

Rediscovery T'aalan St'l'ang



STAFF HANDBOOK 2021 EDITION

COVID-19 Infection Risk Reduction Plan

PROCEDURES AND GUIDELINES

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1.0 INTRODUCTION

Rediscovery T'aalan Stl'ang Society (RTSS) takes the health and safety of our camp participants very seriously. This COVID-19 Infection Risk Reduction Plan has been developed and implemented for the RTS Camps as part of Canada's collective approach to mitigate the transmission of COVID-19. The procedures and guidelines are intended to complement the Staff Handbook and Guidelines 2021 edition.

COVID-19 (Coronavirus disease 2019) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, Hubei, China, and has resulted in an ongoing worldwide pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath or breathing difficulties, and loss of smell and taste. While most people have mild symptoms, some people develop acute respiratory distress syndrome (ARDS). The incubation period may range from one to fourteen days.

The disease spreads most often when people are physically close. It spreads very easily and sustainably through the air, primarily via small droplets and sometimes in aerosols, as an infected person breathes, coughs, sneezes, talks, or sings. It may also be transmitted via contaminated surfaces, although this has not been conclusively demonstrated. It can spread from an infected person for up to two days prior to symptom onset and from people who are asymptomatic. People remain infectious for seven to twelve days in moderate cases and up to two weeks in severe cases. Some people may transmit COVID 19 even though they do not show any symptoms.

To maximize safety, a "layered" approach was used to risk mitigation with multiple measures to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions. This plan incorporates safe practices focused on the recommendations of the BC Centre for Disease Control and WorkSafe BC.

Official sources used for the development of this plan include:

- Government of Canada
- BC Centre for Disease Control (BC CDC)
- WorkSafe BC

2.0 RESPONSIBILITIES:

2.1 Management

- Ensure that supplies, materials, and other resources such as worker training materials and policies required to implement and maintain the plan are readily available when and where they are required;
- Select, implement, and document appropriate, site-specific control measures; • Ensure staff are trained to an acceptable level of competency;
- Ensure that staff use appropriate Personal Protective Equipment (PPE); • Conduct a periodic review of the plan's effectiveness;
- Ensure that a copy of the plan is available to all staff;
- Close facilities or limit services if warranted or as directed by the Northern Health Authority (NHA);
- Direct work in a manner that eliminates or minimizes the risk;
- Send staff and participants home if they are ill or experiencing illness or COVID 19 symptoms;
- Document and keep records of COVID-19 controls.

2.2 Staff

- Know the hazards of the workplace;
- Follow the established work procedures;
- Use required PPE as instructed;
- Report any unsafe work conditions or acts to Management;
- Know how and when to report exposure incidents;
- Leave work if ill or experiencing COVID-19 symptoms and stay home until symptoms are gone, or in the case of confirmed COVID-19, until cleared by a public health official.

3.0 RISK IDENTIFICATION AND ASSESSMENT:

From a risk management perspective, the out of town RTSS programs take place in a communal living situation, both indoors and outdoors, where the participants and staff can be unable to socially distance at times (i.e. on the boat) that can range from 30 to 60 minutes and up to 3 hours for trips into and out of camp.

Further, cross-transmission is a risk given that staff will interact with several participants in a day. No in-person camp is risk-free even if all of the staff and participants appear well and don't have symptoms.

In the camp, there are frequently touched shared surfaces such as doorknobs, faucets, outhouses, tables and other furniture, tools and equipment.

3.1 Exposure Risk Factors

There have been instances of transmissions before the person became sick or where the symptoms were so mild that the person did not know they were sick. However, it is unclear if this contributes to the significant spread of the virus in the population. Most people contract COVID-19 from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. Information about COVID-19 is constantly evolving and staff should keep current on the latest findings.

