



St. Michaels  
University School

# COVID-19 Safety Plan for Winter Camps

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# SMUS Guiding Principles

## Winter Camps 2020

- The health and well-being of all participants, including Campers, faculty, staff, parents and campus visitors will be placed above all other considerations.
- Decisions for immediate needs will be grounded in and informed through extensive gathering of knowledge from a wide variety of sources.
- Decisions for Winter Camps will consider location, developmental stages, and will be transparent and timely so as to provide confidence and certainty for both internal participants and external communities.

## **SMUS Winter Camp 2020 Decision**

St. Michaels University School (SMUS) has decided on a plan for Winter camps which we believe is safe to deliver and supports campers, parents, and staff, in line with public policy directives.

The decision to run our camps in 2020 was informed by a wide variety of sources and weighed the benefits of camps on the mental and physical health of youth.

Camps provide a tailor-made solution to the mental and physical health challenges associated with social isolation. There is no better way to connect with friends, fellow campers and others than through the shared camp experience. It is well known that camps for young people can help decrease anxiety, increase efficacy and improve connection with peers and with schools – all valuable outcomes as we re-integrate campers into schools and the wider community.

## **General Expectations**

### **Expectations for Parents**

- Parents must keep their child at home and away from others if they are sick.
- Parents must complete the online Daily Confirmation of Wellness Form in order for their child to be admitted into the camp.
- Parents are expected to maintain the social distancing protocols by not dropping off their child if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- Parents must pick up and drop off their child(ren) at assigned locations. This information will be sent to parents 1 week prior to their camp start date.

### **Expectations for Campers**

- Campers are expected to maintain the social distancing protocols and must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- Campers must tell their camp leader or a staff member if they are feeling unwell through the day.
- Campers will be allowed in the building at the assigned start time.
- Campers will enter the building without parents at their assigned entrance door.
- Campers must adhere to social distancing protocols when entering and exiting the building.
- Campers bring only the minimal number of items that are needed for the day.
- Campers must wash or sanitize hands before entering and when leaving their camp classroom or gym.
- Campers who arrive late must enter using the Richmond campus main entrance on McRae avenue. (regardless of designated entrance). Campers must sign in with the Front Office reception staff and then will be guided to their camp program.
- Campers must stay with their group until their parent has arrived for pickup.

## Expectations for Staff

- Staff are expected to read through the SMUS COVID-19 Staff Guidebook.
- Staff and faculty are expected to maintain the social distancing protocols and must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- Staff are expected to enforce the guidelines outlined in this SMUS' COVID-19 Safety Plan for Winter Camps.

## Expectations for Visitors or Third-Party Staff

- Visitors are expected to maintain the social distancing protocols and must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- All individuals will undergo a **screening process** prior to entry into Winter camp facilities and will agree to adhere to all published guidelines for health, safety and hygiene.
- Visitors must contact the Front Office reception area by phone and will only be admitted if they can follow the physical distance, health, and safety protocols of the school.
- Tracking of visitors will be maintained.

# Health, Safety & Hygiene

## General Expectations

- Anyone who shows any COVID-19 symptoms must not attend camp.
- If any member of the household has symptoms of COVID-19, do NOT send your child to camp.
- If an individual is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to camp once symptoms resolve.
- Anyone who shows signs of illness or has a temperature of 37.8 C (100 F) or higher while at camp will be isolated and then sent home from camp.

## Personal Hygiene & Cleaning

- Handwashing/sanitization is required by all individuals:
  - Upon arrival and prior to departing for home
  - Before and after breaks
  - Between different learning environments (e.g., outdoor-indoor transitions, activities)
  - Before and after eating and drinking
  - After using the toilet
  - After handling common resources/equipment/supplies
  - After sneezing or coughing

- Whenever hands are visibly dirty
- Individual Hygiene
  - Individuals will keep their things to themselves (do not borrow materials)
  - Individuals will limit (or eliminate) the amount of face touching
  - Individuals will cough into the crook of their elbows

### **First Aid Protocols**

- At this time, personal protective equipment (PPE) such as masks and gloves will be voluntary except in the case of an individual providing care to someone who is injured or ill where the support person will be provided with and instructed to wear PPE as tolerated (based on the likelihood of increased contact and/or increased duration of contact with the participant).
- Individuals who are displaying COVID-19 type symptoms will be isolated in the designated Health Centre space.
- Parents or emergency contacts are required to pick up an unwell or injured child as soon as possible after being notified by the school. Individual children will be escorted to the parents by a staff member. Parents are to remain outside of the buildings.

