

SASAMAT

OUTDOOR CENTRE



Covid-19 Health & Safety Plan

Last updated: March 1, 2022

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1 Introduction

Sasamat Outdoor Centre (SOC) is a children’s summer camp, outdoor education center and community facility rental organization located in Belcarra, BC. SOC is a member of the Association of Neighbourhood Houses of BC, a non-profit charitable organization established in 1894. SOC offers a variety of programs such as day camp, overnight camp, family camps, outdoor education for schools and community groups, and facility rentals for private functions. Located on the beautiful shores of Sasamat Lake, SOC offers programs which center around traditional outdoor camping recreation, including canoeing, kayaking, swimming, low ropes, archery, a high ropes challenge course and hiking amongst others, as well as focus on environmental stewardship and play in the outdoors. SOC has been in operation since 1986 working to enrich lives through learning and playing the outdoors.

The outbreak of COVID-19 has led to operational changes to workplace practices and routines to ensure employee and participant safety. The purpose of the *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* is to complement the *ANHBC Pandemic Influenza Policy and Procedure COVID-19* policy with SOC site and program specific details. The *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* is based on the BC Camps Association COVID-19 Guidelines for both [Day Camps](#) and [Overnight Camps](#), which were written in collaboration with the Office of the Provincial Health Officer (PHO) and the BC Centre for Disease Control (BCCDC). The combination of the two plans offers as a comprehensive workplace safety management plan for staff, participants and affiliated organizations describing how health and safety will be managed in light of COVID-19.

SOC is an accredited member of the BC Camps Association. SOC will continue to adhere to the Accreditation Standards regulated by the BC Camps Association at all times.

1.1. Scope

This policy is designed to provide program specific operating procedures during the COVID-19 pandemic. It includes health and safety procedures for the following programs and services:

- SOC Day Programs
- SOC Overnight Programs
- SOC Day Rentals
- SOC Overnight Rentals

1.2 Infection Prevention and Exposure Control Measures

The intention of the *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* is to evaluate risk and then mitigate risk. Managing the risk of COVID-19 requires multiple layers of protection to be effective. The first and most important step to reduce the risk of COVID-19 transmission at camp is to implement policies to ensure that those who are sick are not entering the camp, and that those who become sick in camp are managed appropriately. At SOC the focus will be on being outdoors, reduced crowding, ventilation of indoor areas, use of masks when necessary, hand hygiene, and cleaning and disinfection of surfaces touched by many people. SOC strongly encourages all eligible participants and staff to be vaccinated at least two weeks prior to the camp session per [BCCDC guidelines](#).

A layered approach to infection prevention and exposure control will be taken to reduce the transmission of COVID-19. When multiple layers of protection are in place, the approach is more

likely to be effective if any one layer of protection fails. Some layers of protection rely on camp policies and practices, while others rely on individual behaviours of participants and staff. When many layers are combined, the risk of COVID-19 is substantially reduced.

General layer principles for safe operations include:

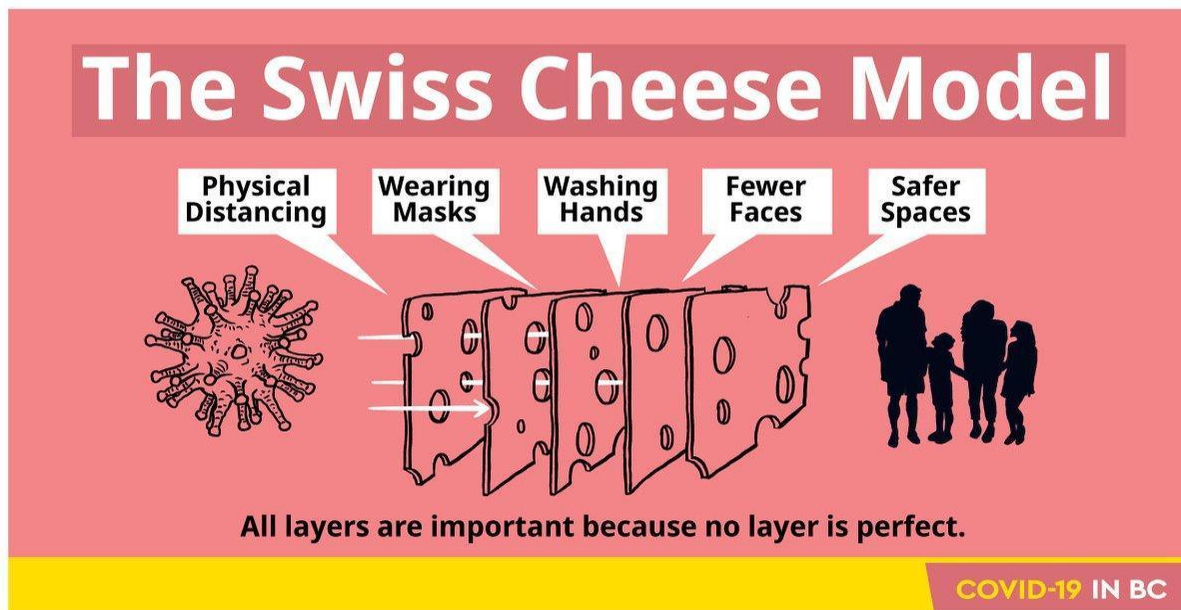
- Strongly encouraging all staff and eligible participants to be vaccinated against COVID-19.
- Spending as much time outdoors as possible.
- Utilizing well ventilated indoor spaces with windows and doors open to allow fresh air circulation only when necessary.
- Frequent hand hygiene.
- Shared equipment among participants is permitted.
- Minimal physical contact between households.

Outdoor Spaces

- No masks required.
- No limits on group size.
- High energy group games and activities are permitted.
- Singing outdoors is allowed.

Indoor Spaces

- Participants and staff have to wear masks in all indoor spaces.
- Masks are also to be worn in vehicles.
- Households can eat together indoors with 2 metre spacing between households.
- No singing indoors.



1.3 Use of the Plan

The *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* will serve as a policy and procedural manual to supplement SOC's existing staff manual. The *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* is a secondary document to the *ANHBC Pandemic Influenza Policy and Procedure COVID-19*, the two are to be used together, as the first outlines SOC program management details, and the later outlines operational and human resource practices. The *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* will be in place until public health

authorities and WorkSafeBC deem it is safe to resume regular operations, this will be communicated by the Executive Director.

Staff will be informed and trained on the *Sasamat Outdoor Centre COVID-19 Health & Safety Plan* and will subsequently be responsible for following and implementing the practices outlined in this plan. This plan will be posted onsite for review and shared with all staff.

1.4 Changes and Updates to the Plan

The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. The *Sasamat Outdoor Centre COVID-19 Health and Safety Plan* will be updated accordingly as the situation evolves and will note the date of last revision on the cover page. Staff will be informed and trained on new changes, and subsequently responsible for implementing changes into practice.

1.5 Additional Guidance

Additional guidance available here:

- BC Centre for Disease Control: [COVID 19 Information](#)
- Government of BC: COVID-19 [Orders, Notices and Guidance](#)
- Government of BC: [BC's Response to COVID-19](#)
- Worksafe BC: [COVID-19 Information and Resources](#)

2 Operations A: Day Programs

Day programs includes day camps and special events. This section encompasses all programs delivered by SOC that have an open public registration process, and take place during the day time.

2.1 Health Screening

- All employees and participants will be subject to health screening prior to entering the site. Screening will include checking for symptoms of influenza, travel outside the country in the last 14 days, if the individual has been in close contact with a someone who has a confirmed case of COVID-19.
- Participants will be screened upon arrival to SOC in person, for repetitive day use programs such a day camp, this will occur daily. In the week leading up to a program, families are asked to monitor for these symptoms as well. *See Appendix A.*
- Employees will complete a health screening check upon arrival to SOC in person, as per the May 2, 2021 Workplace and Post-Secondary Institution Safety Order. *See Appendix B.*
- Any individual who has symptoms of COVID-19 OR a confirmed case of COVID-19 will be refused entry and must self-isolate for a minimum of five days and until all symptoms have resolved. (Someone still experiencing symptoms, however has a negative test result, cannot return to work or program until symptoms have resolved.)

2.2 Gathering Size

- The BCCDC Guidance for Summer Day Camps states the Provincial Health Officer's Order on Gatherings and Events does not apply to camps as long as participants and staff are not all in one area and if they are able to practice physical distancing as much as possible. Large indoor assemblies of staff and participants will not be held.
- SOC will be limiting the number of people using the site. Unauthorized visitors of any kind are prohibited on SOC grounds.

2.3 Participant Households

- Participants are divided into households to reduce the number of close contacts.
- A participant's household is the small group of participants and staff they are with each day and should not be more than 15 people total (e.g. 8-13 participants and 1-2 staff).
- Households reflect their inner circle of contacts for tracing purposes. The composition of households will remain consistent during the camp session.
- Interactions for socializing between different households can occur outdoors.
- If a participant requires a support worker or other additional personal assistance, this person(s) will be included in the household count and that individual must follow all health guidance.
- Multiple household groups can use the same program space at the same time, for an extended period of time (e.g. more than 15 minutes), as long as the space is sufficiently large and well ventilated to support two households using the space independent of one another.

2.4 Physical Distancing

- Physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
- Within participant households in outdoor settings, there will be less emphasis on physical distancing. Outside of participant households or in indoor settings, physical distancing will be observed.

- Programs and activities will be designed to naturally lend themselves to physical distancing.
- In program and during welcome orientation, staff will provide frequent verbal cues and reminders for physical distancing.
- SOC understands children are naturally attracted to one another, especially in moments of play. All efforts will be made to ensure physical distancing is occurring where necessary, however emphasis will be placed on the household model that allows for a more natural state of play.
- Engineering methods or markers or barriers are employed in areas where it will assist with physical distancing including sign in/sign out lines, bathroom areas, the lodge, changerooms, and the outdoor sink areas.
- Appropriate signage will be posted to remind staff and participants of physical distancing guidelines or indicating off limits areas. CDC Signage.

2.5 Arrival and Departure Procedures

- Arrival and departure procedures will occur outdoors in the parking lot, or outdoors at Port Moody Recreation Centre in front of the ice rink entrance and main entrance.
- All participants will be electronically sent the daily screening form each morning and will be required to submit the google form prior to arrival. If participant is a child, a parent will need to sign them in on their behalf.
- Upon arrival participants (or parent, if participant is a child) will be asked to show their confirmation email of the health screening form submission. If an individual or family does not have technology to support this process, paper screening forms will be available at points of sign in.
 - o If a family does not answer “yes” to each screening question, they are not permitted to enter the camp.
 - o One screening form is required per participant, if a family has multiple children registered they will have to complete a form per child.
- Staff will keep a record of sign-in and sign-out of participants, documenting that the daily health check was completed and passed.
- SOC will not be able to offer families a parking spot for the day due space limitations, site maximum number restraints and emergency procedures. Families will need to drop off their participant and then leave the site until pick up time.

2.6 Outdoor Spaces and Indoor Ventilation

- All day meals will take place outdoors to increase safety and reduce risk of transmission. Programs will be primarily outdoors, except in the case of extreme weather (e.g. thunderstorms), in which case indoor spaces may be utilized.
- Multiple participant households will not be permitted to congregate for regular programming in the lodge, Wallace Room or Cedar Room.
- If a program or activity must occur indoors (e.g. extreme weather event) it must be seated, observe physical distancing, windows and doors open where possible, wearing a face mask is required, and must adhere to the maximum occupancy building limit.

2.7 Programs and Activities

- Activities where risk of transmission cannot be mitigated sufficiently enough through program changes, disinfection measures, PPE, or physical distancing will be avoided (i.e. outdoor cook).
- For swimming or water based activities, SOC will adhere to the recommendations put forth by the [Lifesaving BC for pool and waterfront operations](#) for safe lifeguarding to protect

both swimmers and lifeguards. Lifeguards will ensure their own protection from COVID-19 through adaptations to rescue practices, these changes are outlined in Appendix E.

