



CAMP ARTABAN COVID-19 Safety Plan

June/2021

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1) COVID-19 Safety Plan description summer 2021

Safety Plan Overview:

Camp Artaban is committed to health and safety, taking actions to keep our employees and visitors safe and preventing the spread of COVID-19. We have developed this Safety Plan to supplement our ongoing procedures and standards. All visitors, campers, staff, volunteers, board members, renters and school groups are required to follow the Safety Plan to enhance the safety for everyone. We ask that employees speak up if they identify deficiencies or observe that the procedures and protocols are not being implemented consistently so that we can all meet our responsibilities in creating a safe and healthy work environment.

Purpose:

The purpose of the COVID-19 Safety Plan is to:

- o Create a clear plan to ensure the safety of our Camp Artaban community for staff, volunteers and visitors;
- o Provide enhanced protocols for all work sites, including our office and Gambier Island camp site;
- o Satisfy our requirements under WorkSafeBC to develop a COVID-19 Safety Plan and post it at the worksite(s);
- o Plan for returning to safe operations;

- o Implement risk mitigation strategies;
- o Ensure all operations know, understand and adhere to the Safety Plan and any operation specific addendums.

Fundamentals of WorkSafeBC Health and Safety:

- o Employer has the responsibility to provide a safe work environment;
- o Employees, including volunteers, are responsible to act in a safe manner and must follow safe work procedures and act safely in the workplace at all times;
- o Supervisors must monitor and report any safety concerns;
- o Employees can refuse unsafe work. Employees must immediately report this to their supervisor;
- o Employer must investigate, remedy any unsafe condition, or advise employee if not valid;
- o If an investigation is needed, the Occupational Health & Safety Committee has a role and WorkSafeBC has a role if not resolved.

Risk Assessment:

Areas within our workplace may be at risk of the spread of COVID–19. Risks are low to moderate, primarily related to risk of indirect contact. Areas of particular interest:

- North Vancouver Office - the exclusive leased office space and the communal space within St. Catherine’s (entry, lobby, washrooms, kitchen, hallway, stairs);
- Camp Site - all facilities on site including lodging facilities, dining hall, kitchen, recreation hall, caretaker house, maintenance facilities, washrooms, shower and laundry facilities;
- Our expansive outdoor spaces and remote location at the camp site provide lower risk opportunities for work activities and physical distancing outdoors;
- Transportation for Camp Artaban including private vehicles used for work purposes (expediting materials & supplies) and private water taxi to camp site;
- Sharing of indoor work spaces, tools and equipment, communal accommodation, washrooms, eating areas, shower and laundry present risk;
- Risks of supply chain disruption;
- Remote location of camp site and limited services.

Stages of 2021 Safety Plan Implementation:

Stage one: Preparing the sites

- Camp Artaban Office, North Vancouver
- Camp Artaban site, Gambier Island - work areas, COVID-19 signage, hand washing areas
- Camp Artaban site, Gambier Island - camper spaces, COVID-19 specific signage, traffic flow and distancing indicators, hand washing areas

Stage two: Preparing the staff

- Policy in place
- Education for personal protective measures
- Education for policy implementation

Stage three: Preparing the campers for camp

- Information
- Pre-camp health checks
- Arrival health checks
- Education about hand washing, distancing (use of spaces), activities
- Procedures for illness

Stage four: At camp

- Daily health checks
- Careful record keeping as outlined in policy
- Regular cleaning and enhanced cleaning of high-touch areas
- Policy compliant activities: sleeping, dining, travel, wellness management

2) Control Measures:

Different control measures offer different levels of protection. Our Safety Plan is organized using the public health hierarchy which identifies control measures listed by their effectiveness. Level 1 is most protective and levels 2-5 have declining effectiveness. When possible, we will use the protocol that offers the highest level of protection. If the highest level of protection is not practicable, we will practice additional levels. The majority of our control measures and protocols apply to all places of work – at the camp on Gambier Island, at the office and travelling for work purposes. The section about Control Measures Common to all Camp Artaban Workplaces identifies these protocols and is required reading for all staff and volunteers attending a Camp Artaban workplace. Specific protocols and additional guidance relevant for specific places or functions are addressed in sections 3 and 4 and are relevant to individuals involved in these specific places or functions and are additional required reading for these individuals. Supervisors are responsible for training and supporting staff and volunteers in the COVID-19 Safety Plan.

