



## Camp Bitobig – COVID-19 Policy and Protocols

*Last Updated: July 22, 2021*

The policies and procedures outlined below are meant to provide a safe environment for participants, their families, and staff while staying as true to our values and quality of programming at Camp Bitobig as possible.

We're committed to providing an environment that is fun, engaging and safe. Camp Bitobig will meet Ontario and Public Health Sudbury and Districts (PHSD) recommendations. However, doing so offers no absolute guarantee that you or your child will not be exposed to COVID-19.

Families and participants shall review and consent to the below policies and procedures. In addition to agreeing to these COVID-19 policies and procedures, participants and families will be required to review and agree to abide by our code of conduct (Appendix A).

This policy will be updated as guidance is provided by the Ministry of Health or PHSD. If significant policy change occurs after parents/guardians have reviewed and agreed to the policy, then the newer version will be distributed via email.

This guidance is subject to change. In the event of conflict between this guidance document and any other orders or directives issued by the Minister of Health or Chief Medical Officer of Health, the order or directive prevails. Please visit the Ministry of Health COVID-19 website: [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) and Directives, Memorandums and Other Resources pages: [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/dir\\_mem\\_res.aspx](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/dir_mem_res.aspx) regularly for the most up to date information.

It is highly recommended that parents/guardians consult the website for Public Health Sudbury and Districts for updates and additional guidance: <https://www.phsd.ca/>. Complete summer camp guidance is provided in the Ministry of Health's COVID-19 Guidance: Summer Day Camps: [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_summer\\_day\\_camps\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf) (Version 2.0 from July 15, 2021), along with the local public health unit information.

### **Common symptoms of COVID-19 include:**

- Fever (temperature of 37.8°C / 100.4°F, or greater)
- New or worsening cough
- Shortness of breath (dyspnea)
- Sore throat
- Altered smell or taste
- Runny nose or nasal congestion (unrelated to seasonal allergies, post-nasal drip)
- Nausea and/or vomiting
- Diarrhea
- Abdominal pain

\*As listed at

[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

## General

- Camp Bitobig strongly encourages all eligible staff and campers to receive COVID-19 vaccination as soon as possible, and at the earliest opportunity before the camp starts.

## Screening & Camper Drop-Off

- Staff will perform a non-contact active symptom and temperature check daily upon arrival at the program. Staff will verify that participants have completed the Screening Questionnaire (see Appendix B) before arrival. Parents/Guardians and all participants must complete the questionnaire. Parents/guardians are requested to screen using the online tool at home (by using the online tool at <https://covid-19.ontario.ca/school-screening/>) and staff will verify upon arrival that this has been completed. If parents/guardians did not screen before arrival then active screening will occur on site. Staff completing screening will ensure physical distancing and wear a medical mask and eye protection.
- Symptom monitoring will include the common COVID-19 symptoms (see above).
- Staff will also screen before arriving at work and send the results to their supervisor. Staff will also have their temperature verified upon arriving at work. Records of staff screenings will be maintained.
- Individuals displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) will not be permitted to attend that day's program and will be encouraged to get tested. They will not be permitted to return until 10 days after the onset of symptoms, unless negative test results are provided and they are symptom free for 24 hours, or excluded for 48 hours from the last episode of vomiting or diarrhea.
- A child will not be able to attend camp if anyone in the household has travelled outside of Canada in the last 14 days, or has been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19; or are being investigated as a suspected case of COVID-19.
- If your child develops symptoms while at camp, they will be isolated and you will be required to pick them up within one hour.
- Daily records will be kept of anyone attending the program for 15 minutes or longer. Essential visitors will be actively screened before they enter the camp setting. Records must be kept up to date and available for one month to facilitate contact tracing. We will only release this information to PHSD if a potential exposure has occurred on site. Any personal information collected for COVID-19 contact tracing will only be used for this purpose.