2.8 Food Service

- All food service will adhere to current [PHO Order – Food and Liquor Serving Premises](#), as well as [WorkSafeBC requirements for restaurants, bars and cafes](#).
- Day programs will have the option to purchase a pre-prepared bagged lunch or bring their own lunch, day programs will not include full meal service.
- All persons will practice proper hand hygiene before and after eating.
- Packed lunches will be consumed outdoors, in spaced out areas.
- Food and beverages will not be shared.
- Participants and staff are to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs.
- Refilling stations can be used to refill personal containers. These should not include bathroom sinks or other water sources not typically used for drinking water.
- SOC remains a nut-free site, and parents/guardians must ensure they do not send any nut products with their participant.
- Meals will be eaten in households and households will be spaced out across the site.

2.9 Housing

- Not Applicable.

2.10 Transportation

- Contracted 70 passenger school buses will be provided for applicable day programs to decrease congestion in the public parking lot, the bus will operate with enhanced safety measures.
- Contracted school bus transportation will follow the following safety protocols:
 - o Buses will be cleaned before and after use by the service provider
 - o Bus driver will be required to wear a mask at all times
 - o Buses will be loaded from back to front, and offloaded from front to back
 - o Participants will receive hand sanitizer before getting on the bus
 - o Participants will be spaced out throughout the bus as much as possible
 - o All participants and staff will be required to wear a mask on the bus
 - o All windows will be left open at all times for ventilation
 - o Participants will have assigned seating organized in participant households as much as possible
 - o Loud talking or singing will not be permitted on the bus
- If transportation is required for emergency purposes for participant or staff, a camp van will be used with regular SOC driving policies followed. In addition, the following will be adhered to:
 - o Each individual must wear a mask and windows must remain open.

2.11 First Aid

- Existing personal safety measures practiced in first aid are adequate except for a few modifications:
 - o First aid for should be conducted by the participant's instructor when possible to reduce the need for additional staff members to engage with the participant household.
 - o Maintain physical distance when at all possible.

- The first aid provider must wear an approved mask, gloves and eye protection for all first aid applications. See PPE section.
- The first aid patient, when possible and appropriate, should put on a mask.
- The first aid patient, when possible and appropriate, should be coached to do their own first aid (i.e. put on a band aid).
- If CPR is required, use a pocket mask with a viral filter or a bag-valve-mask with an HME filter to protect the first aider from possible infection. See PPE section.
- Conduct all first aid, as much as possible, outdoors.
- When in the first aid room with a staff member must wear appropriate PPE and open windows and doors (when appropriate) for increased ventilation.
- After using first aid room, disinfect and clean the space.
- *For lifesaving procedures while lifeguarding, refer to Lifesaving BC for pool and waterfront operations.*

2.12 Staff Training and Participant Education

- In addition to the training normally received, staff will receive training on all COVID-19 related policies and procedures.
- SOC will support participants and their guardians by providing information to inform families on all SOC COVID-19 related policies and procedures relevant to them via the registration process, email communication, SOC's website, social media and verbal conversations at sign-in tables.
- SOC will strive to make the participant education as fun and engaging as possible.

2.13 Finding, Tracing, and Managing Outbreaks

- The role of managing outbreaks falls primarily on public health staff, not SOC staff when applicable. SOC will take direction from Fraser Health Authority, the BC Centre for Disease Control and the Provincial Health Officer in the event of an exposure event or confirmed case of COVID-19.
- SOC will maintain clear and concise records of all persons entering the camp property, as well as clear records of program schedules and incidents that occur at camp that can help public health staff accomplish their job.
 - *Staff to defer to ANHBC COVID-19 Internal Contact Tracing Process Document for instruction where applicable, Appendix C. This process will direct SOC response from communications to possible facility closure, in partnership with direction of the Fraser Health Authority.*

2.14 Self-Isolation and Quarantine

- Employees or participants and their immediate household members, who communicate that they tested positive for COVID-19 or are symptomatic of COVID-19 symptoms are not permitted on site.
- For fully vaccinated employees or participants who are symptomatic or tested positive - you must self-isolate for a minimum of 5 days from the onset of their symptoms arising (or from positive test date if asymptomatic) plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- For unvaccinated employees or participants who are symptomatic or tested positive, or from test date if they do not have symptoms - you must self-isolate for a minimum of 10 days from the onset of their symptoms arising plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.

- If a day program participant or employee develops new symptoms while at work or in program, they will need to leave the site as soon as possible. If the individual is a child, parents will be responsible for picking up the child immediately.
 - o While awaiting transport (if applicable), the individual should be isolated from others, with a staff member remaining on the porch with the door open for support or assistance if required. The staff member needs to wear a mask and gloves at all times and the room needs to be thoroughly cleaned and disinfected after departure of individual by staff.

2.15 Record Keeping

- SOC will keep daily records of the following for contact tracing purposes:
 - o The name of participants onsite.
 - o The name of those who drop them off and pick them up.
 - o The whereabouts of all participants and staff during the program (i.e. detailed program schedules and records of any program schedule changes).
 - o The name of any site visitors who enter/exit site (maintenance contractors, etc.)
 - o Daily participant health screening forms.
- All records will be stored for a minimum of four weeks after the completion of the camp, any record that may contain personal health information will be kept confidential and destroyed after the four-week period.
- Record keeping those who develop symptoms of influenza, are exposed to a case of COVID-19, or have a confirmed case of COVID-19, SOC will defer to the *ANHBC COVID-19 Internal Contact Tracing Process (Appendix C)*.

2.16 Hand Hygiene and Respiratory Etiquette

- Everyone will regularly wash hands with soap and water for a minimum of 20 seconds.
 - o Participants and staff after arrival at SOC will wash hands at the start of the day before doing anything else.
 - o Regular hand washing breaks throughout the day will be incorporated into the program in addition to handwashing that occurs after use of the bathroom and before lunch.
 - o Participants and staff will finish their day with handwashing as well, before departure home.
 - o In addition, staff must wash hands after removing gloves, handling garbage, cleaning activities, before and after handling food, after contact with bodily fluids.
- Alcohol-based hand sanitizer containing at least 60% alcohol will be available for use at common areas including in offices for staff and around program areas with less access to handwashing stations.
 - o If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Children regularly forget about proper hand washing. Staff will incorporate handwashing routines into daily program schedules to normalize the activity, as well as role model washing hands properly in a fun and relaxed way. Staff will assist young participants with hand hygiene as needed through verbal cues and fun programs that encourage proper handwashing.
- Cough and sneeze into your elbow or a tissue (throw tissue away immediately). Wash your hands immediately after having a respiratory activity such as coughing or sneezing, or when not possible use hand sanitizer. Staff will teach this to young participants.
- Participants and staff will be reminded to avoid touching their face.

2.17 Personal Protective Equipment (PPE)

- Non-Medical Masks and Face Coverings:
 - o Masks will be required at specific times when the risk of transmission is higher as an extra layer of protection for all staff and participants. These times include:
 - During bus transportation.
 - While indoors in common areas, this includes using the bathroom, collecting a meal from the dining hall or if programming moves to designated indoor spaces during an extreme weather event.
 - When receiving or giving first aid, if appropriate and possible first aid patient will be asked to put on a mask prior to receiving first aid and first aider must always don PPE prior to beginning first aid.
 - When an office-based employee is working in their office with the door open. If an office-based employee is alone in their office with the door closed, the mask can be removed for some reprieve.
 - During a behavior management situation, if staff need to engage in a behavioral management scenario, staff member must don a mask and gloves prior to engagement.
 - o For all other times, participants and staff are encouraged to wear a mask however are not required to wear a mask.
 - o Individuals who cannot wear a mask for medical reasons, or who cannot put on or remove a mask on their own are exempt will not be required to wear one. Some people cannot wear a mask for psychological, behavioural or health conditions. SOC will be respectful of those who cannot wear a mask.
- Gloves
 - o Gloves should be worn for COVID-19 disinfecting and cleaning measures and disposed of after use.
 - o Staff will be trained on proper donning and doffing of PPE such as gloves. *Refer to [WorksafeBC](#) for details.*
- Face Shields
 - o Face shields are not necessary in the camp setting and should not be worn as a replacement for a non-medical mask. A person choosing to wear a face shield should wear a mask in addition to the face shield.
- Emergency First Aid PPE
 - o In the event of a first aid emergency that could be deemed as high risk (i.e. aerosol generating activities such as chest compressions, ventilations, high flow oxygen administration-greater than 5 lpm, suction, abdominal thrusts/back blows), SOC will have the following equipment available for staff trained in the appropriate level of first aid.
 - Respiratory Protection: N95 Mask (non-valve) or Surgical Mask (3-layered).
 - Eye Protection: Where possible face shields or personal protective goggles should be used during high risk first aid scenarios.
 - Body Protection: Long-sleeved water resistant gowns should be used to prevent body contamination.
 - Bag Valve Mask with Viral Filter (e.g. HEPA): for use during ventilations. Viral filters must remain in their original packaging.
 - Pocket Mask with a Viral Filter (e.g. HEPA): viral filters must remain in their original packaging.
 - More information can be found at [WorksafeBC](#).
- SOC will not supply masks for participants, except under unique situations (ex. mask is lost while at SOC). Participants will be required to come with their own mask.
- SOC will supply masks, gloves and all medical supplies for staff.

2.18 Cleaning and Disinfecting

- Regular cleaning of surfaces and objects that are touched by many people is another layer of protection to prevent the transmission of COVID-19.
- Cleaning removes and weakens viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. Cleaning once a day is usually enough to remove any virus on surfaces and help maintain a healthy facility.
- Disinfection should be used when a sick person has been in contact with the surface.
- Cleaners vs. disinfectants. Cleaners break down grease and remove organic material from the surface, they are used separately before disinfectants. Disinfectants have chemicals that kill germs, and are applied to surfaces that have been cleaned, they also have a drug identification number (DIN). SOC approved cleaners and disinfectants include:
 - o Oasis 146 Multiquat Liquid Sanitizer (foodsafe quat sanitizer)
 - o Oasis 499 Disinfectant Cleaner (for bathrooms)
 - o Oasis 259 Glass Force/Glass Cleaner (for glass surfaces)
 - o Oasis 100 Neutral Citrus All Purpose Cleaner (for mopping floors)
- Household bleach dilutions can be used for disinfecting surfaces, abide to the following ratios for different purposes. Only maintenance and janitorial staff training in WHMIS practices are to mix bleach solutions. *Refer to the [Cleaning and Disinfectants for Public Settings Guidelines](#) for additional information.*
 - o 1:100 Household bleach (Sodium hypochlorite 5.25%) to water, 10ml bleach to 990 ml water
 - This ratio is used for disinfecting surfaces (door knobs, hand rails, light switches, etc.)
 - o 1:50 Household bleach (Sodium hypochlorite 5.25%) to water, 20 ml bleach to 990 ml water
 - This ratio is used for disinfection surfaces contaminated with bodily fluids and water like vomit, diarrhea, mucus, or feces. Clean with soap and water first.
- Cleaning protocols:
 - o When cleaning, staff will wear disposable gloves and a face mask.
 - o Staff will wash hands before and after wearing gloves.
 - o Staff will disinfect with a bleach and water concentration, leaving the disinfectant on the surface for 20 seconds or more before wiping clean with a clean paper towel. All paper towels wipes will be disposed of immediately after use.
 - o Staff are to avoid touching their face while cleaning/disinfecting.
 - o Garbage's will be emptied at regular intervals.
- Areas to be cleaned:
 - o Washrooms will be cleaned regularly throughout the day, minimum twice a day.
 - o For Kitchen protocols, *refer to 5 – Kitchen Protocols.*
 - o Common touch surfaces (e.g. door knobs, light switches, table tops) will be cleaned regularly throughout the day, minimum twice a day.
 - o Shared equipment (canoe paddles, kayaks paddles, boats, crafts supplies) will be cleaned daily.
 - o If a difficult to disinfect surface cannot be avoided, appropriate hygiene practices (i.e. handwashing) are enforced.
 - o *Refer to Appendix D for specialty program areas and equipment cleaning protocols (climbing wall, high ropes course, low ropes course, etc.)*
- Staff offices will be cleaned regularly by the occupant of the office.

