



COVID-19 Health & Safety Plan

The Youth Excellence Society

Overnight Programming

Developed through recommendations from the Government of British Columbia, British Columbia Camps Association (BCCA), WorkSafe BC, the BC Centre for Disease Control's (BCCDC) Safer Operations Working Group, and World Health Organization.

LAST UPDATED: JULY 11, 2021

TABLE OF CONTENTS

1. Introduction: The Youth Excellence Society COVID-19 Safety Plan

- 1.1 What is COVID-19?
- 1.2 What are the symptoms of COVID-19?
- 1.3 How does COVID-19 spread?
- 1.4 How can the spread of COVID-19 be slowed down or prevented?

2. Group Sizes

- 2.1 Cohorts/Colour Groups
- 2.2 Masking & Distancing
- 2.3 Participant Housing

3. Staff Measures

- 3.1 YES Staff Member Expectations
- 3.2 Staff Housing

4. Health Checks & Responding to Symptoms

- 4.1 Staying Home & Self Isolation
- 4.2 Health Checks
- 4.3 What To Do When Symptoms Develop At Camp
- 4.4 Record Keeping

5. Personal Health Practices

- 5.1 Hand Hygiene
- 5.2 Respiratory Etiquette
- 5.3 Personal Items

6. Camp Operations

- 6.1 Environmental Measures
- 6.2 Cleaning
- 6.3 First Aid
- 6.4 Food Service
- 6.5 Transportation

1. Introduction

The Youth Excellence Society COVID-19 Safety Plan

The Youth Excellence Society (YES) is a charitable organization that provides exceptional leadership training to British Columbia's youth through the support of the province's co-operative and credit union movement. After more than a year of living within the COVID-19 pandemic, The YES believes that overnight summer programs will allow youth to develop essential skills in leadership, alongside an opportunity to build strong relationships, form a community of collective care, and have fun with outdoor activities.

Through recommendations and cooperation from the Government of British Columbia, British Columbia Camps Association (BCCA), WorkSafe BC, the BC Centre for Disease Control's (BCCDC) Safer Operations Working Group, and World Health Organization, The YES has created the following document for the execution of safe overnight programs for participants and volunteer staff members. YES Camp programming will occur at the Cowichan Lake Education Centre on Vancouver Island.

Public health guidelines are continually responding to the changing nature of the COVID-19 pandemic and these guidelines will be updated as required. It is The YES Leadership Team's responsibility to stay up to date with current PHO orders in relation to any in-person and overnight programs.

Program Location:

Cowichan Lake Education Centre (CLEC)
8885 Lakeview Park Rd
Lake Cowichan, BC
V0R 2G0

The Youth Excellence Society Leadership Team:

Chelsea Lake, Executive Director
Shania Chand, Program Director
info@theyes.ca
604-960-1377

Reviewed By:

Nancy Clements, Environmental Health Officer at Island Health
J. Alison Gardner, Environmental Health Officer at Island Health
Shannon Waters, Medical Health Officer for the Cowichan Valley Region at Island Health

1.1 What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

1.2 What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which is why testing is required to confirm if someone has COVID-19.

1.3 How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) and general airborne transmission. Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can discontinue spread.

1.4 How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home or returning home when sick
- ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing
- ✓ disposing of any tissues or disposable sanitary equipment immediately
- ✓ washing hands often with soap and water
- ✓ cleaning frequently touched surfaces and objects

Managing the risk of COVID-19 requires multiple layers of protection to be effective. The first and most important step to reduce the risk of COVID-19 transmission at camp is to implement policies to ensure that those who are sick are not entering the camp. The YES will also focus on being outdoors where possible, physical distancing, use of masks when needed, hand hygiene, and the cleaning and disinfection of surfaces touched by many people.

2. Group Sizes

2.1 Cohorts/Colour Groups

Based on accommodation space at the Cowichan Lake Education Centre (CLEC) and in alignment with the BC Restart Plan, overnight summer camps at The YES will have a maximum of 50 participants, and 10 staff members, totalling 60 individuals.

Participants at The YES will be divided into small cohorts, known as colour groups. A participant's colour group is the group that they will share accommodations and mealtimes with, as well as any higher risk activities. These groups will not be larger than 14 individuals and will include staff members (e.g. 12 participants and 2 staff members). These colour groups will be recorded and filed in administration should tracing be required. The YES strongly recommends that all eligible participants and staff should receive a first dose of the COVID-19 vaccination prior to program start dates.

