



ADVENTURE CREEK
DAY CAMPS

COVID-19

Operational Plan

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Board of Christian Education

The Drive Baptist Church

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A Letter from the Children & Youth Pastor

May 14, 2020

To all our parents, families, volunteer leaders, staff, church congregants, and all involved in Adventure Creek day camps,

On behalf of our church and our Board of Christian Education, I bring you greetings in this time of uncertainty. I recognize that, at this time, the COVID-19 pandemic has created a great deal of concern and anxiousness around the idea of mass public gatherings. Falling into this category would be our church's Adventure Creek summer day camp program. In the past, the aim of our Adventure Creek day camps was to provide the children in our community with an exciting and memorable camp experience, and their families with not only an affordable option for child care, but also the guarantee of a safe and welcoming environment for every child.

This priority has not changed, and as such, it is out of our desire to provide a safe and welcoming environment that is driving us to draft and implement this COVID-19 operational plan so that we can ensure the safety of everyone in the midst of this pandemic. With the government giving the green light to the operation of day camps, we felt that our ability to provide these camp experiences for our kids is still feasible, however, we also recognize that a great deal of work and dedication will be needed on our part to achieve the goal of safety and compliance with New Brunswick's public health guidelines.

Knowing that we are committed to your safety, it is my hope that the following plan will offer some reassurance to everyone involved. I would like to take this time to ask any and all who are involved with our day camps to carefully review this plan, and ask anyone who has any questions or concerns to allow their voice to be heard. Should you have any questions about this plan, or about Adventure Creek day camps in general, I invite you to contact me via email at campgreenwooddrive@gmail.com, or by phone at 506-452-9416, or reach out to us on Facebook at www.facebook.com/thedrivebaptistchurch.

We want Adventure Creek day camps to be safe and healthy, and we want our camps to be as fun and exciting, if not more so than in years past. We want the good news of Jesus Christ to reach the ears of the many kids, volunteers, and families of our community, and we hope that by taking these measures, you will see our utmost desire to be good neighbours to you.

Thank you for your ongoing support and prayers as we navigate these challenging times. Please keep praying for this summer, and for all involved in making Adventure Creek one of the best places to be for our campers and staff alike.

Yours truly in Christ,



Rev. Keith Blair

Children & Youth Pastor
The Drive Baptist Church

PREAMBLE

- **WHEREAS** the Government of New Brunswick has moved into the recovery phase of the COVID-19 pandemic, and as of May 8, 2020, have permitted the operation of unlicensed Day Camps to prioritize access to child-care for essential workers,
- **WHEREAS** Greenwood Drive United Baptist Church (“the Church”) and its staff and supporters have acknowledged the priority of Adventure Creek day camps as an essential child care ministry of Christian Education to the surrounding community as part of the Church’s overall mission,
- **WHEREAS** the Church recognizes the risk that COVID-19 presents to our community, and therefore the necessity of developing and implementing an operational plan to prevent the spread of COVID-19 to ensure the safety of any and all participants, staff, and volunteers, as well as their households and families,
- **WHEREAS** the Church seeks to
 - a) comply with the necessary and recommended guidelines of New Brunswick Public Health regarding the COVID-19 pandemic, and
 - b) commit to do everything in its power to assist New Brunswick Public Health in the handling of the COVID-19 crisis, including taking all necessary steps towards identifying and reducing risk of exposure within our communal context,

We, the Board of Christian Education of Greenwood Drive United Baptist Church, with the approval of the greater Church leadership, agree to adopt, implement, and abide by the following **COVID-19 Operational Plan** during the duration of Adventure Creek day camps to ensure the safety and well-being of all campers, staff, volunteers, and church constituents.

