

Operational Plan

Preamble

Camp Medley held its first summer program in 1945. Our mission at Medley is to 'proclaim the Gospel of Jesus Christ, for the making of disciples' and to do so by providing a safe and affirming environment where campers can be challenged to learn, build important relationships, and play in the beauty of God's creation.

Below details our "Summer 2021 Operational Plan" - this is our plan for running summer camp during the "Yellow Phase" of New Brunswick's recovery plans, unless regulations change.

Effective time period for the plan

Camp Medley is open to the public for overnight and day camps starting mid-June and running through until the end of August 2021.

Responsibility for the plan

The Camp Medley Director is responsible for the operational plan and its implementation.

Sources

Our plan has been developed in line with GNB's "[Guidance for the operation of summer camps during COVID-19](#)", "[Places of Worship in the Yellow Alert Level](#)", and "[Screening Questionnaire for COVID-19 Yellow and orange phase for Early Learning and Childcare Facilities](#)" and WorksafeNB's "[Embracing the New Normal](#)" in addition to Camp Medley standard policies and procedures as well as New Brunswick Camping Association's standards for accredited camps.

Parents & Staffs Responsibility to Help Reduce the Risk of Transmission

GNB advised parents to follow these guidelines:

- Adults in contact with children attending a summer camp need to be hypervigilant about monitoring for symptoms and arrange for testing immediately if they develop two or more of the 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.

- If children attending a summer camp have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home and exposing the vulnerable adult in the home.
- For adults bringing their child to a summer camp, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.

We hold our staff to the same standard, and advise them:

When staff are given their days off, they will be encouraged to remain vigilant and cautious.

Upon returning back to camp, staff will be screened and reminded of the signs and symptoms that they need to be alert for.

COVID-19 Awareness

There will be signage at the drop off and pick up area to remind parents of their responsibility to prevent COVID-19 transmission and the screening criteria for campers and parents/guardians before entering the Camp.

There will be signage at the entrance of the camp reminding campers, staff, and guests of public health measures and operational requirements in use as they enter the camp, such as screening, physical distancing, mask wearing, hand hygiene and respiratory etiquette.

There will be signs on hand washing etiquette posted in washrooms as well as personal hygiene etiquette signage throughout the camp, which were obtained from [Guidance and Support \(gnb.ca\)](https://www.gnb.ca).

Records

All staff, volunteers and campers are required to register online, a health questionnaire is required to be filled out during the registration process. This includes health history, current medical concerns, and potential liability for risks. Also the online registration collects records of names and contact information. Additionally, anyone entering camp will receive a mandatory screening test prior to entry, including potential symptoms and risk factors for household members.

A complete list of staff, volunteers, and children and visitors who work, attend or visit the Camp Medley for each week will be located in the office. This will include their names, contact information, and the date and time they are at Camp Medley. A daily log will also be located in the office. The daily log will have the "bubble" group (15 campers) that includes the names of those in the group, the daily attendance record, and the date the group was established. This information is required to assist Public Health with contact tracing.

General Public Entrance

When camp is open and in session, no guests or visitors will be allowed on site. All contractors, inspectors, and other personnel who will be on site will be screened prior to entering camp property. They will be signed in and out during the screening process. They will be required to socially distance from campers and staff, as well as wear a mask while in areas with other people.

Drop-off and Pick-up

One identified adult per family is responsible for the drop-off and pickup of a camper. Signage will be posted at the entrance advising of the screening process. Families will be met at the camp entrances by “a welcomer” who will proceed with the screening tools (including questionnaires, disposable PPE, hand sanitizer and washing, etc. as well as signing in and out).

Staggered times will be conducted for drop-off and pick-up, and families will be notified of these times by email beforehand. Drop-off and pick-up will be managed outside, unless the adult absolutely needs to come into the facility. Registration and payments for camp are required to be done prior to coming to camp to reduce risk of virus transmission. Community masks must be worn and social distancing must be followed during this time for all parents, staff and campers.

Screening

Parents are responsible for reviewing the screening questions with their children and only sending their child to the summer camp when they are well and have met the criteria outlined in the screening questionnaire. Those who are sick with symptoms of COVID -19 must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent when isolation may be lifted.

Camp Medley will provide parents with the form in Appendix A to be completed before arrival at drop-off on Sunday. Parents must recognize their responsibility for the screening of their children prior to attending summer camp. When parents drop their children off, “a welcomer” will ask parents if they reviewed the screening questions with their child and confirm that their child meets all of the criteria of wellness.

Staff and volunteers must assess themselves for symptoms by completing the screening tool prior to attending the summer camp. The administrative staff will ask staff when they arrive if they reviewed the screening questions and confirm that they meet all of the criteria of wellness.

Note: Children or staff who suffer from seasonal allergies or chronic runny nose/nasal congestion are not required to be excluded from camp based on these symptoms ; however, it must be identified on the camper or staff’s medical form.

