

°Prevention°				
ACTIONS OR MEASURES	CLIENTS	CFH EMPLOYEES	SCHOOL BOARD	MEANS OF VERIFICATION OR CONTROL
Provide daily written confirmations that themselves or a family member have not demonstrated symptoms related to COVID within 14 days before the first day of camp	X	X		A form will have to be signed every day by all clients and staff on site. CFH management will ensure on a regular basis that all forms are properly filled out and filed.
Purchase the necessary and recommended equipment for disinfecting		X	X	A list of the recommended cleaning supplies will be shared with school boards for approval and used daily by staff on site.
Plan a meeting with the schools beforehand to arrange the space in order to promote physical distancing		X	X	The CFH management team will follow up with the employees to ensure that the meeting has taken place.
Prepare the posters required to support staff and children in complying with health and security measure and stick them in strategic places (toilets, doors, etc.) of schools		X		An inspection will be made by the CFH management team to ensure that all posters have been properly set up and procedures are being respected by staff and attendees.

Summary:

This contingency plan of health and safety is based on the recommendations and orders provided during the COVID-19 pandemic by the local public health unit and the Ontario Ministry of Health. The objective of this contingency plan is to identify the necessary actions to take given certain circumstances, the roles and responsibilities assigned as well as the possible solutions to problems that may take place.

Offer training to facilitators and volunteers with regards to Covid-19 symptoms, mandatory measures, procedures, etc.		X		The CFH management team will validate the training and participate in it to ensure that all the required information has been shared with the team.
Make sure that the ventilation system is working properly; if necessary additional fans will be purchased by the CFH		X	X	Tests will be carried out in order to verify the correct functioning of the ventilation system; if not and it is necessary then additional fans will be purchased by the CFH
Implement a strict testing policy among staff members. Encourage staff to be vaccinated as soon as they are eligible for the vaccine.		X		All staff members will have to be tested every 14 days and provide a positive PCR test result to keep working on site. All CFH management has been vaccinated (1st dose) and, if eligible, all staff employed is encouraged to get the vaccine as soon as they can.
°Reception of Children and Families°				
ACTIONS OR MEASURES	CLIENTS	CFH EMPLOYEES	SCHOOL BOARD	MEANS OF VERIFICATION OR CONTROL
Every day, ensure arrival and departure procedures are carried out outside to prevent parents from entering the premises.		X		Frequent surprise visits will be made by supervisors and management to ensure this procedure is followed.
Plan activities that promote physical distancing during arrival and departure of children, by making sure to keep the cohorts separated from each other		X		Employees will have to share the programming with management for approval.

Designate a parent who will drop off and pick up the child from outside the school	X			Parents must complete a form identifying the person who will drop off and/or pick up the child. Only one other contact will be authorized.
Create a schedule for pick up and drop off so that everyone does not show up at the same time.		X		This proposed schedule, approved by CFH management, will allocate 10-min long time slots per family. It will be need to be filled out by parents at least 3 days prior to camp start. Arrivals outside of the allocated time slot will cause parents to wait for the next available free slot.
Ensure that no unauthorized persons enter the premises without their temperature having been taken and that they have washed their hands beforehand.	X	X		A record of temperatures will be filled used for each week to then be shared with supervisors or management.
Prohibit all visits during the day other than registered children, camp employees or service providers who should not stay there for more than 10 minutes. Exceptions can be granted to visitors who present a negative PCR test dated 3 days or less and carry out their activity outdoors.		X		Keep a log of all visitors (who, when, reason, duration, premises visited, person met and contact details)

