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.

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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</thead>
<tbody>
<tr>
<td>Operators should review the COVID-19 General Relaunch Guidance for considerations prior to reopening.</td>
</tr>
<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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<tr>
<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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<tr>
<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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<tr>
<td>- When possible, provide necessary information in languages that are preferred by attendees.</td>
</tr>
<tr>
<td>All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.</td>
</tr>
<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>
</tr>
<tr>
<td>Signs should be posted at the entrance reminding persons not to enter if they have signs or symptoms of COVID-19.</td>
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</tbody>
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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,
- Consider ways to set up rooms to avoid clustering or traffic jams

Screening and response plan

Staff, parents and children must not enter the day camp area/space if they have COVID-19 symptoms.

- 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:
  - Mouth: 35.5-37.5°C (95.9-99.5°F)
  - Underarm: 36.5-37.5°C (97.7-99.5°F)
  - Forehead: 36.6-38.0°C (97.9-100.4°F)
  - Ear (not recommended in children under two years): 35.8-38.0°C (96.4-100.4°F)

- Parents must be provided a copy of the Child Alberta Health Daily Checklist upon registration with the expectation that it needs to be completed on a daily basis. 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

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- 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.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.
- Please see Appendix A for management of adults and children who are symptomatic and/or tested for COVID-19, as well as management of their close contacts.
- Proof of a negative COVID-19 test result is not necessary to return to child care.
- 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), the child should be tested at least once for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to day camp. This will be considered the child’s baseline health.
- Written confirmation by a physician that a child or staff member’s symptoms are due to a chronic illness is not necessary. Repeat testing is not necessary unless the nature of the symptom changes (e.g., a chronic cough worsens).
- 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.

<table>
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<tr>
<th>Expectations for drop-off/pick-up and entry areas</th>
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<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- To support public health contact tracing efforts in the event that an attendee tests positive, day camp operators should keep daily records of</td>
</tr>
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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 permitted to attend the program when needed to assist the child, such as a pick-up or drop-off, 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 and maintain physical distance as much as possible.
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- 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.
  - If cohorts must share the same room or space for a short period of time (i.e. less than 15 minutes), such as when a child or staff member needs to access a washroom or door, 2 metres distance should be maintained between cohorts.
- Where possible, physical distancing practices should occur even within cohorts.

### Hand hygiene and respiratory etiquette

<table>
<thead>
<tr>
<th>Operators should promote and facilitate frequent and proper hand hygiene for all day camp attendees. Operators should consider the following:</th>
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<tbody>
<tr>
<td>- Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use hand sanitizer.</td>
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<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Ensure there are stations available to maintain hand hygiene.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Hand washing with soap and water is required if the attendee has visibly dirty hands.</td>
</tr>
<tr>
<td>- The AHS Hand hygiene education webpage has more information, posters and videos about hand hygiene.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 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).</td>
</tr>
<tr>
<td>- Posters are available <a href="#">here</a>.</td>
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<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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| **Food**     | - Food service providers are required to follow the [Food Regulation](https://www.gov.ab.ca/act-reg_food.html) and [Food Retail and Foodservices Code](https://www.gov.ab.ca/act-reg_foodservices.html) and existing occupational health and safety requirements.  
  - All food contact surfaces, reusable food equipment, reusable food containers and utensils should be cleaned and sanitized in accordance with practices outlined in the [Food Retail and Foodservices Code](https://www.gov.ab.ca/act-reg_foodservices.html).  
  - 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.  
  - 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](https://www.gov.ab.ca/covid-19-guidance-restaurants-cafes-bars).  
- 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](https://www.gov.ab.ca/act-reg_ohs.html). |
### 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.
- Off-site activities (e.g., field trips) must follow the day camp guidance, as well as any sector-specific guidance relevant to the location of the field trip, including physical distancing, use of non-medical face masks, cohorting, hand hygiene, respiratory etiquette and enhanced cleaning and disinfection.
  - Individual cohorts should be maintained during transportation to and from any external field trip site, as well as at the location of the field trip site.
  - Organizations providing off-site activities should comply with the general relaunch guidance and sector-specific guidance, and should implement the same measures in the school guidance.
  - An organization or facility should only host one cohort at a time, or should take clear steps to separate multiple groups to ensure they do not use shared areas (e.g., washrooms, lunch rooms).
  - Staff at the off-site activity must maintain physical distancing of at least two metres from the students and staff in the cohort.
  - Hold activities outdoors as much as possible.
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<thead>
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<th>Entertainment and performances</th>
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<tbody>
<tr>
<td>- Singing and playing wind instruments in close proximity to others are considered to be higher-risk activities, and should be carefully managed.</td>
</tr>
<tr>
<td>- Organizers of these activities should adhere to the <a href="#">guidance for singing and vocal performance</a> and <a href="#">instrumental music</a>.</td>
</tr>
<tr>
<td>- 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.</td>
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<thead>
<tr>
<th>Cleaning and disinfecting</th>
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<tbody>
<tr>
<td>- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, and public washrooms.</td>
</tr>
<tr>
<td>- Clean and disinfect frequently touched objects and surfaces as per <a href="#">AHS’ COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities</a>.</td>
</tr>
<tr>
<td>- Frequently clean and disinfect high-touch/shared surfaces such as:</td>
</tr>
<tr>
<td>- Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.</td>
</tr>
<tr>
<td>- Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.</td>
</tr>
<tr>
<td>- Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment.</td>
</tr>
<tr>
<td>- Limit hours of operations to enable frequent cleaning.</td>
</tr>
<tr>
<td>- Ensure disposable towels and spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.</td>
</tr>
<tr>
<td>- Regarding items that travel with the child from home to the day camp on a daily or regular basis:</td>
</tr>
</tbody>
</table>

