

Recreational Camps:

Guidance for Developing a Camp Safety Plan

This checklist is provided as a guide to assist recreational camp operators prepare for the seasonal opening of camps and to meet the requirements set out in [Ontario Regulation 503/17 \(Recreational Camps\)](#).

Every year, 14 days before opening or operating a recreational camp, the operator must submit their camp safety plan in writing to the Medical Officer of Health to phi.intake@wdgpublichealth.ca.

Minimum requirements for the camp safety plan are included in this document as well as recommended best practices. The camp safety plan should be incorporated into all camp operations and staff training.

Safety Plan Requirements

The camp safety plan shall include, at a minimum:

General

- Procedures for maintaining camper records including name, address, emergency contact and special dietary or health needs if applicable.
- Procedures for creating health and safety incident reports that occur at camp, including steps to prevent further or repeat incidents.
- Outbreak and increased illness management; including procedures for suspected outbreaks, handling ill campers, animal bites and when and how to notify Public Health.
- Fire safety and protection including fire drills and escape plans.
- A description of all land-based and water-based activities at the camp.
- Identification of potential risks for these activities along with strategies to be implemented to minimize those risks, including required supervision.

- Waterfront safety, including all safety equipment, communication devices and procedures.
- A list of all camp staff members with current first aid certification.
- Procedures to ensure minimum ratios of camp staff to campers are identified and always maintained while the camp is in operation.
- Procedures to ensure all campers 13 years or under and special needs are under continuous supervision by camp staff who are experienced in the leadership and supervision of children.

Staff

Adequate medical staff must be provided onsite.

- Campers in the recreational camp are under the continuous supervision of at least one adult who has a current first aid certificate.
- Services of a physician can be obtained immediately in case of a medical emergency.

Increased Illness Management Plan (Outbreak Plan)

An increased illness plan shall include procedures to deal with ill campers or staff that may become sick or develop symptoms while at the camp.

- The camp must have a dedicated space to be used as isolation. The space must be suitable to house ill camper(s) providing sufficient separation until arrangements can be made for ill camper(s) to return home. The dedicated space shall have:
 - Opening windows with screens for increased ventilation.
 - Personal protection equipment (PPE), including medical masks, disposable gloves, and isolation gowns.
 - 70% alcohol-based hand sanitizer
- All indoor spaces where hand washing facilities are not readily available must have 70% alcohol-based hand sanitizer provided.
- A readily available broad- spectrum cleaner/disinfectant product to be available. It must be suitable for quick and effective cleaning and disinfection of common viral infections, for example Norovirus (common infection spread readily in community settings).

- Cleaner/disinfectant products are commonly accelerated hydrogen peroxide-based products with short contact times of less than five minutes. A few suggestions Virox 5, Percept, Accel TB, and Preempt
- Cleaner/disinfectant products must **not** be expired.
- If a product was left at camp from the previous season, it is likely to be outdated and have lost its efficacy therefore should be replaced.
- Provide written procedures for the clean-up of vomit or other bodily fluids.
- Staff to be trained on how to safely and effectively clean-up spills using the appropriate PPE.
- A ready to go kit for spill clean-up shall include:
 - PPE
 - cleaner/disinfectant product
 - disposable towels
 - disposable garbage bags.
- Emergency phone numbers should be readily available and easy to locate for medical emergencies.
- Non-medical emergency procedures should be clearly outlined.

Recreational water safety

Every camp with a waterfront being used for aquatic activities must be under the supervision of a lifeguard who is at least 16 years of age, and who holds a lifeguard certificate current within the previous two years.

- The number of lifeguards must be provided depending on the number of campers in the water at any given time:
 - Two lifeguards for 1-25 bathers
 - Three lifeguards for 26-100 bathers
 - For more than 100 campers in the water, one additional lifeguard is required for each additional group of 25.
- A copy of all necessary lifeguard certificates must be available onsite.

Recreational water safety equipment

The operator must ensure that the following equipment is easily accessible and in good condition during waterfront activities.