2.2 Masking & Distancing

Whenever possible, The YES will be coordinating activities outdoors. If programming occurs indoors, spaces will be well ventilated through doors and windows. Masks should be used in closed spaces with poor ventilation, and these areas and instances will be disclosed by staff members.

Indoor Space Safety Guidelines

- Participants and staff do not have to wear masks in their housing or indoor spaces with just their colour group
- More than one colour group may participate in activities indoors so long as the space is well ventilated (windows, doors, garage doors are open)
- If multiple colour groups and individuals are in a space that is not well ventilated, masks will be worn (three feet between participants)
- Participants and staff will sit exclusively with their colour groups when dining for breakfast, lunch and dinner both indoors (dining hall) and outdoors (porch, fields, beach)
- Multiple colour groups can eat together indoors with 2 metre (6 feet) spacing between other groups
- Greetings that require physical contact, such as high fives, hugs, handshakes should be avoided
- Masks are to be worn in vehicles, ferries, in common spaces with other colour groups when distancing is not possible, and in poorly ventilated indoor spaces which will be disclosed by staff members
- No singing indoors or chanting indoors

Outdoor Space Safety Guidelines

- No masks are required outdoors
- Participants and staff in different colour groups can engage in outdoor socializing and interact in activities
- Participants and staff may swim in the site's lake with their colour groups, or with space between individuals who are not in the same colour group
- Greetings that require physical contact, such as high fives, hugs, handshakes should be avoided
- Minimal physical contact between colour groups

2.3 Participant Housing

Participants who share a colour group will be housed with their entire group, or with a few members of their group.

- All buildings at the CLEC have screen windows available for ventilation
- Masks do not need to be worn by participants and staff when in their assigned housing
- Participants and staff are not permitted to enter a sleeping space they are not assigned to
- One meter (three feet) will be provided between the heads of individuals for sleeping spaces
- For bunk beds, participant's in the top bunk will have their head positioned opposite to the bottom bunk
- For side-by-side beds, participants will be positioned head to toe
- Where buildings have shared spaces with other colour groups (i.e. hallways, restrooms), masks will be worn, and The YES will support with scheduling restroom needs (i.e. showers)

3. Staff Measures

3.1 YES Staff Member Expectations

In order to deliver programming, and create an impactful week, volunteer staff members at The YES take on multiple tasks and roles, resulting in interactions with multiple participants and colour groups.

Staff members will be required to read through this document, and be briefed on all COVID-19 policies in place at the camps they attend to mitigate disease spread. Before programming, Staff will also be required to sign a 2021 YES Code of Conduct, requiring them to report any symptoms of COVID-19 for themselves or participants.

Staff are expected to socially distance themselves (with the exception of essential tasks such as work) seven days prior to programming.

3.2 Staff Housing

In instances where staff are not able to be housed in the same building as their colour group (i.e. not enough bed space to allow for distancing), staff may share accommodations with other staff in separate buildings.

- Where buildings have shared indoor spaces between non-household individuals, masks will be worn in common spaces
- Beds will be at least 2 metres apart and head-to-toe where possible
- Staff who are only working one week of programming will be prioritized to be housed with their colour groups; staff members that are working two weeks or more on site will be housed in this alternative setting

4. Health Checks & Responding to Symptoms

4.1. Staying Home & Self Isolation

The following participants, YES Staff, external staff or other persons are required to stay home and self-isolate:

- Anyone with fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, and diarrhea
- Anyone who has travelled outside of Canada in the last 14 days prior to the in-person program start date
- Anyone who lives in a household with someone who has COVID-19
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19

4.2 Health Checks

Staff and participants will be asked to social distance outside of essential activities seven days prior to attending programs. The YES will also send all staff and participants a COVID-19 Questionnaire one week prior to programming to ensure that all individuals attending do not carry symptoms of COVID-19.

At camp, staff will be required to check in with their assigned colour groups and co-staff leaders to verbally screen for the below COVID-19 symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness

- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Daily written summaries and records will be kept with the First Aid Attendant and YES Leadership Team on site at camp.

