

# GUIDANCE FOR DAY CAMPS

## Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support operators of day camps in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, attendees and the general public). Day camps include short-term programs that provide care and education to children of all ages. The guidance provided outlines public health and infection prevention and control measures, specific to day camps.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found at: <https://www.alberta.ca/covid-19-information.aspx>

Overnight camps are prohibited.

## COVID-19 Risk Mitigation

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| <b>Before Re-Opening</b> | <ul style="list-style-type: none"><li>• During Alberta’s relaunch, it is expected that operators will make modifications to their services and settings to reduce the risk of transmission of COVID-19. To the extent possible, operators should follow the guidance in this document.<ul style="list-style-type: none"><li>○ This information is not intended to exempt employers from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.</li></ul></li><li>• Many buildings that have been unoccupied for some time have had reduced or no water flow through the plumbing system during the pandemic, leading to the stagnation of water in the pipes. Prior to re-opening, each site needs to ensure fresh water replaces the stagnant water in the water lines. See <a href="#">Guidance for Flushing Water Systems</a></li></ul> |
| <b>General Guidance</b>  | <ul style="list-style-type: none"><li>• Groups should operate in cohorts of 50 people or fewer. This includes both all day camp staff, volunteers and attendees.<ul style="list-style-type: none"><li>○ A cohort is defined as a group of attendees and staff members assigned to them who stay together throughout the day.</li></ul></li></ul>  |

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- The cohort should remain the same each time the group meets.
- If a staff member works with more than one cohort (i.e. multiple classes of 50 people), they should wear a mask at all times.
- Cohorts cannot mix with other cohorts or be in the same room/space at the same time.
- Day camps should encourage and facilitate families of attendees staying up to date with developments related to COVID-19.
- Day camps should notify families of attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.
  - COVID-19 signage should be posted in highly visible locations:
    - “Help prevent the spread” posters are [available](#).
    - When possible, provide necessary information in languages that are preferred by attendees.
- All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.
- Anyone with symptoms of COVID-19, with a history of international travel in the last 14 days, or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.
- Operators should develop a plan to provide isolation for an attendee if needed.
- To support public health contact tracing efforts in the event that an attendee tests positive, day camp operators should keep daily records of anyone entering the day camp who stays for 15 minutes or longer (e.g. staff working each day, children, etc.).
  - Day camps must obtain a parent or guardian consent (for children under 18) and notify parents or guardians about the purpose and legal authority for the collection.
  - Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.
  - Information should also be collected for day camp staff, workers, volunteers on shift, and other visitors who stay for 15 minutes or longer, with their informed consent.
  - Records should only be kept for 2 weeks. A day camp must make reasonable security arrangements to protect the personal information.
  - Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual, or parent or guardian provides their consent.
  - For more information, the Office of the Information and Privacy Commissioner has released [Pandemic FAQ: Customer Lists](#) about

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|                                    | <p>collecting personal information from customers during the COVID-19 pandemic.</p> <ul style="list-style-type: none"><li>○ For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a></li></ul>   |
| <b>Screening and Response Plan</b> | <p>Staff members, parents or guardians and children <b>must not attend</b> the day camp program if they are sick, even if symptoms resemble a mild cold.</p> <ul style="list-style-type: none"><li>• Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.</li></ul> <p>Operators should:</p> <ul style="list-style-type: none"><li>• Post <a href="#">signs</a> that instruct those who may have been exposed to COVID-19 to not enter.</li><li>• Ask parents and guardians to check the temperatures of their children daily before coming to the program. Parents and guardians should be reminded of this requirement when children are first registered for the program and through visible signage at entrances and drop off areas.</li><li>• Instruct staff to conduct active symptom screening of each child every day with the parent or guardian as they drop off their children:<ul style="list-style-type: none"><li>○ Operators may choose to use daily checklist found in the <a href="#">COVID-19 General Relaunch Guidance</a> document or the Alberta Health Services <a href="#">COVID-19 Self-Assessment tool</a>.</li></ul></li><li>• Consider implementing active screening of staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.</li></ul> <p>A rapid response plan sets out a fast-action plan for operators when an attendee shows symptoms or tests positive for COVID-19. Operators should develop a rapid response plan for their day camp:</p> <ul style="list-style-type: none"><li>• If a child develops symptoms while at the program, the child should be isolated away from other children and the parent or guardian should be notified to come and pick up the child immediately. If a separate space is not available, the child needs to be kept at least 2 metres away from other children.</li><li>• If a child requires close contact and care, staff can continue to care for the child until the parent or guardian is able to pick them up. Staff should wear a mask during all interactions with the child and should avoid contact with the child's respiratory secretions.</li><li>• Staff should wash their hands with soap and water for 20 seconds or alcohol-based hand sanitizer with a minimum of 60% alcohol before donning a mask and before and after removing the mask (as per <a href="#">mask guidance</a>), and before and after touching any items used by the child.</li></ul> |

