



# YMCA Camp Glenburn COVID-19 2023 Operational Plan

**Last Revised Date: November 30, 2022**

**Implementation Date: November 30, 2022**

## **Introduction**

As the Government of New Brunswick continues its plan of COVID-19 recovery, YMCA Camp Glenburn has developed the following operational plan for the **2023** season. We are committed to an experience that maintains the integrity of our outdoor camp programming, while adjusting our practices to meet the recommendations and requirements that have been set out by Public Health. As we plan and implement the following procedures - a safe environment for all participants remains our top priority.

Our overall strategy has been developed in reference to recommendations made by the Government of New Brunswick, relevant information available via the [Operator Portal](#), and our experience and knowledge of the site. This manual may be revised as Public Health directives evolve throughout the **2023** season.

## **Overall Strategy and Guiding Principles**

This operational plan will be effective throughout our overnight summer programming: between the dates of July 1st, 2023 and August 25<sup>th</sup>, 2023.

Our overall strategy is to minimize risks associated with residential camping and the spread of COVID-19. We have developed the plan along the following guiding principles:

- 1. Preparing families for overnight camping**
  - Cooperation with families as an integral part of our success.
  - Transparent communication with families from registration to departure.
- 2. Understanding differences in comfortability**
  - Encourage safe practices.
  - Meet campers and counsellors where they are in their personal comfort level regarding COVID-19.
- 3. Respond to Public Health recommendations**
  - Active and on-going risk assessment to prevent outbreaks on-site.
- 4. Health awareness and communication**
  - Safe on-site practices to prevent the spread of COVID-19.
  - Additional measures to ensure safe environment for all workers.
- 5. Exposure management plans.**
  - Clear protocols to manage potential exposures and outbreaks.

## **Before Camper Arrival**

### **Program Assessment**

To ensure the safe opening of Camp Glenburn each session - the Director and Camp Manager will continually monitor Public Health recommendations and adjust programs if necessary.

### **Pre-screening:**

1. Parents and guardians will be contacted (7) days before their campers' arrival. This email will include information about what to expect upon arrival, check-in/check-out procedures, all necessary updates from Public Health, and a copy of the operational plan.

## **Camper Safety and Wellness**

### **Physical Distancing:**

Physical distancing is not required by campers and staff on-site.

### **Masking:**

Masks and face-coverings are not required while on-site. All campers and counsellors are encouraged if they wish to do so to wear masks for their own comfort.

Disposable face masks will be made available through the Infirmary.

## **Daily Health Measures**

**Cleaning Stations:** Each building on site will have a designated crate of cleaning supplies. These crates will be maintained throughout each session to ensure all items are replenished.

Each crate will include the following:

- (1) spray-bottle of disinfectant,
- (1) spray-bottle of sanitizer
- (1) box of gloves
- (1) box of disposable masks
- (2) rolls of paper towel, rags, and a log-book to record cleaning.

Cleaning products in-use:

1. Betco 'Daily Disinfectant Dual' disinfectant.
2. Symplicity 'Sanibet™ Multi-Range' sanitizer.

Hand Sanitizer

1. 70% Alcohol content.

**Cabins:**

Will be cleaned and disinfected once daily, during cabin clean up. Cleaning will be recorded in the log book, and signed off by the staff member. Additional cleaning will be done if required.

**Fisher Hall****Dining Room:**The dining room

- Facility will be cleaned and sanitized after every meal by a designated staff:
  - Tables.
  - Benches.
  - Touch surfaces.
  - Garbage removed.

The upstairs washroom

- Cleaned and disinfected after every meal by a designated staff.

**Kitchen:**

Kitchen staff will use PPE when distributing food at the serving window.

The cooking area

- Kitchen will only be accessed by the kitchen staff and resource members when necessary.
- Any place where food is prepared or consumed will be sanitized after use.

**Dish Room:**

Dirty dishes are to be stored in containers at the end of every meal. All dishes will be cleaned in the dish room following Government of New Brunswick Health and Safety guidelines. All clean cookware and dishes will be air-dried and put away by a staff wearing proper PPE. Sinks and dishwasher will be sanitized at the end of every meal clean up.

**Infirmary:**

To reduce traffic in the Infirmary building, all oral medications will be distributed through the porch window. This will help maintain a sterile space in the event of an emergency. The following campers and staff may be brought inside the Infirmary:

The Infirmary will be cleaned twice daily by a designated staff, and recorded in the log book.

**Camper Washrooms:**

Camper washrooms will be disinfected twice daily and checked regularly by designated staff. Cabins have scheduled shower times. Touch surfaces will be disinfected following use.

**Health Awareness:**

Important signage will be placed around camp. This includes pre-screening questions at the main entrance, proper handwashing instructions in washrooms, and posters that encourage healthy habits.

**Exposure/Isolation Management Plan****Isolation Plan:**

If a camper shows (2) or more symptoms of COVID-19, they will be required to wear PPE and isolated in the infirmary until they can be picked-up by their parent or guardian. If the result of their rapid test comes back positive, the following protocol goes into effect:

- Parents/guardians will be contacted for immediate pick-up.
- [Tele-Care 811](#) will be contacted.
- Infirmary will be fully disinfected.
- Camper cabin will be disinfected.
- All members of cabin will monitor their symptoms and complete a rapid test if necessary.

If a staff member shows (2) or more symptoms of COVID-19 they will be asked to leave camp.

