

Trails Summer Program Risk Management: COVID-19 Protocols

This policy is written based on the Ministry of Health's Overnight Camps and Outdoor Education Centres June 30, 2021, conversations with Ontario Camps Association Task Force, 2020 Day Camp Standards, Public Health training modules and audit checklist, as well as best practices from 2020 overnight camps in approved countries.

Key Strategies	2
Group Sizes	2
Screening Schedule	3
SickKids Testing	4
Hygiene and Disinfecting	5
Physical Distancing, Masks, and Personal Belongings	5
Transportation	5
Sleeping Arrangements	6
Meals	6
Wilderness Expeditions	7
Outbreak Management	8
Correspondence and Optics	9
How to Report a Case	9
Further References	10

Key Strategies

1. Minimize chances of the virus entering the contained camp setting
 - a. Implementing testing and screening policies
 - b. Maintaining small cohort sizes
 - c. Restricting visitors
2. Daily practices to minimize the spread
 - a. Maximize time spent outdoors
 - b. Regular health monitoring
 - c. Increased hand and respiratory hygiene
3. Minimizing the spread if there is a case
 - a. Immediately isolating the individual and cohort
 - b. Increased hygiene and frequent disinfection of visited areas
 - c. Staggered use of communal areas and objects

Group Sizes

- Groups will be split into "cohorts" of up to 15 individuals (we determine appropriate cohort sizes). These cohorts will act as a unit, together for the entirety of the session, with limited to no interactions with other cohorts.
 - o The majority of groups are 10 youth, 2-3 staff (total 12-13), the largest cohort will be 12 youth, 3 staff (total 15)
 - o At one time on site (143 acres), there will be a maximum of 40 youth and 12 staff across distinct cohorts.
 - o All cohorts will be operating independently with limited shared space and equipment
 - o The cohorts will be identified to the Ministry of Health as "unestablished cohorts" since "established cohorts" is a group that has been together for 14 days or more, and "unestablished cohort" is under 14 days.
 - o
- The physical distance between cohorts and non-cohorted individuals will be encouraged by:
 1. Spreading cohorts into different areas. Exceptions may be made where safety is prioritized, limiting the ability to distance (e.g. emergency drills, first aid, severe weather) or for those with special needs;
 2. Spreading equipment, furniture, and activity stations out into different areas;

3. Using visual cues (e.g. signs, posters, floor markings, etc.) while considering the requirements of AODA accessibility laws;
4. Staggering or alternating common routines such as clothing changes, laundry, mealtimes, swim and other activities to reduce the number of individuals in common areas where physical distancing may not be possible;
5. Incorporating more individual activities or activities that encourage more space between participants and/or cohorts;
6. The Director Team will be assigned to certain sessions, one Managing Director and one Supporting Director per session. No additional staff may join the group. Directors are permitted to go home each night and must maintain physical distance when working with the cohort. If necessary, a Director may “join” a cohort as a Facilitator for the rest of the session.

Screening Schedule

As part of our continued effort to keep our staff, participants, and community safe, we will be implementing the use of PCR Screening before and at the beginning of each session.

- Guardians, participants, and staff attest to limiting exposures for 14 days before attending, as best as possible. A verbal attestation from guardians stating they’ve taken all reasonable measures to limit their exposure for the 14 days prior to their arrival is encouraged.
- Facilitators should be aware of documented seasonal allergies or pre-existing conditions that are not COVID-19 related (e.g. chronic runny nose/congestion/migraines) before determining subsequent assessment, isolation of the individual, and/or testing for suspected COVID-19 cases.
- Guardians, participants, and staff acknowledge their responsibility to notify Trails of symptoms or exposure before their session and agree to the rule of dismissal if they have a fever, or are experiencing any [symptoms](#).
- If guardians are dropping off/picking up, they must maintain a physical distance of 2 metres from all others.

- If an individual chooses not to participate in any of the safety protocols including the asymptomatic testing and screening questionnaire, they will not be able to enter the premises at Trails or board the bus.
- The screening will take place two times:
 1. PCR test completed approximately 2 days before each session.
Collection of specimens is conducted by Trails and testing has been organized by SickKids to process these and report results to Trails.
 2. PCR Screening approximately 24 hours after arrival at Trails
- Screening questions can be found [here](#), as provided by the Ministry of Health
- The test will allow Trails to proactively screen for cases in asymptomatic people. Any symptomatic individual who has contact with a confirmed positive case or tests positive will immediately be sent home and directed to contact their local public health unit to arrange for a laboratory test.

SickKids Testing

- Individuals can attend if asymptomatic, if negative PCR test, symptom-free for 24 hours, have not been directed to self-isolate, have had no contact with confirmed cases of COVID-19 in the last 14 days.
- The Ministry has agreed to fund one round of pre-testing for any staff and camper (including new intake campers and staff), as well as any symptomatic testing during the camp. Any additional testing will be at a cost. Modality of testing: saliva collection.
- Return of results: all results will be accessible online in 24-48 hours for individuals to look up their results.
- SickKids will call all positives as per guidelines to let them know they are positive. Most positives will receive a call within 24 hours and they will know they are positive.
- Completed results for the entirety of Trails (list provided from Trails to SickKids) will be returned closer to 48 hours. They recommend completing testing 72 hours before results are required, i.e., if campers/staff start on a Monday, tests should be dropped off as early as possible on Friday morning (Before noon). They will be able to send the populated excel spreadsheet by 8 pm on Sunday.
- SickKids should receive all saliva samples within 24 hours (technically good for 7 days, but we will not promote this).

