

YMCA Camp Glenburn COVID-19 2021 Operational Plan for Summer Camping

Last Revised Date: June 27th, 2021

Implementation Date: June 27th, 2021

Introduction

As the Government of New Brunswick continues its plan of COVID-19 recovery, YMCA Camp Glenburn has developed the following operational plan for the 2021 season. We are committed to an experience that maintains the integrity of our outdoor camp programming, while adjusting our practices to meet the recommendations and requirements that have been set out by Public Health. As we plan and implement the following procedures - a safe environment for all participants remains our top priority.

Our overall strategy has been developed in reference to the Government of New Brunswick's [COVID-19 Guidance for Early Learning and Childcare Facilities](#) document, relevant information available via the [Operator Portal](#), and our experience and knowledge of the site. This manual may be revised as Public Health directives evolve throughout the 2021 season.

Overall Strategy and Guiding Principles

This operational plan will be effective throughout our overnight summer programming: between the dates of June 27th, 2021 and August 13th, 2021.

Our overall strategy is to minimize the necessary risks associated with residential camping and the spread of COVID-19. We have developed the plan along the following guiding principles:

- 1. Preparing families for residential camping during a pandemic**
 - Cooperation with families as an integral part of our success.
 - Transparent communication with families from registration to departure.
- 2. Pre-screening as a primary preventative measure**
 - Understanding that residential camping should be considered high-risk without adequate pre-screening measures.
- 3. Respond to Public Health alert levels**
 - Multiple response plans that reflect the potential changes in community public health measures that can occur at a provincial level.
 - Active and on-going risk assessment to prevent outbreaks on-site.
- 4. Health awareness and communication**
 - Safe on-site practices to prevent the spread of COVID-19.
 - Additional measures to ensure safe environment for all workers.
- 5. Clear exposure and outbreak management plans.**
 - Clear protocols to effectively potential exposures and outbreaks.

Before Camper Arrival

Program Assessment

To ensure the safe opening of Camp Glenburn each session - the Director and Camp Manager will continually monitor Public Health alert levels by zone.¹ Programming will only run if Zone 2 (Saint John region) is in phase **YELLOW**, where the “reopening of more businesses and activities after the ability to control transmission has been demonstrated.”²

Pre-screening:

1. Parents and guardians will be contacted (7) days before their campers’ arrival. This email will include information about pre-screening, what to expect upon arrival, check-in/check-out procedures, all necessary updates from Public Health, and a copy of the operational plan.
2. The pre-screening questionnaire:
 - a. [Screening Questionnaire for COVID-19 Phase 2 6.23.2021\(1\).pdf](#)
3. Parents/guardians must sign and return the following form:
 - a. [Parental Confirmation and Acknowledgement of Screening Responsibility.](#)

Parents who do not complete pre-screening, participants will be screened by a designated staff on-site.

Camper Drop-off:

Opening days have been designed to minimize potential contacts and limit face-to-face interaction. The following protocols have been put into place:

1. Families will be asked to plan their arrival around our staggered drop-off schedule.
2. Arriving families will be asked to wait by their vehicle until directed by a designated staff.
3. Families (including campers) will be asked to wear proper face covering throughout the check-in process.
4. Families will report to the registration desk to sign-in and turn-in the necessary pre-screening forms.
 - If a pre-screening form are absent or incomplete – a staff member will conduct screening on-site in a designated space outside.
5. In the event that a camper answers ‘YES’ at any point during the questionnaire – they will be asked to leave the site and will be contacted to reschedule.
6. To further minimize points of contact and limit the spread of COVID-19:
 - The entire check-in process has been designed as a ‘one way’ circuit to prevent traffic and limit face-to-face interactions.
 - All stops throughout the check-in process will be spaced out appropriately to allow for adequate physical distance.
 - All staff will be wearing masks for the duration of the check-in process.

