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.

Day camps include short-term programs that provide care and education to children of all ages. 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). The guidance provided outlines public health and infection prevention and control measures, specific to day camps.

At this time, overnight camps should not occur.

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.

COVID-19 Risk Mitigation

<table>
<thead>
<tr>
<th>General Guidance</th>
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<tbody>
<tr>
<td>Operators should review the COVID-19 General Relaunch Guidance for considerations prior to reopening.</td>
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<tr>
<td>Day camps should encourage and facilitate families of attendees staying up to date with developments related to COVID-19.</td>
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<td>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.</td>
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<td>COVID-19 signage should be posted in highly visible locations:</td>
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<tr>
<td>- “Help prevent the spread” posters are available.</td>
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<td>- When possible, provide necessary information in languages that are preferred by attendees.</td>
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<td>All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.</td>
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<tr>
<td>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.</td>
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</tbody>
</table>

View the current version of this publication at https://open.alberta.ca/publications/covid-19-information-guidance-for-day-camps
### COVID-19 INFORMATION

**GUIDANCE FOR DAY CAMPS**

- **Signs** should be posted at the entrance reminding persons not to enter if they have signs or symptoms of COVID-19.

- **Activities must not violate a public health order.** 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:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?

- Where possible, physical distancing practices should occur, for example:
  - Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves,
  - Plan for physically-distant activities such as shadow tag and where possible avoid activities that require clustering around a particular item or part of the room. Consider ways to set up rooms to avoid clustering or traffic jams
  - Consider staggering individual participation in activities or use of equipment to avoid clustering in any specific area.
  - For naps, increase distance between sleeping mats/cots up to two metres if possible, and always practice head-to-toe placement.

- Operators should develop a plan to provide isolation for an attendee if needed.

<table>
<thead>
<tr>
<th>Screening and response plan</th>
<th>Staff, parents and children must not enter the day camp area/space if they have COVID-19 symptoms.</th>
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<tbody>
<tr>
<td></td>
<td>Before every shift day camp staff are expected to assess themselves for symptoms of COVID-19 using the <a href="https://open.alberta.ca/publications/covid-19-information-guidance-for-day-camps">Alberta Health Daily Checklist</a>.</td>
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<tr>
<td></td>
<td>The day camp operator is expected to ask parents to check children’s temperatures daily before coming to the program. Parents should be reminded of this requirement when children are first registered for the day camp program, and through visible signage at the entrance to the day camp area/space. For reference, normal temperatures are:</td>
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<tr>
<td></td>
<td>- Mouth: 35.5-37.5°C (95.9-99.5°F)</td>
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<td>- Underarm: 36.5-37.5°C (97.7-99.5°F)</td>
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<td>- Forehead: 36.6-38.0°C (97.9-100.4°F)</td>
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<tr>
<td></td>
<td>- Ear (not recommended in children under two years): 35.8-38.0°C (96.4-100.4°F)</td>
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<td></td>
<td>Parents should be provided a copy of the <a href="https://open.alberta.ca/publications/covid-19-information-guidance-for-day-camps">Alberta Health Daily Checklist</a> upon registration in a day camp program with the expectation that it needs to be completed on a daily basis.</td>
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</table>
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Before leaving home, the parent or guardian conducting drop off is expected to screen each child for symptoms using the Alberta Health Daily Checklist.

If a child develops symptoms while at the day camp, the child should be isolated in a separate room and the parent or guardian should be notified to come and pick up the child immediately. If a separate room is not available, the child needs to be kept at least two metres away from other children.

- If the child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick the child. Staff should wear a non-medical mask and eye protection during all interactions with the child and should avoid contact with the child’s respiratory secretions.
- Staff should wash their hands before donning a non-medical mask and before and after removing the non-medical mask (as per Alberta Health mask guidance), and before and after touching any items used by the child.
- All items, bedding, toys etc. used by the child in the 48 hours prior to the onset of their symptoms and while isolated should be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the centre and stored in a sealed container for a minimum of 72 hours.

