

COVID-19 Workplace Safety Plan for Camp Northland

Company details

Business name: Jewish Camp Council
of Toronto o/a Camp Northland

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Division/group: N/A

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Public Health (HKPH)

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Developed by: Simon Wolle,
Executive Director

Others consulted: Parents, HKPH
(local Public Health unit), Consultant
(Thomas Appleyard), Medical
Advisory Committee, Covid Planning
Committee

Note: This document is a detailed plan and summary plan for the benefit of all employees, clients, families, and any others as we are committed to the safety and well being of all those with whom we interact at personal and professional levels.

Camp Northland recognizes that as an employer it is our responsibility under the *Occupational Health and Safety Act* to take every precaution reasonable in the circumstances to protect our worker(s). This plan has been developed to put controls into place to help make our workplace safer for everyone, including to protect our staff from infectious disease hazards such as Covid-19. Many of the controls used to prevent transmission of the virus are the same for staff and campers. This safety plan has been drafted with additional consideration given to the regulations surrounding the *Reopening Ontario (A Flexible Response to Covid-19) Act*. This plan will be conspicuously posted in the camp office and be readily available to staff.

We will discuss and share this safety plan with everyone at work, including:

- staff
- contractors (includes fee for services)
- suppliers
- volunteers
- upon request by anyone involved with our work

One purpose of these discussions is to make everyone aware that all workplace parties, including the camp as employer, the staff members, and all employees, have statutory responsibilities related to health and safety in the workplace.

Note: When a task is directed to the “Director”, or “Executive Director” or “director team”, “directors” or “supervisors”, it is a shared responsibility of the Camp Northland Director, Associate and Assistant Directors”, Program Directors, Program Coordinators, Program Manager and Leadership team unless otherwise stated.

Note: If any of the people listed in this plan are away from work (on day off, sick etc.), they will ensure someone else is assigned to complete their task. If they are unable to do so, the Direct Supervisor(s) will ensure this is done.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

- **There will be regular and ongoing reviews of Ministry of Health Guidelines**
- **Any unclear matters will be clarified with Public Health**

In the off-season, at our Haliburton location, maintenance and upkeep may be necessary and is managed by Rob Abbs – site manager. In the off-season, Rob Abbs will ensure that all employees have access to this plan and are informed as to its contents and any changes or updates as they arise. For off-season employees that live off-site but work at the camp, they would be expected to follow all procedures and expectations of ‘a staff member authorized to leave camp for any reason’ as outlined below. If someone in the worker’s home is ill, the worker should not come to the camp and instead contact Rob Abbs who will provide guidance towards next steps that both support the worker, keep employees safe, and allow for alternative measures to be put in place for critical work to move forward.

Camp Northland is an overnight summer camp located in Haliburton, Ontario (referred to as ‘camp’ herein). We also operate a year-round office in Thornhill, Ontario. All of these employee safety measures and protocols apply in both of our workplaces, both when in season and during the off-season (where applicable). The Thornhill office has a small team of workers with daily meetings where updates related to this plan will be provided.

During the camp season (end of June to mid-August), almost all of our staff live and work together on the site that we operate. This allows for us to be in daily and ongoing contact with our staff which facilitates early, ongoing, and responsive training. Most updates and protocols can and will be reviewed in daily meetings and discussions, passed down amongst the staff management levels as needed. It is important that all of us follow the work and hygiene practices in this plan, including all of the identified safety measures.

If any new information is obtained that alters this plan, the plan will be updated by the Camp Director(s) (or his designate), shared with staff in person or electronically, and/or posted in our on-site office(s) notice area or alternatively on our public notice Board located on our main path close to the office for the Haliburton site. Matters requiring

quick or 'real-time' communication will be communicated by staff meeting, P.A. or walkie talkie messaging as appropriate.

We are committed to keep up with [public health](#) and [workplace safety](#) guidance for COVID-19 and to share new information as soon as possible. Covid-19 has affected everybody in difficult and challenging ways. Anyone who works for us should be aware that we are committed to your social and mental well being and we will share resources and facilitate support where needed. Any such needs or interests should be discussed with directly with your immediate supervisor (i.e. at camp this would be your Section or Unit Head, Specialty Head, etc.).