Hygiene and Disinfecting

- Trails will be increasing the frequency (minimum of twice a day) of cleaning and disinfecting objects, equipment, and frequently touched items.
- Buildings (only the lodge will have shared access) that have individual bathrooms and shared spaces between non-cohorted individuals will be cleaned at a minimum twice daily.
- Cleaning to be carried out by the Facilities Manager.

Physical Distancing, Masks, and Personal Belongings

- We will be encouraging participants to physically distance and maintain at least 2 metres between participants.
- Masking when indoors (if inclement weather) with cohorts or staff/campers that are not in your cohort (this applies to Directors as they are not part of the cohort).
- We will not be mandating nor enforcing mask-wearing within cohorts.
 - Participants and staff are welcome to wear a mask if they feel more comfortable doing so.
- Personal belongings brought to Trails should be minimized. If brought to camp, personal items (e.g. backpack, clothing, water bottles, food, etc.) should be labeled and kept in a designated area and should not be handled by other individuals.
- Participants should bring their own sun protection and toothpaste, as this may not be shared.

Transportation

- Our bus company Stock has provided an updated COVID-19 cleaning protocol. Mass transportation by chartered school buses of non-cohorted campers and staff must provide the following public health measures:
 - masking,
 - a recorded seating chart,
 - the seat behind the driver (if non-cohorted,) must be left vacant,
 - all passengers must sanitize their hands before boarding
- Transportation will be either in the 48 seater school bus or the 15 seater van for pick-up, drop-off, and Year 3, 4, and 5 trips to and from Algonquin Park. Canoes may be towed in a separate vehicle by a non-cohorted individual.

- Avoid singing when multiple cohorts are present on the bus.

Sleeping Arrangements

- Cohort-shared sleeping accommodations should [comply with O. Reg. 530/17](#), and if possible, allow for a 2-metre physical distance between the heads of individuals, and if not possible, temporary barriers may be used.
- To minimize close contact/shared air, throughout wilderness trips everyone will have the same tent/tabin buddy (no switching, max 5 per tent), and will sleep zipper style (head to toe).
- Living accommodations (tents, cabins: Kyla, Timbo, Hilltop) can be shared amongst members of a single cohort. Ventilation should be optimized by using screen doors, screened windows, etc. We will be distanced in cabins as much as possible (use of the staff bunk and multiple cabins).
 - o Tents: follow similar practices as above and ensure hand sanitizing occurs before setting up or taking down a tent or similar temporary structures.
 - o Issue individual equipment if possible (sleeping pads, sleeping bags, canoe packs/barrels), and when not possible, clean before and after use.

Meals

- Eating outdoors is encouraged and the majority of eating is outdoors.
- Cohorts can eat "family style" or "communal style".
- All trip food is provided by an external food company MHO for communal-style cooking and eating. Trails kitchen will not open.
- On site, food will be a mixture of MHO-provided trip food (first 3 days camping at Trails Lakeside), and remaining meals catered by Marigolds & Onions, as well as one meal per session provided by Delight Bite Inc. food truck catering..
- Foodservice to participants and/or staff should ensure the following:
 1. Participants and staff perform proper hand hygiene before and after eating;
 2. Individuals within a cohort only eat together and distanced from all other cohorts and individuals;
 3. Common food items (e.g. serving utensils, food platters, condiments) can be shared within a single cohort, but not between cohorts;
 4. Appropriate public health measures are used by individuals dispensing dining items (e.g. cutlery, plates, cups, condiments, food, etc.) or food;

5. Disinfection procedures are recommended for surfaces and all items used in the food-service chain;
6. While eating indoors and outdoors, physical distancing should be maintained between cohorts;

Wilderness Expeditions

- All COVID-19 related protocols must work in conjunction with Trails wilderness medical protocols
- First aid kits will be carried by staff at all times. Screening assessments will be kept with SOAP notes, suicide assessment forms in the First Aid Kits.
- All employees are instructed and trained on the safe use, limitations, proper maintenance, and storage of equipment and cleaning supplies.
- Active daily screening of campers and staff will be performed and records will be maintained in the First Aid kit, with appropriate follow-up assessment and isolation if deemed required by staff.

All staff are trained in policies and screening, and all trip leads are certified in Wilderness Advanced First aid and have their Bronze Cross.

- Staff will keep a charged cell phone or satellite phone to use for emergency communication.
- If symptoms appear during a session, the individual will be removed and isolated. Trails will contact the local Public Health Unit to determine the next steps for the symptomatic participant as well as those in their cohort.
- When route planning, we have considered evacuation service capacity levels in the expedition areas that allow for easier access- all trips have been moved to Algonquin Park with overlapping routes.
- Campers or staff that are required to have close contact with an individual with symptoms, must wear a medical mask, and staff should isolate the individual from the group where feasible.
- The symptomatic individual will be separated from the group throughout the day and if overnight is required, will have their own tent.
- The participant with symptoms will be removed from the wilderness trip/evacuated, either paddled out by a staff or via helicopter with one of the staff members, if appropriate.

