



**GISSYS (G & I Shining Stars Youth Society) Shining Stars Camp Can-Do COVID-19 Safety Plan**  
**Site: Ward Memorial Baptist Church (WMBC)**

With the ongoing news of Corona virus(COVID-19) in Canada, G & I Shining Stars Youth Society (Shining Stars Camp Can-Do), operating out of the Ward Memorial Baptist Church, 465 Kamloops St. Vancouver, is aware and is keeping in step with the recommendations and guidelines set out by the BC Public Health officials, BC Government and the federal Government of Canada.

We have dedicated our time and energies to provide a modified and Covid-19 sensitive summer program to engage children and youth in decreasing their fear and/or anxiety in safe and fun learning and distancing play. They will be encouraged to strive and thrive like a star.

As we keep abreast of changes put forward by BC health professionals in the days ahead, we will update parents and adapt as needed to ensure safety at site and outside. At this time, there will be no week-long overnight camping trips unless sanctioned by regulators at a later date.

From July 6- August 31, there will be Day Camp from 9:00 a.m. to 4:00 p.m. for campers; staff and volunteers from 8:00 a.m. to 5:00 p.m. The latter could change depending on special projects and /or adaptive health and safety reasons.

The procedures outlined in this document are designed to protect G&I Shining Stars Youth Society (GISSYS) staff, volunteers and campers from potential exposure to a public health issue of concern with the focus in response to the current COVID-19 pandemic. The purpose is to protect GISSYS staff, volunteers and campers whilst at the workplace and outlines the measures to be implemented to ensure compliance to the procedures and guidance outlined by the BC Provincial Health Officer and Work Safe BC. It is expected that this document may be modified in response to any future public health concerns.

**GISSYS Health and Safety Rules**

- 1. All Staff, Volunteers, Campers, and Visitors must conduct a self Assessment:**

- Have you experienced any cold or flu like symptoms (coughing, sneezing, runny nose, sore throat, fatigue, respiratory illness, difficulty breathing) within the last 14 days?
- Have you been in close contact with anyone experiencing COVID-19 like symptoms within last 14 days?
- Have you been in close contact with anyone who has tested positive for COVID-19 within the last 14 days?
- Have you recently travelled outside of Canada within the last 14 days?
- Have you been in close contact with anyone who has travelled outside of Canada within the last 14 days?

If you answer 'No' to all of these questions, you are permitted to enter the site.

If you answer 'Yes' to any of these questions, you may not be allowed to enter the site. If you answered 'Yes' to having symptoms, testing is recommended

## **2. Procedures on Site**

### **Ensure the following:**

- Assessment is carried out.
- A temporary reduction in group to Leaders ratios, from 1:7 to 1:5 and 1:2 as needed.
- Physical distancing of children & individual class groups.
- Each group will have their own separate space to support physical separation, further to that, we will mark out specific areas for individual campers or siblings in within the assigned room.
- High contact activities and games have been re-tooled to cater to physical distancing while maintaining the fun, safe engagement, active participation, learning and respect
- Sign in and sign out procedures to promote physical distancing and limit contact – Only one parent / guardian is allowed to distance and sign in and out at a time while maintaining their distance. Hand sanitizer will be provided at the registration table. Sign in personnel will wear face mask or face shield. Parent/guardian will be asked to wear face mask and provide their child/ren with a mask.
- Handwashing and sanitizing protocols will be strictly enforced
- Campers stay together in their small group for the week (no swapping or mixing groups) while maintaining physical distancing.
- Leaders with face masks or face shields will work with small groups of campers at designated spaces while practicing physical distancing between tables
- No non-essential visitors will be allowed in designated areas
- No sharing of food will be permitted

- Individual lunches in recyclable containers will be given to campers seated at designated, sanitized spaces. Hand washing prior to and after eating and sanitizing of surfaces will be strictly enforced
- Campers will be given their own kits with supplies pre-sanitized that they will keep with them in their designated spaces together with their personal backpacks. Parents will provide face masks for their children prior to entering the facility
- Limit of one person entering the bathrooms at a time, while others distance to await their turn.
- Washing hands is enforced; dry hands with disposable paper towel and discard in waste container at the entrance of bathrooms. Hand dryer is not to be used.

