



Caton's Island COVID-19 Operational Plan Last Updated: July 7, 2021



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Caton's Island, P.O. Box 408, Browns Flat, NB E5M 2S1



Table of Contents

Registration/information collection	3
Camp Capacity	4
Visitor Policy and Facilities Management	4
Drop off and Pick up	5
Cleaning Expectations	6
Information for Campers	6
Food Policy	7
Screening for COVID-19	7
Sick Campers	7
Sick Counsellor	8
Refunds	8
Communication Protocols	8
Staff Contact	9
Vaccinations	9
Appendix D	10



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Caton's Island is an accredited member of the NBCA (New Brunswick Camping Association) and thus is in compliance with the rigorous Camp Standards set forth by the NBCA. Most of the procedures outlined here are already followed.

The camps will typically be week-long (Sunday – Friday), with the exception of Day Camp, Family Camp 1 & 2, and Beginners & Discovery, starting July 1st. The plan described below will be the plan implemented specifically for these programs.

This document will outline both the ongoing and new strategies in place to further diminish the risk of spreading disease at camp. The details included in this operational plan include our process for outbreak management. Both for isolated possible cases and confirmed multiple cases, this document dictates response and communication protocols as well as preventative measures. This plan was developed in consultation with GNB's Guidance for the operation of summer camps during COVID-19.

<https://www2.qnb.ca/content/dam/qnb/Departments/eco-bce/Promo/covid-19/operation-camps.pdf>

Registration/information collection:

The registration process will be done online at www.catonsisland.com/register or by mailing in a paper registration form. As always, we will be collecting contact information for the household, camper medical history, and registration information. There will be an additional Covid screening form sent out in the camp details email about 10-14 days prior to each camp start date. This form is regarding the expectations we have for families to be aware of their responsibilities to ensure everyone's safety. All parents must sign off on this form and they must be upfront and honest about any symptoms that their children or people in their household may have.

Records of members in each pod will be easily tracked through our camp database program as this is standard procedure for us. These specific details are in-line with our regular camp programs and will require little to no change from standard procedures.



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Camp Capacity:

Camp will be run with a maximum of 160 campers each week.

Although not required by GNB, Caton's Island will create pods this summer so that campers are in a consistent group for the week.

- Each pod will consist of 2 cabins, which is approximately 20 campers and 4 counselors.
- For Family Camp 1 & 2, we will take into consideration the family and friends bubbles that are occurring outside of camp but will try to maintain similar numbers in our pods.
- Each pod will have designated cabins and we will limit large group interaction.
- Pods will be sharing the same washroom; however, a regular cleaning schedule will be established and maintained.
- The same 4 counsellors will have a single pod of kids for the duration of the weekly camp program.

Visitor Policy and Facilities Management:

Essential visitors are permitted on Caton's Island. An essential visitor must follow the screening protocol to be admitted on the Island.

Non-essential visitors are permitted on Caton's Island but must wear a mask while indoors. If they are outdoors and can maintain 2m distance, then masks are not necessary.

Caton's Island will only accept non-essential visitors on a case-by-case basis. This is a precautionary measure to minimize the risk of potential Covid exposure to our staff and campers.

Like the 2020 camping season, we will continue our pickup and drop off procedures by doing registration on the mainland so that parents are not traveling to the Island. More information about this procedure can be found on page 5.

As we will be asking parents not to travel to the island on arrival day, we will require easy communication systems for parents arriving outside of expected times. Please call the Camp Office at 506-468-6262 if you need to communicate with Caton's Island. The office phone will always be monitored while camp is running.



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COVID-19 Health Areas: There will be designated health areas. One will be outdoors and will be the primary location as possibility of transmission would likely diminish outside compared to an indoor area. There will be a designated indoor health area as well should the outdoor location not be available. Both locations will have access to disposable community face masks. These areas will be sanitized after every use.

Water: We will be providing multiple water dispensers for campers to fill their water bottle. We are highly encouraging all campers to bring their own bottles and not share. Water bottles will also be available for purchase at Caton's Island, if needed.

Hand Sanitizer: Each counsellor will be given hand sanitizer for their cabin group to ensure that campers and staff can sanitize anytime access to the washrooms to wash hands is not possible. We will also have multiple hand sanitizer dispensers around the camp.

Drop off and Pick up:

Drop off will happen at pre-arranged times. Each pod will be given a scheduled drop off time at least one week prior to the arrival date. If a family has 2 or more children coming to camp who are in separate pods, we ask that you remain in your vehicle with your other children until their designated drop off times. In these situations, we will work hard to ensure the pods have drop off times that are close to each other for your convenience.

Registration check-in will happen on the landing with appropriate physical distancing observed. Parents are expected to have paid in full online or by cheque in the mail 2 weeks prior to the camp start date. Cash will be accepted on arrival day but is not the preferred method of payment. To find out how to pay a remaining balance, go to www.catonsisland.com/faq.

COVID-19 screening, medical checks, and lice checks will also happen on the landing during drop off.

Once all of the checkpoints are completed and a camper is clear to go to the Island for camp, a pod of 2 cabins and their luggage, accompanied by the counsellors, will be transported to the Island by boat where a staff crew will transport luggage to the cabins.



