



CAMP JUBILEE – O  
ORLOHMA BEACH  
1<sup>ST</sup> VERSION

MAY 13, 2022

# COVID-19 COMMUNICABLE DISEASE PLAN

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## **1.0 INTRODUCTION**

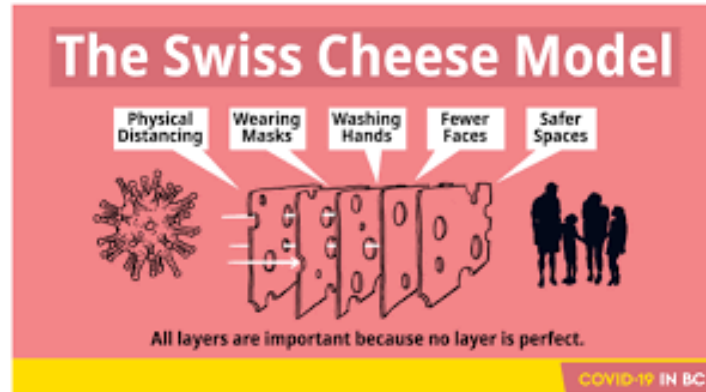
The COVID-19 pandemic has had a very large impact on our society. Camp Jubilee has been fortunate enough to operate in the 2021 season offering cabin rentals and limited summer camp programming. We are thrilled to be offering programming for the 2022 season as well. As we transition back into operating our outdoor school programs for the spring and fall, we will also be offering traditional summer camp programs for the 2022 season.

Our management team has developed this Communicable Disease plan based on the order from the provincial health officer (PHO) regarding Overnight Camps for Children and Youth (June 7, 2021), as well as guidance from the BC Camping Association's (BCCA) COVID-19 Health and Safety Guidelines- Overnight Camps (June 8, 2021). We are committed to operating in a safe and secure manner, and have reviewed all of our daily operations to ensure we can meet a high standard of customer service while following all current health orders.

Each area of our facility has been reviewed and we have implemented changes and closures as needed. This season, Camp Jubilee will be operating with its traditional capacity limits to ensure the health and safety of guests and staff. We will be providing personal protective equipment (PPE) as needed for all staff members. Frequent handwashing, as well as cleaning and sanitizing of all high touch areas to be completed throughout daily operations.

This plan was developed to help control the spread of Communicable Diseases and is a working document that will be updated as orders and conditions change throughout our operating season.

## **2.0 GENERAL PRINCIPLES**



### **General Principles for staff, campers, and guests will include:**

- Strongly encouraging members to be vaccinated for COVID-19
- Spending as much time outdoors as possible (including meals)
- Utilizing well ventilated indoor spaces (windows and doors open to allow air circulation)
- Frequent hand hygiene
- Physical distancing
- Daily Health Assessments with temperature readings to check staff physical health

### **Outdoor Space principles include:**

- Masks are not required in outdoor spaces
- Campers from different households can interact
- Minimal physical contact between guests
- Eating with other cabin groups with no spacing restrictions
- Singing is allowed outdoors
- High energy and group games will be limited

### **Indoor Spaces Include:**

- Masks are not required but encourage in cabins, dining halls, indoor spaces, all buildings and boats
- No indoor singing

## **3.0 Programs, Operations and Activities**

### **A) DINNING HALL OPERATIONS**

Traditionally, we offer a self-serve buffet style service. Instead, we will have Jubilee team members serving all meals from the buffet in the dining hall. Guests are welcome to return to the buffet for seconds if they wish. Staff will stand behind the buffet, two meters apart from one another when possible, and will serve guests over the buffet to allow for proper social distancing. All staff members serving food will be equipped with proper PPE for the job (masks and gloves). A designated host will explain meals and how food service will work.

Food Service Updates:

1. Entrances will be equipped with hand sanitizer. Hand washing is recommended prior to meal time.
2. All entrances and exits will be one way.
3. Floor markers have been applied in the dining hall to ensure social distancing protocols are followed.
4. Plexiglass has been mounted on our kitchen window to act as a barrier for kitchen staff.
5. Guests are not permitted in the kitchens
6. Jubilee staff members will serve meals off the buffet line, while wearing masks and gloves.
7. Guest plates, cutlery, will be available for pick up at the buffet islands and cups will be placed on tables.
8. Individual salt and pepper packages are available upon request.
9. All tables will be cleared by guests.

