

# City of Toronto: Community Recreation Post Pandemic Operational Guideline CampTO

CITY OF TORONTO  
PARKS, FORESTRY AND RECREATION

## Table of Contents

|  |           |
|--|-----------|
| <b>Section 1 - Introduction</b> .....                            | <b>3</b>  |
| Purpose of this guide .....                                      | 3         |
| Background .....   | 3         |
| COVID-19.....  | 3         |
| <b>Section 2 – Health Controls</b> .....                         | <b>5</b>  |
| Ratio and Space Required.....                                    | 5         |
| Physical Distancing .....  | 5         |
| Respiratory Etiquette .....                                      | 6         |
| Declaration of Health Form.....                                  | 6         |
| Vulnerable Groups.....   | 6         |
| Health Checks/Screening for Participants and Staff.....          | 6         |
| Daily Procedures .....   | 7         |
| Illness Occurs During Program or at Health Check/Screening ..... | 9         |
| Isolation Rooms/Spaces .....                                     | 11        |
| Returning to program after an illness that is COVID-19 .....     | 11        |
| Handwashing and Hand Hygiene .....                               | 11        |
| Hand Sanitizer.....  | 12        |
| Washrooms .....  | 12        |
| Thermometers .....   | 12        |
| <b>Section 3 - Administrative Controls</b> .....                 | <b>13</b> |
| Emergency Contact Lists.....                                     | 13        |
| Personal Information Forms (PIF).....                            | 13        |
| Program Illness Outbreak and Tracking.....                       | 13        |
| Transportation .....   | 14        |
| Out-Trips .....  | 14        |
| Visitors/Volunteers/special performers in Programs.....          | 14        |
| <b>Section 4 – Health and Safety Controls</b> .....              | <b>15</b> |
| Extra Staff and Responsibilities .....                           | 15        |
| Personal Protective Equipment (PPE) .....                        | 15        |
| Fanny Packs.....   | 15        |
| Masks.....   | 15        |
| Gloves .....   | 16        |
| Face Shields.....  | 16        |
| Toys and Equipment.....  | 16        |

|  |           |
|--|-----------|
| Water Bottles and Water Fountains .....  | 17        |
| Sun Screen .....   | 17        |
| <b>Section 5 – Engineering Controls .....</b>                                    | <b>18</b> |
| 2 Way Radios/Cell Phones .....   | 18        |
| Kitchen .....  | 18        |
| Customer Service Desks and Areas .....   | 18        |
| Pin Pad Cleaning.....  | 18        |
| Cash Handling.....   | 18        |
| Common Areas and Furniture: .....  | 18        |
| Arena snack bar areas, benches, tables, picnic tables, chairs, lounge areas..... | 18        |
| Other Programming.....   | 19        |
| Change rooms.....  | 19        |
| <b>Section 6 – Procedures, Forms and Posters.....</b>                            | <b>20</b> |
| Procedures.....  | 20        |
| Forms.....   | 20        |
| Posters & Signs.....   | 20        |

**PREAMBLE:**

- The City of Toronto is pleased to share Operating Guidelines for Summer Day Camps, developed in collaboration with Toronto Public Health, Occupational Health & Safety and the Parks, Forestry and Recreation division.
- Operating summer day camps is restricted by provincial order currently in place. Please also note, the City of Toronto's guidelines do not reflect provincial requirements for summer camps, which have not yet been released.
- The City's plans to implement summer day camps are conditional on amendments to these provincial orders that permit summer camps to operate; the release of provincial operating guidelines and on the advice of Toronto Public Health. It is recommended that anyone utilizing these guidelines connect with their own Public Health Agency.

## Section 1 - Introduction

Community Recreation has prepared this planning guide to assist Community Recreation, Museums and Parks in implement a safe and structured reopening plan, in consultation with Toronto Public Health.

The guides are intended to be used as planning tools. All programs and services must use these tools alongside the specific advice provided by federal, provincial and local authorities.

### Purpose of this guide

**CampTO Controls:** This planning guideline identifies critical health, administrative, engineering and safety controls required for reopening the CampTO program.

**CampTO Facilities** must have washroom facilities which include one dedicated washroom for staff along, a separate washroom for male and female participants with 2 washroom stalls/urinals and a minimum of 2 sinks. One of the washrooms is to be accessible. Washrooms in change rooms may be used with staff supervision, if they have a direct entrance to another area of the facility, such as a pool or gym.

**Public Health Principles of safe programming for CampTO** – Physical distancing, adequate cleaning and PPE, respiratory etiquette and health checks/screening and sign in.