INTRODUCTION

This **COVID-19 Operational Plan** (a.k.a. “the Plan”) is hereby being submitted to the Board of Christian Education of Greenwood Drive United Baptist Church (a.k.a. “The Drive” or “the Church”) for the purpose of review, adaptation, training, implementation, and adherence to the Adventure Creek day camp program. This plan aims to cover proper procedure for communication, screening, hand and personal hygiene, cleaning and/or disinfecting, social interaction on all levels (i.e. camper to camper, staff to camper, etc.), handling visitors to the Church who are not involved with Adventure Creek, food service and consumption, and action plans in the event of an outbreak. Every individual who is involved with this program, including parents, volunteer leaders, Church staff and leadership, helpers, and other congregants of The Drive, will be briefed on the Plan, and will be expected to adhere to it in the interest of public health and protecting one another from any risk associated with the COVID-19 pandemic.

This Plan is designed to be implemented for the 2020 Adventure Creek summer season, and may be extended to future settings if necessary, and/or adapted for other programs that fall under the authority of the Board of Christian Education (i.e. mid-week children’s and youth gatherings, children’s Bible classes, etc.). With the guidance of Church leadership, this Plan is ultimately subject to the vote and confidence of the members of The Drive’s Board of Christian Education, and is not to be altered, amended, or communicated to other parties without the approval of the Board. Any suggestions for alterations, amendments, or communication strategies will be discussed at the Board level before adoption and implementation.

DEFINITION OF TERMS

1. **Camper:** any child who is registered for the Adventure Creek day camp program.
2. **The “Church”/ “The Drive”:** Greenwood Drive United Baptist Church.
3. **Clientele:** any child and/or family member who is making use of the offered services of the Church’s Adventure Creek day camp program.
4. **Congregation/Congregants:** The generic collective term in this Plan that applies to any and all persons who regularly attend and/or work/perform services on behalf of or at the request of the Church. Congregants *may* include but are not limited to: lay and ordained persons, employees, volunteers, students, interns, contractors; people working on a part-time, full-time, temporary, permanent, seasonal, causal, paid, or unpaid basis, or others.
5. **(Novel) Coronavirus:** The SARS-CoV-2 virus that is responsible for the COVID-19 disease.

6. **COVID-19:** The disease caused by the novel coronavirus, as defined above. Symptoms for this disease may include, but are not limited to: fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea, loss of sense of taste and/or smell, or, in the case of children, purple or discoloured fingers and/or toes.
7. **Hand Hygiene:** proper handwashing procedure to reduce the risk of spreading germs and bacteria, including the novel coronavirus that causes COVID-19. Proper procedures are outlined by WorkSafe NB's poster, which can be viewed [here](#).
8. **Outbreak:** as defined by the government of New Brunswick, either
 - a. One (1) confirmed case of COVID-19 (i.e. any one camper, staff, volunteer leader, or congregant who tests positive for the novel coronavirus), OR
 - b. Two (2) suspected cases of COVID-19 (i.e. any camper, staff, volunteer leader, or congregant who exhibits any TWO symptoms listed above, or just the ONE symptom in the case of any children displaying purple or discoloured fingers and/or toes.¹
9. **Physical/Social Distancing:** the act of maintaining a distance of at least 2 metres (6 feet) between two or more people.
10. **The "Plan":** The Church's COVID-19 Operational Plan for Adventure Creek day camps.
11. **Respiratory Etiquette:** i.e. coughing and sneezing into one's sleeve or crook of their arm, avoiding the touching of face, eyes, mouth, or nose with unwashed hands, wearing community masks if deemed necessary.
12. **Staff:** those employed by the Church. This includes but may not be limited to: the pastoral staff, the summer staff, the custodian, and the office administrator.
13. **Summer Staff Member (a.k.a. Summer Student):** the two (2) individuals who are hired as the Church's Summer Programs Coordinators. These individuals are responsible for the programming and overall care for all Adventure Creek campers, volunteer leaders, and clientele.
14. **Volunteer Leader:** an individual who is assigned to oversee and care for of any one group of children at one time. Each group may consist of up to six (6) campers, while at least two (2) volunteer leaders will be assigned to each group at one time.

