre part pour vous protéger et pour protéger les autres

Portez un masque non médical ou un couvre-visage :

- › lorsque vous êtes dans un espace intérieur partagé
- › lorsque vous ne pouvez pas maintenir une distance de 2 mètres
- › selon les conseils de votre autorité de santé publique locale

## Faites preuve de gentillesse

Il est possible que certaines personnes ne soient pas en mesure de porter un masque ou un couvre-visage.

Les masques non médicaux **ne sont pas recommandés** pour les :

- › personnes atteintes d'une maladie ou d'un handicap qui complique le port ou le retrait d'un masque;
- › personnes qui ont des problèmes respiratoires;
- › enfants de moins de deux ans.

## Soyez respectueux de l'environnement

- › Portez des masques réutilisables dans la mesure du possible.
- › Les masques lavables et réutilisables sont plus écologiques que les masques jetables.
- › Si vous devez utiliser un masque jetable, jetez-le correctement.
- › Ne laissez pas de déchets derrière vous.

## À éviter



Ne portez pas de masques munis de soupapes ou d'évents expiratoires.



Ne portez pas un masque trop ample.



Ne touchez pas le masque lorsque vous le portez.



N'enlevez pas votre masque pour parler à quelqu'un.



Ne laissez pas le masque pendre à votre cou ou à vos oreilles.



Ne prêtez pas votre masque.



Ne laissez pas un masque usagé à la portée des autres.



Ne réutilisez pas les masques humides, sales ou endommagés.



Gouvernement du Canada Government of Canada

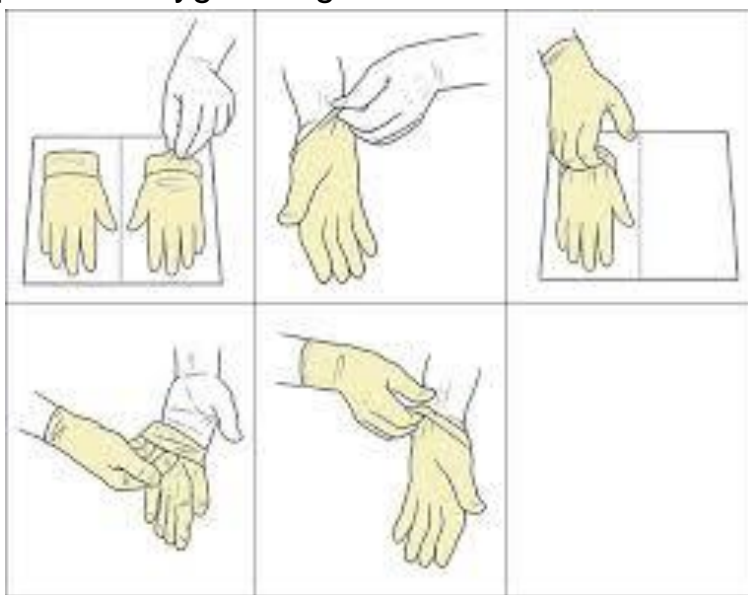
Canada

- Disposable gloves should be worn by: Counselors when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases.
  - Counselors should wear gloves when handling any incoming belongings or equipment prior to disinfection.
  - Kitchen staff should follow existing best practices for food preparation and storage. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Refer to Food Services section.

Staff should always wear disposable gloves when cleaning and disinfecting.

### Instructions for Donning:

1. Gather the PPE to don and ensure each piece is the correct size.
2. Perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
3. Don face mask: loop the straps around the ears, adjust under the chin or over the nose if needed without touching the mouth piece.
4. Perform proper hand hygiene again.









5. Don gloves.
  - a. Check for punctures or tears before using
  - b. Do not re-wear same gloves after you take them off
  - c. Immediately replace damaged gloves



## Instructions for Doffing:

1. Remove gloves and ensure that doing so does not cause contamination of hands by using a safe removal technique (e.g. glove-in-glove, or bird beak).

“Beak Method” Glove Removal Steps		
		
<b>STEP 1:</b> Using one gloved hand, pinch and pull the base of the other gloved hand.	<b>STEP 2:</b> Use the middle finger to scoop the cuff of the glove.	<b>STEP 3:</b> Pull the glove inside out over all the fingers and thumb to form a “beak.”
		
<b>STEP 4:</b> With the beaked hand, pinch the opposite glove at the base and pull the cuff.	<b>STEP 5:</b> Roll the glove inside out and off the hand.	<b>STEP 6:</b> With the ungloved hand, use the index finger to pull the beaked glove off at the base of the beak and dispose into the appropriate waste container.  Always wash your hands after glove removal.

2. Perform hand hygiene.
3. Remove face mask by using the ear straps only and dispose (if disposable) or launder while avoiding touching the front of it.
4. Perform hand hygiene.
5. Provide and properly label designated, cleaning areas, disposal areas, and bins for all used PPE.

# Registration Process

## COMMUNICATION BEFORE CAMPS

The following guidelines should be given to parents/legal guardians as well as campers in preparation for their arrival to camp.