Control Measures Common to all Camp Artaban Workplaces

Level 1 - Public Health Measures

- Camp Artaban complies with all BC Public Health Orders and Guidelines;
- We keep a log of attendees coming into Camp Artaban workplace environments. This includes Artaban staff, volunteers, campers, board members, visitors, renters, neighbours, church personnel, contractors, suppliers. This log will be provided to Public Health in the event that they require it for contact tracing

Level 2 - Environmental

- Physical Distancing - 2 meters between individuals & family units
- Use visual cues to identify physical distancing
- Reorganize furniture to satisfy physical distancing
- Use outdoor spaces rather than indoor spaces when possible
- Enhance ventilation and air exchange by opening windows and doors
- Lock or erect physical barriers to restrict facility access
- Enhance cleaning and sanitation as guided by WorksafeBC, BC Centre for Disease Control, Health Canada and Vancouver Coastal Health guide for Washrooms and Showers
- Defined cleaning protocols for accommodations and areas after camper use
- Assigned seating, equipment, and workstations
- Washrooms are always stocked with liquid soap, running water and paper towels where touchless dryers are not provided

- Hand sanitizer (min. 60% alcohol) options are available where soap and water is not available
- Adequate supplies for hand washing are available at all times, including plain soap, clean towels, paper towels, waste bins and hand sanitizer with a minimum of 60% alcohol
- Proper disposal of used glove/masks (PPE)
- Separate entrance & exits where possible
- One directional traffic flow
- Sharing of equipment restricted and when shared, it is cleaned before and after each use

Level 3 - Administrative

- Do not attend the workplace if you are ill
- Do not attend the workplace if:
 - You have tested positive for COVID-19
 - You live with someone who has any symptoms
 - You are awaiting a COVID-19 test result
 - You have recently been exposed to someone who has tested positive
 - You have had symptoms of COVID-19 in the last 10 days (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)
 - You have travelled outside of Canada in the last 14 days
 - You have been identified by Public Health as a close contact of someone with COVID-19.
- Limit the number of workers at any one time and place
- Work remotely when possible
- Divide workers into separate groups which do not cross-over whenever possible
- Enhance cleaning and sanitization of high touch services and items
- Display educational posters on physical distancing and hand hygiene
- “No touch” social interactions
- Daily health screening for all employees prior to entrance and upon reporting to work in compliance with WCB protocols
<https://www.worksafefbc.com/en/about-us/covid-19-updates> and the Public Health Order
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-workplace-safety.pdf>
- Sign-in register/log for all workers, contractors, delivery personnel, visitors, etc.
- Encourage and reinforce personal compliance with all measures through educational signage about COVID-19 and Prevention Measures

- 50% of fire code occupancy for indoor spaces to maximum of 50 individuals providing physical distancing between individuals or households is possible
- Posted new occupancy limits
- Implement changes as advised by certifying and industry organizations
- Enhanced waste management procedures
 - PPE (eg. disposable masks and gloves) are to be removed after use and put into a general waste bin
 - Waste bins to be handled minimally with the least disturbance possible
 - Workers removing waste for disposal are to wear PPE and follow standard Occupational Health & Safety procedures for safe removal and disposal

Level 4 - Personal Measures

- Monitor your own health. Use the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health>
- Stay home when sick. Report respiratory illness to employer
- Minimize physical contact
- Wash hands frequently with soap and water for a minimum of 20 seconds or if visibly soiled or after repeated use of hand sanitizer
- Include regular hand washing times in daily schedules
- Model and remind children and other people to wash or sanitize their hands before and after activities, using a shared indoor space, eating/drinking, using the toilet, coughing/sneezing, and when there is a risk of contamination
- Use alcohol based hand sanitizer (minimum 60% alcohol) when soap and water are not available
- Cough and sneeze into your elbow
- Refrain from touching your face, eyes, mouth and nose
- Refrain from sharing any food, drinks or unwashed utensils
- Be responsible for personal belongings and do not leave personal items in common areas or where others may come in contact with them
- Maintain physical distancing and consider using a face mask in circumstances when physical distancing is not possible