Team Members:

1. Camp Jubilee team members will be required to wash their hands prior to entering the dining hall (lower foyer sinks) for meal service.
2. All staff will be wearing masks and gloves to serve food to guests.
3. Staff members will not enter the kitchen unless asked to do so by the Camp Cooks.
4. Staff members will sit with a maximum of 6 people per table to allow for proper social distancing. Water jugs will not be provided to staff; personal water bottles should be brought to each meal.

### **B) KITCHEN OPERATIONS**

Kitchen staff members will be limited to a maximum of 4 people per shift, to allow for proper social distancing and to avoid overcrowding. Kitchen staff (Cook/Assistant) will be working and program staff members will be assigned kitchen responsibilities weekly as needed. No other members of the program team will be permitted to enter the kitchen areas. There is a limit of 2 workers permitted in the special diets kitchen at any one time. When kitchen staff team members are not able to keep 2 meters of social distance, they are required to wear masks.

Kitchen Team Members:

1. Kitchen (including Special Diets kitchen) maximum of 6 team members at any time.

2. Knives and utensils will be assigned to kitchen team members and will not be shared unless sanitized between uses.
3. All team members are required to follow social distancing measures and when not possible must be wearing masks.
4. Frequent handwashing will be practiced.
5. Bathroom facilities in the kitchen will be for kitchen staff members only and will be cleaned and sanitized thoroughly throughout working days.
6. Chefs will ensure kitchen is clean and tidy at all times and will ensure all Food Safe standards are being upheld.
7. During meal service, kitchen staff members will remain in the kitchen to prepare and serve food to food servers.

### **C) PROGRAM ACTIVITIES**

To ensure guest and staff health and safety, some program areas will be closed for the 2022 season. The areas that will be open are: archery, sling shots, shelter building, swimming, orienteering, team building, nature hike, beach study, voyageur canoeing, kayaking and low ropes. Instructors will remind participants of social distancing when possible. Camp Jubilee team members will ensure that all equipment is cleaned and sanitized.

#### **Program Equipment:**

1. All bows and arrows will be cleaned and sanitized daily.
2. All slingshots will be sanitized daily.
3. Ammunition for slingshots will be disposable items such as kidney beans and chickpeas.
4. All supplies for shelter building kits will be sanitized.
5. All compasses and maps will be cleaned and sanitized daily.
6. All paddles will be cleaned and sanitized using cleaner after use.
7. All boats will be cleaned and sanitized using cleaner daily.
8. All team building supplies will be cleaned and sanitized daily.
9. During the nature hike, staff and participants will be encouraged to social distance from one another.
10. All beach study buckets will be cleaned and sanitized daily.

### **D) ACCOMMODATIONS**

#### **Guest Accommodations**

Camp Jubilee has 13 Pan abode cabins, 3 yurts, 10 (2-bed) lodge rooms, and a family suite cabin. All cabins and yurts are equipped with a two piece washroom, electricity and sleeping spaces for up to 10 guests. Lodge rooms have electricity, two twin beds and shared washroom facilities down the hall. Cabins and sleeping quarters will be assigned to guests and will not be entered by staff or other patrons unless an emergency situation arises.

For Guests:

1. Each cabin washroom will be equipped with paper towel, hand soap and hand sanitizer.
2. Cabins that are not in use will have closed signs and will be locked.
3. Cabins will only be entered by designated guests; staff will not clean cabins while guests are on site.
4. Cleaning supplies will be available for guests.

## **CAMPER HOUSEHOLDS**

Campers will be divided into households to reduce the number of close contacts. A household is defined as the people campers share a sleeping space with. At Camp Jubilee, households will be limited to 10 people (no more than 9 campers and 1 staff member). These households will be their inner circle for contact tracing purposes. Higher risk activities (i.e., sleeping, dining, and indoor programming) will only be done in their household.

1. Campers/staff will sit exclusively with members of their household when dining.
2. Campers/staff will engage exclusively with members of their household when participating in indoor programming.
3. More than one household may be in an indoor program or dining facility at one time, provided windows/doors are open to ensure ventilation, all persons are adhering to occupancy limits, and different households are physically distancing from each other.

Outdoor activities will continue to be prioritized and interactions between households can occur providing that gathering limits are being adhered to. This includes but is not limited to outdoor socializing and outdoor activities.

## **STAFF ACCOMMODATIONS**

We will be housing staff in traditional spaces. We will ensure each staff member has accommodation for their placement. We have instructed staff that personal belongings should be kept to a minimum and to ensure living quarters are kept clean and hygienic.