### CAMPER SAFETY GUIDELINES

- Be ready early to ensure you meet your scheduled drop off time.
- When being dropped off, don't take too long to say goodbye. Other campers will be waiting to be dropped off.
- Say goodbye close to or inside the vehicle.
- Maintain physical distance with other parents/guardians and campers.

### PARENTS/GUARDIANS SAFETY GUIDELINES

- Abide by the drop off and pick up schedule by dropping off and picking up campers during their assigned drop off timeframe. If a scheduling conflict makes this difficult, reach out to camp the administration to find a more convenient time.
- Minimize the amount of time used for saying goodbye to campers to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Maintain physical distance with other parents/guardians and campers.
- Designate one parent/guardian to pick up and drop off campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pick up campers.
- Allow for campers to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

## DAY OF CAMPS

### Drop Off

- Create a drop off schedule in which groups of campers are to be dropped off at camp during staggered timeframes.
- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of campers and configuration of the drop off area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Send communications to parents/guardians that assign each camper their drop off time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic
  - Say goodbye close to or inside their vehicles
  - Maintain physical distance with other parents/guardians and campers
- For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to drop off campers every day.

### Camper Intake

- Allow for campers and staff to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the drop off area.
- Perform initial health screening of campers upon arrival. See Appendix A.
- Greet campers and perform initial health screenings outside, weather permitting, as they arrive.

### Camper Pick Up

- Create a pickup schedule in which groups of campers are to be picked up from camp during staggered timeframes.
- The specific length and number of timeframes and numbers of pickups per timeframe will vary based on the number of campers and configuration of the pickup area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Send communications to parents/guardians that assign each camper their pick up time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take to pick up campers to allow for the continual flow of traffic.

- Stay close to or inside their vehicles, if possible.
  - Maintain physical distance with other parents/guardians and campers.
- Create a system in which campers are escorted to their parent's/guardian's vehicle.
- For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to pick up campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pick up campers.

# Risk Assessment Screening Questionnaire

Active symptoms screening for parents and children must occur every morning, using the tool below. Camp staff must review the tool with the parent each morning when children are dropped off.

1.	Do you, other members of your household, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	➤ Fever > 38°C or subjective fever	YES	NO
	➤ Cough	YES	NO
	➤ Sore throat	YES	NO
	➤ Shortness of breath / difficulty breathing	YES	NO
	➤ Runny nose	YES	NO
	*Note: Other symptoms such as muscle aches, fatigue, headache, loss of smell, diarrhea may be present in addition to respiratory symptoms.	YES	NO
2.	Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?	YES	NO
3.	Have you had laboratory exposure while working directly with specimens known to contain COVID-19?	YES	NO
4.	Have you travelled outside Manitoba in the last 14 days, excluding personal travel to border communities?	YES	NO
5.	Have you been in a large group setting in Manitoba in the last 14 days where someone has been confirmed to have COVID19, such as a flight, or a large meeting or event?	YES	NO
6.	Have you had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with respiratory symptoms?	YES	NO

**If the answer is yes to any of the above questions, the person must not enter the facility at this time.**

If the answer is yes to questions 2 to 4, public health officials have directed them to self-isolate for 14 days.

If the answer is yes to questions 5 and 6, public health officials have directed them to self-isolate for 14 days from the onset of symptoms

**If the answer is no to all the above questions, parents and children may enter.**

If they are symptomatic [e.g., have respiratory symptoms] refer to Health Links-Info Santé (204-788-8200 or toll-free at 1-888-315-9257) for further direction.



# DAILY ASSESSMENT SCREENING LOG

Active symptoms screening for parents and children must occur every morning, using the tool below. Camp staff must review the tool with the parent each morning when children are dropped off.

Name of Camper: \_\_\_\_\_ Camp Week: \_\_\_\_\_

1.	Do you, other members of your household, or your child attending the program, have any of these symptoms:	Indicate YES or NO for each day				
		M	T	W	T	F
	• Fever >38C or subjective fever					
	• Cough					
	• Sore throat					
	• Shortness of breath / difficulty breathing					
	• Runny nose					
	*Note: Other symptoms such as muscle aches, fatigue, headache, loss of smell, diarrhea may be present in addition to respiratory symptoms.					
2.	Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?					
3.	Have you had laboratory exposure while working directly with specimens containing COVID-19?					
4.	Have you travelled outside Manitoba in the last 14 days, excluding personal travel to border communities?					
5.	Have you been in a large group setting in Manitoba in the last 14 days where someone has been confirmed to have COVID19, such as a flight, or a large meeting or event?					
6.	Have you had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with respiratory symptoms?					

**If the answer is yes to any of the above questions, the person must not enter the facility at this time.**

If the answer is yes to questions 2 to 4, public health officials have directed them to self-isolate for 14 days.

If the answer is yes to questions 5 and 6, public health officials have directed them to self-isolate for 14 days from the onset of symptoms

**If the answer is no to all the above questions, parents and children may enter.**

If they are symptomatic [e.g., have respiratory symptoms] refer to Health Links-Info Santé (204-788-8200 or toll-free at 1-888-315-9257) for further direction.

