

# COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

## Company details

Business name: Little Lion Camps

Revision date: June 8<sup>th</sup>, 2021

Date completed: June 7<sup>th</sup>, 2021.

Developed by: Andy Castellarin

Division/group: N/A

Others consulted: N/A

Date distributed: June 13, 2021.

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

# 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

We will ensure that our policies are updated daily and in accordance with Ministry of Health guidelines and ROA. Information will be shared with OCSB and camp staff 2 weeks prior to start of summer camps. Any updates from Public Health will be applied immediately and shared with OCSB and Camp Counsellors and families. Hard copies of the COVID-19 safety plan will be available for families and all staff at our sign in and sign out table. Weekly emails to camp staff with safety guidelines and our COVID-19 Safety plan will be sent 72 hrs prior to the start of each week. Each staff member will receive links to videos on how to wear and remove PPE, and on proper hand washing.

## **Actions:**

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance. (Andy Castellarin/Kevin Kelly)
- Share Covid-19 Safety plan with OCSB (Andy Castellarin)
- Share Covid-19 Safety Plan with Camp Counsellors (Andy Castellarin)
- Share Covid-19 Safety Plan with parents through link on our website (Andy Castellarin)
- Provide hard copies of the COVID-19 Safety plan at the sign in/out registration table for those wanting a paper copy. (Andy Castellarin/Kevin Kelly)
- Provide safety information via email 48-72 hrs prior to each week for camp staff (Andy Castellarin/Kevin Kelly)
- Communicate any changes made by Public Health to all staff immediately (Andy Castellarin/Kevin Kelly)
- Email training videos to staff on proper handwashing, putting on and removing gloves, masks, and gowns. (Andy Castellarin)

## 2. How will you screen for COVID-19?

We will be asking all individuals, staff, and campers, to screen themselves daily prior to coming to the camps. We will be using the Ministry of Health's online screening tool to ensure all our screening is up to date.

### **Actions:**

- Camp staff will fill out a Google Form for daily screening. The form will have a link to the Ministry of Health's screening tool to ensure it is current. Camp supervisor will monitor google form for completion of the sheet (Andy Castellarin/Kevin Kelly)
- Camp participants are required to screen each morning by their parents prior to attending camp. Parents will sign in child(ren) by initializing sheet saying they have completed and passed the screening tool provided by the Ontario Ministry of Health. (Camp Counsellor Adult)

### 3. How will you control the risk of transmission in your workplace?

We will be changing our sign in and sign out to be 100% outdoors. This always keeps parents and guardians outside the building. Computers and workspaces will be arranged to ensure proper physical distancing. Each camp will have a designated staff member to sanitize any spaces or equipment used by campers. Staff members will use Oxivir Tb as a cleaning product that can be applied to any surface, including gym equipment. Staff will be provided with ATSM Level 3 masks, face shields and gowns. All campers will need to wear masks unless they are exempt. All our campers and staff will be assigned a cohort. The staff and campers in these cohorts must remain together and not mix with other camp cohorts. Each cohort will be assigned their own spaces (gym and classroom). These space are only to be used by members of their group. Campers or staff that become ill will await transportation in the designated isolation room.

**Actions:**

- Physically distanced outdoor sign in and sign out at all locations (All staff)
- Each camp will have a staff member responsible for sanitizing spaces and equipment used with Oxivir Tb (All staff)
- All staff are provided PPE (ATSM Level 3 masks, face shields, and gowns) (Andy Castellarin)
- Staff and campers are placed in a cohort. Each cohort has their own classroom and gym. (Andy Castellarin)
- Camper backpacks and belongings will be kept in the same personal designated spaces (all staff)
- Campers will use the same workspaces and computers for the entire week (All staff)
- Camps will follow the washroom capacity limits posted outside each washroom.
- An Isolation room is available at each location for campers that become ill or symptomatic to await parental pickup. (Andy Castellarin and OCSB)

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers. A staff member will put full PPE on bring the camper to isolation room. Siblings will be retrieved, and parents of the symptomatic camper will be asked to pick up their child(ren). Children leave site with all their belongings. A deep cleaning of the Isolation room and student space will follow. Follow up of with parents of symptomatic campers will be made prior to camper return to discuss the Public Health guidelines that need to be followed before a return to camp. Provide isolation room at each school (OCSB)

