

Camp Chestermere COVID-19 Guest Services Protocol Updated June 18, 2020

In keeping with the protocols and guidelines as outlined by Alberta Health and the Alberta Government, Camp Chestermere has developed protocols to help prevent the spread of transmission. This document is a shorter version of the *Camp Chestermere COVID-19 Guest Services Protocol Document* that is available upon request. The information in both this document and the *Camp Chestermere COVID-19 Guest Services Protocol Document* is based on information found at <https://www.alberta.ca/restrictions-on-gatherings.aspx> and from several AHS guidance documents.

No matter what type of booking a group makes at Camp Chestermere, all public health orders must be followed. Camp Chestermere will work with their clients to help ensure the success of the event of activity being booked and to help ensure the safety of all participants, staff, and volunteers. For all bookings, the following criteria must be met by the group who is booking with Camp Chestermere:

- Anyone who is displaying any symptoms of COVID-19 or feeling unwell will not be permitted to attend the event. Symptoms include cough, sore throat, runny nose, difficulty breathing or fever (even if they appear mild or resemble a cold). Symptoms may be updated as more information is made available by AHS.
- Participants who are attending the event will need to answer pre-screening questions before entering Camp Chestermere
- Organizers of the booking will need to have some form of pre-registration for the people who are attending. In other words, the organisers of the event will need to know who is attending the event before arriving at Camp Chestermere. While providing this list to Camp Chestermere is voluntary, this list may need to be provided to Alberta Health should Alberta Health request.

As per Alberta Health, a *gathering is any situation that brings people together in the same space at the same time for the same purpose*. Unless otherwise identified in public health orders, the following gathering restrictions are in place:

- **50-person limit on indoor wedding or funeral receptions** as they are considered social gatherings, which have a higher-risk of transmission. This is due to the social nature of these types of events, where 2 meters of physical distancing between people is difficult to maintain. Evidence shows there is a greater risk of transmission in an indoor gathering compared to an outdoor gathering.
- **100-person limit on indoor wedding ceremonies or funeral services** as they are seated events and individuals not from the same household should maintain 2 metres' distance. As these events are more stationary in nature, there is less social interaction and therefore less risk of transmission.
- **100-person limit outdoor gatherings**. As indicated, outdoor events are considered lower risk than indoor events because it typically is easier to maintain distancing, there are less shared surfaces that are touched and air circulation limits the suspension of droplets in the air. However, close contact (less than 2 meters) and sharing food or drinks can significantly increase the risk of spread, even in an outdoor setting. Attendees should maintain physical distancing and observe public health recommendations such as practicing good hygiene and wearing a mask.

As such, Camp Chestermere will take Guest Services Bookings so long as they meet the above criteria and numbers on restrictions. To help ensure the safety of all who attend the booking, including guests, participants, staff and volunteers, Camp Chestermere has put the following practices in place:

- Hand sanitizer at all entrances to all buildings
- COVID-19 related pre-screening questions must be appropriately answered by all who are attending the event including guests, participants, staff and volunteers
- Increased cleaning protocols including on all high touch surfaces and bathrooms
- Requesting anyone who is exhibiting symptoms to stay home and to stay away from others
- Will encourage and practice good hand hygiene by:
 - Encouraging and modelling washing hands frequently
 - Encouraging people to and modelling the practice of refraining from touching one's face with unclean hands
 - using hand sanitizer
- While not required, Camp Chestermere will encourage the wearing of masks when social distancing cannot be maintained and when vulnerable people may be attending an event. This encouragement is being done to help limit the risk of spread to others.
- If applicable, Camp Chestermere will encourage groups to stagger the time of arrivals and departures from gatherings
- Camp Chestermere has lots of access to handwashing stations or alcohol-based hand sanitizer
- Increase the frequency of cleaning of surfaces that are touched often
- Promote personal protective practices (coughing and sneezing etiquette, hand hygiene)
- Will strongly encourage groups to take extra precautions when groups have people from a vulnerable sector, such as people age 60 years or older and those with chronic medical conditions, attending an event

High-risk activities

COVID-19 can be transmitted by touching objects or surfaces the virus has landed on then touching your eyes, nose or mouth. Activities that carry this risk are not recommended, even with physical distancing in place, including:

- sharing food, drinks or utensils
- sharing equipment
- close-range conversations
- direct physical contact or touch with people outside of your household

To reduce the risk of transmission through high risk activities, Camp Chestermere has introduced the following procedures:

- If Camp Chestermere is providing a meal for the event then the meal will be served by Camp Chestermere Staff
- Water jugs, cups, glasses, mugs and cutlery will not be preset on the tables
- Camp Chestermere may ask for a group to assist with the serving of food or beverages and will provide proper training and appropriate PPE to the people who are being asked to help. Camp Chestermere may need to charge additional fees to bring in additional staff to help with the serving of food and beverages.
- Any equipment that is used by guest groups, including archery equipment, kayaks, canoes, life jackets, target shooting and sling shot equipment, etc, will be sanitized after each use and will not be passed from one person to another without being sanitized.

- Camp Chestermere reserves the right to restrict any activity that it deems to not be in line with the Alberta Health Guidelines and Restrictions.

Singing

Singing is a high-risk activity because infected people can transmit the virus through their saliva or respiratory droplets. Congregational singing is strongly discouraged. Consider a soloist or instrumental music instead. Gatherings that include singing – ideally soloists or small groups – should take as many of the following precautions as possible:

- keep singers completely separate from the audience and each other by livestreaming individuals singing separately
- limit the number of people singing in the same place to the fewest possible
- have people sing facing away from others or otherwise creating separation using a barrier such as Plexiglas
- use pre-prepared audio or video recordings
- have singers wear facemasks while singing

There is no evidence to determine exactly what a safe distance would be between singers and others, but greater distances can reduce risk.