Level 5 - Personal Protective Equipment (PPE)

- Non-medical masks:
 - Masks are required to be worn by staff in indoor settings except when sitting or standing at their desk or workstation; there is a barrier in place; eating or drinking; they are in their own housing unit
 - Masks are required to be worn by all campers 9 years of age by December 31, 2021 and older indoors except when eating or drinking; they are in their own housing unit

- Campers under 9 years of age as of December 31, 2021 are encouraged to wear a mask indoors but are not required to do so
- Gloves should be worn for COVID-19 disinfecting and cleaning measures and disposed of after use according to enhanced waste management procedures
- Face shields are not required and are not a substitute for face masks
- Emergency PPE:
 - In the event of a first aid emergency, specialized PPE will be available for staff use and protection
 - Respiratory protection (N95 or 3-layered surgical mask)
 - Eye protection (face shields or personal protective goggles)
 - Body protection (long-sleeved water resistant gowns)
 - Bag Valve Mask with Viral Filter in its original packaging

3) Camp Artaban Office protocols for COVID-19

These procedures are tailored specifically to anyone working in or visiting the North Vancouver office location. These protocols provide detailed information and are in addition to the Control Measures outlined in the Safety Plan.

Daily protocols:

- These strategies are to reduce the potential spread of COVID-19 in our office
- Surfaces and supplies will be sanitized daily
- When possible, staff will be working remotely and on staggered schedules in the office
- Office staff will be cleaning and sanitizing equipment before and after use
- Office supplies will be dedicated to each employee to avoid the need to share pens, pencils, paperclips, etc.
- When items must be shared, sanitizing of the touch surfaces will be done before and after use
- The office door will be kept closed to restrict entry without prior arrangement

Before entering the Camp Artaban office:

- All visitors must contact the office staff to arrange a day and time to visit prior to visiting the office
- Upon entering the building, sanitize your hands and don a face mask
- St. Catharine's Church has their own safety plan which is signposted at the door and must be followed while in the building
- Visitors are expected to provide their own face mask and supplies for their visit (pen, paper, laptop, etc.)
- Workers/ maintenance personnel must comply with these protocols and provide their own safety equipment (face mask, goggles, work gloves, etc.)
- Do not enter the office if:
 - You have tested positive for COVID-19
 - You live with someone who has any symptoms
 - You are awaiting a COVID-19 test result
 - You have recently been exposed to someone who has tested positive
 - You have had symptoms of COVID-19 in the last 10 days (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)
 - You have travelled outside of Canada in the last 14 days

- You have been identified by Public Health as a close contact of someone with COVID-19.

While in the Camp Artaban office:

- Wear a mask
- Physical distance from others (2 metres between individuals)
- Respect “no touch” social interactions
- Every visitor must fill out the log sheet on the front door
- Every visitor must comply with a personal health check using the BC government self-assessment tool

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-workplace-safety.pdf>

When leaving the Camp Artaban office:

- Clean and sanitize any surfaces and equipment that you touched or used
- Dispose of any used PPE
- Sanitize your hands
- Wear your mask until you exit the building