- If a staff member is authorized to leave camp for any reason, when traveling to or from our site, all of our employees should minimize contact with others. If entering any public place (eg. Rest stop) all employees will carry and always wear personal protective equipment including non-medical masks, gloves, and frequently wash hands with soap and water or alternatively use alcohol based sanitizer when hand washing is not an option.
- Proper review and training on the use of PPE, proper hand washing and physical distancing protocols will be ongoing.
- Furthermore, training and ongoing review of the Ministry of Health Covid-19 Guidance: Overnight Camps and Outdoor Education Centres will be a part of our regular routine and expectations.
- Ongoing education including employee knowledge around spread, risk factors and the hierarchy of controls will form part of our ongoing commitment to employee safety knowledge and this includes:

COVID-19 can be spread at the workplace in two main ways:

- person to person, by people who are in close contact
- by surfaces or objects when people touch their face with contaminated hands

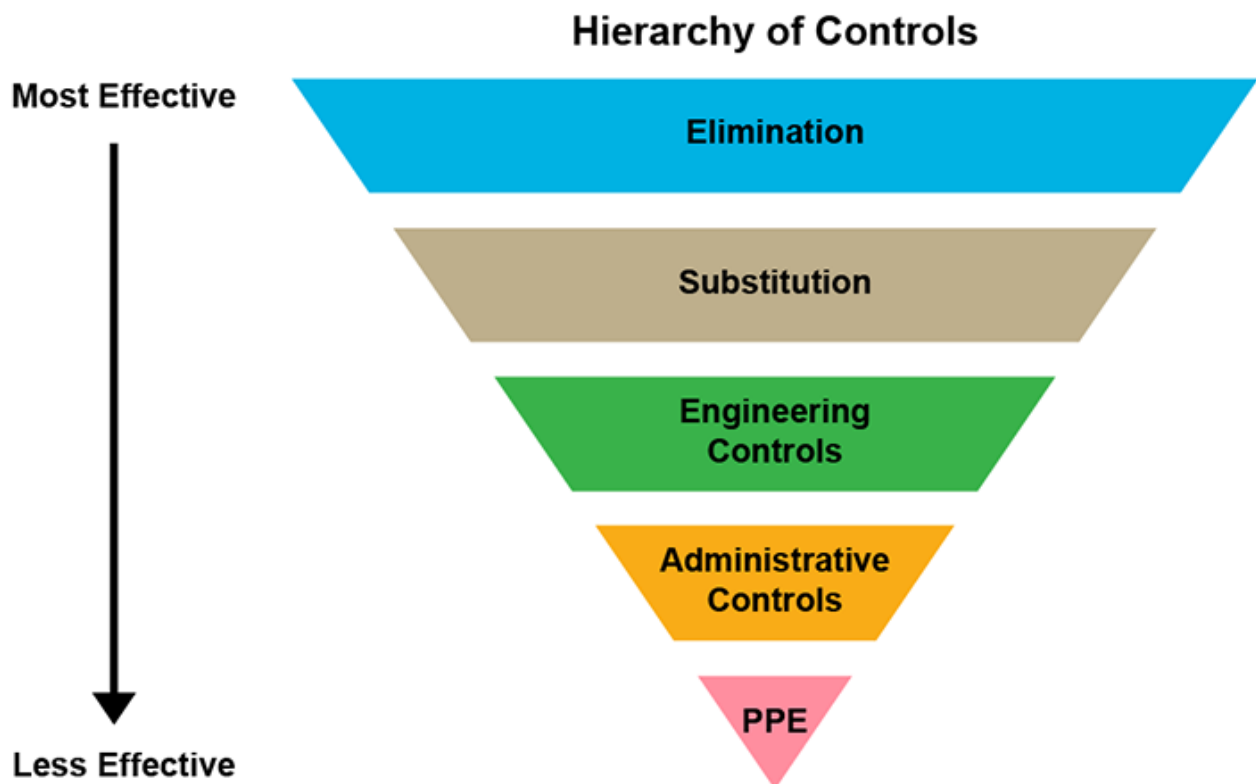
The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people
- close proximity - working close to others
- crowded places - having more people in a space
- closed spaces - indoor spaces less fresh air (working indoors is riskier than working outdoors)

- forceful exhalation – activities that cause people to breath more deeply, such as exercise, speaking loudly and singing

The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with [certain medical conditions](#).

