



## October 3, 2021 - Expanded mask mandate for K-12 schools.

The OLC follows the BC Camping Association guidance for overnight school camps which has been approved by the Ministry of Education, Ministry of Health, PHO, and the BCCDC. This document can be viewed here [BCCA Overnight School Camp Guidelines.pdf](#) Camps and schools should use this when planning overnight school trips.

### Key Points:

- \* Camps must submit a COVID-19 Safety Plan to their local medical health officer and the BCCA. This should be updated from the summer camp plan to reflect changes to the new guidelines. The OLC COVID-19 Safety Plan is attached below.
- \* Camps should work with each school to understand how to best implement these guidelines in alignment with the school's internal policies and current K-12 public health guidance.
- \* Masks must be worn indoors except when eating or sleeping.
- \* All other programs for non-school groups must follow applicable public health guidance for youth and adult activities and gatherings. Please see <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

## September 13, 2021 COVID-19 Update

**Starting September 13, Proof of Vaccination (PoV) is needed to access some events, services and businesses, including our food services for groups renting our site. At the OLC we will be verifying PoV at Check-In. This will ensure seamless access to services during your stay with us.**

For more information on Proof of Vaccination (PoV) go to <https://www2.gov.bc.ca/vaccinecard.html>

To learn more about British Columbia's travel restrictions visit [www.gov.bc.ca/covidtravel](http://www.gov.bc.ca/covidtravel). For more information about our COVID-19 Safety Plan please see our School COVID-19 Safety Plan below.

We are pleased to let you know that all OLC staff are partially or fully vaccinated.

We have implemented policies and procedures based on guidelines from the Ministry of Health and WorkSafe BC to help you feel safe staying with us.



## **Dining**

- This fall food services are open to registered guests only. PLEASE NOTE: our Rooms do not have kitchen facilities or refrigerators.
- Canoe Room dining is open for meals at set times ONLY for Registered Guests who have shown PoV. Everyone is required to hand sanitize and mask up when not seated at your table.

## **Property Wide Protocols**

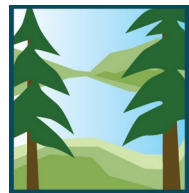
- OLC employees are following WorkSafe BC guidelines for use of PPE and physical distancing.
- Frequent disinfecting process and schedule of high touch point surfaces.
- Guests and staff are encouraged to keep 2 m physical distance with anyone not in their family group.
- Hand sanitizing stations are located throughout the property and at activity locations.
- Please wash your hands before leaving your accommodation and when returning to it.

## **Accommodation**

- Guests staying in cabins - you are required to show PoV at Check-in in order to access OLC services, including food services. Please be aware there is no food service at our location for people who are unvaccinated. Rooms do not have refrigerators or cooking facilities.
- All non-essential materials have been removed from the cabins. Please bring your own books and games as our normal lending items are not available.
- Cabin kitchen (The Nest) includes essential kitchenware only and no food items (Please bring your own coffee, tea, sweeteners, salt, pepper etc). All dishes and cookware will be re-cleaned after each guest's departure but please leave it clean and put away after use.

## **Housekeeping Service**

- Housekeepers are not permitted to enter your rooms and cabins during your stay. Additional towels or linens are available upon request.
- Our thorough cleaning procedures will continue with updates to meet new guidelines.



Powell Lake  
**OUTDOOR**  
LEARNING CENTRE  
AT HAYWIRE BAY REGIONAL PARK

# Overnight School Programs COVID-19 Safety Plan

October 6, 2021

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## Introduction

These guidelines are based on the BC Camps Association [guidance for overnight school camps](#) that have been approved by the BCCDC, PHO, Ministry of Health, and the Ministry of Education.

## School Camp Population

### Camper Groups

Schools will decide the composition of camper groups for sleeping accommodations and activities.

### Camper Accommodation

Students stay in both indoor accommodation and in tents or under tarps while on out-trip. The school will decide rooming arrangements based on the accommodation provided. OLC is providing more accommodation for the size of the group than usual to allow for lower density.