### **Health Protocols**

- Temperature checks may be performed on campers who are symptomatic.
- Health spaces will be available for campers who are unwell, injured or those who need to be isolated prior to being sent home due to illness.
- Cleaning of health spaces will be completed prior to any new campers being admitted.

### **What If an individual develops COVID-19 type symptoms while at camp?**

A camp leader, staff or school administrator will:

- immediately separate the symptomatic individual from others and isolate them in the designated Health Centre;
- contact the individual's parents or emergency contact to arrange for them to be picked up as soon as possible;
- contact 811 or the Vancouver Island Health Authority (VIHA) to notify them of a potential case and seek further input;
- where possible, maintain a distance of 6 ft (2 m) from the ill individual. If not possible, staff will be provided with and instructed to wear PPE as tolerated, or will be instructed to use a tissue or other material to cover their nose and mouth;
- provide symptomatic individuals with tissues to cover their coughs or sneezes. Used tissues will be thrown away as soon as possible and hand hygiene will be performed;
- avoid touching the individual's body fluids (e.g., mucous, saliva). If there is contact, staff will immediately practise diligent hand hygiene;
- practise diligent hand hygiene once the individual is picked up and before returning to camp supervision;
- instruct staff responsible for facility cleaning to clean and disinfect the space where the individual was separated and any areas used by them during the day (e.g., classroom, bathroom, common areas, Health Centre);
- follow BC Provincial Health Services Authority protocols with regard to informing the community of positive cases.

# Overview of the Day

## Arrival & Departure Process

- No parents or guardians will be permitted in any buildings.
- Staggered start times may be necessary for arrival.
- Pick up and drop off will take place at a specific location identified for each camp.
- Everyday before camp, parents will complete an online **Daily Confirmation of Wellness Form**. Campers will not be admitted without this form being completed. The link to the form will be email to participants.
- Campers may not enter the building prior to their defined arrival time. Campers must line up observing physical distancing protocols.
- Staff will greet campers at the screening locations and take them to their camp location.
- Campers bring only the minimal number of items that are needed for the day.

## What can Campers Bring?

- Campers can bring only what is required to participate in their camp for the day. Specific details for each camp will be sent to parents one week prior to the camp start date.
- If the program requires it, campers can bring their own computer devices, including headsets/headphones, mouse, and power supply cords.
- Water bottles with enough water for the whole day.
- Lunch and snacks. Sufficient food should be brought for the day and all packaging material is to be taken home at end of day.
- Items not permitted in the school are soft toys, pillows, cushions, clay, plasticine or any toys from home.
- SMUS will provide each camper personal learning materials or books as required.