¹Information found at: <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/alert-levels.html>

² IBID

Camper Pick-up:

Closing days have been designed to minimize potential contacts and limit face-to-face interactions. The following protocols have been put into place:

1. Parents/guardians will be asked to plan their arrival around our staggered pick-up schedule.
2. All stops throughout the check-out process will be spaced out appropriately to allow for adequate physical distance.
3. All staff will be wearing masks for the duration of the check-out process.

Out-of-province campers:

The following out-of-province campers are allowed to attend YMCA Camp Glenburn without prior isolation:

- Anyone travelling within Atlantic Canada.
- Anyone travelling within Canada who has received at least one dose of a COVID-19 vaccine.
 - o Campers who are (12) and older, and have received at least the first dose of the COVID-19.
 - o Campers who are under (12) must be travelling with a family who is an eligible traveller.³

Any registered camper who does not meet the above criteria will have had to complete all up-to-date Public Health quarantine requirements before arrival in order to attend YMCA Camp Glenburn programming.

Camper Safety and Wellness**Cabin bubble system**

AMENDMENT: Per "Phase 2 of New Brunswicks Path to Green," the bubble system has been eliminated.⁴

Physical Distancing:

Physical distancing is not required by campers and staff on-site.

Any parents or visitors will need to wear a mask and keep a two-metre physical distance.

Cabin Life:

Campers are permitted to move freely within their cabin and its immediate vicinity. Campers are not permitted to enter other accommodations outside.

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⁴ [Phase 2 COVID-19 Guidelines](#)

Community masks:

Counsellors are encouraged – though not required - to wear community masks when possible. They must carry two clean masks with them every day.

Campers

Campers are not required to wear community masks.

Counsellors

Counsellors are encouraged – though not required - to wear community masks when possible. They must carry two clean masks with them every day.

Meal Times:

YMCA Camp Glenburn has a primary dining facility: Fisher Hall. It is large enough to seat all cabins during sessions when registration is at capacity. Each cabin is assigned a table within Fisher Hall, and take their meals exclusively within that space.

The following protocols apply to Dining Hall.

- Before meal times
 - Campers will line up in their cabins outside Fisher Hall.
 - A designated staff member will manage the flow of campers into each dining facility and ensure that everyone sanitizes their hands on their way in.
- During meal times
 - One staff member from each cabin will retrieve food from the kitchen window, and will serve campers at their assigned table.
- After meal times,
 - One staff member will scrape plates and bring dirty dishes and utensils to the dish rack.
 - Cabins will be directed to exit one at a time – and will utilize both exits of each dining facility to prevent bottlenecks and congestion.
 - Each dining facility will be thoroughly cleaned and sanitized after every meal.
 - Dishes will be cleaned via dishwashing machine operated by designated staff wearing appropriate PPE.

Visitor Policy:

On-site visitors will be limited to essential personnel. Non-essential visitors will not be permitted on camp property during the overnight camping season – this includes drop-in visits from parents and guardians. All arriving essential visitors must be signed-in and adequately pre-screened before entering the premises. Essential personnel can be defined as the following:

- Volunteer staff who will remain on-site for the duration of a session.

- Visiting professionals that are essential to the facility (YMCA staff, Department of Education and Early Childhood Development staff, Public Health inspectors, Worksafe NB inspectors, social workers, fire inspectors, repair workers etc.)⁵
 - Any visiting professional that travels from one facility to another and has contact with early learning and childcare staff members or children will maintain two-metre physical distance from all participants and staff unless they need to be closer to a child to deliver services. They will be required to wear a mask while on-site.

Daily Programming

Out-Tripping:

Out-tripping locations

- Each trip takes place on open-water, backcountry locations, and private properties.
- Each will be booked in-advance to ensure adequate distancing and relative isolation from outside groups.

Out-tripping health and safety protocols

- Safety and wellness measures will be followed to the same standard while off-site.
- Some trips that require participants to stay overnight.