For Staff Members:

1. Shower facilities have been designated for staff members.
2. Staff cabins must be kept clean and sanitary. These spaces will be cleaned regularly by staff members who dwell in the space.
3. No staff members are to enter another staff member's cabin that has not be assigned.
4. Staff members are encouraged to socialize in outdoor spaces.
5. For Bunk Beds, staff members on the top will have their head positioned opposite to the member on the bottom.

## **E) VISITORS**

All visitors entering the camp will be limited to those supporting activities that are required to the benefit of the campers and required for maintenance of the camp facilities.

All Visitors:

1. All visitors will provide confirmation (Sign in at entry, contact information etc.).
2. Camp will document all visitors for contact tracing purposes.
3. All visitors will confirm to be symptom free before gaining access to our facility



## **4.0 Health and Safety**

### **a. First-Aid Attendant**

A First-Aid attendant will be on site and free of other duties during the operation of camps. The attendant will wear a mask, face shield, and gloves while care is being provided. When possible, the First-Aid Attendant should guide the patient to do their own First-Aid (e.g. older camper putting their own Band-Aid). The attendant will use approved procedures, mask, gloves and eye protection for all first aid applications.

### **b. Illness Policies**

Anyone arriving to camp will complete a self-health assessment (see appendix for summer camp health assessment). Anyone with an illness or COVID-like symptoms should not come to camp, stay home and call 811 for further instructions. Symptoms are included but not limited to:

- 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 traveled outside of Canada in the last 14 days;
- Anyone who has been in contact with someone who has tested positive for COVID-19;
- Anyone who has been asked to self-isolate for COVID-19.

If a camper or staff person develops a new cough, fever, chills, shortness of breath, loss of taste or smell, or other symptoms of COVID-19 during the camp session the person is to be isolated away from others and sent home as soon as possible.

### **c. Hand Hygiene**

Campers and staff are encouraged to regularly wash their hands with soap and water to reduce the spread of illness. Everyone should practice diligent hand washing when arriving at camp, before and after eating, and before leaving. Throughout the day, guests should regularly wash their hands at our handwashing stations. Handwashing sinks are available in all cabins as well as at portable hand washing stations placed around camp.

### **d. Record Keeping**

First-Aid incident reports will be logged on the camps electronic recording system. All self-health assessments will be kept on record for the purpose of COVID-19 contact tracing.

### **e. COVID-19 Immunizations**

All staff and campers will be encouraged to receive a COVID-19 Immunization prior to arriving at camp, however we do not have the ability to force or confirm which staff or guests

have been immunized. Children under the age of 12 are not currently eligible to receive an immunization and therefore most of our campers will not be immunized.

**f. Self-Health Assessments**

A daily self-health assessment will be conducted by all staff and campers. These checks are designed to confirm if the person has any symptoms of COVID-19, has not travelled outside of Canada in the last 14 days or been a close contact of a confirmed case of COVID-19. Parents should complete a health check of their child one week prior to camp. A camper who develops symptoms of COVID-19 during the camp session will be isolated away from others and sent home.

Camp Jubilee COVID-19 Health Assessment- Summer Camp 2021  
 Session: \_\_\_\_\_  
 Completed by: \_\_\_\_\_



Camper Name:	Day 1: _____				Day 2: _____				Day 3: _____				Day 4: _____				Day 5: _____			
	Are you experiencing any symptoms?*	Have you travelled outside of Canada in the last 14 days?	Have you had close contact with a positive COVID-19 case?	Have you been asked to self-isolate?	Are you experiencing any symptoms?*	Have you travelled outside of Canada in the last 14 days?	Have you had close contact with a positive COVID-19 case?	Have you been asked to self-isolate?	Are you experiencing any symptoms?*	Have you travelled outside of Canada in the last 14 days?	Have you had close contact with a positive COVID-19 case?	Have you been asked to self-isolate?	Are you experiencing any symptoms?*	Have you travelled outside of Canada in the last 14 days?	Have you had close contact with a positive COVID-19 case?	Have you been asked to self-isolate?	Are you experiencing any symptoms?*	Have you travelled outside of Canada in the last 14 days?	Have you had close contact with a positive COVID-19 case?	Have you been asked to self-isolate?

\*Symptoms include: difficulty breathing, chest pain, hard time waking up, feeling confused, loss of consciousness, inability to lie down because of difficulty breathing, fever or chills, cough, sore throat, loss of sense of smell or taste, headache, extreme fatigue or tiredness, diarrhea, loss of appetite, nausea, vomiting, and body aches.