### **3. Responsibility**

#### **GISSYS**

- Ensure staff and volunteers have read and understood this COVID-19 Safety Plan, during the COVID-19 Pandemic.
- Report COVID-19 positive cases to WMBC Leadership and initiate an incident investigation / Hazardous Occurrence Investigation Report (HOIR) and setting up a disinfection plan of the workplace as outlined in Guidance for Cleaning and Environmental Disinfection during the COVID-19 Pandemic, (Appendix 4).

#### **All Staff and Volunteers**

- All staff and volunteers are required to be aware and follow this document during the COVID-19 Pandemic.
- All staff and volunteers working are responsible for isolating themselves in situations outlined below:
  - experiencing any cold or flu like symptoms (coughing, sneezing, runny nose, sore throat, fatigue, respiratory illness, difficulty breathing)
  - came in close contact with anyone experiencing COVID-19 like symptoms
  - came in close contact with anyone who has tested positive for COVID-19
  - came in close contact with anyone who has travelled outside of Canada within the last 14 days.

If any members of the household are symptomatic, or confirmed positive, or have prohibitive travel histories, etc. it must be immediately report to the supervisor and follow the COVID-19 Fact Sheet and the most up-to-date guidance from the BC **Provincial** Health Officer and Government of Canada (PHAC).

Personal Protective Equipment(PPE) provides protection for those times that physical distancing cannot be maintained. For times, if a camper requires close contact/support, leaders will wear PPE as have been recommended by BC Health professionals as an appropriate mitigation protocol. Staff and Volunteers are advised to limit physical contact with children.

### **Vehicles**

- Each passenger will get a squirt of hand sanitizer before boarding the vehicle.
- Each passenger must wear a face mask in the vehicle at all times. Campers from the same household will be seated next to each other.
- Windows will be kept partially open to allow air flow.
- Seat each passenger in the same seat through out the trip.
- After each use, a camp leader in the vehicle is required to clean and disinfect the seats with a disinfectant (e.g. Lysol fabric spray) and steering wheel and dashboard (disinfectant wipes).

### **Cleaning and Disinfecting Site at the end of each day**

#### **Staff and Volunteers are responsible for:**

- cleaning and disinfecting common areas at the end of the day.
- continuing regular housekeeping activities such as proper disposal of garbage and other waste items.
- Disinfect shared equipment (chairs, desks, etc.), high touch areas (door knobs, fridge handles, etc.) and keeping the site tidy at the end of each day.
- Bathrooms will be cleaned and sanitized during and at the end of each day.

**APPENDIX 1**  
**Site: Ward Memorial Baptist Church**

**CHECKLIST FOR USE OF KITCHEN**

1. Wash your hands as soon as you enter the kitchen.
2. Maximum occupancy in the kitchen is four.
3. Face masks, hair nets and gloves must be worn by anyone working in the kitchen.
4. Spray bottles and gloves are provided to staff and volunteers to clean microwaves, sink faucets, refrigerators, countertops and other high touch areas. Kitchen must be disinfected after use each day.
5. Food will be served. There will be no buffet/potluck style serving of food. Use recyclable containers and serve only individual portions directly to campers and staff, seated in their designated positions.
6. Remove all leftovers and clean up spills from the refrigerators.
7. Clean and sanitize eating area before and after each use. Wash and sanitize tea towels and rags at the end of each day.
9. Clean and sanitize dishes, glassware, silverware, all cooking utensils, pots and pans and return to proper storage areas (if used).
10. Clean and sanitize all counter tops, stove top, appliances, mixers, etc. and returned to original/designated area
11. Drain, clean, rinse and sanitize sinks and dishwasher after each use.
12. Empty garbage cans and place new liners in the cans. Put organic waste in organic bin and recycle waste in the designated bin. Other waste must be taken to the dumpster.
13. Sanitize kitchen floor each day. Clean and sanitize mop bucket after use.
14. Make sure pantry is orderly and neat. Nothing placed on the floor. The “general supply area” is also to be left organized and neat.
15. Soiled dish towels dish towels will be laundered.

