

CHECKLIST

(ARCHIVED) Daily Camp Operations: COVID-19 Preparedness and Prevention for Overnight Camps

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Who Should Use This Checklist and When?

This checklist can be used by overnight camp operators and administrators during daily camp operations (i.e., for regular monitoring of prevention measures). There is also a companion checklist on [Pre-camp Planning](#)¹ that covers items related to COVID-19 preparedness and prevention for consideration prior to the opening of 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 operating an overnight camp. It includes items related to screening, management of symptomatic individuals, transportation, camp layout and daily activities, 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.

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1. Screening for Symptoms and Relevant Exposures

Screening

1	Screening for symptoms and relevant exposures	Yes	No
1.1	Each camper and staff member is screened for symptoms and relevant exposures to COVID-19 both on arrival at camp (those arriving by camp-chartered transportation are screened prior to boarding) and on a daily basis during camp using an appropriate screening tool (see Additional Resources for examples of available screening tools).		
1.2	Camp administrators obtain a written attestation from each camper and staff member indicating that they limited their interactions with persons outside of their own household in the 14 days prior to arrival at camp.		
1.3	Any camper or staff member who screens positive for symptoms and/or relevant exposures to COVID-19 is denied entry to camp facilities (or is immediately directed to the isolation area while plans are made to safely leave).		
1.4	Campers/staff who were previously denied entry to camp on arrival are confirmed to have met the criteria outlined in the Ministry of Health's guidance document prior to being allowed to enter camp.		

Notes:

2. Management of Symptomatic Campers or Staff

2	Management of symptomatic campers or staff	Yes	No
2.1	At the designated isolation area, the symptomatic individual is given a medical mask and supervised by a designated staff member(s) until arrangements are made for further assessment and testing, if indicated, and/or the symptomatic individual can be safely sent home.		

2	Management of symptomatic campers or staff	Yes	No
2.2	<p>If a symptomatic individual cannot return home, arrangements are made to provide a suitable isolation space at camp and for the designated staff member looking after them.</p> <p>For staff, off-site isolation arrangements are also considered, if a suitable space at camp is not available.</p>		
2.3	In the isolation area, the designated staff member(s) is separated from the symptomatic individual by physical distancing (i.e., minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass). If this is not possible, the staff member wears a medical mask and eye protection (e.g., goggles, face shield).		
2.4	In the isolation area, doors and windows are kept open (weather, safety, and privacy permitting) to increase ventilation.		
2.5	After each use by a symptomatic individual, the isolation location/area, and other shared spaces used by the individual while symptomatic are thoroughly cleaned and disinfected.		
2.6	If, within 14 days of arrival at camp, a staff or camper is notified that they were in contact with a confirmed case (i.e., the exposure occurred prior to arrival at camp), the individual is taken to the designated isolation area, given a medical mask and supervised by a designated staff member(s) until arrangements are made for them to safely return home for the duration of their quarantine period.		

Notes:

3. Camp-chartered Transportation

3	Camp-chartered transportation	Yes	No
3.1	All campers and staff are screened for symptoms and relevant exposures to COVID-19 prior to boarding for any travel to/from camp.		
3.2	Any camper or staff who screens positive for symptoms and/or relevant exposures to COVID-19 is denied boarding.		