The following list of factors (not exhaustive) should be considered by staff when conducting a case-by-case risk assessment, as they can increase or decrease the level of risk in a given exposure scenario:

1. Duration of exposure – brief interactions may have lower risk; exposure of longer than 15 minutes can increase risk.
2. Type of interaction – talking has a lower risk than singing.
3. Extent of contact – contact with infectious body fluids, particularly oral and respiratory secretions can increase risk.
4. Clinical presentations of symptoms – coughing and severe illness can increase exposure risk.
5. Masks – staff and participants wearing a mask properly for the duration of the interaction can lower risk.
6. Proper PPE procedure – following proper donning and doffing of PPE can reduce risk, PPE that is soiled, damp, damaged or inconsistently worn can increase risk.
7. Hand hygiene – following proper hand hygiene can reduce risk, infrequent or non-thorough hand hygiene can increase risk.
8. Other individual context-based factors.

4.0 RISK MITIGATION MEASURES:

It is essential that staff are kept healthy, safe, and able to perform their work in all settings. The following measures have been put in place to mitigate the risk of exposure for camp staff and participants.

4.1 Facility Infection Control Practices

Staff will clean the camp daily, paying close attention to frequently touched shared surfaces, the kitchen, and bathroom areas where contaminants can spray back up into the air. Cleaning will be documented using the [COVID-19 Daily Cleaning/Disinfecting Log \(Appendix G\)](#).

Staff will use proper Personal Protective Equipment (PPE) during interactions with camp participants. Staff will follow BC CDC recommended guidelines for donning and doffing of PPE, including but not limited to masks, gloves, and protective eyewear.

Staff will be cognizant of the known COVID-19 risk factors while at work and do all that can be done to minimize the exposure to themselves and the camp participants, including knowing the risk factors of the camp participants as identified through disclosure at registration.

4.2 Staff Infection Control Practices

1. Keep a COVID-19 Daily Self-Monitoring Log (Appendix H) that records whether symptoms are present, where they have traveled and people they have come in contact with.
2. Self manage the recommended personal behaviors set out by the BC CDC to minimize exposure to COVID-19, including, but not limited to:
 - a. Hand washing regularly with soap and warm water for at least 20 seconds;
 - b. Sneezing or coughing into arm or sleeve;
 - c. Throw away used tissues and immediately perform hand hygiene; d. Avoid shaking hands, or touching face with unwashed hands; e. Refrain from sharing any food, drinks, unwashed utensils, smoking or vaping devices;
 - f. Maintaining a physical distance of 6 feet/2 meters from others; or g. Wearing a non-surgical mask over the nose and mouth if physical distancing cannot be maintained, when inside or when uncertain of the conditions in an environment (i.e. masks should be made with at least two layers of tightly-woven fabric, constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops);
3. Limit interactions out in the public, non-essential shopping, and minimize personal social interactions with anyone living outside of their household.
4. Self isolate for 10 days after traveling outside of BC or Canada or coming into a close extended contract with someone who has been traveling outside of BC or Canada.
5. Self isolate for 10 days if they or someone close to them has been exposed to conditions that are high risk.
6. Do not go to work if not feeling well - self isolate for 10 days, or quarantine, if they or someone close to them develop symptoms or receives a confirmed diagnosis of COVID-19, and contact the Northern Health Authority (NHA) to complete a self-assessment at <https://bc.thrive.health/> or to get advice about next steps. The expectation is to stay home until symptoms are no longer present, or, in confirmed cases of COVID-19, until cleared by a public health

official.

4.3 Staff Screening

COVID-19 can be present and spread prior to any symptoms developing. In addition, as COVID-19 has some symptoms in common with seasonal allergies, it can be difficult for staff and participants to make decisions regarding potential risks. All staff and participants are advised to take into consideration factors unseen or unknown, using sound reasoning and relying on good self-monitoring. In that framework, decisions can be made that err on the side of caution and take into consideration how we can protect the most vulnerable populations.

The COVID-19 Staff Daily Self-Monitoring Log (Appendix H) that has been developed is specific to the camp. In it, you can record information one week at a time. It tracks the date, time, temperature, and any symptoms that have developed. It includes a place to record outside interactions and travel for contact tracing purposes should that become necessary.