- Every time a user group leaves an area, it will be cleaned and sanitized along with equipment, to the degree possible, before the next group enters.

3 Operations B: Overnight Programs

Provincial Health Officer Order on Overnight Night Camps for Children and Youth states camps are to align their safety procedures with the BCCA COVID-19 guidelines, and that overnight children and youth camps are permitted to occur. SOC will not be operating traditional youth overnight camps. SOC will be operating Family Camps (which do not fall under the youth overnight camp category) and Youth Leadership Programs that do not use shared accommodations.

Overnight programs include Leadership and Family Camps. This section encompasses all programs delivered by SOC that have an open public registration process, and include an overnight component.

3.1 Health Screening

- All employees and participants will be subject to health screening prior to entering the site. Screening will include checking for symptoms of influenza, travel outside the country in the last 14 days, if the individual has been in close contact with a someone who has a confirmed case of COVID-19.
- Participants will be screened upon arrival to SOC in person, for overnight use programs participants will be asked to closely monitor and report changes to their health that occur during their stay. In the week leading up to a program, families are asked to monitor for these symptoms as well. *See Appendix A.*
- Employees will complete a health screening check upon arrival to SOC in person, as per the May 2, 2021 Workplace and Post-Secondary Institution Safety Order. *See Appendix B.*
- Any individual who has symptoms of COVID-19 OR a confirmed case of COVID-19 will be refused entry and must self-isolate for a minimum of five days and until all symptoms have resolved. (Someone still experiencing symptoms, however has a negative test result, cannot return to work or program until symptoms have resolved.)

3.2 Gathering Size

- The BCCDC Guidance for Summer Day Camps states the Provincial Health Officer's Order on Gatherings and Events does not apply to camps as long as participants and staff are not all in one area and if they are able to practice physical distancing as much as possible. Large indoor assemblies of staff and participants will not be held.
- SOC will be limiting the number of people using the site. Unauthorized visitors of any kind are prohibited on SOC grounds.

3.3 Participant Households

- Participants are divided into households to reduce the number of close contacts.
- A participant's household is the small group of participants and staff they are with each day and should not be more than 15 people total (e.g. 8-13 participant and 1-2 staff).
- Households reflect their inner circle of contacts for tracing purposes. The composition of households will remain consistent during the camp session.
- Interactions for socializing between different households can occur outdoors.
- If a participant requires a support worker or other additional personal assistance, this person(s) will be included in the household count and that individual must follow all health guidance.
- Multiple household groups can use the same program space at the same time, for an extended period of time (e.g. more than 15 minutes), as long as the space is sufficiently large and well ventilated to support two households using the space independent of one another.

3.4 Physical Distancing

- Physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
- Within participant households in outdoor settings, there will be less emphasis on physical distancing. Outside of participant households or in indoor settings, physical distancing will be observed.
- Programs and activities will be designed to naturally lend themselves to physical distancing.
- In program and during welcome orientation, staff will provide frequent verbal cues and reminders for physical distancing.
- SOC understands children are naturally attracted to one another, especially in moments of play. All efforts will be made to ensure physical distancing is occurring where necessary, however emphasis will be placed on the household model that allows for a more natural state of play.
- Engineering methods or markers or barriers are employed in areas where it will assist with physical distancing including sign in/sign out lines, bathroom areas, the lodge, changerooms, and the outdoor sink areas.
- Appropriate signage will be posted to remind staff and participants of physical distancing guidelines or indicating off limits areas. CDC Signage.

3.5 Arrival and Departure Procedures

- Arrival and departure procedures will occur outdoors in the parking lot.
- All participants will be electronically sent the daily screening form at the start of the program and will be required to submit the google form prior to arrival. If participant is a child, a parent will need to sign them in on their behalf.
- Upon arrival participants (or parent, if participant is a child) will be asked to show their confirmation email of the health screening form submission. If an individual or family does not have technology to support this process, paper screening forms will be available at points of sign in.
 - o If a family does not answer “yes” to each screening question, they are not permitted to enter the camp.
 - o One screening form is required per participant, if a family has multiple children registered they will have to complete a form per child.
- Staff will keep a record of sign-in and sign-out of participants, documenting that the daily health check was completed and passed.
- SOC will not be able to offer families a parking spot for the day due space limitations, site maximum number restraints and emergency procedures. Families will need to drop off their participant and then leave the site until pick up time.

3.6 Outdoor Spaces and Indoor Ventilation

- All overnight programs will take place outdoors to increase safety and reduce risk of transmission. Programs will be primarily outdoors, except in the case of extreme weather (e.g. thunderstorms), in which case indoor spaces may be utilized.
- Multiple participant households will not be permitted to congregate in the lodge, Wallace Room or Cedar Room for regular programming.
- If a program or activity must occur indoors (e.g. extreme weather event) it must be seated, observe physical distancing, windows and doors open where possible, wearing a face mask is required, and must adhere to the maximum occupancy building limit.

3.7 Programs and Activities

- Activities where risk of transmission cannot be mitigated sufficiently enough through program changes, disinfection measures, PPE, or physical distancing will be avoided (i.e. outdoor cook).
- For swimming or water based activities, SOC will adhere to the recommendations put forth by the [Lifesaving BC for pool and waterfront operations](#) for safe lifeguarding to protect both swimmers and lifeguards. Lifeguards will ensure their own protection from COVID-19 through adaptations to rescue practices, these changes are outlined in Appendix E.

3.8 Food Service

- All food service will adhere to current [PHO Order – Food and Liquor Serving Premises](#), as well as [WorkSafeBC requirements for restaurants, bars and cafes](#).
- Overnight programs will include full meal service.
- Food will be distributed by a staff-assisted buffet in the dining hall of Helm Lodge with physical distancing measures in place.
- All participants will be ushered through the lodge entrance by the bathrooms to a) wash their hands, and b) collect a meal from the staff-assisted buffet. Participants will then carry their meals on cafeteria trays outdoors to outdoor patio tables, sheltered tent (“the barn”) or covered porch to eat.
- When done, participants will place dishes in dish bins on trolley for kitchen staff to collect, trolley will be placed outdoors in an open area.
- Food distribution will ensure there is no gathering or crowding of participants or staff.
- All persons will practice proper hand hygiene before and after eating.
- Any pre-packed meals will also be consumed outdoors.
- Food and beverages will not be shared.
- Participants and staff are to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs.
- Refilling stations can be used to refill personal containers. These should not include bathroom sinks or other water sources not typically used for drinking water.
- Meals will be eaten in household groups and households will be spaced out across the site.

3.9 Housing

- For participant housing, the following will be applied:
 - o Ventilation will be optimized with windows, fans, and doors
 - o Cabin access will be limited to the campers/camp leaders who reside in that cabin
 - o Mask must be worn by all campers and staff and only removed when in their bed for sleeping
 - o Sleeping accommodation will provide 1-meter physical distance between the heads of individuals, if heads cannot be 1 meter apart, temporary barriers will be installed.
 - o Campers will be arranged head to foot between bunk beds to optimized distancing.
- For staff housing, the following will be applied:
 - o Ventilation will be optimized with windows, fans, and doors
 - o Cabin access will be limited to the staff that reside in that cabin
 - o Masks must be worn by all staff and only removed when in their bed for sleeping
 - o Sleeping accommodation will provide 1-meter physical distance between the heads of individuals, if heads cannot be 1 meter apart, temporary barriers will be installed.
- If one resident of an accommodation room with multiple residents becomes ill, they are to isolate and be sent home immediately (adhere to isolation rules in section 3.14). All residents of that room/cabin are to self-monitor closely afterwards. If an overnight

participant or staff member requires self-isolation due to developing COVID-19 symptoms, the Cedar Room will be reserved as an isolation space to house that individual until transport home can be arranged. *Refer to Finding, Tracing and Managing Outbreaks and Self-Isolation and Quarantine sections.*

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3.10 Transportation

- Contracted 70 passenger school buses will be provided for applicable overnight programs to decrease congestion in the public parking lot, the bus will operate with enhanced safety measures.
- Contracted school bus transportation will follow the following safety protocols:
 - o Buses will be cleaned before and after use by the service provider
 - o Bus driver will be required to wear a mask at all times
 - o Buses will be loaded from back to front, and offloaded from front to back
 - o Participants will receive hand sanitizer before getting on the bus
 - o Participants will be spaced out throughout the bus as much as possible
 - o All participants and staff will be required to wear a mask on the bus
 - o All windows will be left open at all times for ventilation
 - o Participants will have assigned seating organized in participant households as much as possible
 - o Loud talking or singing will not be permitted on the bus
- If transportation is required for emergency purposes for participant or staff, a camp van will be used with regular SOC driving policies followed. In addition, the following will be adhered to:
 - o Each individual must wear a mask and windows must remain open.

3.11 First Aid

- Existing personal safety measures practiced in first aid are adequate except for a few modifications:
 - o First aid for should be conducted by the participant's instructor when possible to reduce the need for additional staff members to engage with the participant household.
 - o Maintain physical distance when at all possible.
 - o The first aid provider must wear an approved mask, gloves and eye protection for all first aid applications. See PPE section.
 - o The first aid patient, when possible and appropriate, should put on a mask.
 - o The first aid patient, when possible and appropriate, should be coached to do their own first aid (i.e. put on a band aid).
 - o If CPR is required, use a pocket mask with a viral filter or a bag-valve-mask with an HME filter to protect the first aider from possible infection. See PPE section.
 - o Conduct all first aid, as much as possible, outdoors.
 - o When in the first aid room with a staff member must wear appropriate PPE and open windows and doors (when appropriate) for increased ventilation.
 - o After using first aid room, disinfect and clean the space.
 - o *For lifesaving procedures while lifeguarding, refer to Lifesaving BC for pool and waterfront operations.*

3.12 Staff Training and Participant Education

- In addition to the training normally received, staff will receive training on all COVID-19 related policies and procedures.
- SOC will support participants and their guardians by providing information to inform families on all SOC COVID-19 related policies and procedures relevant to them via the registration process, email communication, SOC's website, social media and verbal conversations at sign-in tables.
- SOC will strive to make the participant education as fun and engaging as possible.

3.13 Finding, Tracing, and Managing Outbreaks

- The role of managing outbreaks falls primarily on public health staff, not SOC staff when applicable. SOC will take direction from Fraser Health Authority, the BC Centre for Disease Control and the Provincial Health Officer in the event of an exposure event or confirmed case of COVID-19.
- SOC will maintain clear and concise records of all persons entering the camp property, as well as clear records of program schedules and incidents that occur at camp that can help public health staff accomplish their job.
 - o *Staff to defer to ANHBC COVID-19 Internal Contact Tracing Process Document for instruction, Appendix C where applicable. This process will direct SOC response from communications to possible facility closure, in partnership with direction of the Fraser Health Authority.*

3.14 Self-Isolation and Quarantine

- Employees or participants and their immediate household members, who communicate that they tested positive for COVID-19 or are symptomatic of COVID-19 are not permitted on site.
- For fully vaccinated employees or participants who are symptomatic or tested positive - you must self-isolate for a minimum of 5 days from the onset of their symptoms arising (or from positive test date if asymptomatic) plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- For unvaccinated employees or participants who are symptomatic or tested positive, or from test date if they do not have symptoms - you must self-isolate for a minimum of 10 days from the onset of their symptoms arising plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- If an overnight program participant or employee develops new symptoms while at work or in program, they will need to leave the site as soon as possible. If the individual is a child, parents will be responsible for picking up the child immediately.
 - o While awaiting transport (if applicable), the individual should be isolated, with a staff member remaining on the porch with the door open for support or assistance if required. The staff member needs to wear a mask and gloves at all times and the room needs to be thoroughly cleaned and disinfected after departure of individual by staff.
 - o If symptoms develop overnight and transport home is not available or reasonable until morning or a later time, the individual will be isolated in the Cedar Room with supervision.