¹ Government of New Brunswick. *COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps*. Retrieved May 7, 2020. Page 5.

SUMMARY OF KEY STRATEGIES OUTLINED IN THIS PLAN

The facilitation of our church's Adventure Creek day camp program requires the efforts and coordination of many individuals, along with a detailed process that includes camper registration, collection of payments, camper drop-off and pick-up policies, lunch services, set-up and clean-up efforts, and more. The adage that "many hands make light work" most certainly applies to these camps; however, we also recognize that with more people involved comes a greater risk of the spread of COVID-19. The goal of this plan is to reduce this risk as much as possible at every procedural level while still maintaining the necessary personnel required to accomplish our mission.

For the most part, this Plan attempts to follow the strategies, directives, and recommendations outlined in the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document, as well as recommendations from the [WorkSafe NB webpage](#) and [New Brunswick Public Health](#). As we outline and implement this plan, you'll note that each individual involved will have a specific role that will play a significant part in our goal to reduce the risk of spread, and ensure the safety of all our staff and clientele. These roles for individuals may include, but are not limited to: screening efforts, maintaining strict standards for cleanliness and disinfection, ensuring physical distancing and proper hand hygiene when appropriate, and reporting any potential illnesses to the proper staff and, if necessary, Public Health.

Please ensure you are familiar with the strategies that are outlined in this plan, and if you have any questions, please contact our Church by phone at 506-452-8593, or by email at gdbc150@gmail.com. We thank you immensely for your understanding and cooperation in this time.

THE PLAN

I. COMMUNICATION AND AWARENESS

This plan begins with the necessary step of communicating our new guidelines to all parties involved in Adventure Creek day camps. Awareness of new policies and measures is crucial to ensure that Public Health guidelines are followed to the best of our ability.

1. Upon receiving completed registration forms for camp, parents will receive a communique from the Children & Youth Pastor that will provide them with information regarding COVID-19 and its associated risks, as well as a summary of the additional measures that the Church will be undertaking for the purpose of safe childcare during the recovery phase. This communique will include a copy of this Plan, as well as links to relevant government websites such as the [New Brunswick Coronavirus webpage](#).

2. Prior to the starting dates of the summer students (June 22, 2020), signage for proper handwashing and personal hygiene etiquette will be posted throughout the Church building. These signs will be printed off from the [WorkSafe NB webpage](#). Furthermore, signage that summarizes the pre-screening process will be posted at the camp's main entry point (for more details on the pre-screening process, please see Section IV of this Plan).
3. Staff and volunteer leaders will be made aware of signage in their orientation and training sessions, and all applicable parties will be trained in proper hand hygiene and respiratory etiquette. Furthermore, the list of Public Health numbers as outlined in Appendix B of the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document will be made available and accessible to all staff and volunteer leaders throughout each camp.
4. The Children & Youth Pastor, with the assistance of the summer students, will communicate additional measures such as physical distancing, and demonstrate proper hand hygiene and respiratory etiquette for campers at the start of each camp week.
5. In the event of an outbreak, the Children & Youth Pastor will immediately contact all necessary clientele via phone or email, and implement the outbreak procedure as outlined in Section X.

II. REGISTRATION AND RECORD-KEEPING

1. Using the information provided on the camp's registration forms, the Children & Youth Pastor will keep up to date records for all campers and their immediate household members, including contact information.
2. With the assistance of the Summer Students, the Children & Youth Pastor will divide all campers into two (2) "self-contained" groups. Each group will have two (2) sub-groups that will consist of no more than six (6) campers, and at least two (2) volunteer leaders will be assigned to supervise each sub-group. (Thus, each group will consist of no more than 12 campers at a time, plus four (4) volunteer leaders, for a **maximum capacity of 24 campers per camp**, plus up to eight (8) leaders).
 - a. For each of the two (2) self-contained groups during each camp, a log using Appendix C of the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document will be created and confirmed by the Children & Youth Pastor prior to the start of each camp week. Only the Children & Youth Pastor may confirm these logs by signature. These logs are to be filed for safekeeping should Public Health request access to them.