Symptoms that should be recorded on the COVID-19 Staff Daily Self-Monitoring Log (Appendix H) include the following, which are considered to be the most common indicators of COVID-19:

- *Fever (average normal body temperature orally is about 37⁰C – see below);
- Chills;
- Cough or worsening of chronic cough;
- Shortness of breath;
- Sore throat;
- Runny nose;
- Loss of sense of smell or taste;
- Headache;
- Fatigue;
- Diarrhea;
- Loss of appetite;
- Nausea and vomiting;
- Muscle aches.

While less common, symptoms can also include:

- Stuffy nose;
- Conjunctivitis (pink eye);
- Dizziness, confusion
- Abdominal pain;
- Skin rashes or discoloration of fingers or toes

***Fever**

In most adults, an oral or armpit temperature above 37.6⁰C (99.7⁰F) or a rectal or ear temperature above 38.1⁰C (100.6⁰F) is considered a fever. A child has a fever when a rectal

temperature is 38°C (100.4°F) or higher or armpit temperature is 37.60C (99.7°F) or higher. Infants less than 3 months old with a rectal temperature of 38°C (100.4°F) or higher or an armpit temperature of 37.3°C (99.1°F) or higher should be seen by a doctor.

A fever may occur as a reaction to:

- Infection – most common cause and may affect the whole body or just a part.
- Medicines – including antibiotics, opioids, antihistamines, and many others.
- Severe trauma or injury – including heart attack, stroke, heatstroke, or burns.
- Other medical conditions – including arthritis, hyperthyroidism, and even some cancers.

If symptoms develop:

- If you feel even mildly ill, **stay home**, DO NOT go to work, DO NOT go to public places, DO NOT use public taxis or have visitors.
- Complete a COVID-19 Self-Assessment at <https://bc.thrive.health/> or call 1-844-645-7811 and follow the instructions.
- If you live with others, stay and sleep in a separate room and use a separate bathroom if possible.
- If you test negative but are not well, stay home until you are better to protect your colleagues and camp participants.
- If tested positive for COVID-19, it is important to have someone contact your colleagues and camp participants to inform them to monitor for symptoms. Review your daily Self-Monitoring Log and also inform anyone else you have had close contact with during the period of time you were infectious, or pass the information along to the NHA for contact tracing purposes.
- Stay away from work for at least 10 days beyond the onset of COVID-19 symptoms, AND you have been cleared by a public health official.

5.0 TRAINING:

Staff will receive information on the following:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease;
- Safe work practices to be followed, including daily cleaning/disinfecting of the space, and personal hygiene measures;
- Proper use of PPE;
- How to report any exposure to or symptoms of COVID-19.

Training will be in the form of providing relevant documentation and policies, in-person orientation to cleaning/disinfecting requirements, and referral to websites for proper donning and doffing of PPE.

Staff training will be tracked on the Employee Information Form (Appendix J) and the Employee Training Tracking Form (Appendix K).

6.0 COMMUNICATIONS AND REGISTRATION

Waiver Forms:

To ensure that parents/guardians are made aware of all safety measures and risks associated with sending their child/ren to camp, the COVID-19 Assumption of Risk and Permission Form (Appendix A) must be completed and returned prior to the start of camp:

Signage/Posters:

The following information posters and signage will be available/displayed at camp:

- COVID-19 Hand Washing Information Poster (Appendix D)
- COVID-19 Cover Coughs and Sneezes Poster (Appendix E)
- COVID-19 Self-Screening List of Symptoms Poster (Appendix F)
- Directional arrows and distance spots located at sign in/sign out area

Registration Policies and Guidelines:

- Maximum number of attendees 10 per session
- Daily first arrival health check-in with all staff and campers
- Strict stay at home policy for all staff and campers when having symptoms of illness, in all cases Camp Supervisor **must** be notified
- Flexible refund policies regarding sickness

7.0 DAILY HEALTH SCREENING

Self-assessment guidelines are in place. Anyone with symptoms is required to notify the Camp Supervisor and isolate/stay home.