[This guidance document for program re-opening](#) is an evolving document and as planning continues at the federal, provincial and local levels, information will be updated and added, as required.

Any requests for an exemption to the requirements of these guidelines must be forwarded by the Supervisor to the Manager, Quality Assurance.

### Background

Toronto Public Health (TPH), in collaboration with the Provincial and Federal governments, will keep the public informed by providing timely, clear and up-to-date information about the COVID-19 pandemic. This will be done as necessary through the media, [Toronto Public Health Website](#) and or through Toronto Health Connections at 416-338-7600.

Decisions regarding any closure of Community Centres, Community Programs or amenities and cancellation of social gatherings will be made by the Provincial government (Provincial orders), neighbouring jurisdictions and directly affected agencies. The Toronto Medical Officer of Health will advise the City of Toronto Senior Leadership and government on the city's recovery plan.

### COVID-19

COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a person who is ill coughs or sneezes. It may also be possible for a person to contract COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, aches of pain, running nose, shortness of breath, loss of smell or taste, sore throat, and/or headaches. Participants may have milder or asymptomatic infections of COVID-19. For more general information about COVID-19, visit [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19)

## Exclusion Examples:

If a participant and/or staff has one or more of the following symptoms, staff need to direct them as per the [Exclusion of Sick Participants & Staff Procedures](#).

Symptoms need to be "**greater than normal**". If a participant and/or staff has a runny nose/watery eyes consistent with allergies, and an additional symptom presents itself, such as lethargy or fever, they would be asked to leave program/work.

If staff notices a participant and/or staff displaying, one or more of the listed symptoms, they will ask the parent/caregiver/staff to seek medical assistance, doctor, call telehealth, or Toronto Public Health and to not return until a diagnosis is made and the participant/staff has been cleared with a note. As, the Provincial Government has opened testing to all members of the community, the availability of tests must not present as a barrier. The note can be a doctor's note or a note from the testing assessment centre.

Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

Disease symptoms may be different, depending on age. Children and older adults with COVID-19, may also have non-specific symptoms, such as:

- Disorientation, confusion
- Sleeping more than usual or muscle aches
- Dizziness, weakness or falls
- Chills, headaches

### **Inflammatory Condition - A COVID-19 test is not required to return for the inflammatory disorder only a doctor's notes**

Rarely, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. It can present with:

- Rashes
- Prolonged fever
- Red eyes and swelling in the hands and feet that need medical attention.

If staff notice these new symptoms, they must ask the parent to seek medical assistance and not return until a diagnosis is made and the participant has been cleared with a note.

[https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet\\_Novel-Coronavirus.pdf](https://www.toronto.ca/wp-content/uploads/2020/02/8d59-Fact-Sheet_Novel-Coronavirus.pdf)

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

## Section 2 – Health Controls

Programs must encourage good infection prevention, high personal hygiene standards and control practices among staff and participants to help reduce risk of illness.

### Ratio and Space Required

Staff will ensure that there is a staff to participant ratio of 1 Leader to 5 participants (1:5) at all times. Every program space, both indoor and outdoor, must allow for 4<sup>2</sup> meters per participant. This space allows for all participants and staff to maintain a 2-meter distance from each other. This modified summer camp program will be operated for participants, 6 to 12 years of age.

Maximum room occupancy will be posted at the entrance to each activity space. (E.g. gym, activity rooms, etc.)

- [Poster: Room Occupancy Limits](#)

### Physical Distancing

Staff must make every effort to maintain at least 2 meters away from participants and other staff, however there will be times that the 2 meters must be breached, such as providing first aid, during behaviour management situations, or when a participant is in an emergency life-threatening situation.

Physical distancing cannot risk life. Not having proper Personal Protective Equipment (PPE) (i.e. gloves or a mask) must not be a hindrance to assisting a participant or staff requiring assistance, in an emergency situation.

The types of activities need to be taken into consideration when programming for CampTO to help maintain the 2 meters:

- When a participant is in need of staff intervention (such as toileting, hurt or in danger), staff can wear gloves and masks when possible
  - **Note:** As PPE is limited staff must only use when necessary
- To help maintain the 2 meters of physical distancing, visual markers can be used on floors/tables/desks/etc. to designate areas for each participant and staff to occupy
  - Markers that need to be used must not damage the floors of the centre – please consult with Director of Community Recreation PPA.
- When more than one sink, alternating sinks will be decommissioned and taped off to maintain physical distancing
- If a participant older than 10 years of age has a minor injury (bruise, sprain, nose bleed) staff can coach the participant on how to place the ice or bandage
- All major injuries require hands on attention
- Customer Service areas need to be rearranged to give staff a minimum of 2 meters distance between them and the customers they are serving.
- Post signs in the office/elevators/hallways
- Ensure physical distancing can be maintained in all rooms
- Minimize the number of staff in manager/supervisor's office or have conversations by phone
- If areas such as narrow hallways are challenging for staff/participants to come into contact with another staff suggest:
  - Staff/participants verbally communicate that they are coming through
  - If possible, wait until staff are through before another one enters
  - Move out of the way such as another hallway or office space until the other staff has gone past
  - Use one way hallways that have clear signs/markers

## **Respiratory Etiquette**

To prevent the spread of respiratory infections, proper respiratory etiquette needs to be taught to participants and regularly practiced by staff and participants.

