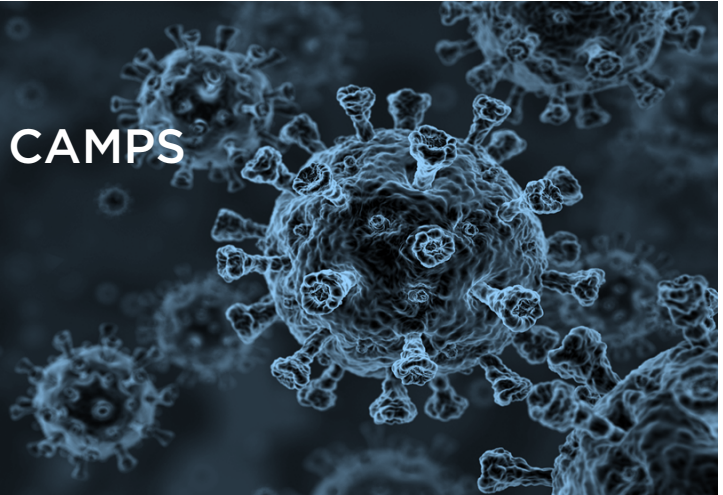




COVID-19: PRECAUTIONS WHEN WORKING IN DAY CAMPS



OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and workers prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

You should also regularly check for requirements applicable to your region, such as:

- the provincial COVID-19 Response Framework
- municipal bylaws
- orders from your local public health unit

To help prevent outbreaks, you are encouraged to develop a COVID-19 workplace safety plan. All businesses operating in a region in lockdown are required to have one under provincial regulation.

LEARN MORE ABOUT:

- [workers' rights](#)
- [employers' responsibilities](#)



PROTECTING YOURSELF AND CO-WORKERS

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes with unwashed hands. Here is some general guidance and [helpful tips](#) to help prevent the spread of germs:

- Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including children, their parents and co-workers.
- Wear a mask or face covering when in an indoor public place.
- Practice good hygiene, and encourage children attending the day camp to practice good hygiene, such as:
 - [Washing hands](#) often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of each work shift, and before preparing food or assisting children with their food or use alcohol-based hand sanitizer (at least 60-90% alcohol content) if hand washing is not possible. Note: Children should not be involved in the preparation of food.
 - Monitor hand hygiene facilities of yourself and children when accessing public washrooms(e.g., in public parks that you may visiting)
 - Sneeze and cough into your sleeve.
 - If you use a tissue, discard immediately and wash your hands afterward.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Practice regular cleaning and disinfection
- Stay home if you are sick (Note: Day camps should inform parents that children should not be attending camp if they are sick).
- Wash your clothes as soon as you get home.
- If you have symptoms or you think you were exposed to COVID-19, notify your supervisor immediately, complete the [self-assessment](#) and follow the instructions you get.

RECOGNIZE AND ASSESS THE RISK

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease or an infected surface. [COVID-19](#) can cause a range of symptoms including fever, cough, sore throat and shortness of breath.

The virus typically spreads through coughing and sneezing, close contact with an infected person, or touching an infected surface and then the face - mouth, nose, or eyes.

The first step to controlling risks in a workplace is to identify the risks. This applies to all workplace hazards, not just COVID-19. Identifying and controlling workplace hazards is required of all employers in Ontario under the Occupational Health and Safety Act and its regulations. The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people



- close proximity - working close to others
- crowded places - having more people in a space
- closed spaces - indoor spaces with less fresh air exchange (working indoors is riskier than working outdoors)
- forceful exhalation - activities that cause people to breath more deeply, such as exercise, speaking loudly and singing

It is possible for COVID-19 to be spread by people who do not have any symptoms. This makes effective control measures very important. We must act as if everyone is infected when setting up controls. The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with certain medical conditions.

For some people, the symptoms are like having a cold; for others they are quite severe or even life threatening. It is important to check with your healthcare provider, Telehealth, or local Public Health Unit and follow instructions about [staying home](#) or away from public spaces to prevent the spread of the virus.

Close contact with children, their parents/guardians, and other co-workers at the camp and touching potentially contaminated items (such as tables, door handles, electronic devices, toys, games equipment, counters, tools, handrails, and other hard surfaces often touched) are likely to pose the greatest exposure risks. In general, close contact with other people increases the risk of exposure.

Day camp operators must also comply with applicable setting/activity-specific requirements set out in the regulations made under the [Reopening Ontario Act](#), including requirements relating to indoor and outdoor sports/recreational activities. They should operate programs in consistent cohorts (with assigned staff members) who stay together throughout the duration of the program. Cohort sizes and staff to participant ratios should be in line with the guidance found in the [Operational Guidance During COVID-19 Outbreak – Child Care Re-opening](#).

CONTROL

1. Follow the requirements set out in the [Occupational Health and Safety Act](#) (OHSA) as well as policies and procedures, including infectious disease preparedness and response plans established by your employer.