16. Before leaving the kitchen, initial each item on the check list to ensure each task is completed.
17. Before leaving the kitchen, initial each item on the check-list to ensure each task is completed.
18. Ensure stove, fans, lights are turned off and close all doors.

### **FOOD SAFETY PRACTICES MUST BE FOLLOWED AT ALL TIMES!!!**

By doing these things, you are ENSURING A FOOD SAFE ENVIRONMENT and leaving the kitchen as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed, heavily used facility.

## **APPENDIX 2**

### **Site: Ward Memorial Baptist Church**

#### **RULES FOR KITCHEN USE**

##### Refrigerator

1. Do not leave personal food (perishable) in the refrigerator unless you have received permission from the Director or other authorized personnel
2. Label with date and name
3. Clean and sanitize any spills in the refrigerator
4. Be sure doors are closed securely

##### Freezer

1. Wrap properly any food stored in the freezer
2. Label with date and name
3. Food stored in the freezer should be used in a reasonable time

##### Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled, boiled over, or splattered on
3. Do not lay utensils or spilled food on solid cooking surface. This section should be cleaned with vinegar or olive oil and cleaned with the appropriate scrubbing pad, then wiped dry
4. Check to make sure all burners, oven hood lights and the fan are turned off

##### General Rules of Usage

1. See that all doors are locked and all lights are turned off

## APPENDIX 3

### Measures for the Protection of Staff, Volunteers, Campers, Visitors during the COVID-19 pandemic

#### Purpose

The purpose of Appendix 3 is to describe the new measures to be implemented by GISSYS and WMBC to help mitigate the risk to staff, volunteers, campers and visitors of COVID-19 and provide guidance on how to proceed should any person be symptomatic and/or diagnosed with COVID-19.

#### Responsibility

- Each person is responsible for following the additional operational measures put in place to prevent the spread of COVID-19 in the workplace.
- Each person is responsible for isolating themselves if they have any symptoms consistent with the flu, or COVID-19 or as requested by public health officials. Each person must immediately report to their Director or authorized personnel and follow the latest BC Provincial and Government of Canada guidance.

Anyone who has travelled internationally within the last 14 days, or are living with someone who has travelled, must inform their supervisor or site monitor and remain at home.

If a member of a person's household is symptomatic or has been confirmed positive for COVID-19, the person must inform their supervisor or site monitor and should self-isolate at home in alignment with current public health guidance.

GISSYS is responsible for ensuring each staff and volunteers are aware of the new measures and for reporting to the Director or authorized personnel as appropriate.

#### Covid-19 Definitions

COVID-19—Respiratory illnesses in humans caused by a novel coronavirus (SARS-CoV-2) infection. Symptoms of the disease vary from mild cold to severe illness with pneumonia and respiratory distress syndrome.

#### 1 Policy

- 1.1. Since the SARS-Cov-2 is known to cause asymptomatic infection and has a long incubation period (2-14 days), general hygiene (wash hands with soap, sneezing and coughing etiquette) for each person is key to protect the work environment and to prevent spreading the virus.
- 1.2. Each person must follow up-to-date guidance of COVID-19 by the Government of Canada, BC Provincial Health and Work Safe BC.

## **2 Access to the Work Site /Church**

- 2.1. Work site / church building should place COVID-19 signage at the entrances and appropriate locations duration of the pandemic.
- 2.2. Staff, Volunteers and campers must sign in and out to allow GISSYS and WMBC to be aware of who was in the building in the event of an emergency and/or if the need to trace back contact arises due to COVID-19.
- 2.3. Drop by visitors are discouraged. Visitors are encouraged to book appointments. This ensures that the maximum capacity is not breached.
- 2.4. Signs are posted at the entrances and throughout the building reminding each person to practice proper handwashing and physical distancing.

