**Organization Name:** Boomerang Day Camp, Hamilton, ON

**Developed By:** Summer Ministry Committee, Harmony Baptist Church

**Date Completed:** July 1, 2021

**Purpose of this Document:** This document outlines the protocols and procedures that have been put in place to safeguard the staff, volunteers, and campers at Boomerang Day Camp, Harmony Baptist Church, Hamilton, ON. This has been developed in accordance with currently applicable local and provincial day camp guidelines. Regular monitoring of new Ontario Ministry of Health, and City of Hamilton Public Health Unit directives will be undertaken, and any applicable changes will be incorporated into the plan and implemented.

 **Keeping Everyone Safe from Exposure**

* Regular monitoring of Ministry of Health, and City of Hamilton guidelines for changes to safety requirements, as mentioned above.
* All staff and volunteers will be trained on the protocols and procedures included in the COVID-19 Safety Plan

**Communicating COVID-19 Health and Safety Requirements to Parents/Guardians**

* Requirements for camper pre-screening,
* The process for notification if a camper exhibits symptoms during the camp day, as well as a copy of this plan, will be communicated to parents/guardians via email prior to the start of their child’s camp.

 **Screening for COVID-19**

* All camp staff and volunteers will self- monitor for COVID-19 symptoms, using the worker screening tool, before arriving at camp. If screening is negative, the camp staff and volunteers will confirm this in writing on their daily sign in sheet.
* Any staff or volunteers who do not meet the screening requirements will not be permitted to attend camp. They will notify their Supervisor and follow the required protocol for seeking further health guidance.
* Each camper will be screened by their parent/guardian at home, using the provided screening questions, and if negative, the parent will confirm this in writing, upon sign in each morning.
* Any camper who does not meet the screening requirements will not be permitted to attend camp. The parent/guardian will be asked to notify the Camp Director, and will be advised to follow the required protocol for seeking further health guidance.
* Staff, volunteers and campers who start to experience symptoms at camp will be immediately isolated from the rest of the group. Staff and volunteers will be asked to go home immediately and follow the required protocol for seeking for further health guidance
* Symptomatic campers will be moved to a safe isolation area at camp, with staff/volunteer supervision, using required PPE, until their parent/guardian is notified and they arrive to take the camper home.
* The same staff members and volunteers will remain with the camp throughout the week, except in the event of unexpected circumstances.

 **Controlling the Transmission Risk**

Physical Distancing

* Each week of camp is limited to a cohort of 15 campers, to ensure that adequate physical distancing can be maintained.
* All activities will be conducted outdoors, at Harmony Baptist Church, except in the event of unfavourable weather conditions (significant rainfall or heat), at which time activities will be relocated to the air-conditioned church gymnasium, which is large enough to allow for required physical distancing.
* Single stall indoor washroom facilities will be used, and these will be cleaned/sanitized regularly throughout the day, and this will be documented.
* Physical distancing will be ensured at the camper sign in/sign out table, and masks will be required for all staff/volunteers, parents/guardians, and campers, during this process.
* Physically distanced workspace at tables (crafts, lunch, nutrition breaks) will be assigned to each camper for the week.
* All program activities will be planned to assist in maintaining physical distancing.
* Contact information will be retained for contact tracing

Personal Protective Equipment

* Disposable masks will be available for anyone who arrives without an appropriate mask.
* Masks/appropriate face coverings will be worn by everyone until the sign in/sign out process has been completed.
* Masks and other appropriate Personal Protective Equipment will be worn by staff and volunteers outdoors when physical distancing cannot be maintained ie. first aid, isolation area
* Masks must be worn by all staff, volunteers and campers at all times when indoors.
* Masks must be worn by everyone outdoors whenever appropriate physical distancing cannot be maintained.
* Individual paper bags will be given to each camper, in which their masks can be stored when not in use.

Cleaning and Disinfection

* All staff/volunteers and campers will be required to clean their hands before entering the camp activity area.
* The camping area will be appropriately cleaned/sanitized prior to the start of the camp day, and at least twice daily. Additional cleaning will be undertaken as required.
* All items used for crafts will be individually assigned whenever possible, and any shared items will be cleaned/sanitized regularly.
* All game and sports equipment will be cleaned/sanitized appropriately.
* Alcohol based hand sanitizer will be available in multiple locations.
* All staff and volunteers will wash their hands with soap and water, or use hand sanitizer frequently, and campers will be reminded at regular intervals to clean their hands.
* All staff and volunteers will be trained in the proper use of the individual cleaning products. Designated individuals will be responsible for cleaning/sanitizing and for ensuring that supply levels are maintained at all times during camp.

Lunch and Nutrition Breaks

* Campers will bring their own lunches, which will be collected at the sign-in table, and refrigerated until the lunch break. Campers will be reminded not to share food or drinks.
* Individual snacks will be provided by Boomerang (ie. fruit, yogurt tubs, pre- packed cookies, cold treats, drink boxes)
* Campers will refill their own water bottles at designated locations.

**Assessing our Procedures and Protocols, and Identifying Areas Requiring Improvement**

* Staff and volunteers will debrief at the end of each camp day, in order to discuss issues of any kind that arose during the day, including COVID-19 related concerns. Appropriate action will be decided upon, and implemented.

**Contact Information for City of Hamilton, Public Health Services**

* Phone Number 905-546-5489
* After Hours Phone Number 905-546-2424