3. In the case of siblings, every effort will be made to ensure that they are assigned to the same self-contained group to reduce a household's overall exposure to other households.
4. All records, including the group logs, will be stored in a confidential area for at least six (6) months following the end of the final week of camp, and be made accessible to Public Health should they be needed for contact tracing.

III. DROP-OFF AND PICK-UP PROCEDURE

1. Unlike in previous years, campers may only be dropped off and picked up by an adult who resides in their household. No alternate pick-up arrangements with other families may be made for the summer of 2020. Exceptions may be made in the case of making arrangements with a relative who lives in a household that has chosen to "bubble" with the household of the camper's family.
2. Along with our regular procedure of cordoning off the southern driveway of the Church, a tarpaulin tent will be erected outside the main (office) entrance used for camps. Parents will be required to submit themselves and their children to pre-screening measures (see Section IV) in this tent area before entering the building. Proper measures to ensure physical distancing will be implemented in the tented drop-off area.
3. Should pre-screening measures turn up no issues, parents will be allowed to sign their child in using the sign-in/-out sheet, at which point, only the child will be allowed to enter the building.
4. Unless a situation necessitates a parent to enter the building (i.e. medical emergency), only campers volunteer leaders, and summer staff will be permitted to enter the building during camp hours.
5. Upon pick-up, parents will be asked to wait outside in the drop-off tent for their children to come to them. Once they arrive for pick-up, they are welcome to sign their child out on the sign-in/-out sheet, and either a volunteer leader or a summer student will head inside to retrieve their children.
6. Pick-up times will be staggered according to their self-contained group. One group will be assigned a pick-up time of 3:30pm, while the other will be assigned the time of 3:45pm. Exceptions in this case will be made for siblings should they be assigned to a different group (see Section II, item 3). Clientele who have opted for additional (AM and PM) care will still be assigned a pick-up time of 4:30pm.

IV. PRE-SCREENING MEASURES

1. The Children & Youth Pastor, the summer students, and any volunteer leader aged 18 or older will be trained in the following pre-screening measures.
2. All campers, staff, and volunteer leaders will be required to submit to pre-screening measures upon arrival at Adventure Creek day camps. Pre-screening measures will be conducted by the Children & Youth Pastor for the summer students. Either the summer students or the Children & Youth Pastor may conduct pre-screening measures for both volunteer leaders and campers.
 - a. Unless deemed necessary by supervising staff, volunteer leaders under the age of 18 should refrain from conducting pre-screening measures on campers.
3. Pre-screening will include the following:
 - a. A questionnaire provided by the New Brunswick Public Health department outlining a standard COVID-19 screening process. This questionnaire can be found in Appendix A of the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document. These questions will be posed to the parent or legal guardian who is dropping off their camper for the day and will be recorded in writing using the document. Records will be kept in a confidential area unless Public Health requires us to present them.
 - b. For campers entering the building, a temperature check using an ear thermometer. (Units and plastic covers are available at Shoppers Drug Mart².) Temperatures for each individual must read at or below 37.5°C (99.5°F) for campers to be allowed to participate in Adventure Creek day camps. After each use, the checking staff member will dispose of used plastic covers.
 - c. Observation of clientele to determine if any COVID-19 symptoms are present, either in the camper and/or the accompanying adult.
 - d. Should a camper or parent's temperature read above the indicated thresholds, or the questionnaire reveal an answer that might indicate potential exposure to COVID-19, or any symptoms of COVID-19 be visibly present in the camper or accompanying adult, the adult and camper will be instructed to remain at home and encouraged to report their case to 811 and/or self-isolate for the required 14-day period.