Each day, the Camp Supervisor will conduct a COVID-19 Daily First Arrival Health Check-In (Appendix D) for themselves, all staff, and participants, looking for the following:

- Presence of any COVID-19 symptoms
- If the person has been in contact with someone with COVID-19 in the last 14 days, or has traveled outside of Canada in the last 14 days

If someone reports symptoms, refer to Section 16.0 Illness and 17.0 Outbreak Plan. Records will be kept as per the Record Keeping section of this procedure.

8.0 PHYSICAL DISTANCING

Procedures to maintain physical distancing:

- Maximum number of attendees 10 per session
- Sessions can be grouped into smaller groups when needed
- Camp staff are trained on how to maintain physical distancing:
 - Low camper to staff ratio is maintained
 - Physical distancing and minimizing physical contact is a priority
 - Campers will be given gentle reminders of all COVID-19 Safety Protocols throughout the day
 - Campers will be encouraged to use elbow bumps, air fives, and cheers in place of handshakes, high fives, and hugs
 - Camp activities will be outside as much as possible
 - Provided activities will be designed to adhere to physical distancing with individualized areas for campers and supplies in indoor areas
 - Equipment will be used to encourage physical distancing (such as pylons, hula hoops, floor dots)

9.0 PERSONAL HYGIENE

Procedures to maintain personal hygiene:

- Camp staff are trained on how to maintain personal hygiene:
 - Designated space will be assigned during activities
 - Supplies that must be shared will be limited and cleaned after each use
 - All other supplies will be provided with the guideline that staff will distribute to each camper required amounts, and remainders will be disposed of as appropriate
 - Staff will ensure regular hand washing breaks will be done frequently throughout the day:
 - Accessible hand washing stations are provided in multiple locations with an emphasis on regular use
 - At the beginning of Camp, staff will teach handwashing skills when they go over the camp rules
 - At the start of each day each staff member and camper will wash their hands with soap and water, or use their personal hand sanitizer
 - Campers will be directed to wash their hands after each activity that involves the use of supplies, before and after eating, and after using the washroom
 - Campers are not permitted to share water bottles, food, clothing, towels, facial tissue with each other
 - Camp staff will direct campers to cough or sneeze into a facial tissue or

- their elbow and wash hands immediately after
- Facial tissue must be put in the garbage immediately after use
 - Hand washing/sanitizing must occur after each use of facial tissues • Personal Protective Equipment (PPE) will be provided for all staff and campers (mask, gloves, and sanitizer) and will be required during transportation and for selected activities.

10.0 CLEANING

All supplies will be cleaned after each use as appropriate for the materials. • Frequently touched surfaces will be cleaned regularly throughout the day • All supplies will be thoroughly cleaned before putting away at the end of the day • All shared equipment will be thoroughly cleaned before and after each activity • Tables and chairs will be cleaned at the end of the day before they are put away • The Boat Operator will be responsible for ensuring all frequently touched surfaces are cleaned before and after each boating activity

11.0 ENHANCED CLEANING PROTOCOL

In the event of an individual developing or displaying symptoms at camp, staff will initiate enhanced cleaning protocols as follows:

- Staff will hold a staff meeting to identify priority areas for cleaning/disinfecting and will each be assigned tasks, including identifying who will be the caregiver to the ill individual in isolation, and the PPE requirements for all cleaning tasks;
- Tasks that can be assigned to camp participants will be determined along with supervisory requirements;
- If tasks are identified, camp participants will be assigned appropriate cleaning tasks, provided with PPE and instructed in proper donning and doffing, and supervised;
- Staff will undertake a thorough cleaning of all priority areas and surfaces using appropriate PPE;
- Enhanced cleaning will be recorded on the COVID-19 Daily Cleaning/Disinfecting Log (Appendix G) and referenced on the COVID-19 Incident/Medical Report (Appendix C).