## Drop Off

- Camper drop-off will happen outside at or near the parking lot. Cohorts will have staggered drop-off times and it is important for parents to arrive at their designated times and leave after drop-off in order to avoid mixing of cohorts.
- The parent 'experience' ends at the drop-off area this year. We will smile while you give your child a hug, and then we will escort them to their respective space and instructor for the week.

- Staff at drop off will be wearing masks. Families are not required to wear masks but will be required to physical distance from staff and other families.
- As much as possible, have one designated adult drop-off and pick-up each participant. This will reduce the number of adults who come in contact with staff members and program participants.
- \*IMPORTANT: If families intend to carpool with other families, please indicate this in the registration process so we can cohort these children together\*
- Personal items (other than those on the camp list,) brought to the program should be minimized. Please clearly label all personal items and ensure participants are familiar with their packed personal items.

## **Groupings**

- A cohort is defined as a group of program participants who stay together throughout the duration of the camp week.
- Children will remain in a weekly cohort of a maximum of 15 children per grouping. Each group will have 2 camp counsellors. Camp staff are not included in the cohort count.
- Support workers for special needs children will not count as part of the cohort maximum, however they should remain with the cohort at all times and follow all policies and protocols for staff (such as daily screening and wearing appropriate personal protective equipment).
- Children living in the same household will be cohorted together. Please notify us at registration if your child(ren) should be cohorted with other participants. We will not be able to make any changes to cohorts once camp has begun.
- Camp counsellors will be assigned to a cohort and will remain with that group for the week.
- There will be 2 cohorts each week. These cohorts will not participate in any activities together. Each cohort will have their own designated area for their belongings, separated from the other group by a prominent visual cue, and a designated outdoor, covered lunch area.

## **Physical Distancing**

- As per the Ontario guidelines, dated July 15 2021, physical distancing within a cohort is no longer required. Masks do not need to be worn when outdoors within the cohort.
- We plan for physical distancing during activities where possible and will avoid activities that require clustering around a particular item or small area.
- Physical distancing may not be possible in situations such as providing first aid, managing participant behaviour and emotions, during safety and emergency situations or in inclement weather.
- Families will be asked to send participants to program with a clean mask and at least one replacement mask, as masks need to be replaced if/when they become soiled or wet.
- Where possible, staff should maintain a distance of two metres (six feet) from children. When providing direct care to children and distance cannot be maintained, staff will wear a medical mask and eye protection. For example, when assisting with first aid, sunscreen, consoling, or assisting a child in any other way that requires closer than two metre contact.

## **Handwashing, cleaning and Disinfecting**

- Frequently touched surfaces/items will be cleaned with a Health Canada approved disinfectant twice daily at a minimum, and between uses by separate cohorts.

- Each cohort will have designated equipment where possible. Equipment that must be shared by cohorts will be cleaned and disinfected between cohort uses.
- Hand hygiene will be practiced at regular intervals and during natural breaks in programming. Hand washing stations and alcohol-based hand sanitizer will be easily accessible to all participants and staff. Hand sanitizer will be approved for use in Canada and be at least 60% alcohol. Hand washing with soap and water will be the preferred methods of hand hygiene for participants.
- Staff will promote and practice frequent handwashing with program participants, scheduling time in their program to do so, and must provide instruction to children on proper handwashing procedures, supervise children while handwashing and provide assistance where necessary.
- High-touch surfaces will be cleaned and disinfected twice daily and will be documented per [Public Health Ontario's Cleaning and Disinfection for Public Settings](#) document. High-touch surfaces include but are not limited to door handles, washroom doors, faucets, toilet handles.
- Only one cohort will access the indoor washrooms at a time. Each cohort will have their own designated indoor washroom and these are cleaned twice daily.