All workplace parties have roles and responsibilities to protect workers from hazards in the workplace as set out in the OHSA and its regulations.

Workers should raise any concerns to their:

- Supervisor
- Joint Health and Safety Committee or Health and Safety Representative

Under [Subsection 28\(1\)](#) of the OHSA, workers have a duty to:

- Work in compliance with the provisions of the Act and regulations



- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware, and
- Report to his or her employer or supervisor any contravention of the Act or Regulations or the existence of any hazard of which he or she knows

Under the OHSA, the employer has the duty to take every precaution reasonable in the circumstances to protect workers from hazards in the workplace. Workers have the [right to refuse unsafe work](#). If health and safety concerns are not resolved internally, a worker can file a complaint with the Ministry of Labour, Training and Skills Development's Health and Safety Contact Centre at 1-877-202-0008.

Follow the infectious disease preparedness and response plans established by your employer. The plan should use or utilize if the action is mandatory and address the levels of risk associated in or at the workplace and take into consideration job tasks. This includes how the workplace will [operate](#) during the COVID-19 outbreak including but not limited to health and safety considerations such as sanitization of workplaces, how workers and employers [report illnesses](#), how to ensure physical distancing, and how work will be scheduled.

Day camps should maintain a personal protective equipment (PPE) kit specifically for managing a camp participant or others who become symptomatic during the camp day. The kit should be readily available for a staff person to use quickly if they are not already wearing a surgical/procedure mask and eye protection and include at a minimum: alcohol-based hand sanitizer, surgical/procedure [masks](#), and eye protection (face shield or goggles). Staff should be trained on how to put on and take off PPE properly, properly disposing of this equipment and be briefed on procedures to be followed if a camp participant, staff or visitor has symptoms:

Maintain [physical distancing](#). Physical distancing generally means maintaining a distance of at least 2 meters (6 feet) or more between persons at all times. Day camp operators should ensure physical distancing between camp participants, parents/guardians and staff is enabled.

In **shared outdoor space**, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort. Physical distancing between cohorts should be maintained by following the steps outlined below:

- Placing camp cohorts into different areas
- Placing furniture, camp equipment, and activity stations into different areas
- Using visual cues (e.g., signs, posters, floor markings, etc.) and ensuring compliance with the requirements in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Staggering or alternating mealtime to reduce number of individuals in eating area and to enable physical distancing of at least 2 metres between individuals while unmasked for lunch/nutrition breaks.



While brief close contact may be unavoidable between members of a cohort, physical distancing when practical/possible within the cohort, and general infection prevention and control practices should be encouraged and prioritized.

- If a camp participant requires a support worker(s) or other additional personal assistance, this worker(s) does not need to be included in the cohort count, but that individual should remain with the cohort at all times and follow all policies and protocols for staff (such as daily [self-screening](#) and wearing appropriate personal protective equipment.)
- Cohorts (children with their assigned staff) must not mix with other cohorts. (Including pick-ups and drop-offs, mealtimes, before and after care, playtime, and outdoor activities.)
- Each cohort of camp participants should have their own assigned **indoor space** separated from all other groups by a prominent visual cue (e.g., floor markings) or a physical barrier that does not interfere with airflow or ventilation or pose a safety /fire hazard issue (e.g., pilons) to reinforce physical distancing requirements between groups.
- Each cohort should have designated equipment for their use only (e.g., balls, loose equipment) or equipment that is cleaned and disinfected between cohort use
- Personal belongings brought to camp should be minimized, not shared between individuals. Personal items and stored separately in an individual's designated space
- Play structures can only be used by one cohort at a time with hand hygiene performed before and after use
- Plans should be made to prevent mixing of cohorts in washrooms/ changerooms. Signage should indicate maximum capacity and a cleaning log be recorded.

Physical distancing may be more challenging to achieve for camp participants with greater personal needs. In the event physical distancing cannot be maintained and the child is unmasked, or mask use is inconsistent, the use of a surgical/ procedure (e.g., medical) mask and eye protection by staff is required.

Outdoor programming is strongly encouraged as a program delivery model as it can easily allow for safe, physically distanced activities for children and families.