- [Poster: Cover Your Cough](#)
- [Poster: Hand Hygiene](#)

Respiratory etiquette posters need to be posted at the entrance and in areas where they are likely to be seen, to remind staff and patrons to practice proper respiratory etiquette.

Respiratory etiquette includes:

- Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow
- Disposing of used tissues into the garbage immediately after use
- Practicing proper hand hygiene immediately after coughing or sneezing

## **Declaration of Health Form**

Staff will complete a [Pre-Program Declaration of Health \(Participant\)](#) for each participant over the phone with the listed custodial caregiver that has knowledge of participant's health prior to the start of program.

Recreation Programmer/designated staff will complete a declaration of health check with each staff prior to the start of session or when returning from vacation or assigned to a new location.

All health screening documents must be kept on file in a lock cabinet or scanned and filed in a secure location in the event Toronto Public Health needs access.

Daily health checks will be required for all participants and staff prior to the start of the program. Two (2) Full Time staff will be trained and responsible to complete the daily health checks.

[Daily Participant Health Check Screening](#)  
[Daily Participant Health Screening - Weekly Version](#)

The primary caregiver or designate will receive a phone call prior to program start date. Staff will review new procedures, and do an initial health check. Staff will sign off that it has been completed.

[Health Screening Procedures for Care Type Programs– COVID-19](#)

First day of program participants must sign off on a [Participant Declaration of Health Rules](#). Each participant will need to be aware of the rules to physically distance, wash hands, stay home if sick, respiratory etiquette, etc. If a participant, cannot follow the "rules" they may be asked to leave the program.

## **Vulnerable Groups**

Participants with health conditions that leave them vulnerable will be identified and a determination will be made (subject to the approval of their primary care giver) regarding additional safeguards required for them.

## **Health Checks/Screening for Participants and Staff**

Signage that must be posted at all entrances and exits:

- Screening poster on entrance doors
  - [Poster: Stop- Screening](#)
- Post a sign at all entrances to remind staff/clients to wash hands upon entry
  - [Poster: Stop- Wash Your Hands](#)

## Daily Procedures

### Screening Area Set Up:

Items for screening station set up: **(to be completed outside)**

- Signage
- 2 metre distance visual markers
- One entrance/exit – if facility has multiple entrances, one entrance can be assigned per age group
- Hand sanitizer (70% alcohol) must be available for pre and post screening. As children may have an allergy, parent permission form is required
- Cleaning products to disinfect area between screenings
- Garbage receptacle(s)
- COVID -19 screening tool for completion [Daily Participant Health Check Screening](#) or [Daly Participant Health Screening - Weekly Version](#)
- Procedure for [Donning Gloves \(Putting Gloves On\)](#) and [Doffing Gloves \(Taking Gloves Off\)](#) mask and gloves
- Immediate access to isolation measures for anyone showing symptoms on COVID-19
- If staff touch a participant the use of hand sanitizer needs to be used in-between

### Daily Procedures for Participants:

- A parent or caregiver, over the age of 18 with knowledge of the participant's health, must be present at arrival each day of the program to complete the daily health screening form
- Staff will complete one health check each morning for all participants [Daily Participant Health Check Screening](#) or [Daly Participant Health Screening - Weekly Version](#)
- If participants are displaying one or more symptoms of COVID-19, they will not be permitted into the program and will be directed as per the [Exclusion of Sick Participants & Staff Procedures.](#)
- Participants will not be able to return to program until they have received a negative COVID-19 test result or have a doctor's note and are symptom free
- If participants have travelled outside of Canada within the last 14 days, had close contact with a confirmed or probable case of COVID-19 or had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days, they will be asked to remain home in self-isolation for 14 days.
- Staff will document the results of each health check on the [Daily Participant Health Check Screening](#) or [Daly Participant Health Screening - Weekly Version](#) and keep a copy in a secured filing cabinet or electronically in a secured location on G drive at the program location
- Gloves are not needed if temperature checks are not be conducted, hand sanitizer is sufficient
- Outdoor space needs to be utilized for arrival and dismissal time (tents can be purchased)