## **3 Equipment**

- 3.1. Sports equipment, coolers, etc. must be cleaned and disinfected before putting away.
- 3.2. If receiving packages or supplies, the person receiving should wash their hands after receipt.
- 3.3. Emergency doors must be propped open to allow for airflow.
- 3.4. Bags and jackets are to be kept with each camper.
- 3.5. Campers from the same household will be seated together. Physical barriers will be placed between campers where physical distancing cannot be maintained.
- 3.6. The Chief Public Health Officer for Canada and the BC Provincial Health Officer have indicated that wearing a non-medical mask is an additional measure Canadians can take to protect others around them. Face masks is highly encouraged in the work site.



- 3.7. Cleaning and disinfection of the work site is conducted routinely in alignment with the Guidance for Cleaning and Environmental Disinfection during the COVID-19 Pandemic, see Appendix 4.

#### **4 Communication with staff, volunteers, campers/parents**

- 4.1. GISSYS has implemented appropriate communication channels (e.g. lists of personal emails, cell phones, etc.) to ensure that everyone can get the latest updates and information from GISSYS during the pandemic.

#### **5 Suspected or Confirmed Case(s) of COVID-19**

- 5.1. Each staff, volunteer, camper/parent must inform GISSYS Director or authorized personnel and stay home should they have any symptoms of COVID-19.
- 5.2. Each staff, volunteer, camper/parent must report to GISSYS: Director or authorized personnel if they have been diagnosed with COVID-19 by their public health unit. At all times, the privacy of the ill person must be respected.
- 5.3. The GISSYS or site monitor obtains information from the ill person regarding when symptoms started, if they have been tested by Public Health and the status of the results, who at camp they may have been in contact with and where they have been.
- 5.4. GISSYS is responsible of informing WMBC of positive cases.
- 5.5. When an individual is diagnosed with COVID-19, GISSYS will conduct a Hazardous Occurrence Investigation Report (HOIR), determine the need for disinfection of potentially contaminated areas, and ensure the disinfection is carried out, as needed, as per the Guidance for Cleaning and Environmental Disinfection during the COVID-19 Pandemic, Appendix 4.
- 5.6. If the ill person has not been in the workplace in the past 7 days, additional disinfection may not be required, however, a HOIR is still required. As part of the HOIR, a traceback for the 7 days prior to when symptoms first appeared and/or diagnosis of the positive person will determine the need for notification of others that were potentially in contact with the positive case and the need for disinfection.
- 5.7. All individuals who have come into contact with a symptomatic or positive case of COVID-19 within the workplace will be asked to self-isolate and monitor themselves

for symptoms as a preventative measure and in accordance with the recommendations of public health officials.

- 5.8. As part of the disinfection plan, GISSYS may consider temporary closure of spaces to reduce the need for disinfection. Proper signage will be posted to inform and prevent others from entering the space.
- 5.9. GISSYS will communicate with others who may have been exposed within the workplace, as needed.
- 5.10. The ill individual may return to camp once the 14 day self-isolation period has been completed or after their symptoms have resolved—**whichever is longer**.

## **APPENDIX 4**

### **Guidance for Cleaning and Environmental Disinfection during the COVID-19 Pandemic**

#### **1 Purpose**

- 1.1 This document provides additional cleaning and disinfection measures to take place during the period of the COVID-19 outbreak.
- 1.2 It also describes the environmental disinfection procedures to follow when a symptomatic or confirmed case of COVID-19 is reported to GISSYS.