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In a similar fashion, pick up will be done at scheduled times on the landing. This scheduled time will be communicated with the drop off time. The boat will bring one pod per run with counsellors. ***The camper's luggage will already be on the mainland under the shelter building in the parking lot. Parents can pick up their campers' luggage upon arrival.***

Cleaning Expectations:

There will be a full-time employee designated as responsible for managing our cleaning expectations. They will have staff assigned to them to ensure that we are able to accomplish our cleaning expectations. These expectations include:

- Detailed cleaning of all bathrooms and any communal spaces twice daily. We will document completion of these cleanings.
- Each cabin's counsellors will be responsible for cleaning surfaces inside their cabin throughout the day (specifically the door handles).
- At the end of each week there will be a full-scale cleaning of the facilities as there will be new campers each week.
- All cleaning products will be industrial unless unable to obtain, in which case we will follow GNB's recommended protocols.

Information for Campers:

Every camper group will need to be educated and will be expected to follow new protocols. The conversation around expectations will need to be completely addressed on arrival day and throughout the week. Topics that need to be covered include:

- Campers are encouraged to remain physically distant from all other pods.
- Interactions within their pod need to be respectful. This includes things like avoiding unnecessary contact, covering when coughing, etc.
- Campers are encouraged to limit contact with surfaces, to have proper hygiene, and remember that those communal areas require social distancing.
- Campers will need to be constantly encouraged to have better hygiene at camp. This includes usage of hand sanitizer before and after games, before and after entering any communal spaces, and how to wash their hands properly.

Conversations around respect, openness, and honesty will be important. This includes their comfort in letting us know about how they feel.



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Food policy:

We will be providing all food services. All Public Health and Food Safe guidelines will be adhered to. During mealtimes, pods will go through the serving line separately and eat at designated areas in the dining hall to ensure physical distancing.

We are allowing campers to bring snacks in their luggage, as we do every year, however, we are not able to use our kitchen facilities as a storage area for camper food. The kitchen fridge, freezer, and counter spaces will be off limits to everyone except for the kitchen staff. Campers with food allergies and/or intolerances will have accommodated meals if we are made aware of the allergies/intolerances a minimum of one week in advance.

Screening for COVID-19:

Staff: All staff will be screened upon arrival to the Island. Staff must assess themselves for symptoms by completing the screening tool (see appendix D) prior to attending the summer camp.

Campers: All campers will be screened upon arrival to the Island. Parents are responsible for reviewing the screening questions the night before or day of arrival. The screening questions will be sent out by email 10-14 days prior to the camp start date with the camp information email. Any camper who answers negatively to any of the questions will be asked to stay home and reschedule their camp week. If rescheduling cannot happen, Caton's Island will provide a refund.

Sick Camper:

Should a camper develop two or more symptoms during a camp day, they will be given a disposal face mask to wear and the staff interacting with them will wear one as well. The camper will be brought to one of the two designated health areas. Their symptoms will be checked, their parents contacted, and 811 notified as recommended by GNB. Should they be tested and found positive for COVID-19, we will follow the communication protocols listed below.



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Sick Counsellor:

If a counsellor develops two or more symptoms of COVID-19, they will be asked to immediately put on their community face mask and go to the health area. From there the camp medic will check their symptoms and log the information. We will contact 811 immediately and follow their recommendations. Should they be recommended for testing and found positive, we will follow the communication protocols listed below.

We will provide a different staff to their camper group. Should the original counsellor be found to be clear of COVID-19 (and cleared by the Health Authority), they will be able to return to work but will not go back with their camper group. We will leave the replacement counsellor with that group to minimize contact/change of groups. The original counsellor will work on other duties.

Refunds:

We are asking for a high level of respect and understanding from families. Included in this is the need for families to be upfront regarding any signs or symptoms from their campers or family members. As such, we will need to do our part to facilitate these conversations. We will be extremely lenient in offering refunds in these situations to ensure the financial impact is not a factor in their decision making. This includes mid-week cancelations as well as full-week cancelations. We trust and believe that our camp families will respect the intentions of this policy this year.

Communication Protocols:

Should there be a single confirmed case or two suspected cases of COVID-19 of staff and/or campers, we will immediately contact the Department of Public Safety- Health Protection Services (Saint John Office 506-658-3022). We will follow any/all recommendations from Health NB at that time. We have family emails and phone numbers for everyone that attends camp and can communicate as needed.



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Our assumed protocol will be that if anyone at camp is diagnosed with COVID-19, we will send out notifications to all camp families that attended at the same time as that individual. We will make initial contact by email and ask for them to confirm receipt. For families who do not confirm receipt we will follow up by phone.

Staff Contact:

The majority of staff on-site will be assigned to the camper pods mentioned previously. As such, they are encouraged to practice physical distancing with other staff and campers during the camp week. Staff who are not directly interacting with campers will be encouraged to follow physical distancing rules and limit their interactions with the camper pods.

Vaccinations:

Although not required, all staff (who are eligible) are encouraged to be vaccinated with two doses to help prevent spread of the virus to the population 12 and under who are unable to receive a vaccine.



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Appendix D: Parental Confirmation and Acknowledgment of Screening Responsibility

I, _____, hereby acknowledge that I understand my
(name of parent/guardian)

responsibilities for the screening of my child/children for COVID-19 symptoms prior to bringing

my child/children to _____ every day.
(name of camp)

I understand that bringing my child/children to the above-named camp signifies that I take full responsibility and attest that all questions in the screening questionnaire were answered with a "no".

(parent signature)

(witness)

Date: _____



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