- If it is not possible to utilize outdoor space, a specific area within the building must be marked off and physical distancing must be adhered to on a daily basis and disinfecting needs to be completed after arrival has been completed
- Physical distancing of 2 meters must occur to conduct health checks/screenings and sign in. Each camp location will need to come up with a plan to submit to their Supervisor for approval prior to the first day of camp.
- Physical Distancing during health checks/sign in can be achieved by:
  - Utilizing multiple doors per age group
  - Utilizing Location Coordinators, part time staff, etc.
  - Each leader can be responsible for health checks/screening and sign in for their participants;
  - Barriers/pylons/frisbees can be utilized to assist in maintaining physical distance;
- The following signs need to be posted at the facility
  - [Poster: Physical Distancing](#)
  - [Poster: Protect yourself](#)
- Late arrivals must call the Recreational Programmers or designates cell phone or front desk phone (must have staff at desk) to be met outside for health screening. The staff will then accompany the participant to their designated group and sign-in the participant Parents/caregivers will be provided with the correct contact phone numbers
- There will be no common gatherings among the groups. Once a participant is placed within a group of 5, they stay with that group for the remainder of the week. (This includes at meal time, changing, arrival and departure times).
- Arrival and dismissal times to be organized according to groups
  - Group can move throughout the building on a rotating scheduled but same participants need to stay together
- Hand sanitizer must be available at the health check/screening and sign in station. Children need a signed permission form prior to use of any hand sanitizer ([Hand Sanitizer Permission Form](#))
- A tent or existing outdoor shelter must be utilized on inclement weather days
- Post the following signage in visible areas, which clearly explains the screening process and the rules and conditions for entry:
  - [Procedure: Health Screening procedures for Care Type Programs](#)
  - [Poster: Screening Sign for posting](#)
  - [Poster: Stop Screening Area](#)
- When health check screening is completed, staff will take the participant from the parent/caregiver and escort them into the facility and hand washing/hand sanitizing must occur. This allows parents to stay outside of the facility and assist with contamination control of the building
- Visitors will be restricted from accessing the facility to assist in prevention of cross-contamination. If for some reason a parent/caregiver or other member of the public needs to come into the facility, a health check must be completed, sign in and hand sanitizer utilized or hands must be washed. It is highly recommended that staff and participants are the only individuals that are entering the building, except for emergencies

### **End of Program Procedures:**

- Parents will be asked to wait outside. Staff will bring the participant to their parent/caregiver.
- Physical distancing must be maintained.
- When early dismissal is required, parent/caregiver must call the Recreation Programmers/or designates cell phone or front desk phone to be met outside for pick

up. Staff will sign out the participant and accompany the participant to their parent/caregiver.

### Daily Procedures for Staff:

- A Recreation Programmer or designated staff will complete a health check/screening each morning for all staff at the health check point. The first staff scheduled to open the facility, will conduct a self-assessment and hand it in to the staff designated to keep all forms on file.
  - [Form: Daily Staff Health Check Form](#)
- Staff must use hand sanitizer prior to entering the facility or if not possible taken to the nearest washroom to wash their hands
- If they answer yes to any of the COVID-19 screening questions then staff are sent home immediately and asked to go to their nearest screening centre for testing
- If staff have travelled outside of Canada within the last 14 days, had close contact with a confirmed or probable case of COVID-19 or have had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days, they will be asked to remain home in self-isolation for 14 days.
- To return to work the staff must present a doctor's note or the negative screening note
- See [Exclusion of Sick Participants & Staff Procedures](#)
- If a staff member has been away (vacation day, half day off) they must be screened before they enter the building
- Eliminate or reduce the handling of paper (contact sheets) between staff. E.g. scan and save electronically in a shared folder so other staff have access in the event that it is required to be turned into TPH
- Encourage staff to wash hands and avoid touching face before and after handling paper that has been touched by another participant or staff

### Sick Leave Policy – updated May 8

- An updated [Sick Leave Policy](#) during the COVID-19 pandemic is available on the intranet and on ELI.

### Sign In and Out Procedures for All

All programs must have a sign in and out process. **Everyone entering the building must sign in and complete a health check/screening** to ensure that a complete list is available in the event Toronto Public Health requires it for contact tracing. All documents must be kept with a staff or stored securely (scanned on secure drive or locked cabinet, as they have personal information on it).

During a program, staff must sign in and sign out participants to eliminate the potential of cross contamination from using a shared pen.

Sign in will occur at the same time as health checks/screenings.