All programming equipment will be disinfected at the end of every session of use. This includes harnesses, ropes equipment, lifejackets, boats, paddles, helmets, dock surfaces, craft supplies, sports equipment, etc.

Tuck:

Orders (of candy and treats) will be taken in advance, prepared in a sanitized space, and delivered by a designated staff member.

Staff Safety and Wellness

Staff is required to practice good hand hygiene. They must sanitize or wash their hands frequently with soap and water, especially:

- Upon arrival to Camp
- Before and after meals
- Before and after handling food.

Time-off:

Scheduled and unscheduled time-off for staff members is permitted. However, staff members must continue to practice awareness of provincial zones and share the details of their time-off. Travel

⁵ <https://www.nbed.nb.ca/operatorportal/Content/Covid-19/Guidance%20for%20ELC%20facilities%20FINAL.pdf>
page 11.

between zones is permitted⁶ during time-off, but staff will be asked to practice physical distancing, wear a mask, and avoid large gatherings while off-site. All staff will be screened upon their return to the Camp

Daily Health Measures

Cleaning Stations: Each building on site will have a designated crate of cleaning supplies. These crates will be maintained throughout each session to ensure all items are replenished.

Each crate will include the following:

- (1) spray-bottle of disinfectant,
- (1) spray-bottle of sanitizer
- (1) box of gloves
- (1) box of disposable masks
- (2) rolls of paper towel, rags, and a log-book to record cleaning.

Cleaning products in-use:

1. Betco 'Daily Disinfectant Dual' disinfectant.
2. Symplicity 'Sanibet™ Multi-Range' sanitizer.

Hand Sanitizer

1. 70% Alcohol content.

Cabins:

Will be cleaned and disinfected once daily, during cabin clean up. Cleaning will be recorded in the log book, and signed off by the staff member. Additional cleaning will be done if required.

Fisher Hall

Dining Room:

The dining room

- Facility will be cleaned and sanitized after every meal by a designated staff:
 - Tables.
 - Benches.
 - Touch surfaces.
 - Garbage removed.

The upstairs washroom

- Cleaned and disinfected after every meal by a designated staff.

Fisher Hall Basement:

⁶ In accordance with "Changes in Directives for Early Learning and Childcare Facilities and Schools."
<https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/alert-level-lockdown-eeed.pdf>
 page 1.

Downstairs of Fisher Hall

- Off limits to campers.
- Hallways and touch surfaces will be cleaned and disinfected once daily.

Staff washrooms

- Cleaned and disinfected twice daily, and checked regularly by a designated staff.
- Staff schedule their shower times to avoid congestion and limit face-to-face interactions between cabin

Kitchen:

Kitchen staff will be required to maintain a (2) metre distance from staff and campers, and will use PPE when distributing food at the serving window.

The cooking area

- Kitchen will only be accessed by the kitchen staff and resource members when necessary.
- Food preparation will be planned and organized to accommodate both dining facilities, and will be delivered by designated staff members.
- Any place where food is prepared or consumed will be sanitized after use.

The serving window

- Additional food can be served to the campers but must be sent out in a new serving container.
- All staff who approach the serving window must wear a mask.

Rec Hall:

Rec Hall

- Facility will be cleaned and sanitized after every meal.
 - Tables
 - Benches
 - Touch surfaces
- If it is used for other activities, the same procedure will be in place

The back porch sink and tables will be sanitized.

A designated staff member will ensure that all cleaning supplies are replenished.

Dish Room:

Dirty dishes are to be stored in containers at the end of every meal. All dishes will be cleaned in the dish room following Government of New Brunswick Health and Safety guidelines. All clean cookware and dishes will be air-dried and put away by a staff wearing proper PPE. Sinks and dishwasher will be sanitized at the end of every meal clean up.

Infirmery:

To reduce traffic in the Infirmary building, all oral medications will be distributed through the porch window. This will help maintain a sterile space in the event of an emergency. The following campers and staff may be brought inside the Infirmary:

- Those who require hands-on first-aid care.
- Those whose treatment or medication requires privacy.
- Those who are experiencing symptoms of COVID-19 and are self-isolating.