12.0 ACTIVITIES

Outdoor

- Camp will occur almost entirely outdoors
- Campers should dress appropriately for the weather
- Transportation will be provided by boat

Indoor

- Indoor options are primarily available for emergency purposes, weather issues, and/or for limited activities during the day

13.0 LUNCH AND SNACK BREAKS

Food procedure:

- Food and water must not be shared
- Hands must be washed before and after eating
- Food preparation areas will be cleaned and sanitized before and after meal preparation
- Food will be prepared and served by camp staff
- Each camper will stay in a designated area during all meal and snack times
 - Designated areas will be well spaced to support physical distance
 - after meals, all food will be put away

14.0 WASHROOM BREAKS

Where reasonable, camp staff will remind campers to wash their hands after washroom breaks.

15.0 FIRST AID

Detailed First Aid and Emergency Contact information can be found in the RTSS Staff Handbook and Guidelines. In general:

- Camp staff will have access to a main first aid kit with all first aid supplies
- Each camp staff will carry with them a small personal first aid kit at all times, which will include extra masks, gloves, hand sanitizer, Band-Aid's, and facial tissues
- Camp staff administering first aid is required to put on gloves and a mask
- Camper receiving first aid is required to put on a mask

16.0 ILLNESS

Procedure for campers:

- If campers show signs of illness they will be separated from the rest of the group and a staff member will stay with them until their parent/guardian can pick them up maintaining physical distance as best as possible
 - Both the staff member and the ill camper will hand wash/sanitize before putting on gloves and masks, prior to removing them, and before and after touching any items that the camper has used
 - The parent/guardian will be notified to come and pick up their child immediately

- Once the camper is picked up, all items used by the camper are to be cleaned/sanitized
- If the child later tests positive for COVID-19 the parents **must** notify the Camp Supervisor, who will immediately notify all families and staff who have been in contact with them
 - In case of an outbreak, camp may be canceled
- Refund policies will be flexible to support families keeping child/ren at home if they fall ill

Procedure for staff:

- All staff will be trained that they **must** report any respiratory illness to the Camp Supervisor and if they develop symptoms (cough, fever, sore throat, runny nose, difficulty breathing) they must stay home
 - Staff stay away from work until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and/or their symptoms have resolved
- If staff show symptoms of illness during camp they will isolate themselves away from the rest of the staff and campers, hand wash/sanitize and put on gloves and a mask
 - They will contact the Camp Manager immediately
 - Arrangements will be made to call in another camp staff member to take over the activities
 - All areas and touchpoints used by the staff member will be Cleaned/sanitized
 - All campers and staff who interacted with the staff member will hand wash/sanitize and put on masks for the remainder of the day
- If the staff member later tests positive for COVID-19 they **must** notify the Camp Supervisor, who will immediately notify all families and staff who have been in contact with them
 - In case of an outbreak, camp may be canceled

17.0 OUTBREAK PLAN

For the purposes of this plan:

- a CASE is a single diagnosed case of COVID-19;
- an OUTBREAK is two or more cases

Early detection and enhanced cleaning are two of the most important factors in limiting the size and scope of an outbreak. Early detection of symptoms will facilitate the immediate implementation of effective control measures and contact tracking.

If a child or staff person reports they are suspected or confirmed to have COVID-19:

- follow the **Illness Procedure** outlined in this plan and isolate the individual(s); ○ contact 8-1-1 if further **health advice** is required;
- implement the **Enhanced Cleaning Protocol** outlined in this plan; • complete an **incident/medical report** to document the symptoms, and actions that were taken once the symptoms were detected, to provide a summary and confirmation that all required steps were followed to prevent further infections; • **report** the case(s) to the Program Coordinator who will advise a Medical Health Officer with the Northern Health Authority and advise as to whether the camp will continue or close early;
- cooperate with Medical Health Officials **contact tracing** process;
- call a physically distanced and masked **staff meeting** to discuss suspected or confirmed cases, review illness procedures, isolation requirements, enhanced cleaning protocol, camp operations, and potential camp closure procedures.