Perform a routine health check for each child looking for changes in behavior or appearance, as well as signs that may indicate illness - a flushed face, lethargy, cough, runny nose etc. If so, document it.		X		Employees will have to complete an incident or symptom report and supervisors will visit the premises on a regular basis. Access on the premises will be refused to any person who exhibits any of the symptoms described by the Ministry of Health or who has been in close contact with a person showing symptoms or being a confirmed case of COVID-19 within the past 14 days. Refusal will be at the sole discretion of any CFH staff member.
inquire about the well-being of the child and all family members when the child arrives and ask parents to tell us about bad nights and poor appetite (potential indicators of the disease)	X	X		A basic questionnaire will be shared with employees and record comments about each child, made by parents during drop off or by themselves throughout the day; this document will be checked regularly by the supervisor.
°Physical Distancing°				
ACTIONS OR MEASURES	CLIENTS	CFH EMPLOYEES	SCHOOL BOARD	MEANS OF VERIFICATION OR CONTROL
Encourage a physical distance of at least one meter between children, parents and employees by marking the ground in specific places, setting up various visual cues, etc.		X	X	A visit by the CFH management team will be carried out within the start of camp and regularly throughout the summer, to make sure it is thoroughly implemented.

Split camp participants between different areas (10 people maximum including employees and children per room at all times)		X	X	In developing the agreement with the school boards, we ensure that the required number of rooms is allocated to our camp. The management team will make surprise visits to ensure that children are being properly distributed in separated groups within the premises.
Distribute camp furnishings, equipment, and activity stations to different areas to ensure that no one is touching other people's materials.		X		Supervisors will monitor the distribution of materials; they will be the only ones who can make purchases or access the inventory.
Make sure that the cohorts do not mix, aren't in the same room or the same space simultaneously (including arrival and departure times, meal times, play times, etc.). In addition, it will be necessary to prioritize a greater number of individual activities or activities that promote greater space between children and can be carried out outside.		X		X
°Hand Hygiene and Respiratory Etiquette°				
ACTIONS OR MEASURES	CLIENTS	CFH EMPLOYEES	SCHOOL BOARD	MEANS OF VERIFICATION OR CONTROL

Place alcohol-based hand sanitizer at all stations and camp entrances.		X		Visits will be made by supervisors to ensure that the bottles are not empty and that they are properly placed
Make frequent reminders throughout the day about hygiene measures (cover your mouth with your arm when you sneeze and cough, warn the facilitator as soon as you feel unwell, clean your hands if you accidentally touch your friend's equipment, etc.)		X		This reminder will be made by the supervisors of each site every 2 hours and they will have to check it off daily in their checklist and share it with management at the end of each week.
Wash hands with soap after each craft, activity and game and before meals	X	X		During camp, team leaders will use a sound signal to indicate that it is time to wash hands. At least once a day, supervisors will come to the children to ask them how many times they have washed their hands since the morning. A system of motivation will also be put in place to encourage hand washing routines.
Wear masks or face covers at all times, as well as a face shield when physical distancing cannot be enforced.	X	X		Children aged more than 12 years old are required to wear masks. Masks are to be worn only on a voluntary basis for children under 12. If needed, masks will be distributed by the team leaders and facilitators to ensure that everyone has one, and they will have to keep an up-to-date inventory on the total of masks.
°Cleaning and Disinfection of Surfaces, Objects and Equipment°				
ACTIONS OR MEASURES	CHILDREN	EMPLOYEES OF	STAFF	MEANS OF VERIFICATION OR CONTROL

<p>Any material used for crafts will not be shared and when material has been used, it will be discarded or cleaned at the end of the day.</p>		<p>X</p>		<p>Supervisors should make sure at the start of each week that boxes for craft materials are clearly identified and that there are enough for each child. Facilitators will have to ensure that any material used is thrown away at the end of the activity, if it cannot be washed.</p>
<p>FREQUENTLY AFFECTED AREAS: In addition to routine cleaning carried out twice a day, surfaces that are in frequent contact with the hands should be cleaned and disinfected twice as much and when visibly soiled. For example door handles, elevator buttons, power switches, flush buttons, counters, handrails and ramps, touch screen surfaces, etc.</p>		<p>X</p>	<p>X</p>	
<p>BATHROOMS: In addition to regular cleaning, increase the frequency of cleaning toilets, toilet seats, hand washing sinks, countertops and accessories according to frequency of use, and ensure that this cleaning takes place at least once every 4 hours.</p>			<p>X</p>	<p>Supervisors will be responsible for verifying these records at the end of each day. Supervisors will also need to inspect common areas at least twice a day. Surprised visits will also be carried out by the management team.</p>