**All sign in sheets need to be saved in a locked cabinet or saved electronically on a shared drive. These documents must not be discarded in the event of an outbreak, requiring TPH to complete contact tracing.**

### Illness Occuring During Program or at Health Check/Screening

For complete information, see [Exclusion of Sick Participants & Staff Procedures](#)

1. Participants and/or staff who are showing symptoms of illness must be isolated in a designated isolation room/space away from all other staff and participants.  
**Note:** Siblings or participants from the same home of a participant showing symptoms, will need to be isolated together wearing non-medical masks. The masks will be provided by the Branch.
  - a. Staff who are monitoring the participant/staff will try to remain outside of the isolation room/space. If they need to enter staff need to don (put on) proper PPE. (Gloves, Mask) [Donning Gloves \(Putting Gloves On\)](#)
  - b. Staff must wash hands immediately after taking off gloves and leaving the isolation space. [Doffing Gloves \(Taking Gloves Off\)](#)
2. The participant/staff temperature needs to be taken by a staff member and all symptoms must be documented on a [Minor Injury/Incident Form](#).
3. Staff can use the back of the Minor Injury/Incident form to record temperature and symptoms.
4. Staff need to contact their immediate Full-Time Recreation Programmer or Supervisor as soon as a participant or staff have displayed any symptoms of the virus.
5. Staff need to contact the parent/ caregiver/emergency contact of the participant and advise to pick up immediately (within 1 hour).
  - a. If a parent/caregiver/emergency contact does not arrive in a timely fashion, staff must contact their immediate full time staff for further direction
  - b. In the event of a staff illness, if well enough they can drive or walk home themselves or call a parent/friend
6. In the event of serious illness and you cannot get in touch with the parents (E.g. Participant is disoriented or slips into unconsciousness), call 911 and follow appropriate emergency procedures. Refer to the [Emergency Response Plan Policy](#) and Binder, and follow the appropriate reporting procedures.
7. Parents/caregivers must take the participant to be tested and can return to program once a negative test result has been given and they are symptom free. A doctor's note or negative report must be shown upon return.
8. Any staff that are presenting as ill at work must be tested and can return to program once a negative test result has been given and they are symptom free. A doctor's note or negative report must be shown upon return.
9. All information must be completed in the [Health and Safety, Quatro Safety](#). All staff incident/accident forms need to be completed for a potential staff exposure or if a staff is leaving due to an illness suspected to be related to COVID-19. [Staff Accident/Incident Forms](#).
10. **If parent or staff refuse to be tested or a test has been refused by an assessment centre, participant/staff must remain at home for 14 days or provide a doctor's note to return.**  
**Telehealth Phone:** +1 866-797-0000 **TPH - 416-338-7600**
11. Contact Maureen Easby: [Maureen.Easby@toronto.ca](mailto:Maureen.Easby@toronto.ca) or Art Ng: [Art.Ng@toronto.ca](mailto:Art.Ng@toronto.ca)
12. Toronto Public Health only needs to be notified if a staff or participant has a confirmed diagnosis of COVID-19.
13. Staff will inform parents/caregiver of participants who were in the same room of possible exposure, and must monitor their participant for symptoms.
  - a. If the staff or participant is found to not be ill the parent/caregiver of the other participants need to be notified. If the participant is ill with COVID-19, TPH will inform all participants.
14. CRP's must be keeping track of any illness in program and recording daily what illnesses are present in the program and the symptoms.

## Isolation Rooms/Spaces

Each centre needs one isolation room/space that can hold up to 2 participants/staff that are 2 meters apart and with a separation partition in between, where possible. A staff needs to be available to stand outside the room to supervise the participant(s). If staff need to go into the room, a mask and gloves must be worn. Please see [Exclusion of Sick Participants & Staff Procedures](#) for more details.

If staff enter the isolation room, they must immediately wash their hands using the [Hand Hygiene Procedures](#) upon exiting the room/space.

The isolation room needs to be disinfected immediately after being used.

## Returning to program after an illness that is COVID-19

Staff and participants will not be permitted back to the facility unless they have been cleared. If a staff or participant tests negative for COVID-19, they can stop self-isolating 24 hours after their symptoms have resolved, as long as they are not required to be in self-isolation for another reason (such as being a close contact of a case).

Further guidance for return to camp/work can be obtained from the [Ministry of Health's Self-Assessment tool](#) or by calling Toronto Public Health at: 416-338-7600.

## Handwashing and Hand Hygiene

Signs need to be posted on how to hand wash at all sinks [Poster: Hand Washing](#)

Sinks are the preferred method of handwashing with a minimum of 2 sinks in the washroom that are able to be used. To achieve physical distancing, there needs to be 2 meters apart from each sink.