**g. Camper, Parent, and Staff Education**

All campers, parents, and staff are required to review this document before attending camp. Prior to their attendance at camp, campers and families will receive emails detailing all required information, including the COVID-19 Communicable Disease Plan. When at camp, campers and staff will be reminded about COVID-19 policies and regulations. Frequent reminders of social distancing, mask wearing, and hand hygiene will be provided to staff and campers.

## **5.0 ARRIVAL DAY PROCEDURES & TRANSPORTATION**

### **ON ARRIVAL**

Camp Jubilee guests will arrive at Cates Park in North Vancouver 30 minutes prior to their assigned boat departure time. They will be greeted by a Jubilee team member that will welcome guests and help them with parking and boat loading procedures. This process will be expedited to ensure all guests are not at the park for longer than necessary. Greeters will also help to ensure that guests are aware of social distancing protocols for transportation.

1. While at Cates Park, Camp Jubilee staff members will ensure guests are aware of social distancing protocols and will be reminded of frequent hand washing.
2. Greeters will be equipped with hand sanitizer.
3. Greeters will ensure guests wait for water taxi services in the park and parking lot areas, not on the dock, so as to reduce the risk of overcrowding the public wharf.

### **DURING TRANSPORTATION**

Transportation to and from Camp Jubilee will be done on either our 12 passenger or 40 passenger vessels. We will be operating our boats with guidelines such as transporting guests with social distancing; sanitizing our boats in between runs and ensuring hand sanitizer is available for all guests.

### **STAFF TRANSPORTATION**

1. Camp Jubilee will ensure captains are aware of all new protocols and provide training for captains on cleaning,
2. Boats will be stocked with cleaning supplies

### **ARRIVAL AT CAMP JUBILEE**

Guests will be unloaded at Camp Jubilee by our Transport Canada certified Captains who will work with the on-site host and camp staff members. On-site hosts and counsellors will welcome guests in a safe and secure manner and bring them to our front gazebo for a welcome presentation and tour.

1. Hosts will welcome guests and remind them of frequent hand washing, social distancing, and all updated COVID-19 protocols.
2. Hosts will go over heat room procedures with guests. Bags will be loaded by guests into the heat room for treatment.
3. Staff will remain socially-distanced from guests during luggage loading and unloading.
4. Frequently touched areas in and around heat room and welcome gazebo will be cleaned and sanitized regularly.

## **6.0 FACILITY AND MAINTENANCE**

### **A. MAINTENANCE DEPARTMENT**

Camp Jubilee's maintenance department will be led by one supervisor, with two program team members to assist. Daily maintenance of camp includes water samples and routine checks of facilities.

1. Tools will not be shared amongst staff members; when it is necessary to share tools, they will be cleaned and sanitized in between uses.
2. High touch surfaces in the workshop and works yard will be cleaned and sanitized regularly.

### **B. PHYSICAL MARKERS AND BARRIERS**

Markers and directional signs have been installed to assist campers and staff. Plexiglass barriers have been installed in the kitchen area. Dining room tables, camp fire benches and picnic tables have all been spaced to allow for social distancing. A number of signs have been posted to remind staff and campers of the guidelines or indicating limited areas.

### **C. CLEANING**

Regular cleaning and sanitizing of high touch surfaces and objects will occur daily.

- Areas where campers and/or staff have been sick will be disinfected as soon as possible
- High contact areas such as door handles, light switches, hand rails, shared office equipment etc., will be sanitized more often, as needed.
- When cleaning, staff will use detergent and water.
- Garbage cans will be emptied daily
- Staff will wash hands after cleaning and before/after wearing gloves

### **D. GENERAL STANDARDS**

- All washrooms have posted proper hand washing techniques.
- All communal buildings have one-way entrances and exits.
- Hallways have been labeled with to direct one-way traffic.
- All exits and entrances have sanitizer available.
- All staff team members will carry first aid kits, radio, masks as well as hand sanitizer.
- All water fountains have been closed to avoid the spread of illness.
- Staff will remain 2 metres from guests whenever possible; if they are required to be within 2 meters, masks will be worn.
- Any First Aid necessary will be provided using appropriate PPE.
- (Summer Camp only) First Aid room has been expanded using an outdoor tent to allow for more room, as well as a Band-Aid and benzo wipe pick up station for guests to access at any time.

