

	Sherbrooke Lake Camp 2022 COVID 19 Operational Policies	
	Date Approved:	13-June-2022
	Date Effective:	13-Jun-2022
	Date for Next Review:	Fall 2021
Revisions to these policies must be approved by Camp Council. Please document and send any suggestions for changes to Camp Council for consideration.		

2022 Season COVID Operating Policies (Supersede Existing)

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2022.1 Overview

The operation of Sherbrooke Lake Camp and conduct of all staff, campers, and visitors are significantly impacted by the COVID-19 pandemic. The intent of these policies is to reduce the probability of spreading COVID-19 by adhering to the framework provided by the [“CANSPEI COVID-19 Health and Safety Recommendations - Overnight Camps”](#), and complying with all applicable government orders, guidelines and regulations. [“CANSPEI COVID-19 Health and Safety Recommendations - Overnight Camps”](#) is a best practice guideline and Nova Scotia’s [COVID-19: Protect Yourself and Others](#) guide is a minimum practice guideline. Sherbrooke Lake Camp values the safety of campers, staff and volunteers and therefore uses both sets of guidelines in practice to facilitate a comfortable, safe camping experience.

These policies reflect the orders, regulations, and guidelines applicable at the time of approval and shall be updated as required to maintain compliance as the situation evolves. **These policies shall supersede and take precedence over other existing policies for the operation of Sherbrooke Lake Camp.**

In the event of updated stricter government orders the Operational Director or designate has the authority to immediately implement those orders.

2022.2 Management Team Responsibility

In the context of the provincial COVID-19 situation, the Management Team shall be responsible for the following under leadership of the Operational Director:

- Establishing and documenting procedures and rules implementing these policies; this includes but is not limited to daily employee health screening, pre-camp camper and parent/guardian screening, and on-site contact tracing requirements for camps
- Ensure staff and volunteers have access to the appropriate personal protective equipment (PPE), cleaning supplies and training required for their role at camp.
- Communication of these policies and the associated rules and procedures to staff, volunteers, families and campers;
- Monitoring applicable government orders, regulations, and guidelines; consult and/or report to public health as required
- Adapting rules and procedures based on the government guidelines and ensuring ongoing compliance with government orders and regulations;
- Making emergency interim changes to operations and procedures based on published, official government orders and regulations;
- Advising Camp Council when associated policy changes are required or appropriate;
- Leading staff and campers in ensuring the requirements for safe camping are followed;
- Advising Camp Council of any suspected and/or confirmed cases and related operational changes.

2022.3 Communications and Training

The following items must be clearly communicated to all staff, campers, volunteers, and other visitors/users in writing (forms/signage) with appropriate verbal reinforcement:

- Current government orders, regulations and guidance.

- Sherbrooke Lake Camp rules and procedures based on these policies.
- Symptom information based on the current provincial guidance.
- Sanitation information including best practices and specific Sherbrooke Lake Camp rules.
- Liability Exclusion - Sherbrooke Lake Camp is not responsible or liable for accidents, incidents that may take place on premise or not. Anyone entering Sherbrooke Lake Camp premises does so at their own risk. Sherbrooke Lake Camp, its servants, agents, board members, employees and its landlords are not responsible for any damages or injuries received on the premises.
- Privacy Exclusion– Sherbrooke Lake Camp may share the name and contact information of anyone who enters camp property with an applicable government authority if requested in support of a COVID-19 contact tracing investigation.
- The revised camper & staff contracts which reflect these policies.

2022.4 Staffing Policies

- All staff and volunteers must receive training on these policies and the associated rules and procedures. It is the responsibility of the staff and volunteers to seek clarification or guidance as required to obtain competency.
- Any staff member or volunteer who screens at-risk for having or being in contact with anyone who has COVID-19 while at camp must isolate themselves and advise the Summer Director or designate immediately.
 - Refer to Section 2022.6 for additional required actions
- All staff and volunteers are responsible for following enhanced sanitation and social distancing rules, procedures and guidelines. They are expected to remind others of the rules and set an example for campers and visitors.
- Staff are required to follow current provincial guidelines during their time off & report to Public Health as required for contact tracing.
- If any staff member or volunteer feels that conditions are unsafe, they must talk to the Summer Director or designate immediately
- Asymptomatic testing prior to arrival at camp is encouraged.