- Ventilation is optimized by use of screen doors and screened windows as weather conditions permit.
- Cabin access is limited to the students or school staff residing in that cabin.
- Masks are to be worn in accommodation units until going to sleep.
- Sleeping accommodations provide for at least 1 metre physical distance between the heads of individuals.
- Individuals should sleep head to toe in bunk beds and side by side beds to maximize space between them. For end-to-end beds individuals should sleep toe to toe.
- Tent or tarp accommodation on camping trips will be with the same group of campers for the duration of the camp. Campers should sleep head-to-toe.

### Program Space and Minimizing Unintentional Physical Contact

Activities will make use of available space to minimize unintentional physical contact.

- If there is more than one school on property there is no planned interaction between schools. Activities are conducted within a single school, cabins are assigned to a single school, and meal times are structured to stagger schools in the dining room. In September and October 2021 there is only one school attending at a time.
- Canoeing, kayaking, rock climbing, hiking, and other outdoor activities do not require significant modifications to minimize physical contact between participants.
- In the event of severe inclement weather, campers will be allowed to participate in indoor programming and masks must be worn. Indoor spaces will have enough room for the intended activity without involuntary physical contact. Indoor spaces should be ventilated as much as possible.
- Hand hygiene will be practiced before and after activities and at least after using the restroom and before and after eating.



## Camp Personnel

### Staffing Responsibilities

OLC staff are required to follow WorkSafeBC policies and protocols for communicable disease prevention measures, including the use of masks indoors. Masks are not required to be worn outdoors.

OLC has implemented a mandatory vaccination policy for staff. All employees must have received at least their first dose by September 13 and their second dose by October 24.

- Mask wearing is required indoors.
- Non-resident staff will avoid close interactions with campers or resident staff and must follow current public health guidance.
- Staff are expected to follow all current public health guidance during their time off.
- Staff are trained and aware of best practices to follow to mitigate the spread of disease during their time working and living at OLC.

### Staff Housing

Camp staff are allowed to be accommodated on site so long as the following criteria are met:

- Where buildings have shared indoor spaces between non-household individuals, masks are required to be worn in common spaces.
- Arrange shared accommodations for individuals in the same household in such a fashion that beds are at least 2 metres apart and head-to-toe where possible. If beds cannot be at least 2 metres apart, use temporary barriers between beds, such as curtains, to prevent droplet spread while sleeping, and sleep head-to-toe.
- None of the residents in a shared accommodation can be ill or meet a criterion that requires isolation facilities (e.g., have returned from international travel but are not fully vaccinated).
- If a resident becomes ill, they will be moved to an area separated from other staff and campers. They are to follow the BCCDC guidance on When to get a COVID-19 test. The areas they were ill in will be cleaned and disinfected.
- If a resident tests positive for COVID-19, they will be sent home. If not feasible, they will complete their self-isolation on site. The staff person will seek necessary health care from their primary health care provider or a local medical clinic.
- Anyone identified by public health as close contacts will be supported to self-isolate or self-monitor, as recommended by public health. This may include going home if feasible.
- PPE guidance should be followed in staff housing when relevant.

## Camp Facility

### Outdoor Spaces and Ventilation

- Most outdoor education activities are conducted outdoors. The vast majority of the time students spend at OLC takes place outdoors with the exception of indoor dining and accommodation.
- If a program or activity must occur indoors, the space should be ventilated as much as possible (e.g., keeping windows and doors open if weather permits) and the space suitable for preventing involuntary physical contact.



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- Hand hygiene should be practiced before and after using shared equipment.

### Physical Markers and Barriers

- A physical barrier is installed at the reception desk.



Signage and other markers are used to direct and remind staff, campers, and other guests of guidelines for hygiene, physical distancing, directional travel, and off limits areas.

## Cleaning Protocols

OLC facilities are cleaned in accordance with the [BCCDC's guidance for K-12 schools](#).