As singing is a high risk activity, Camp Chestermere will not be allowing or hosting any activities that include singing at this time.

Camp Chestermere Rapid Response Plan

Camp Chestermere has created a Rapid Response Plan should a guest, participant, staff or volunteer become ill. The following steps will be taken if a guest, participant, staff member or volunteer becomes sick at Camp Chestermere. While much of this protocol is a regular part of Camp Chestermere practices for when someone becomes ill, this Protocol is specific to the COVID-19 Pandemic and is in keeping with the guidelines of Alberta Health.

- If a guest, participant, staff member or volunteer becomes sick while on site they must report it to the Director, Assistant Director, or designated Camp Chestermere Host right away.
- The person who has become ill will either be taken to the designated isolation building, The Hex, or will immediately leave the site in their vehicle.
- If the guest, participant, staff member or volunteer does not have their own vehicle onsite and needs to be isolated in The Hex then a designated staff member will go with them. They will need to stay in The Hex until their ride comes to pick them up. The designated staff member will need to wear a mask while they are with the guest, participant, staff member or volunteer. Before putting on the mask, they must wash or sanitize their hands. After the guest, participant, staff member or volunteer gets picked up, the designated staff member who stayed with the guest, participant, staff member or volunteer will clean the surfaces the sick guest, participant, staff member or volunteer came into contact with. Before taking off their mask, they will wash or sanitize their hands again and then dispose of the mask in a garbage can.
- The guest, participant, staff member or volunteer who becomes ill would not be allowed into any other buildings other than The Hex. A designated staff member would get the personal belongings of the sick person and bring them to the car that is transporting them. If a staff member or volunteer becomes ill and they have their own vehicle, they must go to their vehicle, while someone goes and

gets their belongings. This is to minimize the risk of spreading sickness. The person who collected the personal belongings must wear a mask while collecting and transporting the belongings and must wash and sanitize their hands before and after handling the personal belongings of the sick person.

- After the guest, participant, staff member or volunteer leaves, the areas they have been in will need to be cleaned and disinfected.
- If required, the Director or Assistant Director will be the ones to notify AHS
- As per the the Guidance for Workplace Owners Guidelines - “CMOH Order 05-2020 legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.”

Procedures for All Group Bookings

The following procedures will be followed for all group bookings

- Signage has been posted at all Camp Chestermere entrances. These signs have been taken from the Government of Alberta Website and include:
 - Physical Distancing Tips
 - Help Relaunch Safely
 - Please Do Not Enter
 - Open for Business and Keeping Albertans Safe
- The use of the ceiling fans in the Lodge and any fans in any building will be strongly discouraged. Camp Chestermere does have air conditioning in the Lodge, Chap and Triplexes. The opening of windows will be encouraged as opposed to utilizing fans.
- Furnace filters in all buildings were checked and or replaced on June 18, 2020
- Camp Chestermere regularly provides a host for all user groups. This host will assist the user groups in maintaining social distancing protocols, maintaining good hand hygiene practices and encouraging respiratory etiquette. The host will provide training and instruction from a member of the Camp Chestermere Year Round (management) Team.
- A nurse from the Primary Care Network is providing an inservice for staff on Tuesday June 23, 2020
- Camp Chestermere will keep a record of who has been onsite for a minimum of two weeks. Camp Chestermere cannot guarantee that it will have a list of all of the names of the people who were in a particular group but Camp Chestermere will have the main contact person for that particular group and will expect that this person is following the COVID-19 related guidelines
- If Camp Chestermere staff need to assist in an emergency situation and/or provide first aid then the Camp Chestermere Staff Member will wear a mask.
- Attendees will be informed of the steps being taken by Camp Chestermere to prevent the risk of transmission
- The debit machine will be disinfected after each use

Food Safe Protocols

Camp Chestermere has developed protocols and procedures in order to be able to continue to be able to offer food services to Guest Groups. In addition to the protocols already described throughout this document, Camp Chestermere will:

- Confirm the final number of attendees one week prior to the booking. This is already a standard practice at Camp Chestermere. Camp Chestermere will ensure that the number of attendees, catering staff, hosts and kitchen staff does not exceed the Alberta Health Guidelines
- Meals will be served in either walk through fashion, pre-packaged, or with Camp Chestermere staff and/or volunteers serving the food. There will be no “self-serve” buffets or “family-style” meals as per the Alberta Health Guidelines. Those serving will wear a non medical mask
- Camp Chestermere staff and volunteers who work in the kitchen will perform hand hygiene frequently. This is already a standard practice at Camp Chestermere
- All items used by guests, including, but not limited to, chairs, tables, centrepieces, will be cleaned, disinfected, laundered or discarded after an event. Camp Chestermere guests will be required to remove their own decorations and personal belongings / items as per usual Camp Chestermere practices and procedures
- There will be no shared containers or dispensers for food, beverages or condiments for guests
- Tables will not be preset for events
- For larger groups, Camp Chestermere will utilize the foyer area to serve meals so that one door will be used as an in door and the other as an outdoor. This is already a practice that has been in place at Camp Chestermere. Camp Chestermere may also provide food service by calling up tables one at a time. Guests will be made aware that while it is not required, they may wear a mask while in line waiting for food service
- Tables and chairs will be arranged in such a way so as to provide a two metre distance between the outer perimeter of the chairs
- Tables and chairs will be cleaned and disinfected before and after an event. This will include if the chairs and/or tables were covered with a tablecloth or covering
- If serving multiple meals for a group, Camp Chestermere will encourage groups to sit at the same table and in the same chair for all meals
- Tables will be limited to 6 people per table