## Groupings (Pods)

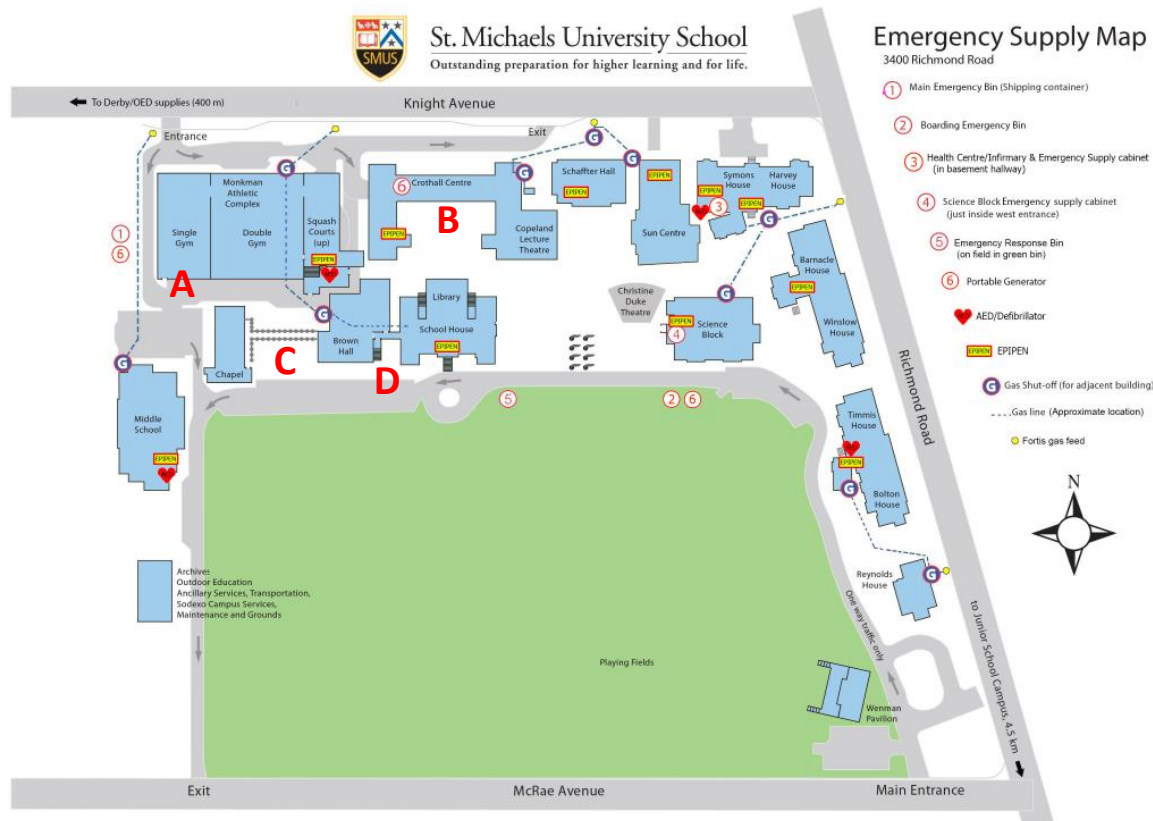
- Pods may be established so that the number of camp leaders interacting with the groups is minimal.
- In some cases, pods may be split or combined as long as the minimum space is maintained.
- Consideration will be made for families to be grouped together, if possible.
- Safety over friendship is the priority when creating groupings. Parents will be notified of the group placements.

## Pick up / Drop off and Screening Locations

Parents will receive specific pickup and drop off instructions prior to the start of their camp.

The map below indicates the pickup / drop off and screening locations

- A. Single Gym – Arrive from Knight Avenue entrance
- B. Crothall Hall – Arrive from Knight Avenue entrance
- C. Double Gym – Arrive from McRae Avenue entrance
- D. Brown Hall – Arrive from McRae Avenue entrance



## Screening Process

- Prior to entering the facilities, individuals will confirm that they are free of Covid-19 or similar symptoms, have not been in contact with individuals who are symptomatic, have not taken any medication or product that may artificially lower a fever, understand the risks of contracting COVID-19 and agree to follow the general distance, health and safety protocols and procedures outlined in this plan.
- All individuals, including staff and campers, must be assessed daily prior to entering the facilities. Parents and caregivers are responsible for completing and submitting a daily assessment of their child(ren) prior to arriving at the school. Campers without a completed Daily Confirmation of Wellness Form will not be permitted entry to the facilities.
- There will be sign-in desks with barriers and sanitizing materials located at the identified entrances/exits to the facilities.
- All individuals who enter the facilities will sign in, be checked that they have met the screening expectations, and then guided to their designated camp program areas.
- Temperature checks will only be performed during the day if triggered by symptomatic signs, which will then initiate existing first aid protocols



## Cleaning Information

As informed by WorkSafeBC (May 15), the BC Centre for Disease Control, Sodexo Custodial Services, and SMUS expectations, the normal cleaning practice will be enhanced to include the following:

WorkSafeBC: May 15 – Schools should be cleaned and disinfected in accordance with the BC CDC’s *Cleaning and Disinfectants for Public Settings*. Cleaning practices should be in line with the provincial health officer’s *COVID-19 Public Health Guidance for Childcare Settings*.