It is possible for COVID-19 to be spread by people who do not have any symptoms. Act as if everyone is infected when setting up controls.



Elimination

Whenever possible, we will remove the risk of exposure entirely from the workplace. For example, doing all prep work without ever leaving to a project site until the installation date.

Substitution

Whenever possible, we replace a hazardous substance with something less hazardous (for example, replace one chemical with another but we also acknowledge that for an infectious disease such as COVID-19, substitution is not an option.

Engineering controls

Whenever possible, we will make physical changes to remove the hazard through ventilation or separate workers from the hazard, including changes that support physical distancing and hygiene. For example, if a site has doors that can be removed to minimize touch surfaces while the project is active, we will look to do so.

Administrative controls

Whenever possible, we will make changes to the ways our employees work and interact, using policies, procedures, training and signage. Further details are provided in this plan.

Personal protective equipment (PPE)

We will seek to ensure that equipment and clothing worn by our worker(s) are consciously designed to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and will be used for this purpose in addition to source control as described below.

PPE can help prevent some exposures, but it will not take the place of other control measures, for example, screening, hand hygiene, use of barriers and physical distancing where possible. PPE must be used alongside other control measures already in place.

General Guiding principles of our Safety Plan include a commitment to the following, when workers in established cohorts are interacting with others from a different cohort:

- Ensuring that a physical distance of at least 2-metres (6 feet) between the worker and other individuals is maintained, or that a non-permeable physical barrier is in place.
- Using non-medical masks or face coverings as source control. This involves having workers, patrons, and visitors wear a mask or face covering to protect those around them. Source control masking should not be used as a substitute for physical distancing - both of these control measures lower risk and should be used together.
- Even with other controls in place, including physical distancing and source control masking, there may be situations where personal protective equipment (PPE) will be required, as further outlined herein.
- Consider If situations arise where It would be prudent to consider eye protection and/or surgical/procedure (medical grade) masks should be worn by workers (I.e. In close proximity, Indoors and for extended periods of time where distancing cannot be adequately maintained such as a car ride to the hospital)
- The camp, as employer, will determine what PPE Is required and ensure It Is worn by workers.

The Camp will incorporate Covid-19 prevention and management training into its protocols. This training will support the safe implementation of recommended precautions and will be provided to all workers. It is the employer's responsibility to ensure all workers are instructed and trained on the safe use, limitations, proper maintenance and storage of supplies and equipment, including but not limited to: ABHR (alcohol based hand rub/ sanitizer) at 60-90% alcohol concentration; PPE; and cleaning supplies and equipment.

Furthermore, employees are referred to the staff policies and procedures, handbook, contract, Camp Safety Plan (Ontario Regulation 503/17; Recreational Camps) and related materials that support worker safety. Staff (designated Health and Safety Representative(s)) will be asked to play a role in reviewing and revising health and safety policies with the Camp.

2. How will you screen for COVID-19?

- **Camp Northland will screen actively and support active screening with passive screening as well. To supplement active screening, all employees or interacting parties will be asked to passively screen as well by assessing their own risk factors and making a decision themselves. Camp Northland, utilizing its hierarchy of supervisory staff will also actively monitor workers for symptoms throughout each day.**

Guidance for our workers to self-monitor

- Camp Northland will encourage staff to monitor their own symptoms at all times.
- We will also ensure workers know where to find the [online COVID-19 self-assessment](#) tool (they can use their mobile phones for this purpose), although all staff will be encouraged to advise our health centre staff if they are symptomatic and take direction accordingly (when opened).
- We will ensure workers know that their direct supervisor is their workplace contact and how to advise their contact and/or the health centre in case they start to experience symptoms at work.
- **Note:** If active screening of non-workers entering the workplace is not possible for any reason, we will post signage instructing people with symptoms not to enter.
- Camp Northland will actively screen each person entering the site and/or office(s) including workers, volunteers, suppliers and contractors by using an on-line form,

telephone or email before arriving at the workplace whenever possible or in person at a safe distance before the beginning of their shift or visit.