#### **2 References**

- 2.1 Coronavirus disease (COVID-19): latest updates from Government of Canada (PHAC) <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html> and BC Provincial Health (BCCDC) <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- 2.2 Cleaning and disinfecting public spaces (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>) and List of hard-surface disinfectants for use against coronavirus (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>)

#### **3 Responsibility**

- 3.1 All individuals working and attending camp during the COVID-19 outbreak are responsible to follow this procedure.

- 3.2 GISSYS is responsible to ensure that assigned personnel have read and understood this procedure before assigning work during the outbreak.
- 3.3 All individuals are responsible for isolating themselves if any symptoms consistent with the flu/COVID-19 have developed, or as requested by public health officials. Individuals must immediately report to GISSYS and follow the most up-to-date guidance from the Government of Canada and BC Provincial Health.
- 3.4 Individuals who have travelled internationally within the last 14 days, or are living with someone who has travelled, must inform GISSYS and remain at home.
- 3.5 If a member of an individual's household is symptomatic or has been confirmed positive for COVID-19, the individual must inform GISSYS and self-isolate at home in alignment with current public health guidance.
- 3.6 GISSYS is responsible for reporting any COVID-19 positive cases immediately to WMBC.
- 3.7 GISSYS is responsible for initiating a Hazardous Occurrence Investigation Report (HOIR) to determine the need for a disinfection plan of the work/camp site, when necessary, and will follow Public Health guidelines.

#### **4 Definitions**

- 4.1 COVID-19 – Respiratory illnesses in humans caused by a novel coronavirus (SARS-CoV-2) infection. Symptoms of the disease varies from mild cold to severe illness with pneumonia and respiratory distress syndrome.
- 4.2 PPE – Personal Protective Equipment
- 4.3 SARS-CoV-2 – Severe Acute Respiratory Syndrome Coronavirus 2, known to cause COVID-19 in humans. Enveloped, single-strand RNA virus

#### **5 Safety Precautions**

- 5.1 Follow the general hygiene practices to reduce the transmission of COVID-19 including:
  - Wash hands often with soap and water for at least 20 seconds;
  - If soap and water are not available, use an alcohol-based hand sanitizer;

- Avoid touching your eyes, nose, and mouth;
- Cough or sneeze into the bend of your arm;
- Avoid touching surfaces people touch often;
- Maintain a distance of 2 or more metres from other people.

5.2 Cleaning and disinfection of common areas is done at the end of each day.

## **6 Policy**

6.1 All individuals must follow up-to-date guidance of COVID-19 by the Government of Canada and the BC Provincial Health.

6.2 When an individual develops symptoms consistent with COVID-19, they are to report this to GISSYS or site monitor. The individual should then consult with local public health authorities regarding their next steps (isolation, testing). Heightened disinfection may occur. If the employee is later confirmed to be a positive case of COVID-19, an HOIR process is initiated, and disinfection requirements are to be re-evaluated.

## **7 Materials and Equipment**

7.1 Disposable gloves. Disposable Wipes or paper towel

7.2 Plastic bags for wastes

7.3 Squirt bottles, Spray bottles, Dry wipes (for disinfectant)

7.4 Disinfectant 70% Ethanol, 10% Household Bleach (equivalent of NaOCl 5,000 ppm) or other commercially available disinfectant on the List of hard-surface disinfectants for use against coronavirus (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>)

## **8 Routine Cleaning and Disinfection Procedures of Common Areas (foyer, kitchen, washroom, hallway, fellowship rooms, classrooms).**

8.1 Prior to conducting routine cleaning, the appropriate PPE should be worn including gloves and any additional PPE as recommended by the cleaning products and disinfectants in use.

8.2 Common areas are routinely cleaned by the responsible individuals. High-touch surfaces are cleaned and disinfected twice daily in common areas (e.g., tables, hard-backed chairs, doorknobs, light switches, remotes, handles, toilets, sinks) using 70% ethanol or a suitable alternative disinfectant (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>), either wiping with pre-soaked hand wipes or paper towel, or spraying. Allow for sufficient contact time as per manufacturer's instruction. Air-dry unless otherwise directed by

the instructions.

