



Caton's Island COVID-19 Operational Plan Last Updated: June 7, 2020



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



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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 8th as per our revised schedule. 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 Guide for Childcare Facilities and Day Camps:

<https://www.nbed.nb.ca/ParentPortal/Content/Covid-19/ELCF%20May%207%202020%20EN%20FINAL.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 form regarding the expectations we have for families to be aware of their responsibilities to ensure everyone's safety. This form will be posted on our website and Facebook page. This will include families being 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.

Camp Capacity:

Camp will be run with a maximum of 90 campers each week. This is to ensure that we follow Public Health and GNB guidelines as well as having a manageable size group for Caton's Island staff to maintain physical distancing and cleaning requirement.



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Although each camp will have a maximum of 90 campers, the camp will be split into pods.

- Each pod will have no more than 15 campers split between 2 cabins (i.e. 8 campers in one cabin and 7 campers in the other cabin), with 2 counsellors in each cabin.
 - For Family Camp 1&2, we will take into consideration the “family and friends bubble” outlined in the yellow phase of NB’s recovery plan.
- Each pod will have designated cabins and we will limit large group interaction.
- Only one pod will be allowed in the washroom at a time. This does mean that the pods will have to share the same washroom. A regular cleaning schedule will be established and maintained. Exceptions for emergencies will be permitted.
- The same 4 counsellors will have a single pod of kids for the duration of the weekly camp program.

Visitor Policy and Facilities Management:

The entire Island (120 acres/ 54ha) will be considered a “**Camper Only Area.**” This means that the Island will be off limits to non-essential visitors to reduce transmission. An essential visitor must follow the screening protocols described below on page 8. They must also wash their hands upon entry at the nearest handwash station and must maintain physical distancing as much as possible. When physical distancing is not possible, essential visitors must wear a mask. If they do not have a mask, one will be provided for them by Caton’s Island.

Because of this revised visitor policy, we will be changing 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.

Signage will be posted at the dock advising people of the revised visitor policy.

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.



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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. Signage will be placed at the parking area on the landing with the office phone number. The office phone will always be monitored while camp is running.

Water: We will be providing multiple water dispensers for campers to fill their water bottle. We will require 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 they can sanitize anytime access to the washrooms to wash hands is not possible. We will also have multiple hand sanitizer dispensers around the camp, including one in every cabin.

Usage of equipment and supplies:

Small/minor equipment will be sorted into 3 categories.

- The first will be “no use” and this will all be relocated out of our storage areas to a locked room. This category will include all things that cannot be cleaned properly between uses and are not able to have more purchased (example: costumes).
- The second will be “shared-use.” These things will be used by a pod then returned to a designated area for cleaning. Our designated cleaning staff will be responsible for sanitizing and then returning this equipment to its storage place. This includes equipment used for camp activities. Equipment will not be returned to its storage place until cleaned.
- The third will be disposable (craft supplies).

The playground and gaga ball pit will be scheduled for each pod this year. This means that only one pod at a time will be using the equipment. The playground will be sanitized regularly, as per government regulations, and the gaga ball will be sanitized after each pod use.

Drop Off and Pickup:

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.



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Registration check-in will happen on the landing with appropriate physical distancing observed. Under most circumstances, parents will be asked to stay in their vehicle during registration. 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. 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 up to 15 campers and luggage, accompanied by the counsellors, will be transported to the Island by barge where a staff crew will transport luggage to the cabins.

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 barge will bring two pods per run with counsellors to help get the kids and luggage to their vehicles.

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.
- During cleaning, cleaning staff will be required to wear disposable gloves.
- All cleaning products will be industrial unless unable to obtain, in which case we will follow GNB's recommended protocols.



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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 as well as each morning and reminded throughout the day. Topics that need to be covered include:

- Campers are expected to remain socially distant from all other pods.
- Campers must stay within their pod.
- Interactions within their pod need to be respectful. This includes things like avoiding unnecessary contact, covering when coughing, etc.
- Washroom protocol. Campers will be told 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.

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.



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Screening for COVID-19:

Staff: All staff will be screened upon arrival to the Island as well as every morning. Screening will include asking and documenting their responses regarding risks of having COVID-19 (see appendix A), as well as taking their temperature with an infrared thermometer. Any staff showing signs or symptoms, or with an elevated temperature, will be asked to put on a community mask and immediately head to one of our designated health areas. We will review their information, contact 811, and follow their guidance at that time.

Campers: All campers will be screened upon arrival as well as every morning and evening. This will be done by a designated staff member and will include completing the questionnaire regarding risks of having COVID-19 (see appendix A), as well as taking their temperature with an infrared thermometer. Any camper who answers negatively to any of the questions will be asked to go to the designated health area for further observation and questioning. A call to 811 may be necessary. After further observation, any camper showing signs and symptoms will be sent home and we will follow the communications protocols listed below to advise parents.

Sick Camper:

Should a camper develop 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.

Sick Counsellor:

If a counsellor develops 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.



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Once a counsellor is showing symptoms, they will be asked to go home. Their parents will pick them up and they will not be able to return until recommended by health authorities by being cleared. 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 Public Health (Saint John Inspectors Main Office 506-658-3022) (Saint John Inspectors Com. Disease Line 506-658-5188). 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.

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.



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Staff Contact:

The majority of staff on-site will be assigned to the camper pods mentioned previously. As such, they will practice physical distancing with other staff and campers during the camp week.

Staff who are not directly interacting with campers will be asked to follow physical distancing rules as strictly as possible and limit their interactions with the camper pods.

Any interactions between staff with other staff or campers (i.e. meetings, cleaning responsibilities, serving meals, canteen, etc.) will require proper physical distancing expectations. If physical distancing is not possible, community face masks will be mandatory. As such, every staff member will be required to have a community face mask with them. If they do not have a face mask, one will be provided.



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Appendix A: Screening Questionnaire for COVID-19

FOR STAFF, CHILDREN, PARENTS/GUARDIANS AND VISTORS: PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS

Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

Name: _____ **Child Care Facility:** _____

For parents/guardians:

I, _____ (parent/guardian) am completing the screening questionnaire for the child described above.

1. Do you have:

A. any of the 2 following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell?

OR

B. if a child, purple fingers or toes even as the only symptom?

If answered YES to either A or B, then you must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when child is involved) when isolation may be lifted. <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

2. If you have answered YES to any of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage. If a parent or caregiver of a child and have direct patient contact work, go to Question 3.

- a. Have you or anyone in your household had close contact (face to face contact within 2 metres) with a confirmed case of COVID-19 within the last 14 days?
- b. Have you or anyone in your household returned from travel outside of New Brunswick within the last 14 days?
- c. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- d. You may have been exposed to COVID-19 in the last 14 days.
- e. You have been told by public health that you may have been exposed to COVID-19.



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3. If you have direct patient contact work (e.g. Health Care Provider) and have answered YES to any of the following below, then you and your child must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- a. Have you or anyone in your household had close contact (face to face contact within 2 metres) with a confirmed case of COVID-19 within the last 14 days, outside of the health care setting?
- b. Have you or anyone in your household returned from travel outside of New Brunswick within the last 14 days?
- c. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- d. You may have been exposed to COVID-19 in the last 14 days, outside of the health care setting.
- e. You have been told by public health that you may have been exposed to COVID-19.
- f. Have you had close contact with an individual who is suspect of COVID-19 in the last 14 days while providing direct patient care and you were not wearing proper Personal Protective Equipment (PPE)?

Name of screener: _____

Date: _____ **Time:** _____



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