

CHECKLIST

Pre-camp Planning: COVID-19 Preparedness and Prevention for Overnight Camps

June 11, 2021

Who Should Use This Checklist and When?

This checklist can be used by overnight camp operators and administrators before the start of daily camp operations (i.e., for planning and staff training). There is also a companion checklist on [Daily Camp Operations](#)¹ that covers items related to COVID-19 preparedness and prevention activities for day-to-day camp operations.

What is Covered in this Checklist?

This checklist outlines a number of COVID-19 preparedness and prevention strategies that should be considered by those planning to operate an overnight camp. It includes items related to planning, policies and procedures, education and training (of both staff and campers), and documentation and communications while recognizing that each overnight camp may have unique implementation and equity considerations.

This checklist is not intended to provide medical advice or supersede other provincial guidance on COVID-19; if there is a conflict, guidance or directives from local public health units or Ontario government ministries apply. As this checklist is focused on COVID-19 preparedness and prevention, it also does not replace other applicable legislative or regulatory requirements, e.g. related to health and safety, or provincial standards established by the Ontario Camps Association.

COVID-19 case, contact, and outbreak management are not addressed in this checklist. These activities are the responsibility of the local public health unit, and are carried out in collaboration with camp administrators/operators and other health system partners. See the Ministry of Health's COVID-19 guidance for overnight camps and outdoor education centres for details.

Contents

- Who Should Use This Checklist and When? 1
- What is Covered in this Checklist?..... 1
- Contents..... 2
- 1. Planning..... 3
- 2. Policies and Procedures 6
- 3. Education and Training 8
- 4. Documentation and Communications 9
- Additional Notes 11
- References 12
- Additional Resources 12

1. Planning

1	Planning	Yes	No
1.1	Relevant provincial COVID-19 guidance for overnight camps has been reviewed.		
1.2	As outlined in the provincial COVID-19 guidance for overnight camps, a camp safety plan has been developed and submitted in writing to the local public health unit ² prior to the start of camp.		
1.3	Contact information for the local public health unit (including after-hours) is easily accessible.		
1.4	Campers and staff for each session have been organized into cohorts (i.e., small groups they will remain in, including for sleeping arrangements).		
1.5	Cohort size, at a minimum, meets the requirements of the Ministry of Health’s COVID-19 guidance for overnight camps and outdoor education centres.		
1.6	Staff assignments, including for daily breaks and extended time off have been scheduled to minimize staff interactions between multiple cohorts.		
1.7	The use of all available indoor and outdoor spaces is maximized to ensure campers and staff from different cohorts remain physically distanced (i.e., minimum of 2 metres apart) from one another, unless a cohort is considered established (i.e., all campers/staff have been together for at least 14 days with no new additions), in which case physical distancing from other established cohorts is not required.		
1.8	Outdoor activities, including meals/snacks, are planned as much as possible (weather and safety permitting).		
1.9	An inclement weather plan is developed to accommodate indoor activities with multiple cohorts while ensuring physical distancing can be maintained (see 1.10).		
1.10	Camp arrival/departure times and all daily activities (including meals/snacks, use of washrooms/showers, laundry facilities etc.) are staggered, as much as possible, to minimize interaction between cohorts.		
1.11	If daily activities cannot be staggered (i.e., if more than one cohort will be sharing a space for any reason, whether indoors or outdoors), campers and staff from different cohorts are able to remain physically distanced (at least 2 metres apart) from one another – especially when masks are removed for eating/drinking.		