² To be confirmed by Children & Youth Pastor

4. Pre-screening measures will be implemented every morning upon camper drop-off and will take place in the designated drop-off tent. Physical distancing measures will be in place to reduce the risk of spread.
5. All campers will be instructed to wash their hands using proper hand hygiene prior to joining their assigned groups.
6. All visitors to the building who are not associated with Adventure Creek day camps will also be required to submit to pre-screening procedures, including temperature checks, during camp hours. Furthermore, visitors will be instructed to maintain physical distancing as much as possible from all campers, staff, and volunteer leaders.

V. PHYSICAL DISTANCING MEASURES

1. Prior to the start of the camp week, campers will be divided into two (2) “self-contained” groups by the Children & Youth Pastor (see: Section II, item 2). While physical distancing will not be required within each group³, each group will be required to maintain a distance of at least two (2) metres from the other group of campers. This requirement will be maintained at all times throughout camps, including additional morning (AM) and afternoon (PM) care.
2. To ensure physical distancing between groups, each group will rotate between activities throughout the day. Camp activities will take place in two separate locations.
 - a. Exceptions to this will be the following (activity locations in parentheses):
 1. morning and afternoon camp assemblies (sanctuary).
 2. the Bible Babble sessions (sanctuary).
 3. campers meeting up with their leaders prior to the start of the day’s activities (gymnasium).
 4. meals and snacks (fellowship room, please see Section VI).

In these cases, each group will be assigned a section of the room that will be clearly indicated with tape or some other boundary-indicating marker. Campers and leaders will be instructed to remain in their taped off section so that physical distancing can be properly observed.

3. Though physical distancing is not required within the groups, each sub-group will be encouraged to maintain physical distancing with one another. Furthermore, campers will be encouraged by volunteer leaders to avoid touching one another.

³ Government of New Brunswick. *COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps*. Retrieved May 7, 2020. Page 5.

4. Volunteer leaders will be encouraged to refrain from any physical interactions with their campers. If physical interaction is necessary (i.e. in the case of injury or first aid), leaders will make all attempts to avoid hand-to-hand or hand-to-face contact. Volunteers should restrict their interactions to their own group of campers.
5. Physical distancing measures will be subject to the recommendations of New Brunswick Public Health. At any time, these measures could be relaxed or become more stringent.

VI. MEALS AND SNACKS

1. Per the recommendation of New Brunswick Public Health, we regret to inform our clientele that lunch meals will not be provided during camps for the summer of 2020⁴. Parents and families will be required to provide a nut-free lunch for their children attending Adventure Creek day camps.
2. Individually pre-packaged snacks will be provided in the morning and afternoon to all campers who wish to enjoy them. Snacks will be distributed from a larger container such as a bowl to minimize contact from those apart from the camper who will be enjoying the snack.
3. Meals and snacks will take place in the Fellowship room. To ensure proper physical distancing, each sub-group will be assigned a table at which they can sit. Tables will be placed at least two (2) metres from each other.
4. Campers will be strongly encouraged to bring their own water bottles from home. Single-use water bottles will be made available for campers, staff, and volunteer leaders if necessary; bottles will be clearly labeled with the drinker's name and are not to be shared. Use of the water fountains will be discouraged unless absolutely necessary.
5. Campers and volunteer leaders will be strongly discouraged from sharing any food and/or beverages with each other.

VII. HANDWASHING AND RESPIRATORY ETIQUETTE

It has been deemed by New Brunswick Public Health, among numerous other health authorities, that proper handwashing is one of the most effective ways of falling ill and preventing the spread of COVID-19. Hand hygiene, along with respiratory etiquette (i.e. coughing and sneezing into elbows or sleeves) will be strongly encouraged during camp hours.

⁴ Government of New Brunswick. *COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps*. Retrieved May 7, 2020. Page 3.