4) Camp Artaban, Gambier Island site protocols for COVID-19

1) Campers

a) Households

- While at camp, the campers and counsellors will reside in cabins in groups not to exceed 10 people. This same group of individuals will eat meals together and engage in any indoor programming together. This group will be referred to as a household in this safety plan
- If groups are sharing an indoor facility for programming or meals, the households will be physically distanced, the area will be well-ventilated to the outdoors, and occupancy limits will be enforced
- Outdoor activities are preferred and outdoor interactions/ socializing between households can occur

b) Accommodation

- A single household will share accommodations in the form of cabins and tents. Doors and windows should be open to allow for maximum ventilation
- Members of another household may not enter another's living/ sleeping space. Cleaning staff will not enter the accommodation with campers present
- Masks do not need to be worn by household members in the accommodation
- Sleeping accommodations for households will have 1 metre spacing between beds and for bunk beds, the head of the camper in the top bunk will need to be at the opposite end of the bed from the camper in the bottom bunk

c) Physical distancing and minimizing physical contact

- Physical distancing will be enforced in indoor spaces by spacing out households as much as possible. Occupancy limits for indoor spaces will be in place based on the space available
- Enforcing "no touch" greetings between campers and staff in different households is required (no hugging, high fives, handshakes)
- The number of staff interacting with each household will be minimized as much as possible and counsellors will remain with their household as much as is feasible

2) Personnel

a) Staff roles and training

- As staff will be interacting with different households regularly, masks are required for indoor interactions with different households at all times. For outdoor interactions, masks are not required but may be used if physical distancing is not possible
- Masks must be worn for indoor training/ education/ meetings

- Training that can be done remotely will be implemented
- Summer staff will be encouraged to stay on site to limit their potential contacts.
- Non-resident staff will avoid close interactions with resident staff
- Staff will be educated on the latest COVID-19 requirements, PPE use and best practices for adherence to the requirements. They will be given the tools to comply with these protocols
- Staff will be educated on proper cleaning techniques and product use always following WHMIS or other training

b) Housing for staff

- Staff accommodations will be arranged with staff able to share sleeping rooms where beds can be 2 metres apart. If not possible, barriers such as curtains will be erected and staff sleeping opposite head to toe
- In a shared residence, any ill staff member who requires isolation, must be moved to a different residence where isolation is possible. If their symptoms indicate isolation is needed, COVID-19 testing for all residents will be done
- If the ill staff member tests positive for COVID-19, they will be sent home or isolated on site until well
- If non-household persons (short term staff) stay in either large shared building (Somerville or Director's), masks will be worn in the common areas

3) Facility

a) Outdoor spaces and indoor spaces

- Outdoor activities and programming will be used whenever possible
- Any indoor programming will be in a well ventilated space with doors and windows open

b) Physical markers, signage, barriers

- Directional signs will be installed for indicating one-way traffic through areas. Markers on the floors, signage and/ or cones will be used to indicate spacing for waiting for a turn to use a space
- Physical barriers such as the kitchen counter and tables will be used to separate campers from staff or other campers when appropriate
- Masks will be used in small spaces or spaces with poor ventilation
- Masks will be used in conjunction with physical barriers indoors

c) Enhanced cleaning measures

- Thorough cleaning of surfaces and objects in areas of use will occur regularly each day. High-touch, frequent contact areas including door handles, light switches, railings, toilet handles, sink taps, sports equipment and self serve areas will be cleaned regularly after use

- Buildings with shared spaces will be cleaned daily when the building is in use. Cleaning will be with water, a recommended cleaning agent and friction from a cleaning cloth
- If a sick person has used the area, surfaces will be disinfected prior to use by others. Disinfection will be with commercially produced disinfectants and cleaning wipes
- Garbages will be emptied daily using proper waste removal techniques
- Staff will use proper hand hygiene after cleaning, and before and after wearing gloves
- Hand washing stations and alcohol based hand rub will be readily available and easy to access for everyone

4) **Health and Safety**

a) In case of illness

- When employees exhibit symptoms of illness they will not be allowed to report to work
- Campers who are ill will not be allowed to come to camp and this information will be communicated to them and their caregivers prior to arrival on site

b) Record keeping

- Contact lists will be kept of camp sessions, cabin households, and any small groupings
- Records will be kept of schedules of activities for each camper (household); boat transportation lists; outside visitors to the camp, etc.
- Records will be kept of any illness at camp
- Records will be kept of camper, staff and volunteer daily health checks to ensure they are completed
- These records will be kept up-to-date at all times and will be retained by the camp office for a minimum of 30 days after campers have left the site in case contact tracing is needed

c) Gathering

- Gatherings of 50 people are permitted and allowed numbers of people together on site will be maintained within building occupancy rules
- Events will be held in compliance with the allowable number of people, and in areas indoors or outdoors where physical distancing between attendees/ households is possible