### Specific Cleaning Protocols

- All spaces will be cleaned and disinfected at regular intervals by the school maintenance staff at minimum 2 times per day under typical situations. Should there be identified illness or symptoms in a space, the school will deep clean and increase the frequency of the cleaning protocol.
- Special focus and attention will be placed on high-traffic areas and high-contact surfaces such as door and cabinet handles, railings, washrooms, toilet handles, shared office spaces, desks, keyboards, light switches, and communication devices. These areas will be cleaned and disinfected at minimum 3 times per day.
  - This cleaning will also be concentrated around times after increased traffic, such as breaks, activities and lunch time. Approximate ‘sweep’ times are:
    - 8-9 am – 1st sweep (check prior to Camper arrival)
    - 12:15-1 pm – 2nd sweep (as Campers are outside for lunch)
    - 3-10 pm – 3rd sweep (deep clean at end of the school day; prep for the next day)
- Approved, commercially available detergents and disinfectant products will be used following the manufacturer’s label instructions for effective use.
- Garbage containers will be emptied daily. Campers are expected to bring small bags for garbage and compost, and take it home (pack it out concept) at the end of the day.
- Staff are to wear disposable gloves when cleaning up any body fluids (e.g., runny nose, vomit, blood, stool, urine). Staff must wash hands before wearing and after removing gloves.
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper-based educational resources to campers.
- Campers will be given a specific list of items to bring for each day. Items that are not easily cleaned (e.g. fabric or soft items) will not be permitted at school.
- Camp leaders will have disinfectant spray bottles, wipes and gloves and will maintain the minor sanitizing of the classroom and materials or seek assistance from the maintenance staff, if required.

# Facilities & Building Maintenance

## General Information

- All buildings have been checked by our Maintenance Department and are in good working order.
- HVAC system has been tested and some rooms will be reassessed to ensure adequate ventilation needs are met so as to determine the maximum capacity of the room.
- 6 ft (2 m) distance and flow in hallways and classrooms:
  - 6 ft (2 m) spacing markers will be placed before doors
  - Individuals will be separated by 6 ft (2 m) as much as possible throughout the day, both in classrooms (desks 6 ft (2 m) apart) and when transitioning to and from break times, outdoor time, washroom use and while in any other common space
  - Every room/office/space will be assessed for maximum number of people per space (including teacher or staff). The capacity of each space (assuming typical regular sedentary use) will be posted at the entrance and in other room locations in larger spaces.
  - Directional one-way arrows will be placed in hallways and larger spaces (and classrooms as required)
  - Signage for COVID-19 protocols will be posted in rooms and common areas
  - Some areas will be designated as 'No Go' with signs; Campers are not to enter these spaces
  - Based on the 6 ft (2 m) minimum requirement for physical distancing, with a maximum occupancy of <50% of regular occupancy of non-active use:
    - 36 ft<sup>2</sup>/person is the absolute minimum.
    - 50-60 ft<sup>2</sup>/person seems prudent for a sedentary type office/classroom space use (regular school)
    - 100-120 ft<sup>2</sup>/person for active space use (inside sports, gym use, choir, music)

## Classrooms

- Desks are physically apart (6 ft (2 m)) in arrangements that create aisles for safe movement.
- Camper movement within buildings will be outlined (including entry, flow, exit).
- Windows adjusted for maximum ventilation and HVAC systems will be enhanced to maximize refresh rates.
- Doors to be left open to limit use of handles

## Common Spaces

- Hallway flow - arrows on the floor.
- Water fountains are out of bounds. Campers are to bring their own full water bottle.
- Stop signs will be posted on doors leading into spaces not to be used.
- Engineering barriers (such as Plexiglass) will be used for high traffic spaces such as for reception/office area.

## **Bathroom use**

- Campers will be permitted to use dedicated bathrooms with capacity limits
- Cleaning will occur three times per day
- Well stocked bathrooms with soap, hand sanitizer and loose paper towel
- Signage for proper handwashing technique will be posted in many areas of the school, including at all handwashing stations.

## **Outdoor Space**

- Demarcation of zones will indicate boundaries for specific activities and 'down time'.
- Signage indicating flow and number of individuals in a specific zone will be posted. Also, general signs about distance, health and safety protocols will be posted.
- Common playground equipment will be closed until further notice.
- Outdoor activities will follow distance, health and safety protocols which minimize intensity and duration of interactions.
- Canopy tents will be added to facilitate the use of outdoor spaces.

# **Staffing and Supervision**

## **Staffing**

- Agreement to protocols
  - Staff are expected to agree to and adhere to all protocols as outlined in this Plan.
  - Staff are expected to read the SMUS COVID-19 Staff Guidebook.
- Safety
  - Staff are expected to follow all of the guidelines above which minimize contact duration and intensity, as will be expected by all participants as outlined in this Plan.
- Screening
  - Staff are expected to screen for COVID-19 type symptoms prior to, during and post attendance at School. Any indication of illness or symptoms, they are to stay home (or go to the Health Centre if at the school) and follow the Health, Safety & Hygiene procedures as outlined in this Plan.
- Personal Protective Equipment (PPE)
  - At this time, personal protective equipment such as masks, gloves and gowns are not recommended for staff who work in the education sector. Individuals who wish to wear masks will be permitted to do so. It is only recommended for healthcare workers, and those with other non-infectious occupational health exposures.
  - Staff who are attending to someone who is injured or ill will be provided with and instructed to wear PPE as tolerated (based on the likelihood of increased contact and/or increased duration of contact with the participant).
  - There is limited benefit from wearing masks in public settings or in schools; however, a mask may be given to a person who is experiencing respiratory symptoms, such as a sneeze or cough, on the advice of a healthcare provider.