- Camp Northland will make sure all non-live-in workers know to stay home if they have symptoms that are new, getting worse or unexplained (for example, not caused by an existing condition).
- Camp Northland will make sure that workers that live on site and have symptoms that are new, getting worse or unexplained (for example, not caused by an existing condition) know to self-isolate, together with anyone who is in the same cohort and advise their direct supervisor at the first possible opportunity.
- We will use the [Covid-19 Worker and Employee Screening Tool for Workplaces \(https://covid-19.ontario.ca/screening/worker/?_ga=2.197494127.1306431187.1618262094-1929274415.1616693870\)](https://covid-19.ontario.ca/screening/worker/?_ga=2.197494127.1306431187.1618262094-1929274415.1616693870) as follows:

Anyone seeking to enter who does not pass screening will be advised that they should not enter the workplace and should self-isolate, call their health care provider or Telehealth Ontario. Once an individual has passed the screening questions, they may be allowed to enter the workplace, but should report any symptoms immediately.

Any workers who live on site will use the tool daily and if they do not pass the screening test will know to self-isolate, together with anyone who is in the same cohort and advise their direct supervisor at the first possible opportunity.

Camp Northland Screening Questions

1. Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.

For individuals who are 18 years of age and older:

Do you have one or more of the following symptoms?

Yes

No

Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking cough (croup)	Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have
Shortness of breath	Not related to asthma or other known causes or conditions you already have
Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
Difficulty swallowing	Painful swallowing not related to other known causes or conditions you already have
Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Pink eye	Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Digestive issues like nausea/vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)

Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
Falling down often	For older people

For individuals who are under 18 years of age:

Do you have one or more of the following symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking cough (croup)	Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
Shortness of breath	Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Sore throat or difficulty swallowing	Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have

Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Nausea, vomiting and/or diarrhea	Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
Extreme tiredness or muscle aches	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Yes

No

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

Yes

No

4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you already went for a test and got a negative result, select “No.”

Yes

No

5. **In the last 14 days, have you or anyone you live with travelled outside of Canada?**

If you or anyone you live with are exempted from federal quarantine as per [Group Exemptions, Quarantine Requirements](#) under the *Quarantine Act*, select “No”.

Yes

No

6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Yes

No

Results of Screening Questions:

- If the worker answered **NO to all questions from 1 through 6**, they can enter the workplace.
- If the worker answered **YES to any questions from 1 through 6**, they must not enter the workplace (including any outdoor or partially outdoor, workplace). They should inform their employer of this result and go or stay home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- If the worker answered **YES to question 6**, they must be advised to stay home, along with the rest of the household, until the sick individual gets a negative COVID-19 test result, is cleared by their local public health unit, or is diagnosed with another illness.
- If any of the answers to these screening questions change during the day, the worker should inform their employer of the change and go home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- Businesses and organizations must maintain a record of the date/time that workers were in the workplace and their contact information. This information may be requested by [public health](#) for contact tracing. These records should be maintained for a period of at least a month.
- Any record created as part of worker screening may only be disclosed as required by law.

Note: For those workers whose work responsibilities involve traveling to multiple locations as part of their work day or shift (e.g., delivery truck drivers, take-out, grocery, prescription delivery staff, etc.), it is the responsibility of the worker's employer to conduct the screening and not that of the receiving business organization or individual. However, such screening may not exempt a worker from being screened by another organization / workplace if the worker is seeking entry into different types of premises (e.g., food deliveries to a long-term care home, and to other places or households).

3. How will you control the risk of transmission in your workplace?

Whenever possible, we will always maximize distance and separation, sanitize and disinfect to reduce transmission from surfaces and objects, and support good hand and respiratory hygiene, including wearing on non-medical masks if physical distancing is not possible for short periods of time.

Maximize physical distancing and separation

The most effective way to reduce the risk of COVID-19 transmission is to maintain physical distancing. Where possible, workers should continue to do any prep work that can be done in advance of meetings, activities or other group settings outside of the established cohort.