5) **Visitors and Campers**

a) Visitors to the Gambier Island site

- Visitors to camp will be limited to persons who are required to be there for maintenance and activities benefitting the camp. No social visitors or drop-ins will be permitted while camp is in session
- All visitors must complete a health check upon arrival, a record will be kept of the date, reason for visit, name and contact information of the person(s)
- Visitors must wear masks in accordance with the current public health guidelines

b) Campers and caregivers

- Education regarding all COVID-19 policies and procedures relating to the campers and caregivers will be given in a clear and concise manner prior to their arrival at camp, upon arrival, and during their stay. Posted signage, modelling of compliant behaviour and reminders on a daily basis by camp staff will be used. This includes mask wearing when required, hand washing and sanitizing, one-directional traffic flow where possible and other COVID-19 related protocols

c) Drop-off and pick-up at water taxis

- Drop-off at the water taxi will occur with participants, caregivers and staff wearing masks
- Staff will ask caregivers to confirm that their child does not have any symptoms relating to COVID-19 on travel day and collect information reinforcing that the daily pre-camp health checks have been completed for one week prior to camp arrival
- If sign in or out is needed, hand sanitizing will be done before and after touching any paperwork and shared writing utensils will be sanitized between uses

d) Arrival at camp

- Campers will be met by staff wearing masks who will assist with directing luggage removal from the boat and loading into the truck
- Campers will continue to wear their masks and will be given specific verbal instructions for finding their cabins, retrieving their luggage and their next steps. Emphasis will be on reminding everyone about physical distancing and frequent hand washing/ sanitizing requirements while at camp

6) Program and operations

a) Program Activities

- All activities will be outside whenever possible
- In the case of poor weather, activities will be rescheduled or modified for indoor activity in the larger buildings (4 sq metres per person for spacing, posted occupancy limits) with households not interacting and masks worn
- No high contact games or sports will be scheduled
- Any shared equipment will be cleaned daily (eg. balls, bows and arrows, climbing harnesses and helmets, craft tools, life jackets) and more frequently if visibly soiled

- Participants and leaders will use hand sanitizer before and after the activity and before and after using any equipment used during the activity
- Activity groups will be kept small and grouped by households only for activities such as crafts and archery
- Free time will be in households only when indoors
- Singing in outdoor spaces only (no singing in the dining hall)
- Staff supervising specific activity areas will familiarize themselves with the COVID-19 safety rules specific to their type of activity and equipment used (eg. waterfront, climbing wall)

b) Travel on water taxis

- Protocols are in place by the contracted water taxi services and campers and staff are required to follow them
- Masks are required, physical distancing rules in place, and cleaning is done by the service provider
- Water taxi staff do not handle any passenger luggage so campers and staff are responsible for loading and unloading their own luggage

c) Food services

- All food services will adhere to current guidelines as laid out by WorksafeBC
- All food services will continue to adhere to [Food Safety Legislation](#) as relevant
- The self-serve coffee and tea station will be available during posted hours to allow for regular cleaning and monitoring of the area. The area will be set up with distancing reminders to ensure only one user at a time; alcohol-based hand sanitizer will be at the station for hand cleaning prior to and after using the station; high touch surfaces and utensils for self serve will be cleaned regularly; signs will be posted to remind users to distance, sanitize hands before touching anything at the station and where to deposit used items. [Food and Liquor Serving Premises Order](#)
- The dining hall will be used with doors and windows open to ensure maximum air ventilation
- All persons will use proper hand sanitizing upon entering the dining hall or eating area and after eating
- Household members wear masks in the dining hall when not seated; they will sit and eat together and must not socialize with other households in the dining area
- No singing in the dining hall
- Dining tables will be grouped into households with 2 metre spacing between them
- Food will be distributed so there will be no gathering or crowding of staff or campers