4.3 What To Do When Symptoms Develop At Camp

If a participant or staff member develops a new cough (unrelated to pre-existing conditions such as asthma), fever, chills, shortness of breath, loss of taste or smell, or other symptoms during the camp session:

- Isolate them away from others immediately, and connect with their parent/guardian or emergency contact for pick up (spaces include: First Aid Room, empty motel dorms/rooms, outside in a shaded area, etc.)
 - The participant will also be asked to use a specific bathroom which others will not be permitted to use
- Connect with the Program Director
- The participant will be able to pack their belongings under the supervision of a staff member (with distance). The housing they were in must be sanitized (see *Camp Operations, Cleaning*, section 6.2)
- While waiting for a sick participant to be picked up, a staff member should stay near the participant isolated from the larger group or at least 2 metres from others if a separate room is not available. The staff person should remain as far away as possible from the participant
- If possible, both the participant and staff member should wear a mask
- The affected individual should isolate at home and contact the COVID-19 helpline 8-1-1 for next steps and to see if a COVID-19 test is recommended
- Due to the lengths of programs, participants will not be able to return to the same week of camp
 - Full Refunds will be issued for participants who must cancel due to illness, when substantiated by a medical note from the doctor, as well as participants experiencing COVID-19 symptoms. Should programs not be able to run due to COVID-19 Health Restrictions, full refunds will be offered as outlined on The YES website.

Program Director Responsibilities

- Anyone who has entered the camp facility is diagnosed with COVID-19, must be reported to and consulted with the [local public health authority for advice](#)
- If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks
 - Public health will also ensure that youth, staff, and parents have access to healthcare providers and that appropriate supports are in place

4.4 Record Keeping

All participants and staff member colour groups will be recorded at the start of programs. These groups do not change throughout the week, and, should any changes be made, will be recorded. The following additional records will be kept:

- Daily health checks for all staff and participants (see section 4.2)
- Any occurrence of participants or staff being symptomatic at camp
- Any occurrence of staff or participants leaving the camp side (i.e. staff leaving to pick up resources, participants going to hospital for non-COVID related injury, etc).
- Transportation details for bus companies/drivers used, BC Ferries schedules, etc.
- Outside visitors to camp (parents, trades workers, delivery drivers, etc.)

These records will be kept for a minimum of 30 days after a camp program ends.

5. Personal Health Practices

5.1 Hand Hygiene

Participants and staff will be encouraged to engage in proper hand washing with soap and water. Throughout the day, hands should be sanitized with soap and water or alcohol-based hand rub.

- The YES will ensure staff and participants have access to sinks for hand washing with soap and water
- Participants and staff will be encourage to wash hands with soap and water for at least 20 seconds
- Alcohol-based hand sanitizer containing at least 60% alcohol will be provided by The YES and available throughout the site
- Opportunities for regular hand washing time will be included in schedules and activities

When Participants & Staff Should Perform Hand Hygiene
<ul style="list-style-type: none">• When they arrive at camp• Before and after any activities• Before and after eating and drinking (excluding from their water bottle during activities)• Before and after using an indoor space used by multiple colour groups, crews or sessions• Before and after using shared equipment (i.e. sports equipment, art supplies, etc)• Before and after seeking first aid care (if not an emergency and possible)• After using the toilet/restroom• After sneezing or coughing into hands• After contact with body fluids (i.e., runny noses, spit, blood)• After cleaning tasks• After removing gloves• After handling garbage• Whenever hands are visibly dirty

5.2 Respiratory Etiquette

- Participants and staff will be required to cough and sneeze into their elbow.
- Any tissues used must be disposed of immediately, followed by handwashing
- Participants and staff will be encouraged to avoid touching their eyes, nose or mouth with unwashed hands
- Participants and staff will not be permitted to share any food, drinks or unwashed utensils

5.3 Personal Items

- Personal items brought to camp should be limited to those items that are necessary (i.e., backpacks, water bottles, reusable food containers, change of clothes)
- Staff and campers should not share personal items and personal items should be labelled with the camper's name to discourage accidental sharing

6. Camp Operations

6.1 Environmental Measures

The YES will be implementing some physical changes to the site, and changes to standard programming to reduce risk of exposure to the virus. This includes:

- Conducting sessions and activities outside whenever possible
- Ventilating indoor spaces by opening doors and windows
- Using cones and physical markers to give guidance to participants of where they need to be standing or waiting (i.e. for activities involving multiple colour groups, food buffet, etc)
- Where physical distancing and barriers are not possible or cannot be applied consistently, the next level of control is masks
- Signage will posted where needed as a written reminder of space and occupancy limits
- The YES will have a 'rainy day' or foul weather plan should outdoor activities not be possible
- Activities will be modified to reduce physical contact
- Shared equipment will be sanitized daily (sports equipment, art supplies, etc)
- Any free time will encourage participants to be outdoor, and, if indoors, spaces and occupancy will be monitored by staff members

6.1 Cleaning

The YES' site and materials will be cleaned on a daily basis, and immediately after an activity is completed (i.e. wiping tables after meals, sanitizing game equipment before and after sessions, etc).