- Masks are not recommended for use by campers unless advised to do so by a healthcare provider. For young campers in particular, masks can be irritating and may lead to increased touching of the face and eyes.
- Physical Distancing
  - Abide by occupancy limits in common areas such as lunchrooms, washrooms and classrooms
  - Staggered start and end times may be in place for staff to enter the building.
  - Staff meetings may be online or in person with staff 6 ft (2 m) apart, preferably outdoors, when on campus.
  - Staff must follow protocols on greeting others including not shaking hands or hugging.
  - Messaging signs and arrows will support the flow of Campers and staff through public spaces in the school.
- Hygiene
  - All staff and Campers are to remain on site for the duration of their school day.
  - Handwashing supplies and sanitizer are available at all times, and regular and frequent handwashing will be mandated.
  - All individuals need to follow proper handwashing protocols, which are posted at each handwashing station.

# Resources

## External website links

- WorkSafeBC K-12 Protocols May 15:  
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- WorkSafeBC COVID-19 Safety Plan template:  
<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- From the BC Centre for Disease Control/BC Ministry of Health May 15:  
[COVID-19 Public Health Guidance for K-12 School Settings](#)
- From the BC Ministry of Education - Safe Caring & Orderly Schools:  
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools>

## What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

Source: BC Centre for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>

## What are the symptoms of COVID-19?

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness

COVID-19 is most likely to spread from person-to-person through:

- close contact with an infected person
- touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

If you develop a fever, cough, sore throat, tiredness and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home or in a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

For more information about the transmission and symptoms of COVID-19, see the BC Centre for Disease Control's website at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>.

## COVID-19, and Campers and Youth

Source: BC Centre for Disease Control – COVID-19 Public Health Guidance for K-12 Schools – May 15, 2020

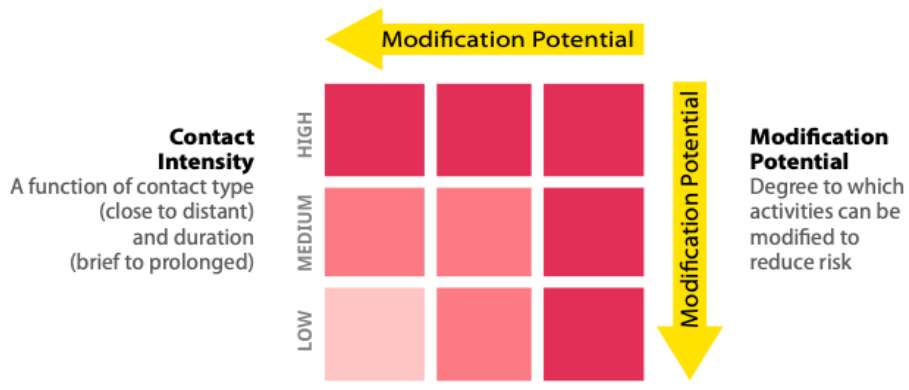
- COVID-19 virus has a very low infection rate in Campers and youth. In BC, less than 1% of Campers and youth tested have been COVID-19 positive. Most Campers and youth are not at high risk for COVID-19 infection.
- Campers and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. Gastrointestinal symptoms are more common over the course of disease, while skin changes and lesions are less common.
- Many Campers have asymptomatic disease. However, there is no conclusive evidence that Campers who are asymptomatic pose a risk to other Campers or to adults.
- Evidence indicates transmission involving Campers is primarily limited to household settings, and from COVID-19 positive adults to Campers. Most cases in Campers have been linked to a symptomatic household member.
- Clusters and outbreaks involving Campers and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Campers are not the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable Campers and youth.
- Prevention measures and mitigation strategies involving Campers and youth must be commensurate with risk.
- Adolescent Campers should physically distance themselves where possible when outside the family unit or household.
- For younger Campers maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

