

# Pathway Church VBS Safety Plan

COVID-19 Safety Plan for 2021 Vacation Bible School — (Revised June 22, 2021)

## Introduction

This plan outlines specific safety measures that will be implemented at Pathway Church's Vacation Bible School (VBS) in response to the ongoing COVID-19 pandemic. It should be considered supplemental to the existing Camp Safety Plan (per s. 10 of O. Reg. 503/17: Recreational Camps).

The focus of this plan is ensuring the safe operation of a Day Camp for children and volunteers during the week of July 12th - 16th, 2021. It contains requirements for campers, staff, volunteers and others. Everyone on site during the period the VBS is operational is expected to comply with the policies contained herein.

A soft copy of this safety plan shall be made available on the VBS website and a hard copy shall be kept in the Pathway Church Office. This plan shall be reviewed and all hard and soft copies will be updated as needed in a timely manner if and when changes are needed.

In the event of any conflict between this document and any orders or directives issued by the Ontario Minister of Health or the Chief Medical Officer of Health (CMOH) or the local medical officer of health, the order or directive prevails.

## Definitions

"Camper" means a child or teenager who has pre-registered for the VBS program and attends the week-long Pathway Church's Vacation Bible School (VBS) (from Monday to Friday between the hours of 8:30a – 12:00p).

"Parent/Guardian" means the parent or guardian of a camper registered in the VBS program.

"Staff" means paid persons who daily supervise, lead, teach, serve or work to operate the camp program and maintain the property.

"Volunteer" means any person who visits the property to assist with the operation of the program

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### Arriving at VBS General Policies

- Anyone seeking to enter the property shall not do so except through the designated entry point. Physical distancing of 2 metres between persons of different households shall be maintained. Suitable markings shall be placed at the entry point to assist with proper physical distancing in the wait line.
- If not pre-screened, a designated office staff member shall conduct a COVID-19 symptom screening procedure which shall consist of asking a series of health questions (as per Ontario Ministry of Health guidelines), measuring body temperature with a non-touch instrument, and making a record of the assessment. Anyone who does not meet the screening thresholds will be asked to leave the property immediately and encouraged to seek medical care.
- Everyone is encouraged to sanitize their hands upon entering the property. VBS shall provide a sanitizer dispenser for this purpose at multiple locations, particularly entrances to all buildings and washrooms. Outdoor hand-washing stations have been built to alleviate washroom use.
- Campers, staff and others who choose to disregard these COVID-19 requirements may be removed from participating in the VBS program at the Director's discretion.

### Pre-screening

- Parents/guardians must complete a daily online screening form (link provided through the registration confirmation email must show proof of completion at Drop-off.
- If the camper(s) or anyone in the household exhibits COVID-19 symptoms, the camper(s) must NOT be sent to VBS. Peterborough Public Health should be contacted at 705-743-1000 and they will provide instructions to follow.
- If a camper arrives at the property without completing the online pre-screening prior to arrival, camper will be screened on-site.
- Staff shall check-in upon each entry into the property and must attest to a COVID-19 self- assessment daily. Staff who have not been on the property earlier the same day shall be subject to full COVID-19 symptom screening procedures.

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### Essential Visitors

- Every essential visitor including parents/guardians, and volunteers must inform and receive permission to enter the property prior to arrival, attest to a COVID-19 self-assessment and follow all sign in/out instructions given by the VBS team.
- Contact information must be collected in case of an outbreak requiring contact tracing.
- Volunteers shall sign-in upon each entry into the property, and must record name, phone number, date and time. Volunteers shall also be subject to COVID-19 symptom screening procedures.
- Unless otherwise directed by the Director, all non-program participants must maintain 2 metre physical distance, always wear a mask while indoors.

### Drop Off Procedures

- Campers being driven to VBS by parents/guardians will be dropped off at the entry point in a designated outdoor area.
- Campers shall check-in upon each entry into the property. Parents/guardians will be asked to remain in their vehicles until a designated staff member approaches them.
- Parents/guardians will be asked to confirm the online COVID-19 self-assessment form was submitted for each camper.
- If yes, the camper(s) will be escorted to their pre-assigned cohort and team.
- If not, they will be asked to do so before signing in their camper(s) or the camper(s) will be screened on site
- The designated team member shall wear a face mask. We request those being screened to wear a face mask during the screening procedure.
- Campers who do not meet the screening thresholds will be asked to leave the property immediately and encouraged to seek medical care.
- All other individuals and/or pets shall remain in the vehicle at all times.
- Once drop-off has been completed, the parent/guardian shall safely leave the property without delay.

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### General Day Camp Policies Mask Use

- Masks that fully cover the wearer's nose and mouth must be worn at all times indoors and when physical distancing is not possible.
- Campers and non-program participants may wear non-medical or cloth face masks to meet the above requirement.
  - Masks are not to be shared or handled by others. Worn or wet masks must be replaced immediately. Used disposable masks are to be handled with care and put in bag-lined garbage containers for proper disposal.