2. Follow specific guidance for health and safety and infection prevention and control practices and measures and procedures established by the employer.
 - Refer to the [Ministry of Health](#), [Public Health Ontario](#) and the [Government of Canada](#) for COVID-19 Guidance
 - In addition to routine cleaning, [clean frequently](#) touched surfaces (i.e., door handles, tables, chairs, handrails, touch screens, elevator buttons, steering wheels of buses used for transportation of children etc.) at a minimum of twice per day. If the surfaces are visibly dirty, they should be cleaned prior to disinfection application.
 - Ensure timely disinfection of all equipment. Allow adequate contact time according to the manufacturer's instructions



- All adults (i.e., parents/guardians and visitors) are required to wear a **non-medical mask** while inside the premises and maintain 2 metres physical distancing outdoors, including in pick up/drop off areas.
 - All camp participants in grades 1 (as of September 1st, 2021) and above are required to wear well-fitting masks (e.g., non-medical) while indoors.
 - All staff in a day camp setting must wear a **surgical/procedure mask**, with reasonable exceptions for medical conditions. In the event a surgical/procedure mask cannot be worn, physical distance must always be maintained to minimize risk to others.
 - All day camp staff must wear a surgical/procedure mask and eye protection (e.g., a face shield, safety glasses, or goggles) when unable to maintain physical distance of at least 2 metres or engaging with an individual who is not wearing a mask. Staff may take off their masks and eye protection when eating/drinking or on break; however, time with masks off should be limited and a physical distance of at least 2 metres should be maintained between staff members.
 - The use of masks by staff during outdoor camp activities is encouraged and is required if physical distancing of at least 2 metres cannot be maintained between individuals.
 - Proper [donning and doffing of PPE](#) and [hand hygiene](#) must be performed.
 - Actively screen children every day coming into camp and remind parents that children who are sick should not attend the day camp.
 - Follow organizational protocol for ill children (i.e., set aside a space to place sick children away from other children and contact with workers should be minimized).
3. Self-monitor illness. Stay home if you are feeling ill. Comply with screening protocols at your workplace and actively [monitor yourself](#) for any symptoms and if you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit to get home. Notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed, local public health and the Ministry of Labour, Training and Skills Development as necessary.
4. Demonstrate the following precautionary measures while working:
- You must use a [face covering](#) (non-medical mask, such as a cloth mask) in public indoor spaces (unless exempted)
 - Do not report to work if you are exhibiting any of the [symptoms](#) or are under [self-isolation](#) or quarantine.
 - Use disinfectant products that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used. Group transportation for field trips and off-site activities is permitted if transportation is on a charter bus and the transport is limited to a single existing cohort of day campers. Public transportation for field trips and off-site activities is discouraged. However, if avoiding public transportation is not possible for essential camp activities, the following must be adhered to:
 - Observing hand hygiene is required prior to and after each trip
 - Masking is required for grades 1 and up, unless medically exempt
 - Eating and drinking must not be permitted on public transportation



- Touching of contact surfaces must be avoided on public transportation
 - Remaining in assigned cohort groups for the duration of the trip
 - Maintaining physical distancing (where possible) from those outside of the cohort group.
- Use technology for communication with parents of children attending the camp (text messaging and mobile phones rather than in-person conversations).
 - Avoid sharing equipment/supplies (i.e., toys, game equipment, keyboards, touch screens, etc.) where possible. Disinfect regularly if sharing cannot be avoided.
 - Limit casual interactions that normally occur at work and physically distance when casual interactions do occur.
 - Change out work clothing at the end of each shift and wash them at home. Do not store your street clothes and work clothing in the same space unless both are clean.

Additionally, the COVID-19 outbreak is a unique and unprecedented scenario for many workers. Ensure you are taking care of both your mental health and psychological well-being, as well as your physical health, during this time. Find out [helpful tips and coping strategies](#).

5. Practice stringent hand hygiene practices and encourage that children attending the day camp do the same. Health Canada recommends following basic hygiene practices:
- Wash hands frequently
 - Thoroughly [wash hands](#) with soap and water for at least 20 seconds
 - If soap and water are not available, use an alcohol-based [hand sanitizer](#) containing at least 60-90% alcohol
 - Avoid touching your eyes, nose and mouth
 - Practice respiratory etiquette and sneeze or cough into your sleeve or a tissue and discard it
 - Use a clean tissue or your elbow to touch light switches, doors, buttons, etc.

EVALUATE

Ask and evaluate:

- Were the proper hygiene facilities (soap and water or alcohol-based hand sanitizer) available to you?
- Were you able to practice physical distancing?
- Are you disinfecting (i.e., disposable wipes) frequently touched surfaces routinely?
- Did you use or wear the PPE that your employer requires you to use or wear to protect you while you do your job?
- Have you been provided training on the proper use of PPE and the limitations of the PPE?
- Do you know what to do if you have symptoms of COVID-19?

SELF-ASSESSMENT TOOL:

<https://covid-19.ontario.ca/self-assessment/#q0>



TAKING CARE OF YOUR MENTAL HEALTH DURING COVID-19

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-care-mental-health.html>

RESOURCES

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

ONTARIO GOVERNMENT AND AGENCY-ISSUED RESOURCES ABOUT COVID-19

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

OTHER COVID-19 RESOURCES

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders. It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation "dashboard"
- emergency preparedness measures
- live media updates on the spread of the virus



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PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION

Access resources and information about COVID-19 at <https://www.pshsa.ca/covid-19>

This resource does not replace the *Occupational Health and Safety Act* (OHS) and its regulations and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.