- As per typical wilderness protocol, each staff team will participate in a session preparation Pairing Talk and discuss their skillset and plan of action if evacuation of participant or staff is required. For example, the staff with more backcountry experience, and healthcare experience will remain on the trip with the youth, and the less experienced will travel with the participant being evacuated. In some cases, the entire group will need to be evacuated.

Staff

As changes in government legislated protocols, legal requirements, as well as our participants' needs change, management may change assigned tasks and plans accordingly.

- Extra caution has been taken when hiring summer staff to try and avoid session overlap and each session will have a different Managing Director assigned.
- Each session has a Supporting Director who will step into the facilitator role if required due to being understaffed (if a staff member is not permitted to work with the group based on required isolation).

Outbreak Management

- If symptoms appear during their on-site session, the participant will be removed, isolated, and sent home. Trails will contact the local Public Health Unit to determine the next steps for the symptomatic participant as well as those in their cohort.
- Anyone providing care to an individual with COVID-19 symptoms must use appropriate droplet and contact precautions, including a surgical/procedure (e.g., medical) mask, eye protection (e.g., face shield or goggles), and gown (found in hazmat), and where possible, maintain a distance of at least 2 metres;
- The symptomatic individual must wear a surgical/procedure (e.g., medical.) mask if tolerated, and be reminded about frequent hand hygiene and respiratory etiquette;
- An outbreak will be defined by the local Medical Officer of Health or their designate, in consultation with the President.
- Once an outbreak has been declared for any identified cases, the local Public Health Unit will direct testing and associated public health management of all those impacted (staff, visitors, and participants).
- The isolation space and any other areas of the camp where the symptomatic individual was staying should be cleaned and disinfected once the camper or staff leaves camp and/or their accommodations.

- If the individual cannot return home, they must be placed in a suitable isolation space and if one is not available, suitable arrangements for off-site isolation must be made.
- Visitors are limited to essential services (deliveries, repair, government inspections) and must sign the Office Log –in book with their name and contact information.
- The local Public Health Unit will provide direction to help manage the outbreak and on any additional control measures that should be implemented. These include:
 - Defining the outbreak area (i.e. affected cohorts or entire camp facility);
 - Undertaking enhanced cleaning and sanitizing practices; and,
 - Excluding symptomatic staff and participants from all camp settings.
- Declaring the Outbreak Over
 - o The local Medical Officer of Health or their designate will declare when the outbreak is over according to current practices.

Correspondence and Optics

- In the event of media arrival, state “no comment” and refer all questions to the President. A Director (not Facilitator) shall do all parental contact and follow-up.
- Any media coverage is to be responded to promptly, not without review by the media chair on the Board of Directors.
- The decision to close camp due to an outbreak should be considered if staff or participants in two or more cohorts test positive and could have reasonably acquired their infection at Trails. Camp closing may also be considered for operational reasons (e.g., if there is insufficient staffing to support the remaining cohorts).

How to Report a Case

Camp Operators can report cases to York Region Public Health by going to www.york.ca/COVID19SchoolChildCareForm. This form is accessible 24 hours a day, 7 days a week. A Public Health staff will call back within 24 hours of receiving your report.

If you have general questions or would like support to complete your report of a case, please call the School Services line at 1-877-464-9675 ext. 76681 or email our general inbox at SchoolServices@york.ca. This line and inbox are monitored 8:30 a.m. to 4:30

p.m.Sunday to Friday (closed Saturday). Parents with questions about symptoms and screening can call AccessYork: 1-877-464-9675.

Off-site Emergency Numbers

Algonquin Park Hospital Barry's Bay – (613) 756 3044

Huntsville – (705) 789-2311

Police (OPP) 1-888-310-1122

Further References

- [Overnight Camp Guidance](#)
- [Internal Covid Audit](#)
- [Employee Handbook](#)
- [Standard Operating Procedures](#)
- Ontario Government: [Develop your COVID-19 workplace safety plan](#)
- [Ontario Regulation 503/17: Recreational Camps](#)
- [Ontario Regulation 493/17: Food Premises](#)
- [Ontario Regulation 565: Public Pools](#)
- York Region: [Preventing Illness at Recreational Camp](#)
- Public Health Ontario: Presentation: [Day and Overnight Camps: Preventing the Spread of COVID-19](#) (June 19)
- Public Health Ontario: Presentation: [Personal Protective Equipment for Overnight Camp Operator and Staff](#) (June 19)
- Public Health Ontario: Presentation: [Scenarios for Overnight Camp Operators and Staff](#) (June 19)
- Public Health Ontario: Checklist [Pre-camp Planning: COVID-19 Preparedness and Prevention for Overnight Camps](#) (June 11)
- Public Health Ontario: Checklist [Daily Camp Operations: COVID-19 Preparedness and Prevention for Overnight Camps](#) (June 11)