- Organizations providing off-site activities must develop procedures to address staff that become symptomatic during the field trip.
- Child care programs must develop procedures to address children or staff developing symptoms during the field trip; plans should include a designated area to isolate the ill individual, what extra supplies may be needed (e.g., mask for the child, mask/face shield for the individual attending to the child), how to notify a parent/guardian and how the ill child will be transported home from the off-site activity.

Operators with playgrounds should refer to:
- [COVID-19 General Relaunch Guidance](#)
- [COVID-19 information: guidance for playgrounds](#)
- Children bringing in non-essential personal items should be discouraged.
- If coat hooks, lockers or open cubbies are to be use 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.

Transportation
- Staff and children should not be in the pick-up area or enter the vehicle if they have symptoms of COVID-19.
- The driver should be provided with a protective zone, which may include:
  - 2 metre physical distance;
  - Physical barrier; or
  - Non-medical mask.
- Children should be assigned seats and a record of this seating plan should be kept in order to assist with contact tracing should a child test positive for COVID-19. Children who live in the same household should be seated together.
- Day camp operators should develop procedures for loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members) when possible. This may include:
  - Children start loading from the back to the front of the vehicle.
  - Where feasible, limit the number of children per bench unless from the same household or cohort.
  - Children from the same household may share seats.
  - Children start unloading from the front to the back of vehicle.
  - Children in grades 4 and above are expected to wear a non-medical mask while in the vehicle when distancing is not possible (especially if cohorts are mixed during transport). Non-medical masks may also be considered for younger children if appropriate.
- If a child becomes symptomatic during the trip, a non-medical mask should be made available. The driver will contact the school to make the appropriate arrangements for the child to be picked up (see screening and response plan above).
- Vehicle cleaning and records:
  - Increase frequency of cleaning and disinfection of applicable high-touch surfaces, such as door handles, child seats, window areas, rails, steering wheel, mobile devices and GPS prior to each run.
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- It is recommended that vehicle cleaning logs be kept.

<table>
<thead>
<tr>
<th>Other resources</th>
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<tbody>
<tr>
<td>• General information regarding COVID-19 (Government of Alberta)</td>
<td><a href="http://www.alberta.ca/coronavirus-info-for-albertans.aspx">www.alberta.ca/coronavirus-info-for-albertans.aspx</a></td>
</tr>
<tr>
<td>• How to hand wash (AHS)</td>
<td><a href="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</a></td>
</tr>
<tr>
<td>• How to use alcohol-based hand sanitizer (AHS)</td>
<td><a href="https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-handrub-how-to.pdf">https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-handrub-how-to.pdf</a></td>
</tr>
<tr>
<td>• Diapering procedures poster (AHS)</td>
<td><a href="https://www.albertahealthservices.ca/assets/wf/eph/eph-diapering-procedure-poster.pdf">https://www.albertahealthservices.ca/assets/wf/eph/eph-diapering-procedure-poster.pdf</a></td>
</tr>
<tr>
<td>• Arts and crafts safety (AHS)</td>
<td><a href="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</a></td>
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