3.15 Record Keeping

- SOC will keep daily records of the following for contact tracing purposes:
 - o The name of participants onsite.

- The name of those who drop them off and pick them up.
- The whereabouts of all participants and staff during the program (i.e. detailed program schedules and records of any program schedule changes).
- The name of any site visitors who enter/exit site (maintenance contractors, etc.)
- Daily participant health screening forms.
- All records will be stored for a minimum of four weeks after the completion of the camp, any record that may contain personal health information will be kept confidential and destroyed after the four-week period.
- Record keeping those who develop symptoms of influenza, are exposed to a case of COVID-19, or have a confirmed case of COVID-19, SOC will defer to the *ANHBC COVID-19 Internal Contact Tracing Process (Appendix C)*.

3.16 Hand Hygiene and Respiratory Etiquette

- Everyone will regularly wash hands with soap and water for a minimum of 20 seconds.
 - Participants and staff after arrival at SOC will wash hands at the start of the day before doing anything else.
 - Regular hand washing breaks throughout the day will be incorporated into the program in addition to handwashing that occurs after use of the bathroom and before lunch.
 - Participants and staff will finish their day with handwashing as well, before departure home.
 - In addition, staff must wash hands after removing gloves, handling garbage, cleaning activities, before and after handling food, after contact with bodily fluids.
- Alcohol-based hand sanitizer containing at least 60% alcohol will be available for use at common areas including in offices for staff and around program areas with less access to handwashing stations.
 - If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Children regularly forget about proper hand washing. Staff will incorporate handwashing routines into daily program schedules to normalize the activity, as well as role model washing hands properly in a fun and relaxed way. Staff will assist young participant with hand hygiene as needed through verbal cues and fun programs that encourage proper handwashing.
- Cough and sneeze into your elbow or a tissue (throw tissue away immediately). Wash your hands immediately after having a respiratory activity such as coughing or sneezing, or when not possible use hand sanitizer. Staff will teach this to young participants.
- Participants and staff will be reminded to avoid touching their face.

3.17 Personal Protective Equipment (PPE)

- Non-Medical Masks and Face Coverings:
 - Masks will be required at specific times when the risk of transmission is higher as an extra layer of protection for all staff and participants. These times include:
 - During bus transportation.
 - While indoors in common areas, this includes using the bathroom, collecting a meal from the dining hall or if programming moves to designated indoor spaces during an extreme weather event.
 - When receiving or giving first aid, if appropriate and possible first aid patient will be asked to put on a mask prior to receiving first aid and first aider must always don PPE prior to beginning first aid.

- When an office-based employee is working in their office with the door open. If an office-based employee is alone in their office with the door closed, the mask can be removed for some reprieve.
 - During a behavior management situation, if staff need to engage in a behavioral management scenario, staff member must don a mask and gloves prior to engagement.
 - For all other times, participants and staff are encouraged to wear a mask however are not required to wear a mask.
 - Individuals who cannot wear a mask for medical reasons, or who cannot put on or remove a mask on their own are exempt will not be required to wear one. Some people cannot wear a mask for psychological, behavioural or health conditions. SOC will be respectful of those who cannot wear a mask.
- Gloves
 - Gloves should be worn for COVID-19 disinfecting and cleaning measures and disposed of after use.
 - Staff will be trained on proper donning and doffing of PPE such as gloves. *Refer to [WorksafeBC](#) for details.*
- Face Shields
 - Face shields are not necessary in the camp setting and should not be worn as a replacement for a non-medical mask. A person choosing to wear a face shield should wear a mask in addition to the face shield.
- Emergency First Aid PPE
 - In the event of a first aid emergency that could be deemed as high risk (i.e. aerosol generating activities such as chest compressions, ventilations, high flow oxygen administration-greater than 5 lpm, suction, abdominal thrusts/back blows), SOC will have the following equipment available for staff trained in the appropriate level of first aid.
 - Respiratory Protection: N95 Mask (non-valve) or Surgical Mask (3-layered).
 - Eye Protection: Where possible face shields or personal protective goggles should be used during high risk first aid scenarios.
 - Body Protection: Long-sleeved water resistant gowns should be used to prevent body contamination.
 - Bag Valve Mask with Viral Filter (e.g. HEPA): for use during ventilations. Viral filters must remain in their original packaging.
 - Pocket Mask with a Viral Filter (e.g. HEPA): viral filters must remain in their original packaging.
 - More information can be found at [WorksafeBC](#).
- SOC will not supply masks for participants, except under unique situations (ex. mask is lost while at SOC). Participants will be required to come with their own mask.
- SOC will supply masks, gloves and all medical supplies for staff.

3.18 Cleaning and Disinfecting

- Regular cleaning of surfaces and objects that are touched by many people is another layer of protection to prevent the transmission of COVID-19.
- Cleaning removes and weakens viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. Cleaning once a day is usually enough to remove any virus on surfaces and help maintain a healthy facility.
- Disinfection should be used when a sick person has been in contact with the surface.
- Cleaners vs. disinfectants. Cleaners break down grease and remove organic material from the surface, they are used separately before disinfectants. Disinfectants have chemicals that

kill germs, and are applied to surfaces that have been cleaned, they also have a drug identification number (DIN). SOC approved cleaners and disinfectants include:

- Oasis 146 Multiquat Liquid Sanitizer (foodsafe quat sanitizer)
- Oasis 499 Disinfectant Cleaner (for bathrooms)
- Oasis 259 Glass Force/Glass Cleaner (for glass surfaces)
- Oasis 100 Neutral Citrus All Purpose Cleaner (for mopping floors)
- Household bleach dilutions can be used for disinfecting surfaces, abide to the following ratios for different purposes. Only maintenance and janitorial staff training in WHMIS practices are to mix bleach solutions. *Refer to the [Cleaning and Disinfectants for Public Settings Guidelines](#) for additional information.*
 - 1:100 Household bleach (Sodium hypochlorite 5.25%) to water, 10ml bleach to 990 ml water
 - This ratio is used for disinfecting surfaces (door knobs, hand rails, light switches, etc.)
 - 1:50 Household bleach (Sodium hypochlorite 5.25%) to water, 20 ml bleach to 990 ml water
 - This ratio is used for disinfection surfaces contaminated with bodily fluids and water like vomit, diarrhea, mucus, or feces. Clean with soap and water first.
- Cleaning protocols:
 - When cleaning, staff will wear disposable gloves and a face mask.
 - Staff will wash hands before and after wearing gloves.
 - Staff will disinfect with a bleach and water concentration, leaving the disinfectant on the surface for 20 seconds or more before wiping clean with a clean paper towel. All paper towels wipes will be disposed of immediately after use.
 - Staff are to avoid touching their face while cleaning/disinfecting.
 - Garbage's will be emptied at regular intervals.
- Areas to be cleaned:
 - Washrooms will be cleaned regularly throughout the day, minimum twice a day.
 - *For Kitchen protocols, refer to 6 – Kitchen Protocols.*
 - Common touch surfaces (e.g. door knobs, light switches, table tops) will be cleaned regularly throughout the day, minimum twice a day.
 - Shared equipment (canoe paddles, kayaks paddles, boats, crafts supplies) will be cleaned daily.
 - If a difficult to disinfect surface cannot be avoided, appropriate hygiene practices (i.e. handwashing) are enforced.
 - *Refer to Appendix D for specialty program areas and equipment cleaning protocols (climbing wall, high ropes course, low ropes course, etc.)*
- Staff offices will be cleaned regularly by the occupant of the office.
- Every time a user group leaves an area, it will be cleaned and sanitized along with equipment, to the degree possible, before the next group enters.

4 Operations C: Day Rentals

Day rentals includes any day time rental group that has privately booked time at SOC, as opposed to regular SOC programs that have a public registration. Day rentals includes school groups.

4.1 Health Screening

- All employees and participants will be subject to health screening prior to entering the site. Screening will include checking for symptoms of influenza, travel outside the country in the last 14 days, if the individual has been in close contact with a someone who has a confirmed case of COVID-19.
- Group organizers will be responsible for screening their participants upon arrival to SOC, and then asked to closely monitor and report changes to their health that occur during their stay. In the week leading up to an excursion at SOC, participants are asked to monitor for symptoms as well. *See Appendix A.*
- All participants 12 years of age and older must provide proof of vaccination by means of the BC Vaccine Card. The rental group organizer must scan the QR code to verify proof of vaccination and cross reference a government issued piece of personal ID against the name on BC Vaccine Card.
- Employees will complete a health screening check upon arrival to SOC in person, as per the May 2, 2021 Workplace and Post-Secondary Institution Safety Order. *See Appendix B.*
- Any individual who has symptoms of COVID-19 OR a confirmed case of COVID-19 will be refused entry and must self-isolate for a minimum of five days and until all symptoms have resolved. (Someone still experiencing symptoms, however has a negative test result, cannot return to work or program until symptoms have resolved.)

4.2 Gathering Size

- Rental groups will be limited by the restrictions of the [Gathering and Events Order February 16, 2022](#) and are no longer subject the gathering size restrictions.
- School groups are limited to the [Public Health Guidance for K-12 Schools](#), which has a cohorted student model allowing for larger gatherings.
- For rental groups that have booked a space rental with no programming component, a COVID-19 Safety Plan must be submitted and approved by management staff prior to confirmation of the booking outlining how health screening & proof of vaccination, crowding reduction and mandatory masks indoors will be enforced.

4.3 Participant Households

- For day rentals groups that include an SOC facilitated programming component, participants are divided into households to reduce the number of close contacts.
- A participant's household is the small group of participants and staff they are with each day and should not be more than 15 people total (e.g. 8-13 participants and 1-2 staff).
- Households reflect their inner circle of contacts for tracing purposes. The composition of households will remain consistent during the camp session.
- Limited interactions for socializing between different households can occur outdoors.
- If a participant requires a support worker or other additional personal assistance, this person(s) will be included in the household count and that individual must follow all health guidance.
- Multiple household groups can use the same program space at the same time, for an extended period of time (e.g. more than 15 minutes), as long as the space is sufficiently

large and well ventilated to support two households using the space independent of one another.

4.4 Physical Distancing

- Programs and activities will be designed to naturally lend themselves to physical distancing.
- Engineering methods or markers or barriers are employed in areas where it will assist with physical distancing including sign in/sign out lines, bathroom areas, the lodge, changerooms, and the outdoor sink areas.
- Appropriate signage will be posted to remind staff and participants of physical distancing guidelines or indicating off limits areas. [CDC Signage](#).

4.5 Arrival and Departure Procedures

- Rental group lead organizers will be asked to ensure all participants are not displaying any symptoms of COVID-19 through SOC's health screening process, and have provided proof of vaccination with government issued ID.
- SOC reserves the right to ask each participant in a rental group to complete a daily COVID-19 health screening form if it is deemed necessary for a particular group. COVID-19 screening forms will be completed on paper forms for rental group participants.
 - o If a participant does not answer "yes" to each screening question, they are not permitted to enter the camp.
 - o One screening form is required per participant, if a family has multiple children registered they will have to complete a form per child.

4.6 Outdoor Spaces and Indoor Ventilation

- All day rental programs will be encouraged to take place outdoors as much as possible to increase safety and reduce risk of transmission.
- Indoor programming will require face masks and should seek to increase ventilation and decrease crowding at all times.