To enable workers to maintain a physical distance of at least 2 metres from other people in the workplace, we will have the following controls in place:

- Utilize outdoor open spaces whenever practical to do so.
- scheduling of programs will be designed to reduce the number of people who must share the same space including during activities and meals
- the addition of outdoor covered spaces (event tents, shade tents, etc) to encourage programming away from the traditional indoor spaces.
- Add outdoor stage(s) to allow for the spread of people and cohorts at safe distances while still allowing for creative programs.
- Expectations of staff will be modified to encourage these new practices.
- Spreading campers and/or cohorts into different areas. Exceptions may be made where safety limits the ability to distance (e.g., emergency drills, first aid, severe weather) or for those with special needs;
- Spreading equipment, furniture, and activity stations out into different areas to allow for more space;
- Using visual cues (e.g., signs, posters, floor/ground markings) while considering the requirements of AODA accessibility laws;
- Staggering or alternating common routines such as showering/bathing, mealtimes, aquatic and other activities to reduce the number of individuals in common areas where physical distancing may not be possible;
- Incorporating more individual activities or activities that encourage more space between campers and/or cohorts;

- Using telephone or video conferencing when possible for meetings between staff and parents/guardians (e.g. Visitor’s Day); and,
- Considering staffing ratios and staff expertise that may be needed to support campers with special needs. Physical distancing may be more challenging to achieve for campers who have communication issues, behaviour challenges, or require physical assistance.

Source control masking

Whenever interacting with those outside of the worker’s cohort, staff will use masks as source control, as well as for the purpose of PPE. We will have everyone that can (subject to health risks and guidance) wear a mask to help protect those around them when one cohort is interacting with another. Masks are especially important indoors and help to reduce the risk in situations where physical distancing cannot be consistently maintained.

Wearing masks will not be used as a substitute for physical distancing – both control measures will be used together.

Ventilation and air flow

The risk of COVID-19 transmission is higher in more enclosed and crowded spaces. Therefore, Camp Northland will consider the viability of each of these identified measures for each area of camp and implement those that are practical and warranted for the situation or space:

- use portable air cleaners
- keep windows and doors open as much as possible, including in colder weather
- Add additional exhaust ventilation to cabins, to increase the amount of fresh air and reduce recirculation
- continue ventilation and air exchange whenever possible
- use available outdoor space whenever possible (for example, for meetings, activities, programs)
- Vinyl barriers are installed in high traffic locations such as the main office, nursing station, and kitchen service counter.

If fans are needed for temperature control Camp Northland will make sure we are using them as safely as possible, following these referenced guidelines as appropriate, i.e. reducing or eliminating oscillation.

Reduce transmission from surfaces and objects

The virus that causes COVID-19 may be transferred to surfaces or objects. Workers can be infected if they touch their face with contaminated hands. Therefore, Camp Northland will clean and disinfect high touch surfaces at least twice per day.

To reduce transmission, Camp Northland will:

- identify commonly touched surfaces and commonly used areas in our workplace and put into place a schedule to clean and disinfect them
- consider whether there are high-touch surfaces that may need to be cleaned and disinfected more often
- assign tools, equipment, and workstations to a single user if possible, or limit the number of users
- regularly clean and disinfect any shared equipment, including between users from different cohorts
- We will ensure that equipment, and/or washrooms, used by more than one cohort are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Support good hand and respiratory hygiene

One of the most important things we can all do is to wash our hands often with soap and water.

Our workers will be reminded to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth. We will also:

- provide ways for all those on site to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizer
- ensure that workers can clean their hands frequently and whenever needed

- have all workers and essential visitors properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

Personal protective equipment

Even with other controls in place, including physical distancing and source control masking, there may be situations where PPE will be needed. PPE should not take the place of other control measures – PPE must be used alongside other control measures already in place as outlined herein for the camp environment.

Where PPE for COVID-19 is needed in some of our possible settings:

- it will likely consist of a surgical or procedure mask in addition to eye protection (such as face shield or goggles)
- gloves will not usually be needed as they do not provide any more protection than hand washing or using hand sanitizer

Workers that wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products that workers use because of COVID-19.