**Positive cases amongst staff:**

When a staff member tests positive for COVID-19, they will remain off-site until they are well enough to return. Below are the steps our staff is taking to manage risk upon their return to camp:

1. Any staff with a positive COVID test will isolate for **5 days** before returning to camp.
2. Staff must feel well enough - **and without symptoms for 24 hours** - to return to camp.

**YMCA of GREATER SAINT JOHN INC.  
INFECTIOUS DISEASE CONTROL POLICY**

**Background and Purpose**

This Policy arises from the COVID-19 pandemic but relates to infectious diseases in general. The purpose of the Policy is to reduce the risk of transmission of infectious diseases to our members, service recipients, employees, contractors, and business partners ("Stakeholders"), some of whom are especially vulnerable.

**Scope**

The Policy applies to all Stakeholders of the YMCA of Greater Saint John Inc.(the "YMCA").

## Definitions

For the purpose of this Policy, the following definitions apply:

“Executive Member” is any member of the YMCA Executive team, including but not limited to the Chief Executive Officer, the Chief Financial Officer, the Chief Operating Officer, and the Chief Development Officer.

“Infectious Disease” means an infectious disease transmissible by an affected individual to others via direct or indirect means and includes, but is not limited to, COVID-19, measles, chickenpox, influenza, monkeypox, Hepatitis A, Hepatitis B, and whooping cough.

“Mask” means an N95 respirator or such other face mask that may be approved by the YMCA for use.

“Non-attendance” means refraining from physical presence in YMCA facilities and at YMCA activities but does not include virtual attendance.

“Physical Distancing” means maintaining separation of at least 6 feet from any other person.

“Personal Protection Equipment” or “PPE” includes, but is not limited to, surgical gloves, face shields, surgical gowns, hair coverings, footwear coverings, Tests (see below), and sanitizing solutions.

“Sanitizing” means disinfecting and cleaning, as prescribed by the YMCA.

“Stakeholders” means all members, service recipients, employees, contractors, and business partners of the YMCA.

A “Test” is an infectious disease test approved by Health Canada for use by the public. A Test includes, but is not limited to, antigen rapid tests for COVID-19.

“Vaccination” means “a preparation that is used to stimulate the body’s immune response against diseases. Vaccines are usually administered through needle injections, but some can be administered by mouth or sprayed into the nose”: Centers for Disease Control and Prevention, <https://www.cdc.gov/vaccines/vac-gen/imz-basics.htm> (accessed 2022-11-26).

## Responsibilities

### *General Stakeholder responsibilities*

For the health and safety of all, every Stakeholder has a general duty to:

- a. Comply with this Policy.
- b. Confidentially report to the YMCA any suspected illness in themselves or other Stakeholders by notifying a YMCA Manager or YMCA Executive Member.
- c. Confidentially report to a YMCA Manager or YMCA Executive Member any suspected non-compliance with this Policy.

In addition to this, each level of the organization is accountable to ensuring the following responsibilities are met.

### ***Management and Supervisors***

YMCA managers and supervisors must:

- a. Apply appropriate resources to ensuring this Policy is implemented and enforced.
- b. Post the Policy in a manner that makes it accessible to Stakeholders.
- c. Monitor and enforce compliance with the Policy.
- d. Immediately notify a YMCA Executive Member of any threat to Stakeholders of any Infectious Disease.
- e. Investigate all Infectious Disease exposure risks.

### ***All Stakeholders***

- a. Comply with the Policy to prevent or minimize the potential for exposure to Infectious Diseases.
- b. Use PPE as required by the YMCA.
- c. Comply with Social Distancing requirements when prescribed by the YMCA.
- d. Comply with Sanitizing requirements when prescribed by the YMCA.
- e. Undergo Tests and provide Test results to the YMCA if requested by YMCA management to do so.
- f. Report any suspected Infectious Disease to a YMCA Manager or Executive Member and do not attend at YMCA premises if suspected to have an Infectious Disease.
- g. Participate in YMCA education and training sessions relating to the prevention of transmission of Infectious Disease if requested by YMCA management to do so.
- h. Comply with YMCA Vaccination requirements or, alternatively, refrain from attendance at YMCA premises.

### **Vaccination, Testing and PPE**

Subject to the provisions of the Human Rights Act of New Brunswick, the YMCA reserves the right to require Vaccination, Testing, Sanitizing, and the proper use of PPE by any Stakeholder who wishes to access YMCA premises (the "Safety Requirements"). Should a Stakeholder be unwilling or unable to comply with YMCA Safety Requirements (a "Stakeholder Objection"), they are to report the same to a YMCA Executive Member immediately. After consideration of a Stakeholder Objection, the YMCA may nevertheless maintain its Safety Requirement. If a Stakeholder is not expressly excused by the YMCA from compliance with the Safety Requirements but maintains their refusal to comply with the same, the Stakeholder must not attend any YMCA premises without the express written permission of the YMCA ("Non-Attendance").

In the case of Non-Attendance, a Stakeholder is not entitled to financial compensation except in accordance with the provisions of the Employment Standards Act of New Brunswick. For clarity:

- a. A YMCA Staff Member will not be entitled to wages in respect of a period of Non-Attendance.
- b. A YMCA business partner will not be entitled to compensation in respect of a period of Non-Attendance.
- c. A YMCA member or service recipient will not be entitled to a reimbursement, discount, or other form of financial relief in respect of a period of Non-Attendance.

### **Annual Policy Review**

The YMCA will review this Policy annually to ensure that the health and safety of its Stakeholders is maximized.