2022.5 Camp Access and Operations

- Traditional overnight camps held during the summer of 2022 will be held based on Provincial guidelines and within the CANSPEI COVID-19 Health and Safety Recommendations - Overnight Camps. For further clarity the following restrictions apply:
 - Statement 1: COVID19 Vaccinations are not mandatory for campers in 2022 but highly encouraged. Each camp is able to set their own guidelines regarding COVID-19 Vaccinations.
 - At Sherbrooke Lake, Vaccinations are not mandatory but are inquired about. It is not mandatory that records be submitted. Campers, staff and volunteers are not required to have vaccinations however they are encouraged. No one will experience discrimination based on their Vaccination status and all are protected by Policy Group 2: Equity, Discrimination and Inclusion
 - Statement 2: Rapid testing the morning prior to camp is encouraged for campers, staff and volunteers.

- o Statement 3: Symptoms and screening tools are recommended to be used 24h prior to the beginning of the session for campers, staff and volunteers. Campers, staff and volunteers with symptoms, even with negative tests, should NOT be on site. Records of this are recommended for retention.
 - All camp staff will be required to complete a screening tool weekly prior to attending camp. This will be documented and kept on file per policy.
- o Statement 4: During periods of high volume contact, such as drop off and pick up, it is recommended that staff and volunteers wear masks. Parents/guardians will be asked to wear masks during the registration process. Additionally, encouraging each camper family/guardian group to limit drop off to one (1) adult.
 - At Sherbrooke Lake Camp, staff involved with the registration process will mask during this time. Parents/guardians who are visiting for registration/camper drop off/ camper pick up will be encouraged to mask at this time.
 - Sherbrooke Lake Camp will be encouraging the drop off/pick up party to limit themselves to one (1) adult. We recognize this isn't always possible, however it's encouraged when possible.
 - During Junior level camps, one (1) parent/guardian is allowed to enter the cabin with the camper to support them in setting up their bunk upon drop off. We will ask parents/guardians to mask during this.
 - During Intermediate and Senior level camps, campers will go into their cabins independently - parents/guardians are not permitted to go in the cabins unless there is permission from the Operational Director or designate.
- o Statement 5: If symptoms of COVID19 arise in a camper during a camp session, the most responsible healthcare provider on site should immediately don a mask, have the individual don a mask, isolate the individual(s), follow provincial guidelines for testing, and collaborate with the Summer Camp Director or designate to contact the affected camper's family/guardians for pick up and Public Health guidance. If symptoms of COVID19 arise in a staff/volunteer during a camp session, the most responsible healthcare provider on site should immediately isolate the individual(s), follow provincial guidelines for testing, and collaborate with the Summer Camp Director to perform testing. Public Health should be contacted.
- o Statement 6: When possible, activities are recommended to be done outside or in a well-ventilated area.
- o Statement 7: High-contact surface areas must be cleaned and sanitized at least once a day. This should be recorded and retained in camp records.
 - At Sherbrooke Lake Camp, there will be designated individuals to sanitize these areas at least once a day. Records will be obtained and retained. Additionally, cabins and cabin areas will be cleaned at the end of each session and the records of such will be obtained and retained.
- o Statement 8: Hand Hygiene products and guidelines are mandatory to be available to campers, staff and volunteers during the duration of the camp session.
 - Hand Hygiene products and guidelines will be present throughout Sherbrooke Lake Camp near latrines, the dining hall, recreation areas and the waterfront.

Alternative Summer 2022 Plans

1. Campers and families will be permitted to use the camp for day and overnight bookings.
2. Overnight cabin booking policies:
 - o Camp families, alumni and churches should be given priority, not to the general public
 - o No person who will be under mandatory quarantine is permitted to book.
 - o Only families who live in the same home or are a bubble family be permitted to rent space.
 - o Anyone wishing to use a cabin/area can only do so for no more than three consecutive nights and the person booking must be 21 years of age or older.
 - o Maximum of 10 people per cabin, groups must comply with provincial guidelines (family/bubble)
 - o All members of the overnight cabin booking must acknowledge and abide by the camper code of conduct and any additional rule indicated by the Summer Director
3. General Camp access: applicable to all staff, overnight booking guests, day pass guests, visitors, contractors, delivery personnel, etc.
 - o Everyone arriving at camp must be screened for COVID-19
 - o Access to camp will be denied to any person who screens at-risk for having or being in contact with anyone who has COVID-19
 - o Names and contact information shall be recorded to facilitate contact tracing as required
 - o All people arriving at camp must complete a COVID-19 screening online tool or in writing
 - o No person/people/family will be permitted entry to the camp without a cabin booking or day pass reservation.
 - o Contractors, delivery personnel, off duty staff, Camp Council Members, volunteers, and church personnel must schedule visits in advance with the Summer Director or designate. Access should be limited to essential visits only.
 - o Procedures and rules shall be implemented to ensure current provincial safe distancing guidelines are followed.
 - Specific rules will be communicated by the Operational Director and may be modified as required.
 - o Kitchen and food preparation services will be provided for Staff, volunteers, and campers based on the guidelines approved by the Province.
 - o The washstands, sinks and water will be available for scheduled guest and visitor use.
 - o Enhanced Sanitation procedures and rules shall be implemented to ensure current provincial guidelines are followed.
 - o Specific rules will be communicated by the Summer Director and may be modified as required.