NOTE: Group sizes will be limited to restrictions as per the province's Framework including but not limited to the following:

- a. Green (Prevent) zone: Limit of 50 people indoors, 100 people outdoors where 2 metres of physical distancing can be maintained with masks worn.
- b. Yellow (Protect) zone: Limit of 50 people indoors, 100 people outdoors where physical distancing and masking can be maintained. Sports and recreation must maintain 2 metres physical distance. 10 people per activity indoors, 25 people outdoors per class.
- c. Orange (Restrict) zone: limit of 50 people indoors, 100 people outdoors maintaining physical distancing, masking etc. Sports and recreation must maintain 2 metres physical distancing, increasing spacing between patrons to 3 metres in areas where exercise equipment is being used (ie Yoga). No Spectators permitted. 10 people per activity indoors, 25 people outdoors per class.

- d. Red (Control) zone: Indoor gathering of max 5 people, outdoors 25 people where physical distancing can be maintained and individuals are wearing masks. Sports activities indoors limited to 10 people, 25 people in outdoor classes. Activities where individuals coming within 2 metres of each other are not permitted. Indoor activities limited to 90 minutes maximum except if engaging in sport.
- e. Grey (Lockdown) zone: No Indoor gatherings except for household cohorts, Maximum of 10 gathering outdoors where physical distancing can be maintained and all individuals are wearing masks – all pre-scheduled, everyone must maintain 3 metres physical distance, activities where individuals cannot maintain 3 metres are not permitted.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

The following steps will be taken by Camp Northland if one of our workers, visitors or occupants has symptoms that may be related to COVID-19 or is diagnosed with COVID-19:

Step 1: Exclude the symptomatic person from the workplace

If a worker calls in sick, informs us of symptoms or informs us they had close contact with someone with symptoms, we will have them advise their direct supervisor and the health centre staff, and [take the self-assessment](https://covid-19.ontario.ca/self-assessment/). (<https://covid-19.ontario.ca/self-assessment/>) (Ask the worker to follow any recommendations given by the tool and/or health centre staff, including being tested and self-isolating.

If anyone shows symptoms in the workplace that does not live on-site, Camp Northland will insist that they return home and self-isolate immediately. If they cannot leave immediately, they will be isolated until they are able to leave. All employee terms will include a general compliance provision and/or specific understanding that this may be required if needed based on the circumstance. Anyone in their cohort (close contacts) will be required to isolate as well, and seek direction from health centre staff.

If the person is very ill, we will call 911 and let the operator know that they may have COVID-19.

We will further ask the person to contact their doctor or [Telehealth Ontario](#) at [Toll-free: 1-866-797-0000](tel:1-866-797-0000) for further directions about testing and self-isolation.

Step 2: Contact public health

We will contact the relevant local [local public health unit](#) for guidance on what to do if someone develops symptoms at our workplace or we are told one of our workers has COVID-19.

To support contact tracing, we will record names and contact information of anyone attending our site(s) so that we can provide information about which people had close interactions with an affected worker. We will also note whenever possible and practical to do so:

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Step 3: Follow public health direction

We recognize that our local public health unit may require that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace activities and/or programs be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Camp Northland will disinfect surfaces that may have been touched by the ill person as soon as possible. In this circumstance we will follow the guidance provided by Public Health Ontario's COVID-19 fact sheet about [cleaning and disinfection for public settings](#).

Self-isolation and return-to-work

Specific direction for each situation that may arise is to be provided by our local public health unit based on [provincial guidance on the management of cases and contacts of COVID-19](#). Camp Northland will follow any and all public health direction.

Workers should self-isolate if they either:

- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada

Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people designated to be in the same cohort.

- A worker who does not live on site who had close contact with someone known to have COVID-19 must self-isolate for 14 days. If they do not develop symptoms, they may, subject to any further directives from public health, return to work and other activities 14 days after their last contact with the case.
- A worker who does not live on site with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
 - If a worker who has symptoms receives a negative COVID-19 test result, they may, subject to direction from public health, return to work before 10 days if they do not have a fever and their symptoms are getting better.

Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

These timelines for self-isolation include time spent waiting for COVID-19 test results.