1. Hand sanitizer dispensers, tissues, and disposal bins will be readily available throughout the facility, including the drop-off tent. Directions to ideal handwashing stations (i.e. washrooms) will also be posted at these stations.
2. Summer staff and volunteer leaders will be thoroughly instructed and trained on proper hand hygiene and respiratory etiquette prior to the start of camps. This will include emphasis on the necessary vigilance in following and encouraging children to follow proper hand hygiene and respiratory etiquette before, during, and after camp hours.
3. Campers will be instructed on proper hand hygiene and respiratory etiquette prior to the start of each day's activities, and will be monitored to the extent that the Church's Child Protection Policy will allow by volunteer leaders and summer students throughout the day to ensure that proper hygiene and etiquette is being followed. (**Note:** While staff and volunteer leaders are able to accompany campers to the washroom and appropriately supervise them from the washroom entrance, the Church's Child Protection Policy prohibits all volunteers and staff from entering washrooms with campers unless extenuating circumstances such as medical emergencies are present.)
4. Frequent and proper hand hygiene will be strongly encouraged among all campers, staff, and volunteer leaders, and will be prioritized over the use of hand sanitizers.
5. Hand hygiene will be necessitated in the following circumstances:
 - a. For campers
 - i. every morning upon drop-off, prior to entering the gymnasium and meeting with group leaders.
 - b. For campers AND staff and volunteer leaders
 - i. after using the washrooms.
 - ii. after all outdoor activities.
 - iii. after handling supplies for both outdoor and indoor activities.
 - iv. before AND after meals and snacks.
 - v. after coughing, sneezing, or blowing their nose.
 - c. For staff and volunteer leaders
 - i. upon arrival every morning, prior to engaging in set-up tasks.
 - ii. after accompanying a child to use the washroom.
 - iii. After cleaning, sanitizing, and disinfecting surfaces, supplies, and objects (see Section VII).
 - iv. after taking their breaks.
6. Parents will be encouraged to refrain from sending their campers to camp with personal grooming materials (i.e. combs and hair brushes, makeup kits, etc.).

7. Proper signage from the [WorkSafe NB webpage](#) will be printed off and posted in key areas throughout the facility (i.e. washrooms, meal rooms, staff room, entrances to the facility, dispensing stations, etc.)

VIII. CLEANING, SANITIZING, AND DISINFECTING PROCEDURES

1. All surfaces, supplies, and objects that are frequented for camp use will be subject to a strict cleaning and disinfecting schedule. The Children & Youth Pastor and the summer students will be responsible to ensure that this schedule is adhered to for all applicable surfaces, supplies, and objects.
2. The general outline of these schedules will include but will not necessarily be limited to the following:
 - a. Before AND after each use.
 - b. Prior to the arrival of campers in the morning.
 - c. After the dismissal of campers in the afternoon.
 - d. At least once more throughout the day.
3. Handling and use of available toys (i.e. activity balls, board games, Frisbees, etc.) will be restricted for camp use only, and minimized to prevent the spread of germs and viruses, including the novel coronavirus that causes the COVID-19 disease.
4. Cleaning and disinfecting will be accomplished by wiping down surfaces, supplies, and objects with a moistened cloth, followed by certified Lysol® disinfectant wipes.
 - a. Should these disinfectant wipes be unavailable, a chlorine bleach solution will be prepared by either the Children & Youth Pastor or the custodian using the recommended measures on page 6 of the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document, prior to the start of each day. This solution will then be used to fill spray bottles, which will then be made available to the staff and volunteer leaders for regular use.
 - b. Prior to the start of camps, summer students and volunteer leaders will be briefed on the standards of the Workplace Hazardous Materials Information System (WHMIS) regarding these products, including the potential dangers that they may pose to relevant personnel. Furthermore, information regarding these products found in the Material Safety Data Sheet will be made available and accessible to all staff and volunteer leaders.