## Essential Keys to Minimize Possible Transmission

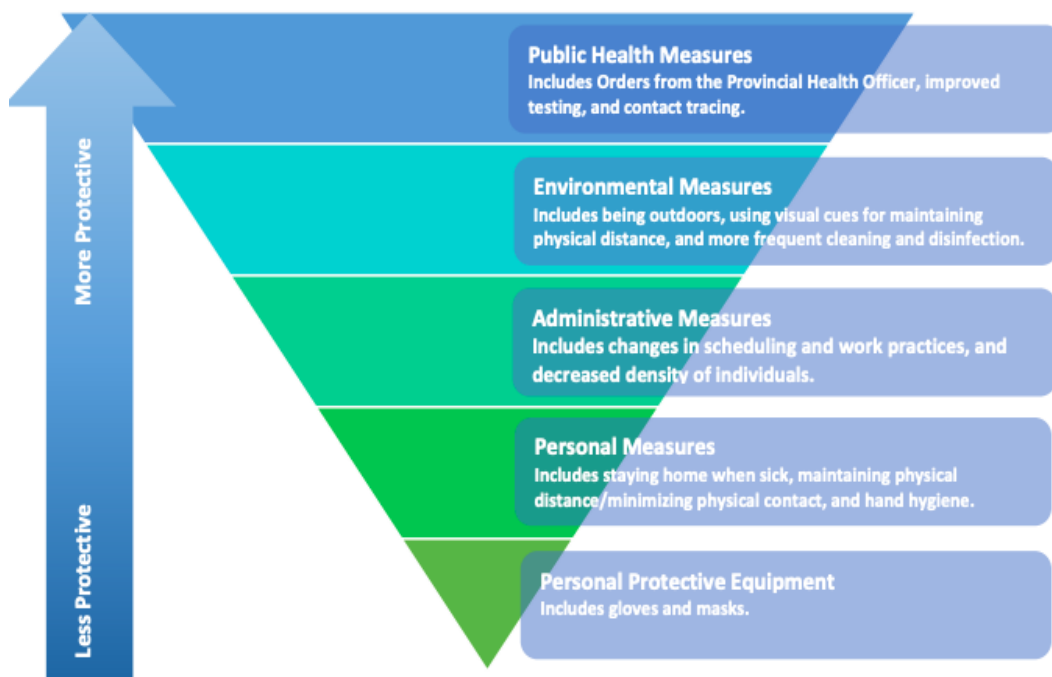
General distance, health and safety protocols, which minimize contact duration and intensity, will be expected by all participants. (See visuals below)



By completing these ratings, you can position your organizational setting on the risk matrix below:



### The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



As informed by the research data and advice from public health authorities, the Ministry of Education, school support associations (ISABC and CAIS) and our own local context with schools on Vancouver Island, the following general information will be used to guide decisions and inform actions (specifically measures that will be taken to **reduce the duration and intensity of interaction** between individuals):

- All individuals will undergo a **screening process** prior to entry to Winter camp facilities and will agree to adhere to all published guidelines for health, safety and hygiene. Tracking of the screening process will take place at entry/exit points to the facilities.
- Where applicable and realistic, outdoor spaces will be used instead of indoor ones. All areas, especially high contact surfaces, will be deep cleaned on a regular basis during the day and at the end of each day.
- The physical distancing guidelines will be expected and encouraged through communication, physical symbols (demarcation and signs), verbal reinforcement, and modelling behaviour. Physical distancing guidelines will also inform the maximum capacity of any room/space within the facility. Engineering controls such as Plexiglass barriers will be provided, as required, to high contact areas like the Front Office reception.
- For younger Campers, maintaining physical distance is less practical and the focus will be instead on minimizing physical contact.
- Scheduling and workplace requirements will minimize the density of individuals within the facility, within specific rooms, and during common unstructured times such as recess and lunch.
- Individuals must not come to the school if they are unwell. Work from home if possible, follow the staggered schedule to minimize 'gathering potential', adhere to the physical distancing/minimizing physical contact protocols and practise the outlined personal hygiene and hand washing/sanitizing guidelines.
- At this time, personal protective equipment (PPE), such as masks and gloves will be voluntary for everyone except in the case of an individual providing care to someone who is injured or ill, where the support person will be provided with and instructed to wear PPE as tolerated (based on the likelihood of increased contact and/or increased duration of contact with the participant).

*Source: the BC Centre for Disease Control/BC Ministry of Health:*

*[COVID-19 Public Health Guidance for K-12 School Settings](#)*

*General thoughts of [Essential Keys](#) (as learned from the Medical Care system)*