Camp Northland remains committed to its workers and to support them so they are able to self-isolate, and at the same time seek to allow our camp operations to continue. In these situations, we may:

- assign work-at-home tasks to workers who must self-isolate
- use flexible schedules that allow self-isolating workers to work additional hours when they return to the workplace
- identify workers within our organization who can work additional hours or shifts as needed and make sure they are trained to do the work they might be asked to do
- develop back-up schedules that can be quickly implemented if needed

Workers who are considered employees under the [Employment Standards Act](#) have the right to take unpaid, job-protected [infectious disease emergency leave](#) if they must self-isolate because of COVID-19.

Camp Northland, as per employment standards, will not penalize an employee in any way for taking or planning on taking an infectious disease emergency leave.

Workers who must take time off from work because of COVID-19 may be entitled to employment insurance benefits or to other federal government financial supports. For information, [visit the federal government's website](#) or contact Service Canada's Employment Insurance Automated Telephone Information Service at [1-800-206-7218](tel:1-800-206-7218).

Step 4: Inform any workers (or clients) who may have been exposed

Camp Northland will let workers (and others on site if applicable) know if they may have been exposed in the workplace.

In the event of a potential exposure, we will give all workers (and others) information about the date and time of the potential exposure and where it took place. We will not give out any information that might identify the infectious person.

Our contact tracing activities will follow the requests from our local public health unit.

We recognize that our duty to inform our workers (and others) is independent of any public health direction.

Step 5: Report to Ministry of Labour, Training and Skills Development and the WSIB

Camp Northland has opted out of WSIB. If Camp Northland is advised that one of our workers has tested positive for COVID-19 due to exposure at the workplace, , we will give notice in writing within four days to:

- [the Ministry of Labour, Training and Skills Development](#)
- the workplace's joint health and safety committee or health and safety representative, as applicable
- the worker's trade union (if applicable)

We will not seek to determine where a case was acquired. If it's reported to Camp Northland as an occupational illness, we will report the case as may be required.

NOTE: NEXT UPDATE: ONCE GUIDANCE DOC IS RECEIVED FROM GOVERNMENT, WE WILL REVIEW (IN PARTICULAR SECTIONS 71-75 OF THE PROPOSED GUIDANCE AND CONSIDER IF UPDATES ARE REQUIRED.

5. How will you manage any new risks caused by changes to the way you operate your business?

Covid-19 will impact most if not all areas of the camp's operation. The changes to be made may create new risks which will be considered and managed as follows:

- Safety considerations around each activity of camp is being reviewed and updated in the Camp's Safety Plan as per Regulation 503/17.
- Camp Northland will check-in with staff regularly to identify and potential negative changes in mental health and offer support and/or appropriate contacts whenever possible to do so.
- No employee will be required or expected to use a new unfamiliar potentially hazardous or toxic product without full knowledge and related awareness training re: WHMIS considerations.

- Cohorts will be clearly defined and identifiable so as to avoid confusion or contact errors
- Buildings used for overnight accommodation that have not been used for this purpose will be equipped with smoke detectors, fire extinguishers, and carefully assessed for appropriate ingress and egress.
- Testing will be done in accordance with Public Health Guidelines
- Isolation areas will be designated around the site and clearly marked and locked when not in use
- Records will be kept of all visitors as well as daily screening logs
- We will limit to the greatest extent possible travel from camp to the surrounding communities
- We will advise the OPP when drop offs or pick-ups may impact local road safety
- Ensuring adequate supplies of PPE, soaps, cleaners and sanitizers
- We will not allow people to share personal belongings brought to the camp
- We will stagger the use of washrooms, and shower facilities by cohort.
- Drinking water fountains will only be used as cup or bottle refill stations.
- Food service, transportation, PPE, masking and overall protocols will be modified as per recommended guidance from Public Health.

Additional Considerations:

- **Actions:**
 1. The Director team will train all staff on the safe use of newly introduced cleaning and disinfecting products, and the Health & Safety Lead will make sure that the safety data sheets are maintained in the folder in the kitchen.
 - a. All staff will be trained on safe use of all cleaning supplies which they will be using.