5. The custodian is primarily responsible for the overall cleanliness of the facilities. Prior to the start of camp, the Children & Youth Pastor will consult with the custodian and the Church's Building and Grounds Committee to outline an appropriate cleaning and disinfecting schedule for each room used by Adventure Creek day camps, including washrooms.
6. The custodian will also be responsible for obtaining and replenishing any necessary cleaning and disinfecting supplies.

IX. FIELD TRIPS, EXTRA-CURRICULAR EVENTS, AND NON-ESSENTIAL VISITORS

1. Field trips / Off-camp Excursions

- a. For the summer of 2020, there will not be any scheduled field trips in which third-party transportation (i.e. chartered bus, public transit, etc.) would be required to transport day camp personnel.
- b. Off-camp excursions will be limited to the surrounding walking trails and open spaces such as outdoor sports fields. Volunteer leaders and summer staff will be required to supervise campers to ensure they refrain from using outdoor play equipment. Furthermore, summer staff will be instructed to bring hand sanitizer on all off-camp excursions.

2. Extra-curricular / Sponsored events

- a. Extra-curricular and sponsored events such as family BBQs, open houses, etc. will not take place during the 2020 day camp season.

3. Non-essential visitors

- a. Visitors deemed non-essential (i.e. entertainers, guest speakers, etc.) will not be invited to join camp programs for the 2020 summer season. Visitors to the church who are not associated with the Adventure Creek day camp program will be subject to pre-screening measures as outlined in Section IV.

X. OUTBREAK RESPONSE AND MANAGEMENT

Per Page 11 of the [COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps](#) document, A COVID-19 outbreak is defined as follows: either ONE (1) confirmed case of COVID-19 (i.e. any camper, staff, or volunteer leader who tests positive for the novel coronavirus), OR two (2) or more suspected cases of COVID-19 (i.e. any child, staff member, or volunteer leader who exhibits two (2) or more symptoms, OR any child who exhibits the one (1) symptom of purple or discoloured fingers or toes). **NOTE:** persons who identify as having seasonal allergies are exempt.

In the event of an outbreak, the following procedure will be implemented:

1. The Children & Youth Pastor will contact the parents and families of all campers by phone or by email. Parents and families will be instructed to pick up their children within one hour and urged to self-isolate for 14 days.
2. While parents are being contacted, the summer staff and volunteer leaders will usher campers to the gymnasium to await pick-up. Pick-up procedure will be implemented (see Section III) when parents arrive.
3. Once campers have cleared the building, the remaining staff and volunteer leaders will be instructed to make their way home and self-isolate for 14 days.
4. The Children & Youth Pastor will inform church leadership of the situation, and then proceed to contact Public Health using the number provided in Appendix B of the [*COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Day Camps*](#) document.
5. Appropriate signage communicating the outbreak within the facility will be posted at all entrances to the Church building. This signage will include contact information for Public Health should any clientele or staff begin to exhibit symptoms.
6. Upon their request, all documents and records for Adventure Creek day camps, including camper contact information, group logs, disinfecting schedules, and any other documents deemed pertinent for contact tracing will be turned over to Public Health for review.
7. All remaining summer camp dates will be cancelled for the summer. Families will be informed of this decision by the Children & Youth Pastor via email and be issued refunds for the cancelled camp dates.
8. Following consultations with church leadership and NB Public Health, the Church facilities will then remain closed to the public until advised that it is safe to reopen by Public Health authorities.
9. If a camper, staff member, or volunteer leader were to begin exhibiting COVID-19 symptoms during camp hours:
 - a. The symptomatic individual will be instructed to remove themselves from camp activities, leave the Church facilities immediately, and encouraged to call 811 for testing and self-isolate for 14 days.
 - b. If they are unable to immediately leave the premises (i.e. if they are a camper or an underage volunteer leader), they will be escorted by the Children & Youth Pastor to a designated isolation area while maintaining proper physical distance (two metres).