It is preferable to have a sink available in each room that the program is being offered, however, as long as washrooms are in close proximity, programming can occur.

All sinks need soap and need to be checked on a regular basis to ensure that soap dispensers are full.

For camps organized within the Parks Branch in an outdoor setting, when participants are utilizing washrooms and sinks, a 2 meter distance needs to be maintained, and a separate washroom must be designated for staff. Washrooms must be disinfected after each use.

Staff need to ensure that participants have the ability to wash hands when needed, care programs/camps need to ensure that a washroom and hand washing schedule is created to give participants the ability wash hands on a regular basis.

Staff need to have a separate and designated sink that cannot be utilized by participants. This can be in the kitchen or staff washroom.

If two sinks are not available due to physical distancing or available facilities, the program needs to have at least 2 portable handwashing stations as hands need to be wash on a regular basis or the program cannot operate.

Staff are asked to wash their hands before and after shifts and when deemed necessary, such as after cash handling, touching forms and pens etc.

## Hand Sanitizer

Staff will have the use of hand sanitizer with an alcohol level of at least 70%, if soap and water is not available.

Hand Sanitizer does not replace hand washing. Hand washing is always the first line of defence and preferred option to eliminate contagious virus/diseases.

**Note:** Some participants may have allergies to hand sanitizer. A hand sanitizer permission form must be signed off by each parent/guardian of a participant in the program and kept on site. If a participant cannot use hand sanitizer, hand washing must be maintained whenever needed.

[Hand Sanitizer Permission Form](#)

## Washrooms

There needs to be one separate and dedicated washroom for staff with a sign posted stating it is for staff only.

There needs to be one washroom for male and female participants with a minimum of 2 stalls that allows for physical distancing of 2 meters distance between participants.

If the CampTO location serves less than 25 participants, one washroom for all participants with at least 2 stalls is required.

To achieve physical distancing within the washroom, every other urinal/stall can be utilized.

Participant groups need to have designated times for washroom breaks and must always be accompanied by a staff to ensure they are maintaining physical distancing. If a participant in a group needs to use the washroom, the whole group must accompany.

For camps organized within the Parks Branch that are in an outdoor setting, when participants are utilizing washrooms and sinks, a 2 meter distance needs to be maintained. Designate a washroom to staff and a washroom for participants, both of which must be disinfected after each use.

## Thermometers

Each care type program location needs two (2) ear thermometers and extra batteries on site to check participant(s) temperature, should they be exhibiting symptoms of illness and are placed in the isolation room.

Outdoor camps need to secure a location that is convenient and secure. Participants or staff can be taken aside to a shady outdoor space, under supervision, where they can see and talk to a staff person 2 metres away and asked to wait until their parent arrives.

Thermometers must be disinfected after each use. Proper cleaning and disinfecting standards must be followed.

## Section 3 - Administrative Controls

### Emergency Contact Lists

Each program area needs to prepare and keep an updated list of contact information for staff, participants, parents/caregivers for Toronto Public Health officials, should they be required to do contact tracing.

CampTO need to expand their current lists of contact information to also include individuals pre-approved for participant pick-up, in case the designated persons are unavailable. Information needs to be taken from the Participant Information Forms (PIF). It is imperative that staff keep these forms up to date.

It is recommended on the first day, to ask parents or caregivers for additional emergency contacts that can arrive at the program within **1 hour** to pick up a sick participant.

### Personal Information Forms (PIF)

When handling PIF forms staff must ask parents to place it on the desk and then pick it up or ask the parent/caregiver to bring in in a plastic re-sealable bag. Staff can then take it out of the bag and handle. If parents do not use a re-sealable bag, staff must wash hands after touching and avoid touching their face.

It would be ideal for parents to email the PIF form and other documentation to staff. Staff will print and securely file or save electronically on the G Drive.

Staff need to ensure that PIF are updated regularly and ask parents/caregivers provide as many emergency contacts as possible in case of participant illness.

### Program Illness Outbreak and Tracking

#### It is important to track information

If a participant or staff call in sick, staff need to call the parent/caregiver and walk through the health check.

Every day, a tracking sheet needs to be completed to record participants and staff who are ill with COVID-19 symptoms. All programs need to send this spreadsheet to one designated district Supervisor, who will consolidate and send to Directors PPA in the event that TPH needs to conduct contact tracing.

If staff notice a pattern or trend in a group or facility (E.g. 2-3 participants per group are calling in sick over the course of a couple of days) the Community Recreation Supervisor will consult with Manager of Quality Assurance and the Director's office PPA, who will call and report pertinent information to Toronto Public Health.