18.0 RECORD-KEEPING

Staff will keep records related to this COVID-19 Infection Risk Reduction plan for each individual participant and staff member as per the table outlined below.

Document	Collection Point	File
Appendix A: COVID-19 Assumption of Risk and Permission Form	On registration	Individual participant file
Appendix B: COVID-19 Daily First Arrival Health Check In	Self-assessment declared daily to camp supervisor	n/a
Appendix C: COVID-19 Incident/Medical Report	ASAP after incident contained	Incident file Individual participant file Individual staff file
Appendix G: COVID-19 Daily Cleaning/Disinfecting Log	ASAP after incident contained and then daily	Incident file
Appendix H: COVID-19 Staff Daily Self-Monitoring Log	Individual staff tracking filed weekly	Individual staff file
Appendix I: COVID-19 Bathroom Cleaning Log	The last staff file went log full	Bathroom file

Appendix J: Employee Information Form Appendix K: Employee Training Tracking Form Appendix L: Employee Leave Tracking Form	On hire and tracked throughout employment	Individual staff file
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19.0 CANCELLATION POLICY

Cancellation guidelines

- After the first day of camp, a prorated refund will be offered if a participant decides they are not comfortable with the camp.
- Regular refund policies will be in place up to the start of camp:
 - Detailed information is provided at the start of camp so you can be prepared for what to expect;
 - Contacting the In-town Coordinator is encouraged if you have questions.

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APPENDIX A: COVID-19 ASSUMPTION OF RISK AND PERMISSION FORM

Both parents/guardians MUST initial, sign and submit this form prior to camp starting.

Camp Participant Legal Name:

COVID-19 ASSUMPTION OF RISK AND PERMISSION FORM

BY SIGNING THIS DOCUMENT, YOU LEGAL RIGHTS AND THOSE OF YOUR CHILD MAY BE AFFECTED.

PLEASE READ CAREFULLY!

COVID-19 is an infectious pandemic and a threat to our local health and safety. We know the following (this list is intended to provide context, but not to be exhaustive):

- The infectious agent, SARS-CoV-2 has caused community transmission of a serious communicable and potentially fatal disease known as COVID-19 amongst the population of the Province of British Columbia;
- Our public health officials have this constitutes a regional event as defined in section 51 of the *Public Health Act*;
- A person infected with COVID-19 can infect other people with whom the person comes into contact with; and
- The gathering of people in close contact with one another can promote the transmission of COVID-19 and increase the number of people to contract the disease.

We cannot be certain that a person (of any age) will not contract COVID-19 at one of our facilities, and/or while participating in one of our programs. We have taken the steps to develop our COVID-19 Safety Plan, which is available for your review at www.rediscovery.ca. We have implemented our COVID-19 Safety Plan and will be following the associated policies and procedures, but there remains a risk that a COVID-19 outbreak could occur despite our best efforts.

Our intention is to ensure that our response to this pandemic is *calm* and *compassionate*. Any person who exhibits any aggression towards our staff or any of our camp participants will be asked to leave and not return.

We feel that it is important that the camp participants can engage fully in the activities, and in play, and this includes games/activities where there will be touching (such as on a boat) and use of tools/equipment (vegetation harvesting, chopping firewood, carving). Most or all activities will take place outdoors. Where that is not possible, staff will ensure mask wearing, good ventilation and outside breaks.

While we will encourage it, we will not be stringently enforcing physical distancing. Instead we will be reducing the number of children in each program compared to our standard practices.

We will emphasize hygiene and provide hand washing/sanitizing options for children throughout the day with gentle reminders as needed, starting at the beginning of each day, before/after each meal.

It is vital that any person who believes they may have become ill, or their child may have become ill within 14 days of participating in one of our programs, or visiting one of our facilities, seeks appropriate medical attention and report this immediately to us by contacting the Rediscovery Office at 778-867-3464.