Use only safe cleaners and disinfectants that do not contain bleach, and have a Drug Identification Number (DIN).		X		
Check the expiration dates of the cleaners and disinfectants used and always follow the manufacturer's instructions.		X		
Staff must read and follow the manufacturer's instructions; respect the disinfectant contact period to kill germs (consult the product label). WHMIS training will be offered to employees.		X		
°Management of possible Cases and Symptoms°				
ACTIONS OR MEASURES	CLIENTS	CFH EMPLOYEES	SCHOOL BOARD	MEANS OF VERIFICATION OR CONTROL
IF SYMPTOMS ARE IDENTIFIED : Notify the school supervisor, principal and janitor directly. Separate the symptomatic child from others in a supervised area until they can return home to prevent or limit the potential transmission of the virus.		X		

<p>Make sure the symptomatic child and the employee supervising them wears the full protection equipment (mask, gown, shield, gloves, etc).</p>		<p>X</p>		<p>A group conversation comprising of supervisors,</p>
<p>Identify the children and staff present when a child becomes ill, and with whom they had close contact within their cohort, until the parents can pick them up and so they can take a test and self-isolate at home in waiting for their test results.</p>	<p>X</p>	<p>X</p>		
<p>Contact the area public health unit to report that there is a child at the camp with a suspected COVID-19 infection, in order to seek advice on what information to share with parents.</p>		<p>X</p>		
<p>Limit the time allowed for families to pick up their child or children to 60 minutes if they have symptoms.</p>		<p>X</p>		

<p>Relocate the cohort to another room. Clean and disinfect the area and items used by the child immediately. If items cannot be cleaned and disinfected (eg, paper, books, cardboard puzzles) they should be removed from camp and stored in a sealed container for a minimum of 4 days.</p>		<p>X</p>		<p>leaders and management will be created on Whatsapp just for urgent case management. If a case arises, the camp supervisor will have to initiate a procedure immediately within the group.</p> <p>A detailed explanation of the steps to be followed will be pasted on the first page of the work binder for the facilitators and leaders and they will have to make sure to follow each step by checking one box after the other. Once the procedures have been initiated, a member of the management will be on site as soon as possible to support the supervisor who will verify the completion of the various steps.</p>
<p>Remind children to perform hand hygiene and to observe respiratory etiquette (see section below) when waiting for a pick-up.</p>		<p>X</p>		
<p>Allow people who tested negative for COVID-19 to return to camp immediately or 24-hours after symptoms resolve.</p>		<p>X</p>		

<p>IF A CASE IS CONFIRMED : Exclude children and employees who have been exposed to a confirmed case of COVID-19 from the camp premises for 14 days. Only people who weren't on site, who have completed their mandatory quarantine and who have been granted an authorization to return by the local public health office will be accepted to camp.</p>		X		
<p>Immediately advise all camp staff, supervision, school board and clients as well as the office of public health in the region and the Ministry of Health.</p>		X		
<p>Close camp premises for at least 4 days, allowing for thorough cleaning. Reopening will depend on authorization granted by the school board and the public health authorities.</p>		X		
<p>°Measures to Adopt and Prohibited Behaviours° to include in the Code of Conduct that will be shared with parents</p>				
<p>ACTIONS OR MEASURES</p>	<p>CLIENTS</p>	<p>CFH EMPLOYEES</p>	<p>SCHOOL BOARD</p>	

Do not use Water tables or sensory items		X		
Do not plan activities that require children to prepare or serve food themselves. Prohibit the sharing of food.		X		
Make sure children have their own water bottle, that they do not share it, and that they fill it rather than drinking directly from the mouthpiece of the fountain.	X	X		Plastic water bottles will be available in case children or staff forget their own.
Ensure that personal items brought to camp (e.g. water bottles, backpack, food, etc.) are not handled by other people and are labelled.	X	X		
Make sure children bring their own sunscreen that is labelled and that they do not share it with other children unless authorization has been granted in the written form by parents	X	X		Camp staff will have a bottle of sunscreen available for children who forgot their own and will only be used with parents' approval.
Make sure that in the storage space for their belongings, there is a space of one meter at least between each child.		X		
Group hugs and singing are prohibited		X		