Physical Distancing

Cabin Groups

Campers will be placed into “cabin groups” of no more than 7-8 campers, with staff who will remain consistent throughout the camper’s stay. These cabin groups will eat together, sleep in the same quarters together, and go through the daily activity schedule together. While they are not required to distance or wear masks inside of the group, as much as reasonably possible,

campers and staff will be encouraged to be mindful of space. This includes things like campers' beds will be distanced (as much as possible) from other campers. If beds cannot be at least 2 metres/6 feet apart, temporary barriers will be set up between beds, such as curtains, to prevent droplet spread while sleeping. Campers and staff will be required to wear masks in any environment where physical distancing between different groups can't be guaranteed; such as in transit between activity areas.

Bubble Groups

Up to two cabin groups will be placed together in a "bubble", similarly to cabin groups for the, these groups will eat together, go through activities together, etc. duration of their camping week. These bubbles will not exceed 15 campers, plus staff. These "bubbles" will not change throughout the campers stay, and they will not be required to wear masks and distance, but again, they will be encouraged to be mindful of space. Campers will be instructed when and how to wash their hands, importance of social distancing from other bubbles and importance of not touching their face or touching others. Bubbles will be required to distance from other bubbles. There will never be more than two bubbles in a single indoor space if distance measures cannot be adhered to.

Staff Programming and Grouping

Staff will be instructed to wear masks and physically distance when interacting with staff not in their "bubble". Programming staff (program director, lifeguard, kitchen staff, chaplain, nurse, etc.) will be instructed to social distance from "bubbles" and wear masks whenever possible. The staff will follow the principle of reducing the number of contacts throughout the camp.

Cleaning and Disinfection Procedures

General Cleaning

A cleaning and disinfection schedule will be provided for specific staff "Covid Team". The cleaning and disinfection schedule will include the list of surfaces which are frequently touched that will be cleaned and disinfected twice daily, such as doorknobs and handrails.

Session Cleaning

It will be the responsibility of the session leader to follow cleaning and disinfection processes for the equipment used in their session.

- Common equipment that can be sanitized between each camper's use (e.g. archery arrows). This equipment will be used by a camper then cleaned by our staff before anyone else can use it.
- Common equipment that cannot be easily sanitized between campers but it is possible to be cleaned between bubbles (e.g. canoes). Frequent hand sanitization will be done

after each camper uses the equipment, and equipment will then be cleaned before the next group arrives.

- Common equipment that cannot be cleaned easily, (such as lifejackets). Individual pieces of equipment will be assigned to campers for their exclusive use for the week (sharing will not be permitted between bubbles).
- Common equipment that cannot be cleaned safely (such as face paints). In this case these items will be locked away in a secure area for the duration of this operational plan until public health recommends otherwise.

Whenever possible, all equipment will be sanitized with bleach at a ratio of 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water. In the case that bleach will be detrimental to the equipment's safety, we will use the manufacturer's recommended products or seek a replacement product from Health Canada.

Education of Staff

All staff will be trained prior to the camp season starting on COVID-19 symptoms to be watching for, how to properly protect themselves, how to teach the camper about proper personal hygiene and mask etiquette (for example, when and how to wash their and campers hands and when to wear a mask), and to ensure a complete understanding of protocols and procedures regarding COVID-19.

During staff days off, they will be encouraged to remain vigilant and cautious. Upon returning back to camp, staff will be screened and reminded of the signs and symptoms that they need to be alert for.

Protocol for coronavirus symptomatic camper

In the case of a camper showing two or more of the symptoms of COVID-19 (Fever above 38°C, new or worsening chronic cough, sore throat, runny nose, headache, difficulty breathing, new onset fatigue, new onset muscle pain, diarrhea, loss of taste, loss of smell, pneumonia, discoloration of toes and fingers) they will be taken to one of a few isolation areas (e.g. "Medley Hut" or "Staff Lodge Room 1") with a few staff members wearing appropriate PPE and the child will be provided with a community mask. Staff will supervise the camper while ensuring physical distancing. Parents and/or emergency contacts will be notified and they will be required to pick up their camper within one hour – the expectation of which will be stated during confirmation emails and reconfirmed at camper drop-off. Once the camper has left, the staff who supervised the camper will be required to sanitize the isolated space and properly ensure they have showered and changed their clothes.

Appendix A



Parental Confirmation and Acknowledgment of Screening Responsibility

I, _____, hereby acknowledge that I understand my
(name of parent/guardian)

responsibilities for the screening of my child/children for COVID-19 symptoms prior to bringing my child/children to Camp Medley for this week. I understand that bringing my child/children to Camp Medley signifies that I take full responsibility and attest that all questions in the screening questionnaire were answered with a “no”.

(parent signature)

(witness)

Date: _____

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Camp Medley is owned and operated by the Anglican Diocese of Fredericton and our mission is to

“Proclaim the Gospel of Jesus Christ for the making of disciples