Parents can access COVID-19 testing for their child (with or without symptoms) by filling out the AHS Online Assessment Tool and booking a test.

Proof of a negative COVID-19 test result is not necessary to return to the day camp.

- A child that has a cough, fever, shortness of breath, runny nose or sore throat that is not related to a pre-existing health condition or who tests positive for COVID-19 is legally required to isolate for 10 days from the start of their symptoms, or until symptoms resolve, whichever takes longer.
- If a child has a fever, cough, runny nose, shortness of breath or sore throat and is not tested for COVID-19, the child must isolate for 10 days from symptom onset, or until symptoms resolve, whichever is longer. NOTE: It is always recommended that the parent seek testing for a child with symptoms of COVID-19.
- If the child tested negative and has no known exposure to the virus, they must stay home until their symptoms resolve.
- If the child tested negative and has had an exposure to the virus, they are legally required to quarantine for 14 days from the last
exposure date.

- Programs should keep records of children’s known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies, chronic cough), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.
  - A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.
- If a COVID-19 case is identified at a day camp, follow routine outbreak notification protocols.

Programs directly associated with a confirmed or probable case of COVID-19 must adhere to requirements from Alberta Health Services. This may include temporary program closure to allow for contact tracing processes to occur.

| Pick-up and drop-off procedures | Programs should 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.
- 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.
- Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.
  - Records should only be kept for 4 weeks. An organization must make reasonable security arrangements to protect the personal information.
  - For more information, the Office of the Information and Privacy Commissioner has released **Pandemic FAQ: Customer Lists** about collecting personal information from customers during the COVID-19 pandemic.
- There should be no non-essential visitors at the program.
- Children should come dressed and ready for the day camp activities as much as possible. Parents or guardians are able to attend the program
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when needed to assist the child, but should minimize time spent there, maintain two metres of physical distance and wear a mask.

- Day camp operators and staff should use telephone or video conferencing when possible to meet with staff and parents and guardians.
- Parents and guardians who are picking up children from more than one cohort should not be allowed to intermingle with children in the cohorts.
- **Hand sanitizer** should be placed in all entrances to the program area in for use by staff, parents doing pick-ups/drop-offs, and any visitors to the centre. Dispensers should not be in locations that can be accessed by children as there is a risk of accidental ingestion. The manufacturer’s instructions for each product must be followed.

**Cohorts**

- Groups should operate in **cohorts** of 50 people or fewer. This includes all day camp staff, volunteers and attendees.
  - A cohort is defined as a group of attendees and staff members assigned to them who stay together throughout the day, as well as day to day. Cohorts should remain as stable as possible over an extended period.
  - 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 are expected to wear a non-medical mask at all times.
- 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.
  - 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.
- Where possible, physical distancing practices should occur even within cohorts.

**Hand Hygiene and Respiratory Etiquette**

Operators should promote and facilitate frequent and proper hand hygiene for all day camp attendees. Operators should consider the following:

- Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use hand sanitizer.
  - Hand sanitizer containing at least 60% alcohol is recommended as there is evidence that supports effectiveness against COVID-19. Hand sanitizer can help reduce the risk of infection by, or spread of microorganisms when hand washing is not possible. If parents have questions about their child using alcohol-based hand sanitizer they should contact the day camp operator to discuss potential alternatives.
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- Ensure there are stations available to maintain hand hygiene.
- 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.
- 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.
- Hand washing with soap and water is required if the attendee has visibly dirty hands.
- The AHS Hand hygiene education webpage has more information, posters and videos about hand hygiene.

- 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.
- 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).
- Posters are available here.

Food

- Food service providers are required to follow the Food Regulation and Food Retail and Foodservices Code and existing occupational health and safety requirements.
- Operators should also follow the COVID-19 General Relaunch Guidance document and the Restaurants, Cafes, Pubs, and Bars Guidance.
- All food contact surfaces, reusable food equipment, reusable food containers and utensils should be cleaned and sanitized in accordance with practices outlined in in the Food Retail and Foodservices Code.