- c. If the symptomatic individual is a camper:
 - i. the Children & Youth Pastor, plus one summer student or volunteer leader associated with the camper's self-contained group, will escort the camper to the designated isolation area and supervise them until pick-up.
 - ii. The camper and the accompanying leader MUST maintain proper physical distance whenever possible, demonstrate proper hand hygiene and respiratory etiquette when necessary, and don a community mask to reduce the risk of transmission between each other.
 - iii. The Children & Youth Pastor will notify the family by phone immediately and instruct them to pick up their child within one hour.
 - iv. Once the camper has been picked up, either the Children & Youth Pastor or one of the summer students will, to the best of their ability and with the assistance of their sub-group leader, trace the individual's activities throughout the day, and proceed to clean and disinfect the surfaces, supplies, and objects of all affected areas.
- d. If the symptomatic individual is a staff member or volunteer leader who is unable to immediately leave the Church facility upon exhibiting symptoms:
 - i. The Children & Youth Pastor (plus one staff member if the volunteer leader is underage) will accompany the individual to the designated isolation area while maintaining proper physical distance (two metres).
 - ii. All parties will be instructed to demonstrate proper hand hygiene and respiratory etiquette when necessary, and don community masks to reduce the risk of transmission within the isolation area.
 - iii. The Children & Youth Pastor and the accompanying summer student will, to the best of their ability, trace the individual's activities throughout the day, and proceed to clean and disinfect the surfaces, supplies, and objects of all affected areas.
- e. All personnel that the symptomatic individual had come into contact with that day will be informed of the situation, including the parents and families of all the campers within the individual's self-contained group. Each individual will be strongly encouraged to self-monitor for COVID-19 symptoms and, if necessary, contact 811 for testing and self-isolate for 14 days.

- f. Should two (2) or more individuals associated with Adventure Creek day camps become symptomatic within a 14-day period, regardless of weekly camp turnovers, Public Health will be informed, and Outbreak Response and Management Procedures will be implemented as outlined in this section.

SUPPLIES NEEDED

The following is a list of supplies that will be needed to implement this Plan to its fullest extent. This list is by no means exhaustive and may need to be adjusted according to various circumstances.

- Liquid soap
- Hand sanitizer (minimum 70% alcohol solution)
- Lysol® disinfectant wipes (or similar product)
- 1-2 containers of household bleach (5.25% sodium hypochlorite)
- 10 spray bottles (must be able to retain cleaning solution without leakage)
- Disposable gloves
- Community masks (preferably N95 grade)
- Signage (available via Government of New Brunswick and/or WorkSafe NB websites)
- 1 tarpaulin tent (preferably white)
- 2x Braun®-brand ear thermometer and disposable covers
- Alcohol wipes to disinfect thermometers after each use

CLOSING REMARKS

The ability and responsibility to reduce the spread of COVID-19 lies greatly with the will and determination of the general public, which includes all of us. Here at Adventure Creek day camps, we rely on one another to bear this responsibility well, and thus, we commit ourselves to doing our due diligence in adopting and implementing this Plan so that the public, as well as our clientele, congregants, staff, and volunteer leaders, can feel safe and confident that The Drive can be seen as a safe and responsible community that cares deeply for its neighbours.

We would like to remind everyone – staff, volunteer leaders, campers, and families alike – that we are all in this together. **If you or anyone in your household are experiencing symptoms, or are generally feeling ill, we encourage you to stay at home until your symptoms subside**, and if your symptoms persist or are consistent with those associated with COVID-19, please call 811 to get tested, and self-isolate for 14 days. Furthermore, if you think you have been exposed to COVID-19, please call 811 and inform us so that we can take appropriate action.

Thank you for taking the time to read this Plan. We hope it reflects our commitment to both our neighbours and YOU, our valuable families. We look forward to a SAFE and FUN 2020 day camp season!