4.7 Programs and Activities

- Day rentals that include a SOC programming component will adhere to the same programming principles as SOC programs, including:
 - o Activities where risk of transmission cannot be mitigated sufficiently enough through program changes, disinfection measures, PPE, or physical distancing will be avoided (i.e. outdoor cook).
 - o For swimming or water based activities, SOC will adhere to the recommendations put forth by the [Lifesaving BC for pool and waterfront operations](#) for safe lifeguarding to protect both swimmers and lifeguards. Lifeguards will ensure their own protection from COVID-19 through adaptations to rescue practices, these changes are outlined in Appendix E.

4.8 Food Service

- All food service will adhere to current [PHO Order – Food and Liquor Serving Premises](#), as well as [WorkSafeBC requirements for restaurants, bars and cafes](#).
- Day rentals may include full meal service, pre-prepared bagged meals or packed lunches from home.
- Full meal service food will be distributed by a staff-assisted serving window and self-serve buffet in the dining hall of Helm Lodge with physical distancing measures in place.

- All participants will be ushered through the lodge entrance by the bathrooms to a) wash their hands, and b) collect a meal. Participants will be encouraged to reduce crowding and utilize the outdoor covered porch space or sheltered tent (“the barn”) as additional areas to eat.
- When done, participants will place dishes in dish bins on trolley for kitchen staff to collect, trolley will be placed outdoors in an open area.
- All persons will practice proper hand hygiene before and after eating.
- Food and beverages will not be shared.
- Participants and staff are to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs.
- Refilling stations can be used to refill personal containers. These should not include bathroom sinks or other water sources not typically used for drinking water.
- SOC remains a nut-free site, and parents/guardians must ensure they do not send any nut products with their participant.

4.9 Housing

- Not Applicable.

4.10 Transportation

- Group transportation for day rentals will not be provided.
- If transportation is required for emergency purposes for participant or staff, a camp van will be used with regular SOC driving policies followed. In addition, the following will be adhered to:
 - o Each individual must wear a mask and windows must remain open.

4.11 First Aid

- For day rentals in scenarios where SOC staff are responsible for participant safety (during programming), existing personal safety measures practiced in first aid are adequate except for a few modifications:
 - o First aid for should be conducted by the participant’s instructor when possible to reduce the need for additional staff members to engage with the participant household.
 - o Maintain physical distance when at all possible.
 - o The first aid provider must wear an approved mask, gloves and eye protection for all first aid applications. See PPE section.
 - o The first aid patient, when possible and appropriate, should put on a mask.
 - o The first aid patient, when possible and appropriate, should be coached to do their own first aid (i.e. put on a band aid).
 - o If CPR is required, use a pocket mask with a viral filter or a bag-valve-mask with an HME filter to protect the first aider from possible infection. See PPE section.
 - o Conduct all first aid, as much as possible, outdoors.
 - o When in the first aid room with a staff member must wear appropriate PPE and open windows and doors (when appropriate) for increased ventilation.
 - o After using first aid room, disinfect and clean the space.
 - o *For lifesaving procedures while lifeguarding, refer to Lifesaving BC for pool and waterfront operations.*
- For day rentals in scenarios where SOC staff are not responsible for participant safety, rental group leaders are responsible for first aid delivery and will be required to outline who

is the designated first aid attendant and what precautions will be taken to carry out first aid in a pandemic in their COVID-19 safety plan.

4.12 Staff Training and Participant Education

- In addition to the training normally received, staff will receive training on all COVID-19 related policies and procedures.
- SOC will support participants and their guardians by providing information to inform families on all SOC COVID-19 related policies and procedures relevant to them via the registration process, email communication, SOC's website, social media and verbal conversations at sign-in tables.
- SOC will strive to make the participant education as fun and engaging as possible.

4.13 Finding, Tracing, and Managing Outbreaks

- The role of managing outbreaks falls primarily on public health staff, not SOC staff when applicable. SOC will take direction from Fraser Health Authority, the BC Centre for Disease Control and the Provincial Health Officer in the event of an exposure event or confirmed case of COVID-19.
- SOC will maintain clear and concise records of all persons entering the camp property, as well as clear records of program schedules and incidents that occur at camp that can help public health staff accomplish their job.
 - o *Staff to defer to ANHBC COVID-19 Internal Contact Tracing Process Document for instruction, Appendix C where applicable. This process will direct SOC response from communications to possible facility closure, in partnership with direction of the Fraser Health Authority.*

4.14 Self-Isolation and Quarantine

- Employees or participants and their immediate household members, who communicate that they tested positive for COVID-19 or are symptomatic of COVID-19 are not permitted on site.
- For fully vaccinated employees or participants who are symptomatic or tested positive - you must self-isolate for a minimum of 5 days from the onset of their symptoms arising (or from positive test date if asymptomatic) plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- For unvaccinated employees or participants who are symptomatic or tested positive, or from test date if they do not have symptoms - you must self-isolate for a minimum of 10 days from the onset of their symptoms arising plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- If a day rental participant or employee develops new symptoms while at work or in program, they will need to leave the site as soon as possible. If the individual is a child, parents will be responsible for picking up the child immediately.
 - o While awaiting transport (if applicable), the individual should be isolated, with a staff member remaining on the porch with the door open for support or assistance if required. The staff member needs to always wear a mask and gloves and the room needs to be thoroughly cleaned and disinfected after departure of individual by staff.

4.15 Record Keeping

- SOC will keep daily records of the following for contact tracing purposes:
 - o The name of participants onsite.
 - o The name of those who drop them off and pick them up.

- The whereabouts of all participants and staff during the program (i.e. detailed program schedules and records of any program schedule changes).
- The name of any site visitors who enter/exit site (maintenance contractors, etc.)
- Daily participant health screening forms.
- All records will be stored for a minimum of four weeks after the completion of the camp, any record that may contain personal health information will be kept confidential and destroyed after the four-week period.
- Record keeping those who develop symptoms of influenza, are exposed to a case of COVID-19, or have a confirmed case of COVID-19, SOC will defer to the *ANHBC COVID-19 Internal Contact Tracing Process (Appendix C)*.

4.16 Hand Hygiene and Respiratory Etiquette

- Everyone will regularly wash hands with soap and water for a minimum of 20 seconds.
 - Participants and staff after arrival at SOC will wash hands at the start of the day before doing anything else.
 - Regular hand washing breaks throughout the day will be incorporated into the program in addition to handwashing that occurs after use of the bathroom and before lunch.
 - Participants and staff will finish their day with handwashing as well, before departure home.
 - In addition, staff must wash hands after removing gloves, handling garbage, cleaning activities, before and after handling food, after contact with bodily fluids.
- Alcohol-based hand sanitizer containing at least 60% alcohol will be available for use at common areas including in offices for staff and around program areas with less access to handwashing stations.
 - If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Children regularly forget about proper hand washing. Staff will incorporate handwashing routines into daily program schedules to normalize the activity, as well as role model washing hands properly in a fun and relaxed way. Staff will assist young participants with hand hygiene as needed through verbal cues and fun programs that encourage proper handwashing.
- Cough and sneeze into your elbow or a tissue (throw tissue away immediately). Wash your hands immediately after having a respiratory activity such as coughing or sneezing, or when not possible use hand sanitizer. Staff will teach this to young participants.
- Participants and staff will be reminded to avoid touching their face.

4.17 Personal Protective Equipment (PPE)

- Non-Medical Masks and Face Coverings:
 - Masks will be required at specific times when the risk of transmission is higher as an extra layer of protection for all staff and participants. These times include:
 - During bus transportation.
 - While indoors in common areas, this includes using the bathroom, collecting a meal from the dining hall or if programming moves to designated indoor spaces during an extreme weather event.
 - When receiving or giving first aid, if appropriate and possible first aid patient will be asked to put on a mask prior to receiving first aid and first aider must always don PPE prior to beginning first aid.

- When an office-based employee is working in their office with the door open. If an office-based employee is alone in their office with the door closed, the mask can be removed for some reprieve.
 - During a behavior management situation, if staff need to engage in a behavioral management scenario, staff member must don a mask and gloves prior to engagement.
 - For all other times, participants and staff are encouraged to wear a mask however are not required to wear a mask.
 - Individuals who cannot wear a mask for medical reasons, or who cannot put on or remove a mask on their own are exempt will not be required to wear one. Some people cannot wear a mask for psychological, behavioural or health conditions. SOC will be respectful of those who cannot wear a mask.
- Gloves
 - Gloves should be worn for COVID-19 disinfecting and cleaning measures and disposed of after use.
 - Staff will be trained on proper donning and doffing of PPE such as gloves. *Refer to [WorksafeBC](#) for details.*
- Face Shields
 - Face shields are not necessary in the camp setting and should not be worn as a replacement for a non-medical mask. A person choosing to wear a face shield should wear a mask in addition to the face shield.
- Emergency First Aid PPE
 - In the event of a first aid emergency where SOC staff are responsible for responding that could be deemed as high risk (i.e. aerosol generating activities such as chest compressions, ventilations, high flow oxygen administration-greater than 5 lpm, suction, abdominal thrusts/back blows), SOC will have the following equipment available for staff trained in the appropriate level of first aid.
 - Respiratory Protection: N95 Mask (non-valve) or Surgical Mask (3-layered).
 - Eye Protection: Where possible face shields or personal protective goggles should be used during high risk first aid scenarios.
 - Body Protection: Long-sleeved water resistant gowns should be used to prevent body contamination.
 - Bag Valve Mask with Viral Filter (e.g. HEPA): for use during ventilations. Viral filters must remain in their original packaging.
 - Pocket Mask with a Viral Filter (e.g. HEPA): viral filters must remain in their original packaging.
 - More information can be found at [WorksafeBC](#).
- SOC will not supply masks for participants, except under unique situations (ex. mask is lost while at SOC). Participants will be required to come with their own mask.
- SOC will supply masks, gloves and all medical supplies for staff.

4.18 Cleaning and Disinfecting

- Regular cleaning of surfaces and objects that are touched by many people is another layer of protection to prevent the transmission of COVID-19.
- Cleaning removes and weakens viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. Cleaning once a day is usually enough to remove any virus on surfaces and help maintain a healthy facility.
- Disinfection should be used when a sick person has been in contact with the surface.
- Cleaners vs. disinfectants. Cleaners break down grease and remove organic material from the surface, they are used separately before disinfectants. Disinfectants have chemicals that

kill germs, and are applied to surfaces that have been cleaned, they also have a drug identification number (DIN). SOC approved cleaners and disinfectants include:

- Oasis 146 Multiquat Liquid Sanitizer (foodsafe quat sanitizer)
- Oasis 499 Disinfectant Cleaner (for bathrooms)
- Oasis 259 Glass Force/Glass Cleaner (for glass surfaces)
- Oasis 100 Neutral Citrus All Purpose Cleaner (for mopping floors)
- Household bleach dilutions can be used for disinfecting surfaces, abide to the following ratios for different purposes. Only maintenance and janitorial staff training in WHMIS practices are to mix bleach solutions. *Refer to the [Cleaning and Disinfectants for Public Settings Guidelines](#) for additional information.*
 - 1:100 Household bleach (Sodium hypochlorite 5.25%) to water, 10ml bleach to 990 ml water
 - This ratio is used for disinfecting surfaces (door knobs, hand rails, light switches, etc.)
 - 1:50 Household bleach (Sodium hypochlorite 5.25%) to water, 20 ml bleach to 990 ml water
 - This ratio is used for disinfection surfaces contaminated with bodily fluids and water like vomit, diarrhea, mucus, or feces. Clean with soap and water first.
- Cleaning protocols:
 - When cleaning, staff will wear disposable gloves and a face mask.
 - Staff will wash hands before and after wearing gloves.
 - Staff will disinfect with a bleach and water concentration, leaving the disinfectant on the surface for 20 seconds or more before wiping clean with a clean paper towel. All paper towels wipes will be disposed of immediately after use.
 - Staff are to avoid touching their face while cleaning/disinfecting.
 - Garbage's will be emptied at regular intervals.
- Areas to be cleaned:
 - Washrooms will be cleaned regularly throughout the day, minimum twice a day.
 - For Kitchen protocols, *refer to 5 – Kitchen Protocols.*
 - Common touch surfaces (e.g. door knobs, light switches, table tops) will be cleaned regularly throughout the day, minimum twice a day.
 - Shared equipment (canoe paddles, kayaks paddles, boats, crafts supplies) will be cleaned daily.
 - If a difficult to disinfect surface cannot be avoided, appropriate hygiene practices (i.e. handwashing) are enforced.
 - *Refer to Appendix D for specialty program areas and equipment cleaning protocols (climbing wall, high ropes course, low ropes course, etc.)*
- Staff offices will be cleaned regularly by the occupant of the office.
- Every time a user group leaves an area, it will be cleaned and sanitized along with equipment, to the degree possible, before the next group enters.