We do not employ health professionals and do not have the capacity to screen for potential illness beyond daily self-monitoring and reporting for staff. We DO have isolation and transportation protocols in place in case symptoms develop while at camp and we have to call you to coordinate pick-up.

The material provided in the RTSS COVID-19 Safety Plan, and summarized on this form was developed using the following BC Centre for Disease Control publications:

- COVID-19 Public Health Guidance – Child Care Settings

- COVID-19 Public Health Guidance – K-12 Settings

I/we have read, understand, and agree to the COVID-19 Assumption of Risk and Permission Form.

I/we have reviewed the COVID-19 Assumption of Risk and Permission form with my/our child and have instructed our child to listen to and follow the instructions provided.

I/we will not allow my/our child to participate in any SBR programs or activities if, in the last 14 days, they have:

- Experienced cold or flu-like symptoms;
- Been in close contact with anyone else who has had symptoms; or
- Been in close contact with anyone who has travelled outside of Canada. I/we consent to disclosure of personal information about my/our child for the purposes of COVID-19 contact tracing, understanding that we will be notified within a reasonable timeframe if this happens.

Initial here: Initial here:

Initial here: Initial here:

Legal Name of Child:
Legal Name of parent/guardian:
Signature:
Phone #:
Email:

Date:
Legal Name of parent/guardian:
Signature:
Phone #:
Email:

APPENDIX B: COVID-19 DAILY FIRST ARRIVAL HEALTH CHECK IN

The Camp Leader will verbally ask the following questions of each staff member and camp participant at the start of each day.

1. Do you have any of the following symptoms:		
• Fever/chills	Yes	No
• Cough	Yes	No
• Runny/stuffy nose (not related to other known causes such as seasonal allergies)	Yes	No
• Sneezing (not related to other known causes)	Yes	No
• Sore throat	Yes	No
• Difficulty breathing	Yes	No
2. Have you or someone in your household travelled outside of Canada, or had close contact with anyone that has travelled outside of Canada in the past 14 days?	Yes	No
3. Have you had close contact in the past 14 days with anyone with a new cough, fever or difficulty breathing or a confirmed case of COVID-19?	Yes	No

If any individual answers yes to any of these questions, record details on a COVID-19 Incident/Medical Report Form (Appendix D).

Individual(s) reporting symptoms are not allowed to participate in camp activities/programs.

See Section 16.0 Illness and Section 17.0 Outbreak Plan of the RTSS COVID-19 Safety Plan.

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APPENDIX C: COVID-19 INCIDENT/MEDICAL REPORT

Use this **COVID-19 Incident/Medical report** to document the symptoms, and actions that were taken once the symptoms were detected, to provide a summary and confirmation that all required steps were followed to prevent further infections;

Date/Time	Individual/Details	Symptoms
		<input type="checkbox"/> Fever/chills <input type="checkbox"/> Cough <input type="checkbox"/> Runny/stuffy nose <input type="checkbox"/> Sneezing <input type="checkbox"/> Sore throat <input type="checkbox"/> Difficulty breathing

Actions Taken after First Symptoms Reported		
Isolation Start Date/Time	Isolation Location	Isolation End Date/Time
Case Reported Date/Time	Reported To	Contact Tracing Required?
Staff Meeting Date/Time	Enhanced Cleaning Initiated	Camp Leader Signature
Camp Cleared to Continue	Camp Closure Date	Camp Leader Name

Caregiver Name	Schedule
Log of Symptoms/Care of Patient	
Date/Time	Activities/Actions

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

worksafefbc.com

WORK SAFE BC

Help prevent the spread of COVID-19

Cover coughs and sneezes



Or



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Or



Wash your hands with soap and water for at least 20 seconds.