1	Planning	Yes	No
1.12	Excursions outside of camp property (i.e., where campers and/or staff may come into contact with the general population) are limited as much as possible. Note: this does not apply to wilderness outings such as tent-camping or canoe trips (see section 1.14).		
1.13	If excursions outside of camp property are planned, they are restricted to one cohort at a time and public transportation is avoided. If exposure to individuals outside of one's cohort is anticipated, public health measures (i.e., masking and physical distancing) are adhered to at all times.		
1.14	If wilderness outings outside of camp property are planned, they are restricted to one cohort at a time and do not occur until a cohort of staff and campers have become established (i.e., they have been together for 14 days or more without any new additions).		
1.15	At least one area within the camp has been identified to function as the dedicated site for isolating symptomatic campers or staff while plans are made to send them home safely. This site is separate from the regular health centre/first aid facility.		
1.16	A core group of staff have been designated to supervise and assist symptomatic campers or staff in the isolation area, and provide cross-coverage each day, as needed. These staff members are not to be responsible for their own cohort of campers at the same time, and have received appropriate training (e.g., on personal protective equipment use when caring for ill individuals) including if/when to call 911.		
1.17	The isolation area is well-ventilated (i.e., windows and doors remain open, weather and safety permitting) and large enough for the staff member(s) to be separated from the symptomatic camper or staff to allow for physical distancing (i.e., minimum of 2 metres apart) when possible.		
1.18	<p>The isolation area is fully stocked with necessary supplies for the designated staff person to manage a symptomatic staff/camper:</p> <p>At a minimum, this should include:</p> <ul style="list-style-type: none"> • Alcohol-based hand rub with a concentration of 60%-90%. • Tissues and no-touch garbage cans. • Medical masks for symptomatic campers or staff. • Personal protective equipment (i.e., medical mask, eye protection [e.g., goggles or face shield], gowns, gloves) for the staff member(s) including instructions for use. 		

1	Planning	Yes	No
1.19	Strongly encourage all staff members (and eligible campers) to receive the COVID-19 vaccine prior to start of camp.		
1.20	Advise all staff members and campers of the need to limit their contact with people from outside of their own household (as much as possible) in the 14 days prior to their arrival at camp and to provide camp administrators with a written attestation.		
1.21	Encourage all staff and campers (of appropriate age) to download the COVID-19 alert mobile app to be made aware of any potential exposures to COVID-19 in the 14 days prior to their arrival at camp.		
1.22	Ensure that all staff, campers and their parents/guardians are aware that asymptomatic PCR testing for COVID-19 has been made available at various pharmacy locations across the province.		
1.23	If on-site asymptomatic testing (i.e., point-of-care antigen testing) of campers and/or staff is planned, relevant provincial guidance ³ is followed.		
1.24	Ensure that any campers or staff members arriving from outside of Canada are aware of the federal requirements for testing and quarantining, and have made suitable travel and accommodation arrangements (i.e., quarantining at camp on arrival is not possible).		

Notes:

2. Policies and Procedures

Policies and procedures have been created to address the following, which meet provincial requirements:

2	Policies and procedures	Yes	No
2.1	Screening campers and staff for symptoms and relevant exposures to COVID-19 pre-departure (i.e., prior to boarding camp-chartered transportation, if applicable) or on arrival to camp (i.e., intake screening) and during daily camp operations (i.e., daily screening).		
2.2	On-site asymptomatic testing (i.e., point-of-care antigen testing), if applicable, follows the relevant provincial guidance . ³		
2.3	Management of a camper or staff who screens positive for symptoms and/or exposures to COVID-19 on arrival to camp (i.e., on intake screening), during camp, and/or while outside of camp property. This includes plans for self-isolation, medical assessment and testing (if indicated), and criteria for being cleared to enter camp and/or return to camp activities.		
2.4	Management of a camper or staff who tests positive for COVID-19 during camp, including plans for self-isolation and criteria for being cleared to return to camp activities.		
2.5	Management of contacts of a) a symptomatic staff/camper with test results pending and b) a confirmed case of COVID-19 in a camper or staff, including plans for quarantine.		
2.6	Minimizing risk of exposure to COVID-19 for staff during their time off (i.e., if they leave camp premises), including adherence to public health measures, symptom screening and possible asymptomatic testing on return to camp, if indicated/available.		
2.7	For unestablished cohorts, safe mask use and safe mask breaks (e.g., when eating or outdoors and physical distancing of at least 2 metres from staff and/or campers in other cohorts can be maintained), including during periods of high temperature/humidity, following public health guidance as available.		
2.8	How and where campers and staff are to store their masks when they are removed for eating/drinking or other safe mask breaks (e.g., a labelled, clean and dry bag or container, paper bag, or pencil case).		
2.9	Frequency of cleaning and disinfection of all high-touch surfaces (i.e., at least twice daily and more frequently if needed), including in washrooms, eating areas, designated isolation area, as well as shared items/objects.		