- Cleaning is the physical removal of visible soiling (e.g. dust, soil, blood, mucus).
- Disinfection should be used when a sick person has been in contact with the surface

- High contact surfaces will be cleaned at least twice a day such as door handles, light switches, hand railings, toilet handles, shared office equipment, sports equipment, appliances, and self-serve beverage stations
- For cleaning, use water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes, along with good physical cleaning practices (i.e. using strong action on surfaces). For hard-to reach areas, use a brush and rinse thoroughly
- Empty garbage containers daily
- Complete appropriate hand hygiene after cleaning
- Wash hands before and after wearing gloves
- Adequate hand-washing and hand sanitizing stations will be provided

6.3 First Aid

The First Aid Attendant should always wear a mask and gloves whenever any care is being given. Patients (participant or staff) should also wear masks, however, for both roles, masks are not needed when urgent actions are required to support safety. The YES will have the following PPE available for staff use in the event of a first aid emergency that could be deemed high risk:

- Respiratory Protection: N95 Mask (non valve) or Surgical Mask (3-layered)
- Eye Protection: Where possible face shields or personal protective goggles should be used during high risk first aid scenarios
- Body Protection: Long-sleeved water resistant gowns should be used to prevent body contamination
- Bag Valve Mask with Viral Filter
- Pocket Mask with a Viral Filter

The FA attendant and supporting staff should follow the below steps when offering care to participants/staff:

- If an emergency situation, call 911 and notify the Program Director
- For minor injuries or care, when possible, the FA attendant should guide the patient to do their own first aid (e.g. an older participant or staff could put on their own bandaid)
- Always use a mask, gloves, and eye protection for all first aid applications
- If CPR is required, use a pocket mask with a viral filter, or a bag-valve-mask with an HME filter
- Remove and wash any PPE that is not disposable
- To disinfect eye and facial protection, use a new pair of disposable gloves, and use a clean cloth to wipe with soap and water cleaning from inside to the outside. Rinse with water and follow up with a disinfectant wipe - ensure that all surfaces remain wet with disinfectant for at least one minute. Equipment may be rinsed with tap water if visibility is compromised by residual disinfectant. Allow to dry and store in a designated clean area.
- Review additional protocols via [WorkSafeBC](#)

6.4 Food Service

The Cowichan Lake Education Centre offers their own Kitchen Staff Team to prepare meals and snacks for YES programs. The YES Camp offers buffet style (self-serve) meals which are permitted under the Food and Liquor Serving Premises Order

- Participants and staff will sanitize their hands and distance while in line for the food and drink station
 - Individuals who need assistance with plating a meal will be supported by a staff member in their colour group
- Signs reminding participants and staff to wash or sanitize their hands before touching self-serve food, drink or other items will be posted
- Staff will ensure that congestion in food lineups does not occur through verbal direction and physical markings
- Utensils that are used for self-serve will be regularly cleaned and sanitized
- All persons will practice proper hand hygiene upon entry to the dining hall and after eating
- More than one colour group can be in the dining hall at the same time and each colour group will sit at their own table
- Colour groups must be spaced 2 metres apart from each other.
- Food can be served family-style, by staff-assisted buffet or pre-plated (this will be a decision supported by the CLEC Kitchen Staff)
- When possible meals and snacks will be served outside, or with all ventilation options open in the main hall
- Food and beverages should not be shared
- Participants and staff should be encouraged to bring an individual water bottle or other beverage container to camp for their personal use to support hydration needs

6.5 Transportation

Group transportation will be required for YES programs through contracted bus systems and BC Ferries.

- Regulations will be followed based on the bus company, and BC Ferries' COVID-19 safety policies
 - The YES staff will ensure that the appropriate measures are in place for masking, distancing, cleaning and sanitization

Drop-off pick-up at the beginning and end of a camp will occur outdoors and close to the entrance to the Cowichan Lake Education Centre. Parents will be asked to not enter sleeping spaces. Should participants require support with luggage, staff will assist.