- One or more buoyant rescue aids attached to a shoulder loop with a 6mm line at least 1.60m in length
- One or more reaching poles of 3m or greater in length
- One or more throwing aids attached to a 6mm line and at least 8m in length
- A spineboard
- A paddle board or boat when any part of the swimming area is more than 50m from shore
- First aid kit equipped with, but not limited to, the following supplies in sufficient quantities:
 - a standard first aid manual
 - incident report forms
 - safety pins and tweezers
 - individually wrapped adhesive dressings
 - sterile gauze pads (50 x 50 x 75 mm and 100 x 100 mm)
 - individually wrapped sterile surgical pads suitable for pressure dressings
 - waterproof adhesive tape, triangular bandages and water-resistant, sterile bandages
 - rolls of splint padding and roll up splints
 - scissors, non-permeable gloves
 - resuscitation pocket mask
 - instant ice packs, antiseptic solution
 - blanket and pillow

Tick identification and Animal bites

Your safety plan should include what to do if a tick is found on a camper or an animal bite occurs.

- WDGPB website should be reviewed <https://wdgpublichealth.ca/your-community/ticks-lyme-disease> for information on tick removal and to assist with identification procedures.
 - Download our [Tick ID card](#) (PDF, 2 pages, 288 KB)
 - Encourage campers to cover up by wearing closed footwear, light colored clothing and tucking pants into socks when exploring areas that may be prone to ticks.

- Encourage the use of bug repellents and follow the manufacturer's directions.
 - Encourage staff and campers to [Perform full-body checks](#) daily.
- ☐ All animal bites including pets, bats and wildlife must be reported to WDGPH. More information and to report incidents at [Animal Bites and Rabies](#).
- Rabies vaccination certificates for any pets on site must be available on site

Ventilation

- ☐ Windows in sleeping areas must open to provide air flow
- ☐ Windows must be provided with screens in good repair to prevent entry of insects and other vermin

Pest control

The operator must ensure the camp buildings are kept free from pests and conditions that would harbour pests.

- ☐ Pest control measures are available on site and available if requested

Lighting

Minimum lighting intensity for specified rooms/buildings:

- ☐ Lighting is adequate. Note: A flashlight is not considered as minimum lighting in a sleeping area. Fixed lighting is required.

Drinking water supply

- ☐ Drinking water system complies with requirements of applicable legislation: [Ontario Regulation 170/03 \(Drinking Water Systems\)](#)
- ☐ Water sample(s) have been submitted and results are on site and/or available before opening inspection.

Sanitation facilities

- ☐ Sanitation facilities are clean, sanitary, well-maintained and equipped with necessary supplies.

Food preparation

- Food preparation areas must be in compliance with [Ontario Regulation 493/17 \(Food Premises\)](#).
- Certified food handler certificates are on site and available for inspection.

Recommended Best Practices

Consistent compliance and safety are made easier when a safety plan is incorporated into the overall camp operations and management system. Things to consider include:

- Keep it simple. A binder sitting on a shelf serves little purpose. A simple and easy-to-read set of procedures and forms will be much easier to learn and more likely to be used.
- Procedures are more consistently followed when they include the purpose behind them for example the “why” The rationale behind a procedure for cleaning and disinfecting an area after a sick camper vomits is to prevent infecting other campers.
- Monitoring and verification activities. Monitoring checklists can be created and used daily or weekly. Checklists should have space to sign off when reviewed or ‘verified’ confirming the monitoring was conducted and that any issues were addressed.
- Clear accountability and identified roles. Each job in the camp should have a written job description with roles and responsibilities. Training requirements for each position should be laid out and documented.
- Communication channels among camp staff, administration and parents or guardians should be established.
- Consider daily staff huddles to share issues or learnings from the previous day or weekly debriefs to reinforce the things that went well and look for opportunities to improve.

More information

For more information, please contact Wellington-Dufferin-Guelph Public Health at PHI.Intake@wdgpublichealth.ca or 519-822-2715 ext. 4753