2022.6 Potential, Suspected and Confirmed Cases of COVID-19

- It is the responsibility of parent(s)/guardian(s) alert the Summer Director of any COVID exposure encountered by the child 14 days leading up to their camping session. COVID-19 testing requirements must be followed by parent(s)/guardian(s). If a child requires a test while they are at camp, per provincial guidelines, then their parent(s)/guardian(s) are responsible for organizing that and the management of that with and at the discretion of the Summer Director.
- Any person at camp exhibiting symptoms or otherwise suspected to potentially have COVID-19 must:
 - Self-isolate immediately, wear a mask, and limit all contacts. Any staff or volunteer who must continue being in contact with this individual must wear a disposable mask at all times and practice hand hygiene as required.
 - Inform the Summer Director or designate and the most responsible healthcare provider.
 - Evaluate symptoms based on provincial guidance and 811 service support
 - Staff may provide support as appropriate
 - If still in doubt consider COVID-19 to be suspected
 - If COVID-19 is no longer suspected, precautionary monitoring for symptoms should continue.
 - If COVID-19 is still suspected arrange for safe departure from camp as soon as possible
 - Seek medical advice/attention and a COVID-19 test if medically advised
 - Inform Summer Director of any test result as soon as possible
- The Summer Director or designate shall inform all staff and volunteers present at camp of any potential or suspected case as soon as possible while respecting individual privacy.
 - Providing information is the priority and should not be delayed pending any operational decisions (which may require the advice of public health authorities)
 - Pending any camp operational changes, individuals and families are responsible for making their own decisions in response and those decisions should be respected by staff and volunteers
 - Everyone present at camp shall be kept informed of any changes to camp operations as a result of a potential or suspected case.
 - Operational Director or designate to advise Camp Council
- The Summer Director shall ensure that camper parents are informed with timing and information dissemination determined in coordination with public health authorities.
- The Summer Director or designate shall follow-up on any suspected cases
 - Follow-up with individuals to determine test results if possible.
 - Contact public health to advise of any confirmed cases
 - Support public health and take action as requested.
 - Operational Director or Designate to advise Camp Council
 - The Camp Council Chairperson will inform the Regional Office of the United Church of Canada.
- Any person recently at camp who tests positive for COVID-19 is requested to inform the Summer Director or designate immediately.
 - Summer Director or designate to contact public health and take action as requested.
 - Operational Director or Designate to advise Camp Council

- Any contact tracing investigation by an appropriate public authority shall be supported to the extent possible while respecting privacy legislation.
 - Any action requested by public authorities as a result should be respected.
 - Private contact tracing investigations will not be supported and shall be referred to public authorities to ensure compliance with privacy laws

2022.6.1 Exposure and Outbreak Management

If an exposure of COVID-19 were to occur at Sherbrooke Lake Camp, the Summer Director and Camp Council stakeholders would consult Public Health on the best practice of further action and await instruction to proceed.

If an outbreak were to impact a weekly camp, 3.9.1 Precautionary Camp Evacuation may be practiced in consultation with Public Health and Camp Council stakeholders. The Summer Director will communicate with Public Health at this time regarding reopening plans following outbreak management.

2022. 2 Attached Annexes

Printed copies of the following documents as they exist on the web on the date this policy is effective are included as annexes.

- (A) CANSPEI COVID-19 Health and Safety Recommendations - Overnight Camps
- (B) CANSPEI COVID-19 Health and Safety Recommendations - Overnight Camps
- (C) Nova Scotia's COVID-19: Protect Yourself and Others guide