- Food will be served in a variety of COVID-19 protocol compliant ways (family-style, staff assisted buffet or preplated) depending on the type of meal and the number of people being served
- Outdoor meals and snacks will be served when possible
- No sharing of food or beverages between campers and households.
- Campers and staff will be encouraged to bring and use individual, personal beverage containers that should be filled at the outdoor water station near the dining hall

d) First Aid

- The First Aid attendant and patient will wear masks while care is provided
- Patients will be encouraged to do their own care with guidance when appropriate (hold the ice pack, put on adhesive bandage, wash affected area)
- Appropriate PPE will be donned when providing care (eg. mask, gloves, gown, eye protection)
- If CPR is required, a pocket mask with a viral filter or bag-valve-mask with a filter should be used
- The First Aider will be made aware of the [WorksafeBC information sheet](#) with complete information about safely treating patients during COVID-19

7) Health checks

a) Before coming to camp

For a week prior to coming to camp, families/ campers, staff and volunteers will be expected to monitor for the symptoms of COVID-19:

- Fever or chills
- Cough
- Loss of Sense of smell or taste
- Difficulty Breathing

Symptoms may also include: ● Sore throat ● Loss of appetite ● Extreme fatigue or tiredness ● Headache ● Body aches ● Nausea or vomiting ● Diarrhea

Parents/ caregivers should complete a daily health check using the [BC COVID-19 Self-Assessment tool](#) for their child daily for one week prior to attending camp. Any child who answers “yes” to any questions is not allowed to come to camp and should be tested and follow public health guidelines for isolation.

In addition, any camper, staff or other person is required to stay home and self-isolate if they meet any of these criteria:

- Any one with any signs or symptoms of COVID-19 as outlined above
- Anyone who has travelled outside of Canada in the last 14 days
- Anyone who lives in a household with someone who had COVID-19

- Anyone who has been identified by public health as a close contact of someone with COVID-19

The day before coming to camp, families, staff and volunteers are required to complete the [BC COVID-19 Self-Assessment tool](#). If symptoms are present, the person is not to come to camp.

b) Daily health checks at camp

- All persons will be screened daily for any symptoms of COVID-19 using the above list. Counsellors and other leaders will assist campers with their screenings and ensure that they are completed. Records will be kept of the daily health screenings on all persons at camp for the entire camping season
- Any person failing the screening will immediately be isolated as per the Suspected COVID-19 Case or Outbreak procedures in 7(c) of this safety plan

c) Suspected COVID-19 Case or outbreak

If a camper, volunteer, staff member or any person at camp develops a new cough (unrelated to a pre-existing condition), fever, chills, shortness of breath, loss of taste or smell, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting and diarrhea they will be isolated immediately in the prepared camp building (usually the hospital building) and a Point of Contact (POC) test will be conducted.

The person will remain in isolation until test results are available:

- If the person tests positive, arrangements will be made to transport the person off Gambier Island within 24 hours. Provincial health authorities will be notified
- If the person tests negative and after symptoms resolve, they can return to programming or duties
- If the sick person is a child, a staff member/adult will stay with the child in the isolation space during the testing, pending results and while waiting for transport away from camp. The adult should remain distanced from the child (at least 2 metres, if possible) and the adult and child should both wear masks
- A sick staff member should isolate themselves in their accommodation and be tested for COVID-19
- Anyone who is rapidly getting more ill or having difficulty breathing should be seen by medical personnel as soon as possible and 911 called if necessary
- Any diagnosed case of COVID-19 for someone who has entered the camp facility will be reported to the local public health authority for advice
- Any cluster of illness among the camp staff or campers will be reported to the local public health authority
- If there is a confirmed case, cluster or outbreak of COVID-19, the local medical health officer will lead the response. This will include working with the camp to assess if the health and safety plan needs amending or additional measures are

to be put in place. This could include additional cleaning measures, and potentially changing or restricting camp activities

- Meticulous record keeping of activities and persons on site daily is essential to assist authorities in the event that contact tracing is necessary