- 8.3 Office/desk occupants should clean and disinfect high-touch surfaces twice daily (e.g., tables, desktop, hard-backed chairs, doorknobs, light switches, remotes, phone, handles, keyboard, computer mouse, stationary items) using 70% ethanol or a suitable alternative disinfectant (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>), either wiping with pre-soaked hand wipes or paper towel, or spraying. Allow for sufficient contact time as per manufacturer's instruction. Air-dry unless otherwise directed by the instructions.

Where high touch surfaces, such as soft keyboards, can't be disinfected using the above methods, it is recommended to use a protective cover that can be disinfected.

## 9.0 Cleaning and Disinfection Procedures of Piano

- Sanitize and wipe down keys and sides of the keyboard after each use
- Use alcohol wipes
- Leader and campers are required to wear a mask during the lesson
- Clean and sanitize the piano bench as well as touched hard surface and protective covered piano music sheets being used
- Camper/leader should wash his/her hands before and after each session
- Cover the mouth when coughing and sneeze into arms
- Tissues or paper towels will be nearby if needed
- Tissues/towels should be thrown away after each use
- Wash hands
- Keep a safe distance
- Leader should wear a face shield during lessons
- Avoid touching your face and hair
- Writing kits should be sanitized

9.1 Disinfection efforts should be made daily before leaving the workplace or in case of sharing the workspace with others, at the beginning and end of each use.

9.2 Soiled wipes should be discarded as garbage.

## 10.0 Cleaning and Disinfection Procedures of Vehicles

After each use, don nitrile gloves and wipe high-touch surfaces (e.g., door handles, steering wheel, gearshift, switches) with a suitable alternative disinfectant (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>) sprayed onto paper towel.

10.1 Hard surfaces should be cleaned with soap and water first if visibly soiled/dirty.

10.2 Ensure appropriate disinfection of the keys. For example, spray the keys and allow them to dry in a designated dish as part of the procedure for returning them.

## **11.0 Routine Cleaning and Disinfection Procedures**

11.1 This routine cleaning and disinfection procedure should be performed at the end of each day. Where multiple individuals are working in the same space sharing some of the same equipment (respecting physical distancing), each individual should disinfect the area and equipment after each use.

11.2 Wearing gloves, a suitable alternative disinfectant (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>) directly onto all surfaces routinely touched by hands in the areas of work, including benches, hard-backed chairs, doorknobs, light switches, phone, equipment switches, etc and leave for **at least 60 seconds** before wiping off.

11.3 For surfaces that are sensitive to cleaning agents, use disinfectant hand wipes.

11.4 After all surfaces have been disinfected, spray gloves with 70% ethanol and rub hands together for a minimum of 20 seconds, then remove gloves and dispose in the waste. Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.

## **12. Cleaning and Disinfection Procedures When an individual is symptomatic or diagnosed with COVID-19**

12.1 When an individual reports symptoms of COVID-19 or is diagnosed, GISSYS will follow the procedure outlined in the Measures for the Protection of Staff, Volunteers and campers during the COVID-19 pandemic, Annex B and determine the need for disinfection of potentially contaminated areas and ensure the disinfection is carried out, as needed.

12.2 Given the enhanced cleaning and disinfection protocols in place, it is likely that all surfaces will have been cleaned and disinfected multiple times since the onset of symptoms of the individual and/or being diagnosed with COVID-19. If this is the case, GISSYS will confirm all areas visited by the individual have been disinfected as per routine procedures and no further action would be required.

12.3 GISSYS will communicate with others who may have been exposed within the workplace, as per Measures for the Protection of Staff, Volunteers, and campers during the COVID-19 Pandemic, Appendix 2.

12.3.1 Disinfection efforts should be maintained daily before leaving the workplace or in case of sharing the workspace with others, at the beginning and end of each use.

12.3.2 Soiled wipes are discarded as garbage.