## Indoor Spaces

- The Nature Chalet and its washrooms will only be open to Camp Bitobig participants and staff.
- Face coverings will be required by participants when accessing the indoor space.
- Staff when indoors will always wear a medical mask and eye protection.
- The outdoor porta-potties are available for use by camp participants and the general public accessing the Conservation Area. Porta-potties will be cleaned twice daily.
- All indoor touch surfaces will be disinfected between use by different cohorts and this is to be documented per [Public Health Ontario's Cleaning and Disinfection for Public Settings](#) document
- The indoor space will be used infrequently for activities during inclement weather, or to seek shelter during inclement weather.
- The only time that both cohorts would be within the indoor space at the same time is during an emergency that would make it unsafe for the participant to stay within their designated covered lunch areas. Emergency events could be severe weather, such as thunderstorm, severe wind warnings, unsafe animals in nearby area, etc.
- In the emergency event that both cohorts need to be inside at the same time, face coverings are required for all participants and a 2m distance will be maintained between cohorts. Physical distancing within the cohort cannot be maintained.

## Meal Time

- We will be enforcing a strict no-sharing policy for food and drink.
- Since masks will be off during lunch and snacks, social distancing requirements will be enforced.
- Participants will be eating at wooden picnic tables that have a surface that cannot be thoroughly sanitized. Therefore, we recommend that parents send a reusable placemat.
- Participants and staff will be encouraged to clean their hands before and after each meal.
- Participants must have their own refillable water bottle that is labeled, kept with them during the day, and not shared. This can be refilled at the refill station.
- Friday "Pizza Day" and afternoon freezies are still planned. Appropriate PPE including gloves will be worn by the staff members distributing the food. All rules about food distribution set out by PHSD will be followed.

- There will be no food items for sale.
- Each cohort will eat snacks and meals in their designated picnic area. Lunch times and snack will be staggered to avoid overlap of cohorts at hand-washing stations and picking up lunches.

### **Suspected Cases or Symptoms of COVID-19 and Refunds**

- If pick-up screening identified any symptoms of COVID-19 then the child will not be allowed to attend camp. They will not be permitted to return until 10 days after the onset of symptoms, unless negative test results are provided and they are symptom free for 24 hours, or 48 hours from the last episode of vomiting or diarrhea.
- Children displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) during camp will be isolated in a designated place (outdoors, weather permitting) with a staff member wearing appropriate PPE and must be picked up immediately. If tolerated, the symptomatic child will wear a medical mask. They will not be permitted to return until 10 days after the onset of symptoms, unless negative test results are received and they are symptom free for 24 hours, or excluded for 48 hours from the last episode of vomiting or diarrhea.
- If the child arriving with or developing symptoms of COVID-19 has a sibling in the program, the sibling is also to be isolated and picked up at the same time as the ill child.
- If a child cannot attend camp due to symptoms, then a pro-rated refund will be issued for any full days of camp remaining.
- Refunds will not be offered to families who fail to properly follow Conservation Sudbury policies and procedures, or create an unsafe environment for others.
- Camp participants and staff who have been in contact with a symptomatic participant should be monitored for symptoms and until laboratory tests, if any, have been completed.
- Staff members and camp participants awaiting test results after being in contact with a suspected case, who are symptomatic or have been advised to self-isolate by the local public health unit will be excluded from camp.

### **Sick Staff**

- If a staff member becomes ill while at work they will put on a mask, maintain physical distance from all others, and inform their supervisor return home immediately and asked to contact public health for direction. Symptomatic staff will be asked to have a COVID test and wait for results before returning to work.
- If a staff member is identified as a close contact of someone who tests positive for COVID-19, they must report this to their supervisor. The staff member should obtain a COVID-19 test and will be excluded from work until clearance is given by public health officials.

### **Confirmed Case**

- Should any participants or staff become infected, PHSD will be consulted when making decisions about who to contact, next steps, and whether or not to close the camp.
- PHSD will provide direction to the site supervisor/manager on the actions to be taken with the site programming, depending on the circumstances of the positive COVID-19 case.
- Where PHSD determines there was a transmission risk to others in the program, participants and staff will be assessed to determine if they were at high risk of exposure (requiring isolation) or if they were at low risk of exposure (can [self-monitor](#) for symptoms and return to the program).