- Where possible, children should practice physical distancing while eating.
- 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.
- Utensils should be used to serve food items (not fingers).
- Servers and food handlers should wear non-medical masks, in addition to typical food handling practices outlined in the Food Retail and Foodservices Code.
- 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.
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- Food and beverages should not be shared between households. Ensure participants label personal belongings.

Staff and volunteers

Ensure staff:
- Are trained on the day camp operator’s policies regarding physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and any other updated policies or procedures related to preventing transmission of COVID-19.
- Have access to hand sanitizer or hand washing stations, as required.
- Are permitted to wear non-medical masks if preferred, even if a non-medical mask is not necessary for the work they are performing. Guidance is available online.
- Designate lockers and storage spaces to individual staff.
- Encourage staff to launder uniforms between shifts as appropriate.
- Continue to follow 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.

Use of shared spaces

- 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 when possible should be cleaned and disinfected before and after use by each cohort.
- Only one cohort at a time may use a licensed outdoor play space. Programs are encouraged to also use alternatives to licensed outdoor play spaces, such as walks and supervised play in parks and safe open spaces. Follow physical distancing practices when possible.
  - If using a public or school playground, ensure that children engage in hand hygiene before and after play.
- Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.
- The program should establish a plan to prevent mingling of cohorts in washrooms and to minimize the number of shared surfaces in washrooms.
- Programs that utilize a space that has other user groups (e.g. programs in museums, community centres, etc.) should 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 should be posted and used to track cleaning.
- Where provided, water fountains may remain open and should be cleaned and disinfected frequently.
### Operators with playgrounds should refer to:
- COVID-19 General Relaunch Guidance
- COVID-19 information: guidance for playgrounds

### Entertainment and performances
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.

- Follow the guidance available on Alberta Biz Connect regarding singing, musical instruments, dance and theatre.
- Recreational dancing should maintain physical distancing between attendees from different households.
  - Use chalk lines on sidewalks, spray paint on grass, and tape on flooring to mark spaces for attendees.
  - Consider types of dancing, such as lines dances, which allow people to remain far apart.
  - If attendees are unable to maintain physical distancing while dancing, non-medical masks should be worn. Guidance for wearing masks is available.
- Games and other interactive activities should only occur if there are no shared items required. Consider games and activities were participants can maintain physical distance as much as possible.

### Cleaning and disinfecting
- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, and public washrooms.
- Clean and disinfect frequently touched objects and surfaces as per AHS' COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities.
- Frequently clean and disinfect high-touch/shared surfaces such as:
  - Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.
  - Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.
  - Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment.
- Limit hours of operations to enable frequent cleaning.
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- Ensure disposable towels and spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.
- Regarding items that travel with the child from home to the day camp on a daily or regular basis:
  - Children bringing in non-essential personal items should be discouraged.
  - If coat hooks, lockers or open cubbies are to be used to store personal items they should be assigned to a single child or they must be cleaned and disinfected in between uses.
  - Equipment that is required for children’s day-to-day use (e.g. mobility or feeding devices, weighted blankets, headphones) should be cleaned and disinfected at drop off and pick up, and should not be used by anyone other than the child.

Other resources

- General information regarding COVID-19 (Government of Alberta) [www.alberta.ca/coronavirus-info-for-albertans.aspx](http://www.alberta.ca/coronavirus-info-for-albertans.aspx)
- How to hand wash (AHS) [https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-flu-handwash-how-to.pdf](https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-flu-handwash-how-to.pdf)
- How to use alcohol-based hand sanitizer (AHS) [https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf](https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf)
- Diapering procedures poster (AHS) [https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-diapering-procedure-poster.pdf](https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-diapering-procedure-poster.pdf)
- Arts and crafts safety (AHS) [https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-arts-crafts-safety.pdf](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-arts-crafts-safety.pdf)

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