- Staff are trained on routine cleaning and sanitizing procedures for high touch surfaces, as well as appropriate laundry and linen handling procedures.
- Common areas and surfaces are cleaned daily.
- Disinfection is done when a sick person has been in contact with the surface.
- High contact surfaces such as door handles, light switches, hand railings, toilet handles, shared office equipment, and self-serve beverage stations are cleaned at least once daily.
- For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes, along with good physical cleaning practices (i.e. using strong action on surfaces) are used.
- For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) are used.
- Garbage containers in public areas will be emptied daily.
- Complete appropriate hand hygiene after cleaning.
- Wash hands before and after wearing gloves.
- Adequate hand-washing stations must be provided.

## Health and Safety

### Vaccination

As stated earlier, all OLC employees are required to have received at least their first vaccination as of September 13. Most employees are fully vaccinated with two doses. K-12 staff and students are not required to show proof of vaccination but they are strongly encouraged to be vaccinated. Other guests are required to show proof of vaccination at check-in to access services including our dining room.

### Illness Policy

- OLC sick-leave and absence policy discourages employees from reporting to work while sick. Additional paid sick time days and an expectation to assist in other departments on an as needed basis helps to ensure continuity of coverage if an employee is not able to report to work.
- Schools are not financially penalized for a reduction in the number of students due to illness.

### Registration & Cancellation Policies

- School deposits were not required this year until after the Ministry of Education announced that overnight school trips were permitted. There is no cancellation fee for individuals not attending camp.
- All students and school staff are strongly encouraged to be vaccinated against COVID-19.
- Proof of vaccination by students and teachers is not required.



## Record Keeping

Existing record keeping practices are effective for the purpose of contact tracing.

Activity schedules by group are kept for a period of years. Schedules include where each camper is during each day, the names of all group members and staff persons, meal times, and transportation.

- Accommodation floor plans indicating who occupies which room are kept on file with activity schedules.
- Transportation seating plans are now being kept for OLC provided transportation.
- First aid, occurrence of illness, and other medical records are kept for any illness, injury or near miss involving campers or staff.
- Outside visitors must sign the guest book and registered guest information is on file on our reservation system.
- Instructors will record in their logbook that a daily health check of students has been done. If a medical form is filled out it will be kept on file for a minimum of 45 days after the camp.

## Gatherings

OLC hosts tourism guests, post-secondary groups, and other visitors in accordance with the appropriate Orders from the PHO.

## Visitors, Parents and Caregivers

The likelihood of COVID-19 presence on a school camp will be significantly reduced through our pre-camp screening measures. However, we will also enact the following layers of defence to further mitigate risk.

### Visitor Policies

Powell Lake Outdoor Learning Centre is a tourism and education resort and guests, delivery persons, contractors, and other non-staff (e.g. visitors) will be present. ALL campers will have very little interaction with visitors. All visitors should confirm that they have no symptoms of illness and are not required to self-isolate before entering.

- Signage at all entry points states masks must be worn indoors and not to enter if feeling ill.
- Visitors must sign the guest book with name, date, and contact information.
- Guest contact information is kept with their booking information.
- All visitors should wear a mask and maintain physical distance in accordance with current public health guidance.

## Student and Parent or Caregiver Education

The school is the primary contact for students and parents prior to the OLC camp. The school will communicate relevant information to the student and their caregiver prior to the camp. On the first day at camp students and staff/parent chaperones will be provided training that will address safety measures and procedures, physical distancing, proper hygiene practices and monitoring and reporting illness.





## Drop-off and Pick-up

- Drop-off and pick-up at the beginning and end of the camp session for school groups is typically by coach bus in the main parking lot. Coach drivers have access to a public washroom and must follow all mask and hygiene protocols.  
If there is more than one school in attendance the bus times are staggered to prevent crowding in the loading zones.
- The school is responsible for booking and managing transportation to and from OLC.