## **7.0 SITE RISK ASSESSMENT FOR COVID-19 WORKPLACE EXPOSURE**

A thorough assessment of all areas at Camp Jubilee has been completed. Areas that have been identified with a risk of exposure have precautionary measures in place. The objective of this assessment is to determine all jobs, tasks and procedures for which potential occupational exposure to COVID-19 is anticipated and to evaluate the likelihood that such exposure would occur. We have created a workplace exposure Control Plan to mitigate risk of exposure to workers onsite. This plan will be updated as changes and communication is released from the Provincial Health Authority.

<b>Area</b>	<b>Risk of Exposure</b>	<b>Precautionary Measures Taken</b>
Dock	Low	This outdoor space is labeled with social distancing markers.
Heat Room	High	High Touch areas must be cleaned and sanitized frequently. One family bubble is permitted in the heat room at a time. Staff and guests should not be in this space at the same time. Allotted pick up times for all guests will be posted on the door and announced to all patrons.
Works Yard	Moderate	Staff entering the works yard will do so with social distancing guidelines. High touch areas will be cleaned and sanitized regularly.
Staff Village	Moderate	
Staff House	Moderate	Washroom has been outfitted with hand sanitizer. Only residents of the house are permitted in this building. High touch areas will be cleaned and sanitized regularly.
Basement Suite	High	OPEN-
Basement Living Space	High	OPEN-
Camper Cabins	Low	All washrooms have been outfitted with sanitizer and paper towel for proper hand washing.
Fordham Hall	Moderate	Washroom has been outfitted with hand sanitizer. Cleaning supplies will be available upon request from camp host. Chemicals will not be stored in cabin.
Wash house	Moderate	High traffic area that will be cleaned daily etc.
Generator Room	Low	Limit of one team member in this space. High touch areas will be cleaned and sanitized daily.
Wood Shed	Low	This outdoor space will have reminders of social distancing posted on gate doors. Shared tools will be removed and can be requested from camp host. Tools will be cleaned and sanitized between uses.
Lodge	Moderate	OPEN-
Dining Hall	High	Entrance and exits will be one way and labeled. Entrance will be equipped with hand sanitizer and reminders of frequent hand washing protocols. Railings of walkway will be cleaned and sanitized frequently. Floor will be marked with social distancing reminders and all guests will be reminded during meal services. Meals will be served by masked camp staff

		members. Condiments will be served to guests by staff and salt and pepper will be available upon request.
Kitchen	Moderate	Limit of 6 staff members at a time in main kitchen. 2 staff member limit in special diets kitchen. Unassigned staff members are not permitted in kitchens. Utensils will be used independently when possible and will be sanitized in between uses when not. Washroom will be for kitchen assigned staff use only. High touch areas will be cleaned and sanitized regularly and thoroughly.
Program Room	High	Staff members limited to 6 members at a time in this area. High touch areas will be cleaned and sanitized regularly and thoroughly. Door will be locked at all times when not occupied.
Ocean View	Moderate	Socially distanced seating will be available in this space for guests. This space will be cleaned and sanitized daily.
Lower Foyer	High	Bathrooms will be equipped with hand sanitizer. Signage will remind guests of social distancing. High touch areas will be cleaned and sanitized daily.
Office	High	High touch areas including computers, printers, pens and desks will be cleaned and sanitized regularly.
Staff Bathrooms	High	Cleaning of area must occur after personal showers. All high touch surfaces will be cleaned and sanitized daily.
Low Ropes	Moderate	Area will be sanitized daily; social distancing will be encouraged.
Rock Climbing	High	Closed
High Ropes	High	Closed
Voyageur Canoeing	Low	All equipment will be cleaned and sanitized daily.
Swimming	Moderate	Lifeguards will abide by all Red Cross Mandated safety training.
Archery	Moderate	All equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.
Sling Shots	Moderate	All equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.
Orienteering	Low	All equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.
Shelter Building	Low	Equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.
Team Building	Moderate	All equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.
Kayaking	High	Kayaks/canoes will be cleaned and sanitized daily. All kayaking gear including rescue equipment, paddles and pumps will be cleaned and sanitized between uses.
Beach Study	Low	All equipment will be cleaned and sanitized daily. Staff will remain socially distanced whenever possible.

***This document has been created as a guideline for all staff and guests while at Camp Jubilee, in accordance with the most recent reports from the Provincial Health Authority. As new information is communicated, policies will be updated as needed.***