3	Camp-chartered transportation	Yes	No
3.3	Alcohol-based hand rub with a concentration of 60%-90% is made available at the entrance/exit and all campers/staff perform hand hygiene prior to boarding/exiting.		
3.4	All campers and staff wear a mask* (medical or non-medical) at all times, including when boarding and exiting, unless exempt. *Campers and staff in established cohorts (i.e., those who have been together for more than 14 days with no new additions) are not required to be masked unless being transported with a non-established cohort.		
3.5	Ideally, transportation should be used by only one cohort at a time. If this is not feasible and campers and/or staff from more than one cohort are being transported together, members of each cohort are seated together and each cohort remains at least 2 metres apart from one another if feasible.		
3.6	The seating location of each camper and staff is documented for each leg of the trip (i.e., to/from camp) and 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		
3.7	Windows and roof hatches are opened (weather and safety permitting) to increase ventilation.		
3.8	The driver is separated from the campers/staff by physical distancing (i.e., minimum of 2 metres apart) and/or use of a physical barrier (e.g., plexiglass), including during boarding and exiting of campers/staff.		
3.9	If separation by physical distancing or barriers is not possible, the driver wears a mask (medical or non-medical) and eye protection (e.g., face shield, goggles) if this does not pose a safety risk.		
3.10	Frequently touched surfaces (e.g., door/handles, hand rails, seat backs) are cleaned and disinfected between use by each cohort.		

Notes:

4. Camp Entrances/Exits

4	Camp entrances/exits	Yes	No
4.1	Camp arrival (drop-off) and departure (pick-up) dates and/or times are staggered for each cohort.		
4.2	If staggered dates and/or times are not feasible, separate drop-off/pick-up locations are designated for each cohort.		
4.3	Entrance to camp's facilities is restricted to campers, staff, and essential visitors (e.g., vendors, contractors, maintenance staff).		
4.4	If a parent/guardian must enter the camp's facilities, only one per camper is permitted and they are required to wear a mask, maintain physical distancing of at least 2 metres from others, and only go where directed by staff.		
4.5	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of required public health measures (e.g., symptom screening, hand hygiene, mask use, physical distancing) while on camp premises.		
4.6	The names and contact information of each essential visitor that enters the camp's facilities is recorded on a daily basis and kept in a format that can easily and rapidly be shared with public health as needed for a minimum of 30 days.		

Notes:

5. Indoor Spaces (including Accommodations)

5	Indoor spaces	Yes	No
5.1	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of maximum capacity limits for each indoor space.		
5.2	Signage (age-appropriate and in languages representative of campers and staff) is posted advising of required public health measures (e.g., hand hygiene, mask use, physical distancing) in each indoor space.		

5	Indoor spaces	Yes	No
5.3	Alcohol-based hand rub with a concentration of 60%-90% is accessible at the entrances/exits of all indoor spaces.		
5.4	If sharing an indoor space with staff/campers from another cohort, campers wear a well-fitting mask at all times, except when eating/drinking, and unless exempt.		
5.5	If cohorts are not consistently maintained, staff and essential visitors wear a mask (medical or non-medical) at all times when indoors, except when sleeping, eating or drinking, and unless exempt.		
5.6	If staff are unable to consistently remain at least 2 metres distanced from campers not in their own cohort, they also wear eye protection (e.g., goggles, face shield).		
5.7	No indoor staff meetings (or other large gatherings) are planned.		
5.8	Staff breaks are staggered and all available indoor and outdoor spaces are utilized to minimize the number of staff congregating together.		
5.9	If more than one cohort must share an indoor space, each cohort is also able to remain physically distanced (i.e., minimum of 2 metres apart) from one another at all times.		
5.10	Singing and playing of wind instruments indoors is not permitted.		
5.11	Windows are kept open (weather, safety, and privacy permitting) to increase ventilation.		
5.12	Outside doors are kept open (weather, safety, and privacy permitting) to reduce 'touch points' after hand hygiene has been performed.		
5.13	Air from portable fans and/or air conditioners is directed upwards (i.e., it is not blowing at head level/breathing height).		
5.14	Portable fans and/or air conditioners are regularly cleaned and maintained according to manufacturer's directions.		
5.15	If applicable, the heating, ventilation, and air conditioning (HVAC) system is regularly maintained (e.g., by HVAC contractor).		
5.16	Frequently touched surfaces (e.g., doors/handles, tabletops) are cleaned and disinfected at least twice daily and more frequently if needed.		