- Provide Full PPE for staff (Andy Castellarin)
- Attach “Camper with COVID SYMPTOMS” flowchart in each camp binder to guide staff through the process. (Andy Castellarin)
- Attach all parent contact information in each camp binder and soft copy for supervisors for each camp (Andy Castellarin)
- Staff contact numbers will be kept and available to all staff for any contact tracing (Andy Castellarin)

## 5. How will you manage any new risks caused by changes to the way you operate your business?

We will have a dedicated supervisor who regularly checks in with all camps throughout the week. These checkins will include the safety plan and possible improvements to work practices. Each staff member is encouraged to provide their input so that all avenues can be addressed multiple times throughout the week of camp. Parents have access to a staff member during sign in and sign outs to offer their feedback. Parents may also discuss individual or group needs with a supervisor anytime throughout the day by phone.

- Visit locations multiple times per week and discuss work practices and make immediate changes if required (Andy Castellarin and Kevin Kelly)
- Have access to extra staffing (supply list) if more qualified staff are needed to meet any demands (Andy Castellarin)
- Have access to additional space if needed to ensure physical distancing is always maintained (OCSB)
- Outdoor sign in and sign outs will take place between doorways (with doors open to the outside) or beneath overhangs if inclement weather (All Staff)

## 6. How will you make sure your plan is working?

Supervisors will be responsible to have one on one meetings throughout the week of camp with each staff member. Feedback from those meetings, along with any parent input, will be relayed and discussed at a weekly owner/supervisor meeting and by phone or email to OCSB Continuing Ed. Dept. All changes will be communicated in a pre camp email to all staff. These changes will be followed up during site visits by camp supervisors.

### **Actions:**

- Weekly meeting with supervisor and owner to review health and safety (Andy Castellarin and Kevin Kelly)
- Weekly contact with OCSB Continuing Ed to discuss health and safety (Andy Castellarin and Kevin Kelly)
- Provide a weekly email to all staff prior to the week of camp with all updated and relevant health and safety information (Andy Castellarin and Kevin Kelly)
- In person where permitted or virtual discussions with staff members on ideas to improve the safety plan (Andy Castellarin and Kevin Kelly)

# COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

**Business name:** Little Lion Camps

**Division/group:**

**Revision date:** June 8, 2021

**Date completed:** June 7, 2021.

## Measures we are taking.

How we are ensuring workers know how to keep themselves safe from exposure to COVID-19

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance.
- Share Covid-19 Safety plan with all stakeholders. This plan will be accessible on our website and as a hard copy available onsite.
- All staff are trained on proper handwashing, putting on gloves, masks, and gowns, removing gloves, masks, and gowns.

How we are screening for COVID-19.

- Camp staff will fill out a Google Form for daily screening. The form will have a link to the Ministry of Health's screening tool to ensure screening is current.
- Camp participants are required to screen each morning by their parents prior to attending camp. Parents will sign in child(ren) by initializing sheet saying they have completed and passed the screening using the tool provided by the Ontario Ministry of Health.

How we are controlling the risk of transmission in our workplace.

### Physical distancing and separation

- Indoor spaces will be arranged to maintain proper physical distancing.
- Outdoor activities will be encouraged weather permitting.



## **Cleaning**

- All workstations and equipment will be wiped down with Oxivir after each use.
- Hand sanitizer will be provided for all. Constant handwashing is encouraged.

## **Other**

- Backpacks and personal belongings will be stored in each camper's personal space.
- Campers will be assigned the same computer or workspace for the week.

## **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- Camper (and any siblings) will wait in the designated isolation room for parental pick up.
- Staff supervising the isolation room will wear full PPE.
- Isolation rooms and workspaces of symptomatic campers will receive a deep cleaning.
- Follow up with parents regarding the next steps set by public health to allow for return.

## **How we are managing any new risks caused by the changes made to the way we operate our business.**

- Visit locations multiple times per week and discuss work practices and make immediate changes if required.
- Have access to additional space if needed to ensure physical distancing is always maintained.
- Outdoor sign in and sign outs will take place between doorways (with doors open to the outside) or beneath overhangs if inclement weather.

## **How we are making sure our plan is working.**

- Weekly meeting with supervisor and owner to review health and safety.
- Weekly contact with OCSB Continuing Ed to discuss health and safety practices.
- Provide a weekly email to all staff prior to the week of camp with all updated and relevant health and safety information.
- In person where permitted or virtual discussions with staff members on ideas to improve the safety plan.