### Cohorts

- Campers and staff will be assigned to cohorts and are not to interact with people outside their designated cohort during the Day Camp session. Any activities, whether indoor or outdoor, will only occur with the same campers and staff in the same cohort throughout the duration of each camp session.
- Cohort sizes shall remain under 20 campers for each of the Small Groups
- Between 2 and 4 team members will be assigned exclusively to each cohort.
- Each cohort will be repeatedly reminded to have hand-washing breaks at the outdoor hand-washing stations located throughout the camp property.
- Each cohort will have a designated space for each camper to keep their belongings in. Campers must not use any area other than their own designated space to store their belongings during the day.
- Each cohort will access their area at separate times than other cohorts.

### Group Activities

- All group activities are to be done only with individuals in the same cohort for the full duration of each camp session.
- Activities will be planned to allow for physical distancing as much as practically possible.
- Masks are to be worn during any indoor activity, and outdoors when 2m of distance cannot be maintained
- Sports equipment will be designated exclusively to each cohort and/or cleaned and disinfected before each use.

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### Eating & Drinking

- Campers are to bring a labelled, re-fillable water bottle to use throughout the day that is for their personal use and not to be shared. A Water re-fill station will be available to refill personal water bottles
- Each picnic table will be cleaned and disinfected before each use.
- Campers in each cohort will be reminded to:
- Maintain physical distancing when eating and not to mix with any other cohort.
- Never share food, drinks, candy, utensils or any other items they brought with them.
- Wash hands before and after eating (at designated outdoor hand-washing stations).
- Snack will be provided. All snacks will be individually packaged

### Cleaning

- Any indoor space used by multiple cohorts shall be cleaned and disinfected after each use and made ready prior to the next cohort's entry.
- Each indoor activity room, all washrooms, and all high-touch surfaces shall be cleaned and disinfected at least twice a day or as more as required per use by different cohorts.
- Cleaning products used shall have their DIN numbers checked and confirmed as COVID-19 effective through Health Canada's list of approved disinfectants.

### First Aid

- Staff administering non-emergency first aid to campers, staff or volunteers shall wear PPE including a face mask, face shield and gloves.
- Staff administering emergency first aid shall make reasonable efforts to limit their physical exposure, and the exposure of others not involved, while waiting for paramedics to arrive.

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### Departing from VBS

#### Early Sign-out

- Parents/guardians that need to sign out their child(ren) before the end of the daily program due to appointments or emergencies must notify the Director ahead of time and follow entry procedures as mentioned above. Campers will be asked to wait with their belongings in a designated pick-up area and must be signed out and confirmed by one of our office staff.
- Only one parent/guardian at a time may approach the sign-out area, and a mask is required.
- If a line up occurs, 2 metre physical distancing is to be practiced.

#### Belongings

- No camper belongings are to be left at VBS overnight. At the end of the day, cohorts will wait their turn to retrieve all their belongings from their designated storage areas and will be brought with the campers home at the end of the day.

#### Pick Up Procedures

- Campers will be grouped in their cohort (team) in a physically distanced manner.
- Parents/guardians will pull into the designated queue and remain in their vehicles.
- Staff will mark each camper as signed out and will escort the camper to their parent/guardian vehicle without the need for any additional contact.
- All other individuals and/or pets shall remain in the vehicle at all times.
- Once pick-up has been completed, the vehicle shall safely leave the property without delay.

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### Staff Policies Preparation

- Staff must attend a mandatory Training that includes being trained in health guidelines related to the COVID-19 pandemic (i.e.: proper face covering, PPE, screening, physical distancing, cleaning and disinfecting, accessing the COVID-19 safety plan, and more) both for their protection and that of others.
- Each team member is required to review and attest to understanding this COVID-19 Safety Plan and commit to do their best to put it into practice.

### Children of Staff

- Staff who must bring their children while they serve in this volunteer ministry may have their children participate in the daycare program during the sessions they are working on the property.

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### COVID-19 Symptoms & Exposure

In the case of a suspected or confirmed case of COVID-19:

#### Immediate Isolation

- Any camper/team member who demonstrates COVID-19 symptoms during the day will be placed in a designated Isolation Area with their belongings.
- If a camper, they will be supervised by a designated staff member wearing appropriate PPE (mask, face-shield and gloves) and using hand sanitizer.
- If a staff member, they will be asked to return home immediately and seek medical attention. The VBS Director will assess the situation and arrange transportation if deemed necessary.
- Any volunteer or contractor who demonstrates COVID-19 symptoms shall be asked to leave the property immediately, self-isolate and seek medical attention.

#### Notification

- Parents/guardians of the symptomatic camper will be immediately notified and must pick up their child(ren) as soon as possible.
- If a case of COVID-19 is suspected, the VBS Director will notify Peterborough Public Health (PPH) at 705-743-1000 to collaborate on case management and determine next steps.
- The VBS Director will provide any records requested by PPH for contact tracing purposes and initiate VBS contact protocols with those we are directed to inform of the situation if a confirmed case of COVID-19 has been found.

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### Impact on Camp Operations

- Day Camp programs will continue unless directed otherwise by PPH. Following a confirmed case of COVID-19, HVDC will follow PPH's direction for further testing, isolation and modification to procedures relating to camper cohorts, affected staff/visitors or even the whole camp.
- VBS understands that only the local Medical Office of Health or their designate will declare when an outbreak is over and that they will advise on next steps.
- Campers, staff, volunteers or contractors who contract COVID-19 may not re-enter the camp property unless cleared by the VBS Director according to PPH guidelines.
- VBS is committed to working with PPH and the parents/guardians of campers to ensure the safety of everyone.