All medications will be collected and properly labelled at registration on opening days. Medications will be kept in a secure location within the Infirmary, and will be distributed by the Health and Wellness Director, as needed.

The Health and Wellness Director will sanitize their hands before and after distributing medication to each individual. They will disinfect the counter space, and will be required to wear a mask when attending to others.

The Infirmary will be cleaned twice daily by a designated staff, and recorded in the log book.

Laundry Room:

The laundry room will be disinfected twice daily, and will be recorded in the log book. The following protocols have been put into place:

- Wipe down controls and handles before and after every use.
- Soiled laundry will be placed directly into the washing machine.
- If washing multiple loads, soiled laundry must be placed in plastic hamper labelled: "soiled."
- Dryer will be used at hottest temperature setting
- Kitchen and Infirmary will have their own designated laundry hampers

Camper Washrooms:

Camper washrooms will be disinfected twice daily and checked regularly by designated staff. Cabins will have scheduled shower times to avoid close interaction with others. Touch surfaces will be disinfected following

Program Buildings:

Each facility will be cleaning and disinfected once daily by a designated staff. Cleaning will be recorded in the log book, and signed off by the staff member. Additional cleaning throughout the day will be done if required.

The Office:

The office will be cleaned once daily by a designated staff. Cleaning will be recorded in the log book, and signed off by the staff member. Additional cleaning throughout the day will be done if required.

Health Awareness:

Important signage will be placed around camp. This includes pre-screening questions at the main entrance, proper handwashing instructions in washrooms, and posters that encourage healthy habits (i.e coughing into your arm).

Exposure/Isolation/Outbreak Management Plan**Isolation Plan:**

If a camper shows (2) or more symptoms of COVID-19, they will be required to wear PPE and isolated in the infirmary until. The following protocol goes into effect:

- Parents/guardians will be contacted immediately for pick-up
- [Tele-Care 811](#) will be contacted.
- Infirmary will be fully disinfected.
- Camper cabin will be disinfected.
- Health and Wellness Director will shower and change.
- All members of cabin will be screened and symptoms monitored.

If a staff member has (2) symptom they must self-isolate and register for a test online by clicking 'Get tested' on the [GNB Coronavirus](#) website, calling [Tele-Care 811](#) or by contacting your primary health-care provider.

Outbreak Plan:

An outbreak is described by Public Health as (1) or more confirmed cases, or (2) or more suspected cases of COVID-19. In the event we receive knowledge that an individual has received a positive COVID-19 test, or is presumed to have come into direct contact with the virus, the following plan will be executed:

- Public Health will be advised and consulted by the Camping Manager and Camp Director.
- If an outbreak is declared by Public Health:
 - Campers/staff will be isolated in their cabins.
 - Parents/guardians will be contacted for immediate pick-up.
 - Staff will be sent home to isolate.
 - All staff will be required to get tested for COVID-19.
 - All relevant information will be forwarded to Public Health by Camp Glenburn.
 - Public Health will launch an investigation and will lead all further communication with those who have been exposed.

Outbreak Management Process

1. The Regional Medical Office of Health will notify Camp Glenburn of a positive case of COVID-19.
2. Camp Glenburn will inform the Early Learning and Childcare branch of a positive case of COVID-19.
3. Communication to families of Camp Glenburn will be guided by the Regional Medical Officer of Health, in collaboration with the Early Learning and Childcare branch.

4. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. Only a limited amount of Camp Glenburn staff, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19.
5. Public Health Officers will contact those individuals who must self-monitor or self-isolate.
6. In the event that Camp Glenburn is required to close due to an outbreak, the Regional Officer of Health will give the directives to the operator. The operator is required to immediately notify the Early Learning and Childcare Branch.
7. Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the operator or the Early Learning and Childcare Branch of when staff and campers can physically return to camp.