5 Operations D: Overnight Rentals

Overnight rentals include any overnight rental group that has privately booked time at SOC, as opposed to regular SOC programs that have a public registration. Overnight rentals include school groups.

5.1 Health Screening

- All employees and participants will be subject to health screening prior to entering the site. Screening will include checking for symptoms of influenza, travel outside the country in the last 14 days, if the individual has been in close contact with a someone who has a confirmed case of COVID-19.
- Group organizers will be responsible for screening their participants upon arrival to SOC, and then asked to closely monitor and report changes to their health that occur during their stay. In the week leading up to an excursion at SOC, participants are asked to monitor for symptoms as well. *See Appendix A.*
- All participants 12 years of age and older must provide proof of vaccination by means of the BC Vaccine Card. The rental group organizer must scan the QR code to verify proof of vaccination and cross reference a government issued piece of personal ID against the name on BC Vaccine Card.
- Employees will complete a health screening check upon arrival to SOC in person, as per the May 2, 2021 Workplace and Post-Secondary Institution Safety Order. *See Appendix B.*
- Any individual who has symptoms of COVID-19 OR a confirmed case of COVID-19 will be refused entry and must self-isolate for a minimum of five days and until all symptoms have resolved. (Someone still experiencing symptoms, however has a negative test result, cannot return to work or program until symptoms have resolved.)

5.2 Gathering Size

- Rental groups will be limited by the restrictions of the [Gathering and Events Order February 16, 2022](#) and are no longer subject the gathering size restrictions.
- School groups are limited to the [Public Health Guidance for K-12 Schools](#), which has a co-herded student model allowing for larger gatherings.
- For rental groups that have booked a space rental with no programming component, a COVID-19 Safety Plan must be submitted and approved by management staff prior to confirmation of the booking outlining how health screening & proof of vaccination, crowding reduction and mandatory masks indoors will be enforced.

5.3 Participant Households

- For overnight rentals groups that include an SOC facilitated programming component, participants are divided into households to reduce the number of close contacts.
- A participant's household is the small group of participants and staff they are with each day and should not be more than 15 people total (e.g. 8-13 participants and 1-2 staff).
- Households reflect their inner circle of contacts for tracing purposes. The composition of households will remain consistent during the camp session.
- Interactions for socializing between different households can occur outdoors.
- If a participant requires a support worker or other additional personal assistance, this person(s) will be included in the household count and that individual must follow all health guidance.

- Multiple household groups can use the same program space at the same time, for an extended period of time (e.g. more than 15 minutes), as long as the space is sufficiently large and well ventilated to support two households using the space independent of one another.

5.4 Physical Distancing

- Programs and activities will be designed to naturally lend themselves to physical distancing.
- Engineering methods or markers or barriers are employed in areas where it will assist with physical distancing including sign in/sign out lines, bathroom areas, the lodge, changerooms, and the outdoor sink areas.
- Appropriate signage will be posted to remind staff and participants of physical distancing guidelines or indicating off limits areas. CDC Signage.

5.5 Arrival and Departure Procedures

- Rental group lead organizers will be asked to ensure all participants are not displaying any symptoms of COVID-19 through SOC's health screening process, and have provided proof of vaccination with government issued ID.
- SOC reserves the right to ask each participant in a rental group to complete a daily COVID-19 health screening form if it is deemed necessary for a particular group. COVID-19 screening forms will be completed on paper forms for rental group participants.
 - o If a participant does not answer "yes" to each screening question, they are not permitted to enter the camp.
 - o One screening form is required per participant, if a family has multiple children registered they will have to complete a form per child.

5.6 Outdoor Spaces and Indoor Ventilation

- All day rental programs will be encouraged to take place outdoors as much as possible to increase safety and reduce risk of transmission.
- Indoor programming will require face masks and should seek to increase ventilation and decrease crowding at all times.

5.7 Programs and Activities

- Overnight rentals that include a SOC programming component will adhere to the same programming principles as SOC programs, including:
 - o Activities where risk of transmission cannot be mitigated sufficiently enough through program changes, disinfection measures, PPE, or physical distancing will be avoided (i.e. outdoor cook).
 - o For swimming or water based activities, SOC will adhere to the recommendations put forth by the [Lifesaving BC for pool and waterfront operations](#) for safe lifeguarding to protect both swimmers and lifeguards. Lifeguards will ensure their own protection from COVID-19 through adaptations to rescue practices, these changes are outlined in Appendix E.

5.8 Food Service

- All food service will adhere to current [PHO Order – Food and Liquor Serving Premises](#), as well as [WorkSafeBC requirements for restaurants, bars and cafes](#).
- Overnight rentals may include full meal service, pre-prepared bagged meals or packed lunches from home.

- Full meal service food will be distributed by a staff-assisted serving window and self-serve buffet in the dining hall of Helm Lodge with physical distancing measures in place.
- All participants will be ushered through the lodge entrance by the bathrooms to a) wash their hands, and b) collect a meal. Participants will be encouraged to reduce crowding and utilize the outdoor covered porch space or sheltered tent (“the barn”) as additional areas to eat.
- When done, participants will place dishes in dish bins on trolley for kitchen staff to collect, trolley will be placed outdoors in an open area.
- All persons will practice proper hand hygiene before and after eating.
- Food and beverages will not be shared.
- Participants and staff are to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs.
- Refilling stations can be used to refill personal containers. These should not include bathroom sinks or other water sources not typically used for drinking water.
- SOC remains a nut-free site, and parents/guardians must ensure they do not send any nut products with their participant.

5.9 Housing

- For participant housing, the following will be applied:
 - o Ventilation will be optimized with windows, fans, and doors
 - o Cabin access will be limited to the campers/camp leaders who reside in that cabin
 - o Mask must be worn by all campers and staff and only removed when in their bed for sleeping
 - o Sleeping accommodation will provide 1-meter physical distance between the heads of individuals, if heads cannot be 1 meter apart, temporary barriers will be installed.
 - o Campers will be arranged head to foot between bunk beds to optimized distancing.
- For staff housing, the following will be applied:
 - o Ventilation will be optimized with windows, fans, and doors
 - o Cabin access will be limited to the staff that reside in that cabin
 - o Masks must be worn by all staff and only removed when in their bed for sleeping
 - o Sleeping accommodation will provide 1-meter physical distance between the heads of individuals, if heads cannot be 1 meter apart, temporary barriers will be installed.
- If one resident of an accommodation room with multiple residents becomes ill, they are to isolate and be sent home immediately (adhere to isolation rules in section 3.14). All residents of that room/cabin are to self-monitor closely afterwards. If an overnight participant or staff member requires self-isolation due to developing COVID-19 symptoms, the Cedar Room will be reserved as an isolation space to house that individual until transport home can be arranged. *Refer to Finding, Tracing and Managing Outbreaks and Self-Isolation and Quarantine sections.*

5.10 Transportation

- Group transportation for overnight rentals will not be provided.
- If transportation is required for emergency purposes for participant or staff, a camp van will be used with regular SOC driving policies followed. In addition, the following will be adhered to:
 - o Each individual must wear a mask and windows must remain open.

5.11 First Aid

- For overnight rentals in scenarios where SOC staff are responsible for participant safety (during programming), existing personal safety measures practiced in first aid are adequate except for a few modifications:
 - o First aid for should be conducted by the participant's instructor when possible to reduce the need for additional staff members to engage with the participant household.
 - o Maintain physical distance when at all possible.
 - o The first aid provider must wear an approved mask, gloves and eye protection for all first aid applications. See PPE section.
 - o The first aid patient, when possible and appropriate, should put on a mask.
 - o The first aid patient, when possible and appropriate, should be coached to do their own first aid (i.e. put on a band aid).
 - o If CPR is required, use a pocket mask with a viral filter or a bag-valve-mask with an HME filter to protect the first aider from possible infection. See PPE section.
 - o Conduct all first aid, as much as possible, outdoors.
 - o When in the first aid room with a staff member must wear appropriate PPE and open windows and doors (when appropriate) for increased ventilation.
 - o After using first aid room, disinfect and clean the space.
 - o *For lifesaving procedures while lifeguarding, refer to Lifesaving BC for pool and waterfront operations.*
- For overnight rentals in scenarios where SOC staff are not responsible for participant safety, rental group leaders are responsible for first aid delivery and will be required to outline who is the designated first aid attendant and what precautions will be taken to carry out first aid in a pandemic in their COVID-19 safety plan.

5.12 Staff Training and Participant Education

- In addition to the training normally received, staff will receive training on all COVID-19 related policies and procedures.
- SOC will support participants and their guardians by providing information to inform families on all SOC COVID-19 related policies and procedures relevant to them via the registration process, email communication, SOC's website, social media and verbal conversations at sign-in tables.
- SOC will strive to make the participant education as fun and engaging as possible.

5.13 Finding, Tracing, and Managing Outbreaks

- The role of managing outbreaks falls primarily on public health staff, not SOC staff when applicable. SOC will take direction from Fraser Health Authority, the BC Centre for Disease Control and the Provincial Health Officer in the event of an exposure event or confirmed case of COVID-19.
- SOC will maintain clear and concise records of all persons entering the camp property, as well as clear records of program schedules and incidents that occur at camp that can help public health staff accomplish their job.
 - o *Staff to defer to ANHBC COVID-19 Internal Contact Tracing Process Document for instruction, Appendix C where applicable. This process will direct SOC response from communications to possible facility closure, in partnership with direction of the Fraser Health Authority.*

5.14 Self-Isolation and Quarantine

- Employees or participants and their immediate household members, who communicate that they tested positive for COVID-19 or are symptomatic of COVID-19 are not permitted on site.
- For fully vaccinated employees or participants who are symptomatic or tested positive - you must self-isolate for a minimum of 5 days from the onset of their symptoms arising (or from positive test date if asymptomatic) plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- For unvaccinated employees or participants who are symptomatic or tested positive, or from test date if they do not have symptoms - you must self-isolate for a minimum of 10 days from the onset of their symptoms arising plus 24 hours from last fever. Children from same family should return at the same time, not one at a time.
- If an overnight rental participant or employee develops new symptoms while at work or in program, they will need to leave the site as soon as possible. If the individual is a child, parents will be responsible for picking up the child immediately.
 - o While awaiting transport (if applicable), the individual should be isolated, with a staff member remaining on the porch with the door open for support or assistance if required. The staff member needs to wear a mask and gloves at all times and the room needs to be thoroughly cleaned and disinfected after departure of individual by staff.