5	Indoor spaces	Yes	No
5.17	If more than one cohort must share washrooms and/or showers (i.e., dedicated facilities for each cohort are not feasible), their use is scheduled (as much as possible) and staggered throughout the day.		
5.18	Paper towels are available for drying hands and turning off water faucets.		
5.19	No-touch garbage cans are available for disposal of paper towels.		
5.20	Toiletries and other personal belongings (e.g., toothbrush, soap, shampoo) are kept in the individual's designated cohort area not left in the washroom/showers.		
5.21	Washrooms, showers, and change rooms are cleaned and disinfected at least twice daily, in between use by each cohort, and more frequently as needed.		
5.22	Indoor accommodations (e.g., cabins) are shared only by staff and campers from the same cohort.		
5.23	If more than one cohort must share accommodation spaces, staff and campers wear a well-fitting mask at all times when in common areas and remain physically distanced from staff/campers who are not part of their own cohort.		
5.24	The personal belongings of each camper (e.g., sunscreen, bathing suit/towel) are labelled and not shared between campers.		

Notes:

6. Programs and Activities

6	Programs and activities	Yes	No
6.1	Daily activities are staggered by cohort to promote physical distancing. If it is not possible to stagger activities by cohort, each cohort should be physically distanced from one another by at least 2 metres at all times.		
6.2	Outdoor spaces for activities is maximized (weather permitting). If outdoor activities are planned but physical distancing between unestablished cohorts is not possible, campers and staff wear a mask at all times, unless exempt.		
6.3	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.		
6.4	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.		
6.5	If activities involving food preparation are planned, they are limited to one cohort at a time and non-medical masks are worn. Staff and campers perform hand hygiene before and after handling food.		
6.6	Sharing of supplies/equipment (sports equipment, arts and crafts supplies, paddles and lifejackets etc.) is limited. If supplies/equipment must be shared, they are cleaned and disinfected between uses.		

Wilderness Outings

6	Camp activities	Yes	No
6.12	Wilderness outings (e.g., hiking, canoe trips, tent-camping excursions) that take place outside of camp's premises are only planned for established cohorts and ideally do not occur until at least 14 days after the start of camp.		
6.13	Staff or trip leaders (e.g., canoe guides) who are not part of the established cohort are able to remain physically distanced from staff/campers in the cohort as much as possible and have separate sleeping arrangements.		
6.14	Structures used for sleeping arrangements (e.g., tents, cabins) are only shared between members of the established cohort.		

6	Camp activities	Yes	No
6.15	If tents are used, staff and campers perform hand hygiene before setting up/taking down and window/flaps remain open as much as possible to maximize ventilation.		

Notes:

7. Nutrition and Hydration Breaks

7	Nutrition and hydration breaks	Yes	No
7.1	Meals/snacks and hydration breaks for each cohort are scheduled and staggered throughout the day.		
7.2	Meals/snacks and hydration breaks are taken outside (weather permitting).		
7.3	If meals/snacks are taken indoors, staff and campers are reminded to not remove their masks until seated and food/drink has been served.		
7.4	Staff and campers perform hand hygiene before and after removing their masks to eat/drink.		
7.5	Ideally, campers and staff bring a new, clean mask to put on after eating/drinking. If this is not feasible, campers and staff have a safe, dedicated location to store their mask(s) while eating/drinking.		
7.6	When campers and staff have their masks off to eat/drink (or for any other reason), they remain at least 2 metres away from those not in their own cohort.		
7.7	For non-established cohorts (i.e., those who have been together less than 14 days), all food/drink is served by a designated, gloved staff member.		
7.8	Campers are not permitted to use microwaves or other multi-use appliances (e.g., toasters, kettles).		

7	Nutrition and hydration breaks	Yes	No
7.9	Water fountains/dispensers are used only to re-fill individual drink bottles (i.e., not for drinking from directly).		
7.10	All surfaces and shared items are cleaned and disinfected after each meal.		

Notes:

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Additional Notes

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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>

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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

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>

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

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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>

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