Clean hands with alcohol-based hand sanitizer.

worksafebc.com

WORK **SAFE** **BC**

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

worksafefbc.com

WORKSAFE BC

APPENDIX G: COVID-19 DAILY CLEANING/DISINFECTING LOG

	Date: (MM/DD)							
PRE-START:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Staff self-monitoring log								
Fill disinfectant								
Toilet paper								
Paper towel								
PPE: masks, gloves, goggles								
Participant Daily Health Screening								
BEFORE MEALS/ACTIVITIES:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Disinfectant and clean surfaces								
Wash hands								
Fresh PPE								
Clean kitchen (goggles/mask/gloves)								
Clean bathroom (gloves)								
END OF DAY:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Garbage – store in locked old cookhouse								
Complete Supply Tracking (if needed)								
Clean kitchen (goggles/mask/gloves)								

Clean bathroom (gloves)						
Sweep floors						
Change wipes						
Change soap						
		INITIALS:				

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APPENDIX H: COVID-19 STAFF DAILY SELF-MONITORING LOG

Name:	Week Starting Date:						
Self-Monitoring Day	1	2	3	4	5	6	7
Date: (MM/DD)							
Time: (HH:MM)							
Daily Temperature: (Celsius)							
No Symptoms: (if none observed)							
Outside of Work contacts of day prior: (i.e. friends/family interactions, etc by name)							
Out of Household travel of day prior: (i.e. groceries, mail, other businesses, etc by name)							

IF SYMPTOMS OBSERVED: (monitor for worsening of symptoms, and call NH COVID-19 line 1 844 645 7811)

Self-Monitoring Day	1	2	3	4	5	6	7
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Symptom: (i.e. <u>common</u> : fever, dry persistent cough, fatigue; <u>less common</u> : sore throat, aches and pains, headache, conjunctivitis, loss of taste or smell, rash or discoloration of fingers or toes, diarrhea; <u>severe</u> : difficulty breathing, chest pain, loss of speech or movement)							
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DATE	TIME	INITIALS

APPENDIX I: COVID-19 BATHROOM CLEANING LOG

DATE	TIME	INITIALS

APPENDIX J: EMPLOYEE INFORMATION FORM

Personal Information		
First Name:	Middle Name:	Last Name:
Street Address:	Community:	Postal Code:
Home Phone:	Cell Phone:	Email Address:
Birthdate:	Social Insurance Number:	Direct Deposit Account #:

Orientation/Payroll Checklist	
<input type="checkbox"/> T4 completed and signed <input type="checkbox"/> Employee Information Form Completed <input type="checkbox"/> Signed Code of Conduct	<input type="checkbox"/> Direct Deposit Authorization <input type="checkbox"/> Enhanced Cleaning orientation scheduled <input type="checkbox"/> Proof of Professional Certification (if required)

Emergency Contact Information		
First Name:	Last Name:	Relationship:
Home Phone:	Cell Phone:	Email Address:

Employment Information		
Start Date:	Enhanced Cleaning Training Date:	Professional Certification Type:

Probation Completed Date:	Vacation Start Date:	Benefits Start Date:

Enhanced Cleaning Training	
I acknowledge that I have received and read a copy of the RTSS COVID-19 Infection Risk Reduction Plan, and I have reviewed the COVID-19 Daily Cleaning/Disinfecting Log. I understand my obligations to ensure that Enhanced Cleaning practices are followed. I agree to follow all sanitation standards to ensure the safety of myself, my co-workers, and the camp participants.	
Signature of Employee:	Date:

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APPENDIX K: EMPLOYEE TRAINING TRACKING FORM

Employee Name:	
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Training Information				
Training Date(s)	Training Name	Expenses Eligible ?	Expenses Claimed	Claim Paid Date
	Required Enhanced Cleaning Training as per RTSS COVID-19 Infection Risk Reduction Plan	N/A	\$	N/A
			\$	
			\$	
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APPENDIX L: EMPLOYEE LEAVE TRACKING FORM

Employee Name:			
Fiscal Year:		Vacation Year: (1 st Partial, 1 st , 2 nd etc)	
Annual Vacation Leave Allotment:	hours	Annual Sick Leave Allotment:	hours

Leave Information					
From: (yy/mm/dd)	To: (yy/mm/dd)	Hours:	Reason:	% Paid:	Comment:
				%	
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