- Program cohorts (participants and staff affiliated with the cohort) will generally be considered at high risk of exposure. All participants and staff determined to be at high risk of exposure will be directed to isolate and recommended to be tested (voluntary testing) within their isolation period. Guidance from PHSD will direct whether camp would be closed for the week for that cohort.
- Attendance records will be kept for each program day to aid with contact tracing in the event that an individual tests positive for COVID-19.
- In the event of a camp closure, participants will receive a pro-rated refund for any remaining full days of camp. Closures may happen suddenly but staff will endeavor to communicate with all participants as soon as information is received.
- Situations may arise where participants or staff are exposed to COVID-19 outside of the program environment (for example, to family members that don't attend the program, social contacts outside of program). Household members and others who live with the individual who has tested positive will be required to self-isolate as directed by public health. Any participants from that household will not be able to attend camp until cleared by public health.

## **Appendix A - Camp Bitobig Code of Conduct**

At Camp Bitobig, we strive to provide a fun, safe, and respectful environment for all of our campers. We believe that every child has an equal right to have an excellent camp experience. Camp Bitobig has a zero-tolerance policy towards violence, bullying and harassment. Please remind your child that if they do notice or experience such behaviour from another camper, they should inform their counsellor or any other staff member immediately so the situation can be properly addressed. The Education Program Manager will expel any camper who is a threat to themselves, a fellow camper, staff member, or guest. Parents/Guardians will be notified and required to pick up the child. A refund will be issued for any full days not attended.

### **Your child must:**

- Be able to take instruction and follow direction from camp staff and other instructors or service providers.
- Behave in a manner that does not negatively affect another camper's experience.
- Demonstrate, through words and actions, respect for the safety, feelings, and personal integrity of themselves and others, and understand that they may not physically or verbally hurt others.
- Respect Camp Bitobig equipment/property and other campers' property.
- Respect the natural environment and all the living things that call the Lake Laurentian Conservation Area home.
- Remain within instructed boundaries unless accompanied by a member of camp staff.

These guidelines are for the protection and benefit of all campers. Any violations can result in immediate expulsion from camp.

## Appendix B – COVID-19 Screening Questionnaire

Screening questionnaire must be completed by all participants of Camp Bitobig, parent/guardians dropping off or picking up their child, and staff. Please answer honestly. *Please use online tool at <https://covid-19.ontario.ca/school-screening/>*

### Are you currently experiencing any of these symptoms?

- Fever or chills  
*Temp. of 37.8 degrees or higher*
- Cough or barking cough  
*Continuous, more than usual, not related to asthma, post-infectious reactive airways or other known causes of conditions you already have*
- Shortness of breath  
*Out of breath, unable to breathe deeply, not related to asthma or other known causes or conditions you already have*
- Decrease or loss of taste or smell  
*Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have*
- Runny or stuffy/congested nose  
*Not related to seasonal allergies, being outside in cold weather or other known causes or conditions you already have*
- Headache  
*Unusual, long-lasting, not related to tension-type headaches, chronic migraines or other known causes or conditions you already have*
- Nausea, vomiting and/or diarrhea  
*Not related to irritable bowel syndrome, anxiety, menstrual cramps or other known causes or conditions you have*
- Extreme tiredness or muscle aches  
*Unusual, fatigue, lack of energy, not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have*
- None of the above

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Yes    Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting  
 No      for test results after experiencing symptoms?

Yes    In the last 14 days, have you travelled outside of Canada?  
 No

Yes    Has a doctor, health care provider or public health unit told you that you should be isolating  
 No      (staying at home)?

Yes    In the last 14 days, have you been identified as a “close contact” of someone who currently  
 No      has COVID-19?

Yes    In the last 14 days, have you received a COVID alert exposure notification on your cell phone?  
 No

If you have answered NONE OF THE ABOVE and NO to the questions then you are safe to attend Camp Bitobig today.

If you answered YES or are experiencing any of the symptoms listed above, please call Camp at 705-674-8904 or email [lakelaurentian@gmail.com](mailto:lakelaurentian@gmail.com) immediately. Your child cannot attend Camp today.