TPH will require names, sign in sheets, daily health checks and other documentation. All documentation must be kept and locked in a secure location on a daily basis or electronically saved on securely G drive.

Toronto Public Health will be responsible for declaring an outbreak and will determine and do contact tracing, where necessary.

If TPH receives a positive test from a staff or participant, they will call senior management at the City of Toronto, Parks Forestry and Recreation Division

## **Transportation**

Programs cannot utilize any type of transportation, public or bussing.

## **Out-Trips**

There will be no out trips during any programs until further notice. The only exception is that staff can take participants to the park, do walking trips and go to outdoor fields, as long as physical distancing is maintained and staff are able to maintain appropriate supervision of participants at all times to ensure safety. The park or field needs to be in very close proximity.

## **Visitors/Volunteers/special performers in Programs**

CampTO will not allow any visitors, volunteers or special performers in to programs. This is to limit people into the facility to control any potential exposure to children and staff.

## Section 4 – Health and Safety Controls

### Extra Staff and Responsibilities

To avoid the need to cancel programs, it will be important to have a roster of relief staff for when staff are ill or need to self-isolate.

On a daily basis, staff will be designated with the following:

- To complete health/screening and sign in/out each day
- For ensuring all documents required by Toronto Public Health stated within this guideline are kept and filed safely (locked hard copy or electronically secured)
- To report and track illness
- To supervise the isolation room, if needed
- To carry the cell phone that parents contact in case of late arrival, early dismissal, or any other concerns
- For carrying extra PPE (gloves, masks, hand sanitizer)

Each camp location will need to come up with a plan to assign the above task. This plan must be submitted to their Supervisor for approval prior to the first day of program.

It is optimal to have staff work in one location only, however, if required, staff can move from one location to another, as long as they complete a Daily Staff Health Check Form at every location, upon arrival.

### Personal Protective Equipment (PPE)

#### Start of Program Day 1 Shift (First day of program)

Each staff will be directed where to find cleaning supplies, masks, gloves and any other PPE as a part of On-site Orientation.

#### Start of each shift (daily)

Staff will check their fanny packs/resealable bags to ensure that gloves and mask are in good working order.

If there is any change to PPE standards or where to find it in the building, staff will be informed immediately.

### Fanny Packs

Staff will receive one resealable bag/fanny pack that holds one pair of gloves, one non-medical mask and hand sanitizer to use in the event of a major incident. To assist in reducing the use of PPE, staff are asked to utilize PPE only on an as needed basis.

A designated staff will be issued a fanny pack that has extra PPE and first aid supplies.

### Masks

Toronto Public Health recommends the use of non-medical masks when physical distancing cannot be maintained and while providing first aid.

Staff may bring in their own masks to wear during shifts. Toronto Public Health recommends that cloth masks or face coverings be used when physical distancing is difficult to maintain and while administering first aid.

If any staff or participants do wear a mask, they need to be used properly. The mask must be disinfected or washed for the following day and carried in a plastic resealable bag and brought back and forth to program on a daily basis. If mask becomes soiled throughout the day, it must be removed and replaced with a clean, non-medical mask.

Staff doing health checks/screening and while in isolation room must wear non-medical masks, which will be provided by the Branch.

Staff must carry on them, either in a fanny pack or resealable bag, both a mask and gloves for emergency use.

## **Gloves**

Gloves are only required in the situations listed within this document.

## **Face Shields**

Face shields are not required at this time.

## **Toys and Equipment**

For full information, see [Toy and Equipment Cleaning Procedures](#)

All toys and equipment used during the program need to be cleaned and disinfected at the end of each shift/day, when soiled or contaminated. Proper cleaning and disinfecting standards must be followed.

## **Reducing the risk of cross contamination**

Sensory play using water, playdough, pasta, sand, porous materials or other materials that cannot be readily disinfected must be discontinued during a pandemic. Plush or stuffed toys must also be avoided as they cannot be readily cleaned and disinfected.

Each participant must have a bin with their own art and craft supplies (markers, scissors, glue, gardening toys, etc.) and also individual bins for toys. Equipment and toys must not be shared or passed amongst participants.

Cooking with participants is not permitted due to cross contamination.

## **Frequency and Toy Cleaning Schedules**

Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.

Large toys, equipment and high touch items will be cleaned and disinfected at least one time per day and as often as necessary. (E.g. when toys/items are visibly soiled or when toys/items have been contaminated with body fluids).

Toys, such as electronic devices must be cleaned and disinfected between users prior to redistributing.

## **Handling Used Toys**

Toys that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been mouthed) must be taken out of circulation immediately and cleaned and disinfected immediately.