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|   | <ul style="list-style-type: none"> <li>• If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home.</li> <li>• All items used by individual while isolated should be cleaned and disinfected as soon as the child has been picked up. Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours.</li> <li>• Parents and guardians should be familiar with and follow the operator’s rapid response plan if an attendee starts feeling symptoms while at day camp.</li> </ul> <p>Any program connected to a confirmed or probable case of COVID-19 will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health.</p>  |
| <p><b>Physical Distancing</b></p>         | <ul style="list-style-type: none"> <li>• Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pickups and drop-offs, mealtimes, playtime, outdoor activities, staff rooms, etc.             <ul style="list-style-type: none"> <li>○ More than one program can be offered per building as long as separation between programs is maintained (separate entrances/exits, washrooms) and all health requirements are followed.</li> <li>○ Where possible, physical distancing practices should occur.</li> </ul> </li> <li>• Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves.</li> <li>• Plan for physically distant activities such as shadow tag and avoid activities that require clustering around a particular item or small area.</li> <li>• Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 10 metres between groups.</li> </ul>                                      |
| <p><b>Cleaning &amp; Disinfecting</b></p> | <p>Operators should:</p> <ul style="list-style-type: none"> <li>• Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, and public washrooms.</li> <li>• Clean and disinfect frequently touched objects and surfaces as per AHS’ <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> <li>• Frequently clean and disinfect high-touch/shared surfaces such as:             <ul style="list-style-type: none"> <li>○ Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.</li> <li>○ Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.</li> <li>○ Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment.</li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Limit hours of operations to enable frequent cleaning.</li> <li>• Ensure disposable towels and spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.</li> </ul>  |
| <p><b>Hand Hygiene &amp; Respiratory Etiquette</b></p> | <p>Operators should promote and facilitate frequent and proper hand hygiene for all day camp attendees. Operators should consider the following:</p> <ul style="list-style-type: none"> <li>• Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).             <ul style="list-style-type: none"> <li>○ Ensure there are stations available to maintain hand hygiene.</li> <li>○ It is strongly encouraged that operators provide a means to sanitize hands at points of entry and locations throughout the site where attendees are known to handle objects.</li> <li>○ Dispensers should not be in locations that can be accessed by young children as alcohol-based hand sanitizer is not generally recommended for use by young children.</li> <li>○ Hand washing with soap and water is required if the attendee has visibly dirty hands.</li> <li>○ The AHS <a href="#">Hand hygiene education webpage</a> has more information, posters and videos about hand hygiene.</li> </ul> </li> <li>• Operators should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin) is followed.</li> <li>• The use of highly visible posters that remind attendees to practice respiratory etiquette and hand hygiene is strongly encouraged (e.g., entrances, washrooms and staff rooms).             <ul style="list-style-type: none"> <li>○ Posters are available <a href="#">here</a>.</li> </ul> </li> </ul> |
| <p><b>Use of Shared Spaces</b></p>                     | <ul style="list-style-type: none"> <li>• If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort.</li> <li>• Only one cohort at a time may use the same outdoor play space. Follow physical distancing practices when possible. Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.</li> <li>• The program should establish a plan to prevent mingling of cohorts in washrooms and to minimize the number of shared surfaces in washrooms.</li> <li>• Programs that utilize a space that has other user groups (e.g. programs in museums, community centres, etc.) must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space. A cleaning log must be posted and used to track cleaning.</li> </ul>   |