5.15 Record Keeping

- SOC will keep daily records of the following for contact tracing purposes:
 - o The name of participants onsite.
 - o The name of those who drop them off and pick them up.
 - o The whereabouts of all participants and staff during the program (i.e. detailed program schedules and records of any program schedule changes).
 - o The name of any site visitors who enter/exit site (maintenance contractors, etc.)
 - o Daily participant health screening forms.
- All records will be stored for a minimum of four weeks after the completion of the camp, any record that may contain personal health information will be kept confidential and destroyed after the four-week period.
- Record keeping those who develop symptoms of influenza, are exposed to a case of COVID-19, or have a confirmed case of COVID-19, SOC will defer to the *ANHBC COVID-19 Internal Contact Tracing Process (Appendix C)*.

5.16 Hand Hygiene and Respiratory Etiquette

- Everyone will regularly wash hands with soap and water for a minimum of 20 seconds.
 - o Participants and staff after arrival at SOC will wash hands at the start of the day before doing anything else.
 - o Regular hand washing breaks throughout the day will be incorporated into the program in addition to handwashing that occurs after use of the bathroom and before lunch.
 - o Participants and staff will finish their day with handwashing as well, before departure home.
 - o In addition, staff must wash hands after removing gloves, handling garbage, cleaning activities, before and after handling food, after contact with bodily fluids.
- Alcohol-based hand sanitizer containing at least 60% alcohol will be available for use at common areas including in offices for staff and around program areas with less access to handwashing stations.

- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Children regularly forget about proper hand washing. Staff will incorporate handwashing routines into daily program schedules to normalize the activity, as well as role model washing hands properly in a fun and relaxed way. Staff will assist young participants with hand hygiene as needed through verbal cues and fun programs that encourage proper handwashing.
- Cough and sneeze into your elbow or a tissue (throw tissue away immediately). Wash your hands immediately after having a respiratory activity such as coughing or sneezing, or when not possible use hand sanitizer. Staff will teach this to young participants.
- Participants and staff will be reminded to avoid touching their face.

5.17 Personal Protective Equipment (PPE)

- Non-Medical Masks and Face Coverings:
 - Masks will be required at specific times when the risk of transmission is higher as an extra layer of protection for all staff and participants. These times include:
 - During bus transportation.
 - While indoors in common areas, this includes using the bathroom, collecting a meal from the dining hall or if programming moves to designated indoor spaces during an extreme weather event.
 - When receiving or giving first aid, if appropriate and possible first aid patient will be asked to put on a mask prior to receiving first aid and first aider must always don PPE prior to beginning first aid.
 - When an office-based employee is working in their office with the door open. If an office-based employee is alone in their office with the door closed, the mask can be removed for some reprieve.
 - During a behavior management situation, if staff need to engage in a behavioral management scenario, staff member must don a mask and gloves prior to engagement.
 - For all other times, participants and staff are encouraged to wear a mask however are not required to wear a mask.
 - Individuals who cannot wear a mask for medical reasons, or who cannot put on or remove a mask on their own are exempt will not be required to wear one. Some people cannot wear a mask for psychological, behavioural or health conditions. SOC will be respectful of those who cannot wear a mask.
- Gloves
 - Gloves should be worn for COVID-19 disinfecting and cleaning measures and disposed of after use.
 - Staff will be trained on proper donning and doffing of PPE such as gloves. *Refer to WorksafeBC for details.*
- Face Shields
 - Face shields are not necessary in the camp setting and should not be worn as a replacement for a non-medical mask. A person choosing to wear a face shield should wear a mask in addition to the face shield.
- Emergency First Aid PPE
 - In the event of a first aid emergency where SOC staff are responsible for responding that could be deemed as high risk (i.e. aerosol generating activities such as chest compressions, ventilations, high flow oxygen administration-greater than 5 lpm, suction, abdominal thrusts/back blows), SOC will have the following equipment available for staff trained in the appropriate level of first aid.

- Respiratory Protection: N95 Mask (non-valve) or Surgical Mask (3-layered).
- Eye Protection: Where possible face shields or personal protective goggles should be used during high risk first aid scenarios.
- Body Protection: Long-sleeved water resistant gowns should be used to prevent body contamination.
- Bag Valve Mask with Viral Filter (e.g. HEPA): for use during ventilations. Viral filters must remain in their original packaging.
- Pocket Mask with a Viral Filter (e.g. HEPA): viral filters must remain in their original packaging.
- More information can be found at [WorksafeBC](#).
- SOC will not supply masks for participants, except under unique situations (ex. mask is lost while at SOC). Participants will be required to come with their own mask.
- SOC will supply masks, gloves and all medical supplies for staff.

5.18 Cleaning and Disinfecting

- Regular cleaning of surfaces and objects that are touched by many people is another layer of protection to prevent the transmission of COVID-19.
- Cleaning removes and weakens viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. Cleaning once a day is usually enough to remove any virus on surfaces and help maintain a healthy facility.
- Disinfection should be used when a sick person has been in contact with the surface.
- Cleaners vs. disinfectants. Cleaners break down grease and remove organic material from the surface, they are used separately before disinfectants. Disinfectants have chemicals that kill germs, and are applied to surfaces that have been cleaned, they also have a drug identification number (DIN). SOC approved cleaners and disinfectants include:
 - Oasis 146 Multiquat Liquid Sanitizer (foodsafes quat sanitizer)
 - Oasis 499 Disinfectant Cleaner (for bathrooms)
 - Oasis 259 Glass Force/Glass Cleaner (for glass surfaces)
 - Oasis 100 Neutral Citrus All Purpose Cleaner (for mopping floors)
- Household bleach dilutions can be used for disinfecting surfaces, abide to the following ratios for different purposes. Only maintenance and janitorial staff training in WHMIS practices are to mix bleach solutions. *Refer to the [Cleaning and Disinfectants for Public Settings Guidelines](#) for additional information.*
 - 1:100 Household bleach (Sodium hypochlorite 5.25%) to water, 10ml bleach to 990 ml water
 - This ratio is used for disinfecting surfaces (door knobs, hand rails, light switches, etc.)
 - 1:50 Household bleach (Sodium hypochlorite 5.25%) to water, 20 ml bleach to 990 ml water
 - This ratio is used for disinfection surfaces contaminated with bodily fluids and water like vomit, diarrhea, mucus, or feces. Clean with soap and water first.
- Cleaning protocols:
 - When cleaning, staff will wear disposable gloves and a face mask.
 - Staff will wash hands before and after wearing gloves.
 - Staff will disinfect with a bleach and water concentration, leaving the disinfectant on the surface for 20 seconds or more before wiping clean with a clean paper towel. All paper towels wipes will be disposed of immediately after use.
 - Staff are to avoid touching their face while cleaning/disinfecting.
 - Garbage's will be emptied at regular intervals.
- Areas to be cleaned:

- Washrooms will be cleaned regularly throughout the day, minimum twice a day.
- For Kitchen protocols, *refer to 5 – Kitchen Protocols*.
- Common touch surfaces (e.g. door knobs, light switches, table tops) will be cleaned regularly throughout the day, minimum twice a day.
- Shared equipment (canoe paddles, kayaks paddles, boats, crafts supplies) will be cleaned daily.
- If a difficult to disinfect surface cannot be avoided, appropriate hygiene practices (i.e. handwashing) are enforced.
- *Refer to Appendix D for specialty program areas and equipment cleaning protocols (climbing wall, high ropes course, low ropes course, etc.)*
- Staff offices will be cleaned regularly by the occupant of the office.
- Every time a user group leaves an area, it will be cleaned and sanitized along with equipment, to the degree possible, before the next group enters.

6 Kitchen Protocols

Some programs will require food service from SOC's kitchen. These protocols are to be followed during the COVID-19 pandemic, in addition to regular food safety protocols. All food service will adhere to current [PHO Order – Food and Liquor Serving Premises](#), as well as [WorkSafeBC requirements for restaurants, bars and cafes](#).

6.1 Staffing Procedures

- Where possible, the kitchen will limit the number of staff in the kitchen to two staff per shift to avoid overcrowding in the small space.
- Only kitchen staff will be permitted in the kitchen and shroom food storage areas.

6.2 Kitchen Protocols

- Staff are to change into a clean apron and face mask upon arrival to their shift before entering the lodge.
- Handwashing
 - o Upon entering the kitchen, staff will immediately wash their hands for a minimum of 30 seconds.
 - o Staff must also wash their hands at regular and frequent intervals for the duration of their shift.
 - o Proper handwashing signage will be posted above kitchen sinks.
- Cleaning and Disinfecting
 - o The kitchen will thoroughly cleaned, mopped, and disinfected daily, and as needed throughout the day in addition to the end of day clean.
 - o A log will be signed off on recording daily cleaning and disinfecting.
- Each shift, staff will have their designated set of kitchen tools (knives, spoons, hand tools, etc.) to reduce common touch areas. If utensils or tools are shared, they must be washed between use. Best practice is also to replace kitchen tools regularly throughout the shift for clean ones.
- Food deliveries are to be taken to the back porch where boxes can be staged for being put away, food delivery staff are not to enter the lodge or kitchen.
- Kitchen staff will follow the “flow of traffic” guidelines for moving around the kitchen to avoid creating points of congestion.
- All kitchen staff will complete a minimum of 20-hour training program to prepare for working in a COVID-19 environment safely.

6.3 Food Serving Protocols

- Self-serve food areas (buffet, juice bar, water, coffee and tea, etc.) are permitted.
 - o All meal participants will be required to wash their hands prior to entering the dining hall. In addition to handwashing, hand sanitizer will be available to use directly prior to touching shared serving utensils.
 - o Markers will be utilized on the floor to help encourage physical distancing and flow of traffick at buffet stations.
- Staff assisted buffets will be utilized at the kitchen window, kitchen staff will serve participants who will verbally point out which food they would like from a 2 meter distance.
- Utensils will be pre-wrapped in a napkin and laid out to be easily picked up by a guest.
- Sauces, and other table top items will be available upon request and thoroughly cleaned and disinfected post use. Where possible, single use options will be utilized.

- Guests will collect all meal items and carry to a dining hall table or outdoors to a picnic table to consume. Cafeteria trays will be provided to ease transport of food.
- Dish trays trolleys will be placed outdoors, where guests can place used dishes in after finishing their meal.

Appendix A – Daily Participant Screening Form

Daily Health Check – Screening Questionnaire

1.	Do you, or has anyone in your immediate household, have any of the following symptoms?	Circle one	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Muscle Aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis	YES	NO
2.	Have you or has anyone in your immediate household, <i>in the past 24 hrs</i> been administered any medications (acetaminophen, ibuprofen, homeopathic, etc.) to treat any of the symptoms listed above?	YES	NO
3.	Have you or has anyone in your immediate household, travelled outside of Canada in the last 14 days?	YES	NO
4.	Have you or has anyone in your immediate household had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with cough and/or fever?	YES	NO
5.	Have you or has anyone in your immediate household been in contact in the last 14 days with someone who is suspected, tested or confirmed positive for COVID-19?	YES	NO

If you have answered “**Yes**” to any of these questions, **ENTRY IS NOT PERMITTED.**

If you have answered “**No**” to all the questions, wash your hands upon entry, and wash your hands again before you leave.

Our goal is to minimize the risk of infection to all participants, guests and staff. Thank you for your diligence and cooperation.

Appendix B – ANHBC Internal Contact Tracing Process

[ANHBC Internal Contact Tracing Process Document](#)

Appendix C – Sasamat Outdoor Centre Capacity Limits

Indoor spaces are reduced by 50% due to current Gathering and Events Order (December 22/2021)

Building/Space	Maximum Occupancy	Total Per Category	Total Per Site
Dining Hall	45	45	
Wallace Room	10	10	
Cedar Room	10	10	
Cabins (per building)	6	42	
Cottages (per building)	10	40	
Yurts	10	20	102 (overnight)
Boys Change Room	8	10	
Girls Change Room (per room)	5	10	
Arts & Craft Compound	10	10	
Side Porch	20	20	
Barn	30	30	247 (total)
Indoor Bathrooms	2	4	
Outdoor Bathrooms	2	4	

Appendix D – Cleaning Protocols for Specialty Program Areas and Equipment

Purpose: To add additional resource, instruction, and procedures to already existing activities that will minimize and manage the risk of potential Covid-19 transmissions during activity.