# Communication Script in Case of Suspected Cases

In the event that a camper or staff exhibits symptoms, parents/guardians of the person in question will be contacted, along with all other camper parents/guardians to inform them that there is a possible case, and the steps the staff are taking to ensure the safety of everyone.

## **Parents/guardians of the symptomatic camper**

- Hello, this is \_\_\_\_\_ with the Saint Malo Catholic Camps, and I am contacting you with concerns about your child exhibiting symptoms flagged for suspected COVID-19. He/she is showing the following symptoms \_\_\_\_\_.
- As part of our policies, we require that you come and pick up your child, and we strongly recommend that you have them tested for COVID-19 as soon as possible.
- You can find a testing site at the following locations \_\_\_\_\_.
- We also strongly recommend that you self-isolate your child and any household members who might have close contact with your child or are showing symptoms. Public health officials have instructed to self-isolate for 14 days.
- We have this process in place to ensure the safety of all our campers and staff, so once you have received the test results, please let us know so we can take the next steps to ensure the safety of everyone.
- All your personal information will be kept confidential.
- You can also refer to Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 for further direction.
- Thank you for your cooperation!

## **Parents/guardians of participating campers**

- Hello, this is \_\_\_\_\_ with the Saint Malo Catholic Camps, and I am contacting you to inform you of a camper showing symptoms flagged for suspected COVID-19.
- To ensure the safety of all our campers and staff, we have taken all the necessary precautions to prevent the spread as much as possible.
- We will keep monitoring the situation and keep you up to date on any changes.
- If you have any questions or concerns, please let us know. Thank you for understanding!

# Communication Script for Confirmed Cases

## Suspended or Canceled Camps

In the event that a confirmed case of COVID-19 has been identified from one of our day camps, the rest of the parents/guardians will be contacted to come pick up their child/ren, and further day camps will be canceled for 14 days, for the affected team. Staff and campers, parents/guardians are strongly recommended to self-isolate at home and monitor for COVID-19 specific symptoms. Refer to Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 for further direction.

### For parents/guardians of all campers

- Hello, this is \_\_\_\_\_ with the Saint Malo Catholic Camps, and I am contacting you to inform you that we had a case that tested positive for COVID-19 identified in our French/English Day camp at \_\_\_\_\_(location).
- In order to ensure everyone's health and safety, and to prevent an outbreak and the spread of the coronavirus, we have decided to cancel all further Day camps for both teams for the next 14 days. (If it's the end of the summer, then the rest of camps are canceled)
- We recommend that you monitor your child/ren who attended a camp for any symptoms that are flagged for COVID-19 for the next 14 days, and for more information refer to Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 for further direction.
- We apologise for any inconvenience, and please let us know if you have any questions or concerns. Thank you for understanding!

## REFUND POLICY

In the event of a suspended or cancelled day camp due to a positive result of a COVID-19 test, day camp fees will be refunded based on the amount of days suspended or cancelled, except for the non-refundable deposit (\$37.45).

# CONFIDENTIAL

## COVID-19 Incident Reporting Form

DATE: \_\_\_\_\_

**1) Agency Information:**

a) Name of agency: \_\_\_\_\_

b) Contact name: \_\_\_\_\_

c) Contact information: \_\_\_\_\_

**2) COVID-19 Information:**

**a) Please report the number of confirmed or presumptive cases of COVID-19 in your agency and whether staff or clients have been affected:**

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**b) Please provide information about any major changes to the delivery of services in your agency:**

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**c) Please provide additional information about what the agency is doing to ensure that services continue to be delivered in a healthy way for staff and clients:**

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**Instructions: please send this completed form to [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca).**

# Daily Cleaning/Disinfecting Chores Checklist

## Day Camp Facilities

### Before cleaning

- Wash hands for 20 seconds, if you do not have access to water and soap, use an alcohol-based sanitizer.
- Wear disposable gloves when cleaning and disinfecting surfaces and objects.

### Products & Tips

- **Diluted bleach** (20mL (4 teaspoons) bleach for every litre of water),
- **Alcohol solutions** with at least 70 per cent alcohol or EPA-registered household disinfectants.
- Use a spray bottle and paper towels to wipe down the surfaces.
- **Ensure the disinfectant is on the surface/object for one minute.**

AREAS TO CLEAN	✓
<b>1. Meeting Rooms:</b> Tables, chairs, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, etc.	
<b>2. Dining Room:</b> Tables, chairs, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, etc.	
<b>3. Bathroom/Restrooms:</b> Toilets, door handles, faucets, sinks, countertops, etc.	
<b>4. Chapels/Sanctuary:</b> Door handles, hand railings, light switches, pews, etc.	
<b>5. Shared Items:</b> Sports/game equipment, water toys, craft supplies, hula hoops, etc.	
<b>6. Outdoor Structures:</b> Swing sets, slides, hand railings, etc.	
<b>7. Van (at home base):</b> Steering wheel, seatbelt + button, Radio buttons, Gear shifts, Windshield controls, armrests, door handles, dashboard, door locks, rear view and side mirror + controls, etc.	