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| <p><b>Shared Items, Goods, &amp; Equipment</b><br/>Includes:</p> <ul style="list-style-type: none"> <li>• Common objects</li> <li>• Shared objects</li> <li>• Toys</li> <li>• Books</li> <li>• Sports equipment</li> </ul> | <p>All items that will be shared between more than one person (from different households) should be appropriately cleaned and disinfected between each use.</p> <ul style="list-style-type: none"> <li>• Shared items that <b>have not</b> come into contact with someone who is known to be infected with COVID-19 should adhere to the following guidance:             <ul style="list-style-type: none"> <li>○ Wash hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer with a minimum of 60% alcohol before and after handling a shared item.</li> <li>○ Hard-surfaced items, or items which can be laundered should be cleaned and disinfected. Refer to AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> <li>○ Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours.</li> </ul> </li> <li>• All shared items that <b>have</b> come into contact with someone who is known to be infected with COVID-19 should adhere to the following guidance, even when being shared amongst members of the same household:             <ul style="list-style-type: none"> <li>○ All items should be handled using gloves and a non-medical mask or face covering. Wash hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer with at least 60% alcohol:                 <ul style="list-style-type: none"> <li>▪ Before putting on gloves and non-medical face mask.</li> <li>▪ Immediately after removing gloves and non-medical face mask.</li> </ul> </li> <li>○ Consider if disposing of the item is appropriate.</li> <li>○ Hard-surfaced items should be cleaned and disinfected. Refer to AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> </ul> </li> <li>• Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of seven (7) days.</li> </ul> |
| <p><b>Staff and Volunteers</b></p>   | <p>Operators should ensure staff and volunteers:</p> <ul style="list-style-type: none"> <li>• Are trained on physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and any updated policies or procedures related to preventing transmission of COVID-19.</li> <li>• Have access to hand sanitizer or hand washing stations, as required.</li> <li>• Are permitted to wear non-medical face masks if preferred, even if a mask is not necessary for the work they are performing. Guidance is available online.</li> <li>• Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of workers in one place at a given time.</li> <li>• Designate lockers and storage spaces to individual staff.</li> <li>• Encourage staff to launder uniforms between shifts as appropriate.</li> <li>• Continue to follow existing occupational health and safety (OHS) requirements.</li> </ul>   |



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|  | <p>OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.</p>   |
| <p><b>Drop Off and Pick Up Procedures</b></p>  | <ul style="list-style-type: none"> <li>• Programs must develop procedures for drop off and pick up that support physical distancing and separate cohorts to the greatest extent possible. Possible strategies include separate cohort entrances, having one designated parent or guardian pick up and drop off each child, staggering entry, or limiting the numbers of people in entry areas.</li> <li>• There should be no non-essential visitors at the program. Parents or guardians are able to attend the program when needed, but should minimize time spent there.</li> <li>• Day camp operators and staff should use telephone or video conferencing when possible to meet with staff and parents and guardians.</li> <li>• Parents and guardians who are picking up children from more than one cohort at the centre should not be allowed to intermingle with children in the cohorts.</li> <li>• Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed in all entrances to the program area in for use by staff, parents doing pick-ups/drop-offs, and other essential visitors.</li> <li>• Signs should be posted reminding persons not to enter if they are sick (even if symptoms resemble a mild cold).</li> </ul> |
| <p><b>Program Planning</b></p>   | <ul style="list-style-type: none"> <li>• To help plan activities, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed.             <ul style="list-style-type: none"> <li>○ Does the activity violate a public health order?</li> <li>○ Does the activity involve shared surfaces or objects frequently touched by hands?</li> <li>○ Can an activity be modified to increase opportunities for physical distancing?</li> </ul> </li> <li>• Controls should be instituted to ensure physical distancing between all attendees as much as possible. This could include:             <ul style="list-style-type: none"> <li>○ Posting signs, using barriers and marking floors.</li> <li>○ Removing or reorganizing seating.</li> </ul> </li> <li>• To align with physical distancing requirements, field trips and activities requiring group transportation are prohibited.</li> <li>• Stagger lunch/snack breaks to promote physical distancing among participants.</li> </ul>   |
| <p><b>Entertainment &amp; Performances</b><br/> <i>Includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Singing</i></li> <li>• <i>Dancing</i></li> <li>• <i>Activities</i></li> <li>• <i>Games</i></li> </ul> | <p>COVID-19 can be transmitted through saliva or respiratory droplets while singing, or when performing live music, drama or dance in close proximity. As such, these activities should be considered to be higher-risk and either postponed or carefully managed with appropriate physical distancing.</p> <ul style="list-style-type: none"> <li>• Singing by attendees is discouraged. Consider soloist music as an alternative to musical groups or bands.</li> </ul>  |