Scope:

1. Cleaning and Disinfection Protocols
2. Climbing Wall and High Ropes Course Facilitation
3. Low Ropes and Initiatives Facilitation

1. Cleaning and Disinfection Protocols

Chemical cleaners or cleaning basins with chemical residues may cause damage to plastics and textiles. The cleaning products tested and recommended are natural or neutral PH soap and water or specific climbing cleaning products.

General Cleaning Practices: There are two protocols for cleaning climbing gear and PPE,

- Protocol One: Quarantine equipment for 72 hours
- Protocol Two: Neutral/ mild PH soaps or rope specific soaps may be used with warm water in a designated cleaning bin. A designated cleaning bin or Tupperware should only be used for cleaning climbing gear to avoid potential chemical residues from other cleaners that may prematurely degrade the equipment.

Ropes: Should be hand “agitated” to be cleaned or with the use of a rope cleaning brush. Once water is significantly discoloured or rope has been thoroughly cleaned, empty contaminated water. Refill with luke-warm only and repeat process until the water no longer discolours and there is no left-over soap residue. Ropes should be cleaned at least twice a season. For example, twice during spring, summer and fall. Or as needed depending on usage or inspection.

Harnesses: Should be hand “agitated” to be cleaned or with the use of a rope cleaning brush. Once water is significantly discoloured or rope has been thoroughly cleaned, empty contaminated water. Refill with luke-warm only and repeat process until the water no longer discolours and there is no left-over soap residue. Should be cleaned/ disinfected after each school or rental group usage using the Rope and harness cleaning protocols.

Carabiners: Carabiners and ATC’s may be cleaned using warm water and neutral PH soap in a designated cleaning bin.

Helmets: Helmets may be cleaned using warm water and neutral PH soap in a designated cleaning bin. Helmets should be cleaned at the end of each day before being returned to the ropes room.

2. Climbing Wall and High Ropes Course Facilitation

The safety principles that will be applied to the climbing wall and high ropes course to ensure COVID-19 safety will include masks being worn at all times by participants and facilitators, hands being washed by all participant and facilitator hands before and after the program, and regular hand

sanitizing throughout the activity as needed. Note: it is important that hand sanitizer has been well absorbed into skin and dry before using any climbing equipment.

Program Set Up:

1. Staff to wash hands using soap and water.
2. Wearing a mask, gather and lay out the appropriate amount of needed gear for the activity. Gear should be either laid out neatly on high ropes benches or on top of a tarp at the climbing wall. If it is raining, an extra tarp may be used to cover the gear to help keep it drier.
3. Using the “sport pylons” facilitators will make a circle for the group around the gear tarp. The pylons should be placed so that each participant and facilitator(s) have a place in the circle that is 2 meters apart from their neighbour.
4. Put on staff gear before the start of the activity. Staff gear will not be shared with any participant group.

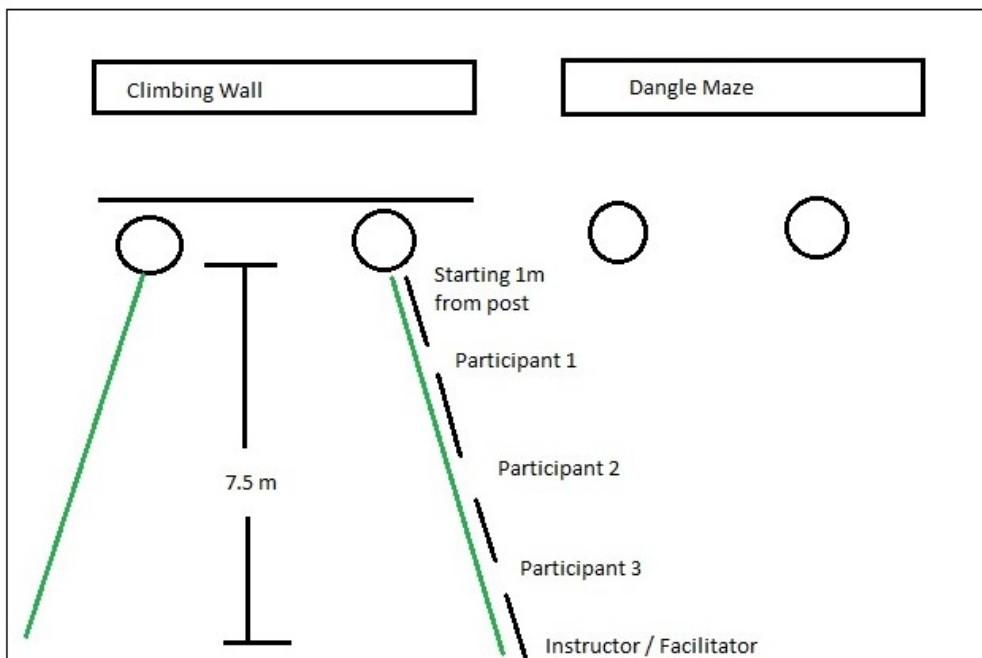
Participant Set Up:

1. Have the participants wash their hands using soap and water.
2. Make sure your group is wearing masks before heading down to high ropes or the climbing wall.
3. Have the group stand at one of the pylons in the gear circle.
4. Explain and demonstrate how to properly put on harnesses and helmets.
5. Have participants one at a time come into the circle and grab a harness and helmet. Once they return to their pylon the next participant may grab their gear.
6. Try to verbally assist as best as possible for participants who are having trouble.
7. For any hands-on help, facilitators will use gloves to assist. When assisting in the wearing of safety equipment, facilitators are encouraged to do so from either side of the participant. Not from in front or behind.

Program Facilitation:

1. Have the group make an appropriately distanced semi-circle so that they may be able to see your demonstration of belay practice. Or use the sports pylons to create appropriately distanced spaces for your group that are two meters apart.
2. Belay instruction will operate the same as before in all aspects with the exception of:
 - a. Participants belaying will be spaced out 2 meters apart from each other. This means that only two – three participants will be able to belay with the facilitator(s) at the end of the rope.
 - b. At climbing wall belay ropes may need to be angled away from each other, coming from the JRD posts, to maintain a two-meter distance from side-to-side. Alternatively, if both climbing wall and dangle maze are in use, every other JRD post may be used.

Climbing Wall Example:



3. Participants will rotate through the activity in three capacities: On deck, Belay, climbing.
 - a. On deck: Participant is waiting for their turn to belay
 - b. Belay: participant is on Belay starting at the back of rope with sanitized hands.
 - c. Climbing: Participant 1 moves onto become the climber.

Program Wrap Up:

1. At the end of the activity helmets and gear will be returned to the tarp in reverse order from original set up.
2. Participants will then go to wash their hands using soap and water.
3. At the end of the day all participant and staff equipment will be cleaned as specified in *Cleaning and Disinfection Protocols*.

3. Low Ropes and Initiatives Facilitation

The safety principles that will be applied to the low ropes and initiatives areas to ensure COVID-19 safety will include masks being worn at all times by participants and facilitators, hands being washed by all participant and facilitator hands before and after the program, and regular hand sanitizing throughout the activity as needed.

Low ropes will be limited to specific elements until further notice to help mitigate the potential of COVID-19 transmission during activities. The *Rope Swing*, the *Climb Over* and the *Tire Swings* will be the only elements used.

Program Set Up:

1. Wash hands using soap and water
2. Wearing a mask, gather all required program materials and safety gear if needed, such as helmets.
3. If using helmets, facilitators will use the “sport pylons” to make a circle for the group around the gear tarp. The pylons should be placed so that each participant and facilitator(s) have a place in the circle that is 2 meters apart from their neighbour.

4. Put on staff gear before the start of the activity. Staff gear will not be shared with any participant group.

Participant Set Up:

1. Have the group first wash their hands using soap and water
2. Make sure your group is wearing masks before heading down low ropes or initiatives.
3. Have the group stand at one of the pylons in the gear circle if you are using helmets or communal materials.
4. Explain and demonstrate how to properly put on helmets or communal materials.
5. Use the “sport pylons” at each element or during each initiative to help appropriately space the group during explanations, activities, or wait times.

Program Facilitation, Rope Swing:

1. The rope swing may be used by participants if they are wearing a mask, helmet, and have sanitized their hands.
2. Only one participant may swing at a time, making sure that the landing platform is clear with the exception of the SOC facilitator nearby in case of needed assistance.

Program Facilitation, Climb Over:

1. The climb over element may be used by participants if they are wearing masks, helmet, and have sanitized their hands.
2. Only one participant may climb over at a time, with all other participants appropriately spaced waiting for their turn.

Program Facilitation, Tire Swings:

1. Participants will be required to wear a mask, helmet, and sanitize their hands before use. There must always be at least one empty tire between each participant.
2. All waiting participants must form an appropriately spaced line. After participants complete the element, they will either reform their 2m spaced line for a second turn or wait for the next activity.

Program Wrap Up:

1. At the end of the activity helmets and communal equipment will be returned to the tarp in reverse order from original set up.
2. Participants will then go to wash their hands using soap and water.
3. At the end of the day all participant and staff equipment as well as initiatives materials will be cleaned as specified in “Recommended cleaning/ disinfecting routine”.

Resources for Covid-19 Risk Management

Petzl: <https://www.petzl.com/INT/en/Sport/News/2020-5-29/Recommendations-for-disinfecting-your-personal-protective-equipment>

Challenges unlimited: <https://challengesunlimited.com/covid19/?v=e4b09f3f8402>

Challenge works: <https://docs.google.com/document/d/1WChrP-p3NRfwNHxTrswHy3-elt4JDHC5f1Lvj7HjuI/edit>

ACCT: <https://www.acctinfo.org/general/custom.asp?page=coronavirus>

Edelrid: https://drive.google.com/file/d/1rMJSjVPAiksPV9fMC3V6F_zX1sTb1APe/view

Appendix E – Daily Staff Screening Form

Staff Daily Health Check Questions for BC Public Service Workplaces

So comply with the Public Health Officer's [orders](#) of November 7, 2020, all staff entering a workplace within the Vancouver Coastal or Fraser Health Region must confirm they have completed a health check and if they answer yes to any of the following questions prior to entering the workplace. Based on the Public Health Officer's orders, daily health checks are only to be completed by staff, not clients or the public. Some of these questions may sound personal but they are important to help ensure the health and safety of everyone in the workplace. No personally identifiable information is recorded. Responses are not tied to individuals.

1. Are you experiencing any of the following new onset symptoms?

Fever	Fatigue
New or worsening cough	Muscle aches
Stuffy or runny nose	Loss of appetite
Sore throat/painful swallowing	Chills
Difficulty	Headache
Diarrhea	Loss of sense of smell
Nausea and/or vomiting	

Yes No

2. Have you traveled outside of Canada, including the United States, within the last 14 days?

Yes No

3. Have you been in close contact with someone who has a confirmed COVID-19 diagnosis within the last 14 days?

Yes No

4. Have you been told to self-isolate in accordance with Public Health directives?

Yes No

If an employee answers YES to any question (including having just one symptom in question 1) or refuses to answer, they have not passed the health check and cannot enter the workplace. Advise the employee they must return home and seek medical advice or use the COVID-19 BC Support App and Symptom Self- Assessment Tool. The employee should contact their supervisor about work from home or leave options and next steps.

If an employee refuses to answer any of the questions, remind the employee we are asking these questions because of an [order](#) by the Provincial Health Officer, which is the same as a law. If the employee continues to refuse to answer the questions, they must not enter the workplace and must return home. Ver. Nov. 10, 2021