## Programs and Operations

### Program Activities

- Almost all scheduled activities take place outdoors in small consistent groupings.
- Foul weather contingency plans include outdoor covered areas for bouldering and teamwork initiatives.. Shared indoor spaces have enough room to carry out the intended activity without involuntarily physical contact with another person. K-12 mask guidance is followed.
- Activities minimize unintentional physical contact.
- Shared equipment is cleaned daily and/or stored in open air outdoor spaces exposed to the elements (i.e. canoe paddles)
- OLC property and facilities have multiple locations for indoor and outdoor activity spaces to reduce crowding.
- Singing indoors is not permitted.
- The principles of vaccination for all eligible people, outdoor spaces, no crowding, and good hygiene are the primary layers of protection for all indoor and outdoor activities.
- Backcountry/wilderness out-trips apply these guidelines and comply with the Out-Tripping standards in the [BCCA 2021 Accreditation Standards](#).
  - Members of a backcountry/wilderness out-trip can share tents and be part of a food group.

### Transportation

- The school is responsible for arranging transportation to and from OLC and must follow K-12 guidance.
- Group transportation is for unavoidable purposes such as travelling to hiking trailheads and canoe or kayak launch sites.
- Masks must be worn by K-12 students and staff prior to boarding vehicles and hand sanitizer is provided before and after unloading.
- Passengers are spaced out as much as possible within the available space of the vehicle. Passengers should sit in the same seat if transportation is used more than once to limit close contacts.
- Frequently-touched surfaces are cleaned and disinfected at least 1x/day and when visibly dirty. These include items touched by larger numbers of people (e.g. door handles, hand rails, etc.). Surfaces touched by fewer people (e.g. seats) should be cleaned 1x/day. Other general cleaning should occur in line with regular practices.



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- Passengers must sanitize or wash their hands before loading the vehicle.
- Loud talking or singing in enclosed spaces like vehicles is not allowed.
- Contracted transportation providers are not planned. They would be expected to follow proper cleaning procedures.



## Food Service Protocols

- Food services must adhere to current [WorksafeBC guidance](#) for restaurants, cafes, and pubs.
- [Food Safety Legislation](#) continues to apply as relevant.
- Food handlers will regularly wash hands. This includes but is not limited to, before starting work, before preparing or handling food, after handling waste, after using the toilet, after blowing their nose, sneezing and coughing, after drinking or eating, and upon leaving the kitchen area.
- All staff are required to wear face masks at all times in the kitchen unless they are working alone, change into clean work clothes prior to meal preparation and change out of work clothes upon leaving the kitchen area.
- Proof of vaccination is not required by students or school staff.
- School students, school staff and OLC instructors working with the school eat at a separate meal seating than other OLC staff and guests. Other guests must show proof of vaccination for dining.
- Self-serve food and beverage stations provide:
  - Hand washing facilities or alcohol-based sanitizers within easy reach of the station.
  - Signs reminding patrons to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station.
  - High touch surfaces at the station, and utensils that are used for self-serve, are regularly cleaned and sanitized.
- All persons will practice proper hand hygiene upon entry to the dining hall and after eating.
- Food is self-served at a buffet. Masks must be worn in the dining room except when seated and eating.
- Separate meal times and staggered arrivals ensures there is no gathering or crowding of campers and staff.
- Singing is not permitted in the dining room.
- Food and beverage should not be shared.
- Food for camping trips is packed by the out-trip food coordinator with consideration for dietary needs, allergies, and suitability for the type of trip.

## First Aid

- The FA attendant and patient will wear masks while care is being provided, if tolerated.
- When possible, the FA attendant should guide the patient to do their own first aid (e.g. an older camper could put on their own band-aid).
- We will use approved procedures, mask, gloves, and eye protection for all first aid applications.
- If CPR is required, a pocket mask with a viral filter to protect the first aider from possible infection will be used.
- OLC instructors carry Panbio COVID-19 Rapid Test kits to conduct a test in the field. A rapid test is a useful tool for decision making in the field but it is not a definitive test and is not a substitute for a certified test result.
- The [WorkSafeBC information sheet](#) will be used to provide information on safely treating patients during the COVID-19 pandemic.



## Health Checks and Responding to Symptoms

### Pre-Camp & Daily Health Check

OLC works closely with each school to align with K-12 guidance and the school's specific policies. Parents should monitor their child's health daily and not send them to school or to camp if they are ill.

Staff, teachers, and students will be screened daily for COVID-19 symptoms. Any person with a failed screening will be immediately isolated and the procedures for [What To Do When Symptoms Develop At Camp](#) followed.