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|             | <ul style="list-style-type: none"><li>• Performances that include singing –soloists or in small groups –should take the following precautions:<ul style="list-style-type: none"><li>○ Keep singers completely separate from the audience and each other by livestreaming individuals singing separately.</li><li>○ Limit the number of people singing in the same place to the fewest possible.</li><li>○ Have people sing facing away from others or otherwise creating separation using an acrylic barrier such as Plexiglas.</li></ul></li><li>• If group singing, music, or performances are required for personal, cultural, or spiritual reasons, also consider:<ul style="list-style-type: none"><li>○ Use pre-prepared audio or video recordings.</li><li>○ Live stream individuals from safe, separate locations singing or performing.</li><li>○ Where appropriate, attendees can be encouraged to hum along to instrumental, remote, or recorded performances.</li><li>○ Have singers wear face masks while singing.</li></ul></li><li>• Dancing should maintain physical distancing between attendees from different households.<ul style="list-style-type: none"><li>○ Use chalk lines on sidewalks, spray paint on grass, and tape on flooring to mark spaces for attendees.</li><li>○ Consider types of dancing, such as lines dances, which allow people to remain far apart.</li><li>○ If attendees are unable to maintain physical distancing while dancing, non-medical face masks should be worn. <a href="#">Guidance for wearing masks</a> is available.</li></ul></li><li>• Games and other interactive activities should only occur if there are no shared items required. Consider games and activities where participants can maintain physical distance as much as possible.</li></ul> |
| <b>Food</b> | <ul style="list-style-type: none"><li>• Operators should follow the <a href="#">COVID-19 General Relaunch Guidance</a> document and are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements.</li><li>• No activities involving child participation in food preparation are allowed.</li><li>• Where possible, children should practice physical distancing while eating.</li><li>• Food and beverages should not be served potluck or family-style.</li><li>• If food must be handed out, designate an individual to hand out the food. The person handing out food should follow good hand hygiene practices.<ul style="list-style-type: none"><li>○ Utensils should be used to serve food items (not fingers).</li></ul></li><li>• Servers and food handlers should wear a non-medical face masks, in addition to typical food handling practices outlined in the <a href="#">Food Retail and Foodservices Code</a>.</li><li>• Do not pre-set tables with plates, napkins, glasses, utensils and cutlery.</li><li>• Use disposable napkins, plates, glasses, utensils and cutlery, if possible.</li></ul>   |



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- There should be no shared containers or dispensers for food, beverages or condiments that are accessible by attendees. All items directly accessible by attendees should be single serve (e.g. ketchup packets). Alternatively, have workers provide shared items upon request and immediately sanitize after use.
  - All food contact surfaces, reusable food equipment, reusable food containers and utensils should be cleaned and sanitized in accordance with practices outlined in the [Food Retail and Foodservices Code](#).
  - Frequency of cleaning and sanitization of non-food contact surfaces should be increased from standard practice.
  - Day camp attendees may bring their own food and beverages. Food brought from home should be stored with the child's belongings or, if refrigeration is required, should be kept in an area designated for the child's cohort and should not be handled by other cohorts' staff.
  - Food and beverages should not be shared between households. Ensure participants label personal belongings.
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