Toys that cannot be cleaned and disinfected immediately must be placed in a designated dirty toy bin. The bin must be clearly labelled and inaccessible to participants.

### **Water Bottles and Water Fountains**

Each participant and staff must have an individual water bottle labelled with their name.

When filling up the water bottle, staff and participants need to use caution to not touch the lip of the bottle to the water fountain or sink.

Programs where water bottles are used by participants must have a few extra new unused bottles on hand to give out if participants arrive without one.

### **Sun Screen**

Participants will need to apply their own sun screen and it must be included in the parent manual

## Section 5 – Engineering Controls

### 2 Way Radios/Cell Phones

If possible each staff member should carry a 2 way radio/cell phones. If 2 way radio/cell phones are not available for all staff, at minimum the Rover and each quadrant of the building where programs are running should have one. (E.g. 3 radios: Rover, Gym and Activity room gets one each).

### Kitchen

- Only staff are allowed to access to the kitchen This is to minimize the number of items/equipment to disinfect remove/declutter
- Kitchen needs to be disinfected after each use

### Customer Service Desks and Areas

- Customer Service Desks and Areas need to be cleaned with Alco wipes (or other cleaning agent deemed appropriate by the Stores or Emergency Operation Centre (EOC)) at the beginning and end of each shift
- Staff must wipe down countertops, computer keyboards, phone, mouse and pin pad, photocopier main key pad and any other shared equipment if they feel they have been compromised
- Ensure that all high touch surfaces (e.g. keypad of photocopier) are being disinfected at least 2-3 times per day. If needed, identify roles and responsibilities between custodian and management/staff to ensure all surfaces are being disinfected
- Ensure manufacturer's instructions are followed when COVID-19 disinfectants are used (E.g. when using a disinfectant spray on a hard surface, allow it to remain wet for the period of time as directed before wiping the surface dry)
- Even though workstations/chairs are disinfected by custodial staff employees must also be doing their own disinfection as well
- All staff must clean surfaces and hands prior to eating food
- Do not provide or share food (e.g. donuts, sandwiches, cake) and supplies (e.g. Pens, staplers, etc.)

### Pin Pad Cleaning

Pin Pads need to be wiped with an Alco Wipe (or other cleaning agent deemed appropriate by the Office of Emergency Management) after each use and disposed of in the garbage.

Staff must wash their hands after wiping down any pin pads or utensils that the public may touch during their interaction.

### Cash Handling

Cashless payments are the only option (credit/debit/online or though customer service phone)

### Common Areas and Furniture:

#### **Arena snack bar areas, benches, tables, picnic tables, chairs, lounge areas**

Tables, chairs, benches and lounge type areas need to be assessed and reconfigured to allow for a minimum distance of 2 meters to allow for physical distancing.

Snack Bars will not be open during program time.

### **Other Programming**

If other programs are allowed in the facility, programs must be staggered or use alternative entrances to allow for effective physical distancing and cleaning.

For example, if day care program are allowed in at the same facility as summer camp/care programs, a separate entrance needs to be utilized or staggered arrival and dismissal times are required.

### **Change rooms**

Change rooms can only be utilized as washrooms, with staff supervision as they may have entrances to other facility areas, such as pools.

## **Section 6 – Procedures, Forms and Posters**

### **Procedures**

[Donning Gloves \(Putting Gloves On\)](#)

[Doffing Gloves \(Taking Gloves Off\)](#)

[Emergency Response Plan Policy](#)

[Exclusion of Sick Participants & Staff Procedures](#)

[Hand Hygiene Procedures](#)

[Health Screening Procedures](#)

[Sick Leave Policy](#)

[Toy and Equipment Cleaning Procedures](#)

### **Forms**

[Daily Participant Health Check Screening](#)

[Daly Participant Health Screening - Weekly Version](#)

[Daily Staff Health Check Form](#)

[Hand Sanitizer Permission Form](#)

[Minor Injury/Incident Form](#)

[Participant Declaration of Health Rules](#)

[Pre-Program Declaration of Health \(Participant\)](#)

[Staff Accident/Incident Forms.](#)

### **Posters & Signs**

[Poster: Room Occupancy Limits](#)

[Poster: Cover Your Cough](#)

[Poster: Hand Hygiene](#)

[Poster: Hand Washing](#)

[Poster: Hand Sanitizing](#)

[Poster: Physical Distancing](#)

[Poster: Protect yourself](#)

[Poster: Stop Screening Area](#)

[Poster: Stop – Wash Your Hands \(Public\)](#)

[Poster: Stop – Wash Your Hands \(Staff\)](#)