All persons will be screened daily for the following COVID-19 symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

See [Symptoms \(bccdc.ca\)](#) for more details.

- Instructors will record that a health check has been done and keep records of any symptoms that are reported.
- Any person with a failed screening will be immediately moved to a supervised (if appropriate) space where they can wait comfortably that is separated from others and the procedures for [What To Do When Symptoms Develop At Camp](#) followed.

### Self-Isolation

The following campers, staff, or other persons are required to stay home and self-isolate:

- Anyone experiencing symptoms of illness should stay home and follow public health guidance when experiencing COVID-19 symptoms.
- Anyone who has travelled outside of Canada should follow federal travel requirements when re-entering Canada.
- Anyone who lives in a household with someone who has COVID-19.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
  - If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks.



- Public health will also ensure that children, staff, and parents/caregivers have access to healthcare providers and that appropriate supports are in place.

### What To Do When Symptoms Develop At Camp

- If a camper or staff member develops symptoms of illness they will be isolated away from others immediately, and arrangements made for a COVID-19 test ([if recommended](#)). OLC has Panbio rapid test kits for emergency use.
- The person will remain in isolation until test results are returned:
  - If the person tests positive, they will need to be picked up from camp by their caregiver within 24 hours. Provincial health authorities will be notified.
  - If the person tests negative and symptoms resolve, they can return to programming.
  - While waiting for a sick child to be tested or picked up, a staff member should stay with the child in a room isolated from others or at least 2 metres from others if a separate room is not available. The staff person should remain as far away as possible from the child (preferably at least 2 metres). A mask should be worn by both the camper (if tolerated) and the staff person. ○ A sick staff member should isolate themselves in their accommodation or a private room until a COVID-19 test can be arranged.
  - Anyone who is rapidly getting more ill or seeming to be in distress should be seen by medical personnel as soon as possible, with 911 called if necessary.
- If anyone who has entered the camp facility is diagnosed with COVID-19, they should follow public health authority advice.
- Any potential cases or cluster of illness among the camp staff or campers will be reported to the North Island local medical health officer, Dr. Charmaine Enns.
  - During business hours 250-331-8591 ○ After hour emergencies - to reach the MHO on call 1-800-204-6166

## Personal Health Practices & PPE

### Hand Hygiene

Proper hand washing with plain soap and water reduces the spread of illness. Everyone should practice diligent hand washing when arriving at camp, before and after eating, and before leaving. Throughout the day, hands should be sanitized with soap and water or alcohol-based hand rub.

- Students and staff have access to sinks in their accommodation, public washrooms and an outside handwashing station for hand washing with soap and water. Soap and water are preferred over hand sanitizer when hands are visibly dirty.
- Alcohol-based hand sanitizer dispensers containing at least 60% alcohol are installed at entry points to accommodation buildings, the dining hall, administration building, outhouses, and carried in the field by instructors.
- Students and staff are instructed to wash hands before and after meals, after using the washroom, when transportation is provided, and after activity sessions.

### Respiratory Etiquette

- Students and staff are taught to cough and sneeze into their elbow. Used tissues should be thrown away and hand hygiene performed immediately.



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- Students and staff are reminded to avoid touching their eyes, nose, or mouth with unwashed hands.
- People should refrain from sharing any food, drinks, or unwashed utensils.

### Masks, Gloves, Face Shields and Emergency First Aid PPE

- Staff are required to follow WorkSafeBC policies and protocols on communicable disease prevention measures, including the use of masks in indoor settings.
- Masks must be worn by all K-12 students and staff when indoors except when:
  - Eating or drinking
  - They are going to sleep
- Gloves are worn for COVID-19 disinfecting and cleaning measures and disposed of after use.
- Face shields are not a replacement for a non-medical mask. A face shield should only be worn in addition to a mask.
- Emergency FA PPE includes an N95 mask, eye protection in the form of a face shield or safety glasses, body protection (rain gear), and a pocket mask with a viral filter for use during ventilations.
- Staff are trained on wearing masks, gloves and PPE in accordance with WorkSafeBC protocols.