2. Slips, trips and falls may be more common because of reduced visibility through a face shield. We will provide anti-fog cleaners for use on face shields and we will improve visibility by checking that there is enough lighting available.
3. Due to the requirement to wear masks while working with others, individuals (staff or clients) may be less inclined to stay hydrated. Reminders will be communicated via posted information and during staff meetings to drink water only while safely distanced from others either indoors or outside.
4. Over heating may be at an increased risk due to wearing a mask outdoors in the summer. All individuals (staff and clients) will be provided with opportunities for “mask-free” time while they are outdoors and a minimum of 2 metres apart from others, at their own cabin areas.
5. We will establish regular check-ins with all staff to talk about how they’re doing and make sure all staff have access to mental health resources and supports.
6. All staff will receive training to deal with issues with customer service and be told to immediately contact a supervisor if they require assistance.
7. Camp Northland’s operation will be significantly different including its staffing. Our Directing team will ensure that given these changes, supervision, staff support and other required guidelines/requirements are not falling to the side with the focus of meeting COVID-19 guidelines.

Question 6: How will you make sure your plan is working?

Camp Northland’s management will take charge of COVID-related issues, including training for employees and regular dialogue with staff and any other relevant parties, to make sure there is compliance with all protocols. Any incidents will be recorded and reviewed and debriefed with the appropriate parties for risk mitigation and systems improvements. Daily debriefs with our supervisory staff will serve as check-ins on assessing the plan and its effectiveness

and allow for improvement on an ongoing basis when gaps are identified. If any substantive changes need to be made to the plan, a revised plan will be posted and if appropriate, circulated to the relevant involved parties.

Actions:

1. Directors will receive feedback from staff through regular conversations and meetings about the controls in place and if they are appropriate and/or causing concerns. All staff are encouraged to provide input.
2. Clients will be invited to provide feedback either in person (while masked and distanced), paper feedback forms, or by email during and after their stay.
3. The Directors, and staff representatives will meet weekly to review plan effectiveness, any client or staff feedback received and other sources of information to update and improve the plan. Meetings will also be scheduled whenever there is a significant change to requirements (for example, entering a different colour/stage zone) in order to update the plan and immediately communicate changes to all staff.
4. The Director(s) team will have a check in weekly about how the plan is going and review any feedback. Additional check-ins will also be held if there are changes to guidance or an issue has been identified.
5. Any changes to the plan will be communicated to staff immediately during daily check-ins.

End of Plan. Last revision: May 17, 2021

COVID-19 Camp Northland Safety Plan – Snapshot

This snapshot will be posted in a place where it can be seen easily so our workers, visitors and other people entering the workplace will know what actions are being taken.

Business name: Camp Northland

Division/group: N/A

Date completed: February 1, 2021

Revision date: April 17, 2021

How we at Camp Northland (Haliburton and Thornhill locations) are ensuring workers know how to keep themselves safe from exposure to COVID-19

- Training
- Safety Plan Guidance
- Guideline reviews
- Daily briefings
- Contact with Public Health as required for updates
- Appropriate Communication
- Knowledge of measures in the following areas:
 - Daily screening (passive and active)
 - Physical Distancing
 - Masks
 - Cohorts
 - Ventilation and surface disinfection considerations
 - Identification and special attention to high touch surfaces

How we are screening for COVID-19:

- Using the Covid-19 Screening Tool for Workplaces - active
- Self assessment and passive screening as a supplement

How we are controlling the risk of transmission in our workplace:

Physical distancing and separation

- 2 M of separation

- Increased utilization of outdoor space
- Repurposing areas as needed to work outdoors when possible

Cleaning

- Identification of high touch surfaces
- Using DIN identified disinfectants and cleansers

Other

- Wearing masks where distancing may be compromised and/or ventilation cannot be enhanced or improved to adequate levels.
- Hand Hygiene
- Sanitizer being made readily available, along with other PPE as may be necessary.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:

- Exclude the symptomatic person from the workplace, or isolate as appropriate
- Contact Public health
- Follow Public Health Direction
- Inform anyone who may have been exposed
- Report to appropriate authorities/ agencies.

How we are managing any new risks caused by the changes made to the way we operate our business:

- Ensuring adequate supplies to address a changing landscape
- Mental Health Check-ins
- Modifications and Adaptations as required

How we are making sure our plan is working:

- Daily staff check-ins
- Incident recording and debriefs
- Revisiting our safety plan and updating as information is learned or standards change.

End Summary – last revision: May 17, 2021