2	Policies and procedures	Yes	No
2.10	Surge capacity in the event that additional staffing is needed for enhanced cleaning and disinfection (i.e., if there is a confirmed case or outbreak of COVID-19).		
2.11	<p>Regular monitoring and replenishing of necessary supplies.</p> <p>At a minimum, these supplies should include:</p> <ul style="list-style-type: none"> • Alcohol-based hand rub (ABHR) with a concentration of 60%-90%. • Liquid soap • Paper towels • Tissues • No-touch garbage cans • Personal protective equipment • Cleaning and disinfection products (with a drug identification number [DIN] issued by Health Canada) • Appropriately sized, well-fitting masks for staff/campers who need them 		

Notes:

3. Education and Training

Campers and staff receive education and training on the following:

3	Education and training (see Additional Resources)	Yes	No
3.1	When and how to perform hand hygiene (i.e. cleaning one’s hands) properly.		
3.2	When and how to perform respiratory etiquette (i.e., cover your cough/sneeze with a tissue, dispose of in no-touch garbage cans and perform hand hygiene).		
3.3	When masks are required to be worn.		
3.4	When a mask needs to be replaced (e.g., if wet, dirty, or difficult to breathe through).		
3.5	How to properly and safely put on and take off a mask, including performing hand hygiene before and after.		
3.6	How to clean masks in-between uses (if applicable, i.e., for cloth masks).		
3.7	Where to store masks during meals, nutrition, and hydration breaks (and other breaks as directed).		
3.8	When physical distancing is required between members of different cohorts.		
3.9	When and how to perform daily self-screening for symptoms of COVID-19, including what to do if you develop symptoms.		

In addition to the above items, staff receive additional education and training on the following before camp starts:

3	Education and training (see Additional Resources)	Yes	No
3.10	The camp’s COVID-19 policies and procedures.		
3.11	When and how to perform daily screening of campers for symptoms of COVID-19 (i.e., if self-screening is not possible or campers are too young to reliably self-screen) and what to do if symptoms are detected.		

3	Education and training (see Additional Resources)	Yes	No
3.12	How to select, put on, and take off appropriate personal protective equipment (for staff that may be assigned to monitor symptomatic campers/staff in the designated isolation location).		
3.13	How to clean and disinfect frequently touched surfaces, including following manufacturer's instructions.		
3.14	How to clean and disinfect reusable eye protection (e.g., face shields, goggles).		

Notes:

4. Documentation and Communications

4	Documentation and communications	Yes	No
4.1	All policies and procedures related to COVID-19 preparedness and prevention are documented and easily accessible for camp staff.		
4.2	An up-to-date list (including relevant contact information) of staff and campers in each cohort, as well as siblings/other household members who attend/work at camp, is maintained.		
4.3	This master document of cohorts is kept in a format that can easily and rapidly be shared with public health as needed and is kept for a minimum of 30 days.		
4.4	The completed health assessment forms for each camper, including information on vaccination status and pre-existing conditions with symptoms that may mimic COVID-19 (e.g., seasonal allergies, headaches) are kept in a format and location that can be easily accessed if needed.		

4	Documentation and communications	Yes	No
4.5	A communication plan has been developed, in collaboration with the local public health unit, to facilitate rapid communication to campers, parents/guardians, and staff in the event of a confirmed COVID-19 case or outbreak.		
4.6	<p>Staff, campers and their parents/guardians have been sent information, prior to the start of camp, and instructions on the COVID-19 preparedness and prevention protocols that will be in place at camp.</p> <p>This should also include expectations in the event that a staff/camper a) develops symptoms, b) is confirmed as a COVID-19 case, or c) is identified as a contact of a confirmed case, with respect to isolation/quarantine requirements and the possibility the staff/camper will need to be picked up from/leave camp earlier than anticipated.</p>		

Notes:

Additional Notes

References

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2. Ontario. Ministry of Health. Public health unit locator [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.phdapps.health.gov.on.ca/PHUlocator>
3. Ontario. Ministry of Health. COVID-19 guidance: considerations for antigen point-of-care testing [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 May 31]. Available from: https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Antigen_Screening_Guidance_2021-03-5.pdf

Additional Resources

Provincial COVID-19 Guidance

Ontario. Ministry of Health; Ontario. Ministry of Long-Term Care. COVID-19: guidance for the health sector [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 31]. Available from: https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

Hand Hygiene

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to wash your hands/how to use hand sanitizer [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 17]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). How to hand wash: step-by-step demonstration of how to properly hand wash [video recording on the Internet]. Toronto, ON: Queen's Printer for Ontario; 2018 [cited 2021 Mar 26]. 2 min. Available from: <https://www.publichealthontario.ca/en/videos/ipac-handwash>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). How to hand rub: step-by-step demonstration of how to properly hand rub [video recording on the Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. 1 min. Available from: <https://www.publichealthontario.ca/en/videos/ipac-handrub>

Personal Protective Equipment

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Risk algorithm to guide PPE use [Internet]. Toronto, ON: Queen's Printer for Ontario; 2013 [cited 2021 Mar 26]. Available from: <https://www.publichealthontario.ca/-/media/documents/C/2013/clinical-office-risk-algorithm-ppe.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). A resource for health care workers: cleaning and disinfection of reusable eye protection [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/2021/03/covid-19-infographic-cleaning-eye-protection.pdf?la=en>

Environmental Cleaning and Disinfection

Health Canada. Hard surface disinfectants and hand sanitizers (COVID-19) [Internet]. Ottawa, ON: Government of Canada; 2020 [cited 2021 Mar 26]. Available from: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): cleaning and disinfection of public settings [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Screening

Ontario. Ministry of Health. COVID-19 school and child care screening [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [modified 2021 Mar 20; cited 2021 Mar 26]. Available from: <https://covid-19.ontario.ca/school-screening/>

Ontario. Ministry of Health. COVID-19 worker and employee screening [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 31]. Available from: <https://covid-19.ontario.ca/screening/worker/>

Self-assessment

Government of Ontario. COVID-19 self-assessment [Internet]. Version 4.7. Toronto, ON: Queen's Printer for Ontario; 2020 [modified 2021 Feb 25; cited 2021 Mar 17]. Available from: <https://covid-19.ontario.ca/self-assessment/>

Self-isolation

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to self-isolate [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): how to care for a child who needs to self-isolate [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 20]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2021/04/child-isolation/fact-sheet-self-isolation-child.pdf?la=en>

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Coronavirus disease 2019 (COVID-19): when to self-isolate for household members [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Apr 30]. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2021/04/self-isolation-household-members/fact-sheet-self-isolation-household-members.pdf?la=en>

Testing Locations

Ontario. Ministry of Health. COVID-19 test and testing location information [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [modified 2021 Mar 04; cited 2021 Mar 17]. Available from: <https://covid-19.ontario.ca/covid-19-test-and-testing-location-information>

Public Health Unit Information

Association of Local Public Health Agencies (alPHA). Public health units [Internet]. Toronto, ON: alPHA; 2021 [cited 2021 Mar 31]. Available from: <https://www.alphaweb.org/page/PHU>

COVID-19 Vaccines

Ontario. Ministry of Health. COVID-19 vaccines for Ontario [Internet]. Toronto, ON: Queen's Printer for Ontario; 2021 [cited 2021 Mar 31]. Available from: <https://covid-19.ontario.ca/covid-19-vaccines-ontario>

COVID-19 Mobile Alert App

Ontario. Ministry of Health. Download the COVID-19 alert mobile app to protect yourself and your community [Internet]. Toronto, ON: Queen's Printer for Ontario; 2020 [cited 2021 Mar 26]. Available from: <https://covid-19.ontario.ca/covidalert>

Citation

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Checklist: pre-camp planning: COVID-19 preparedness and prevention for overnight camps. Toronto, ON: Queen's Printer for Ontario; 2021.

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