STEM Camp®

Return to Camp Guidelines for In Person STEM Camp

Version (November 19, 2020)

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STEM Camp Return to Camp Guidelines

COVID 19 Protocols for Hosting In Person STEM Camp

Version (November 19, 2020)

Introduction

A sense of normalcy is cautiously returning in Ontario and we are entering another phase in this fight against the pandemic. It is clear that we need to learn to exist and operate within a new framework and that some of the protocols we have and will put in place are here to stay for the foreseeable future.

The COVID-19 pandemic is unprecedented and unlike any crisis we have had to face in the past. This is a manual on how STEM Camp is attempting to manage the situation, stay ahead of the curve and come out the other end as a strong organization with our values intact. However, we also have a duty to the summer camp community to do what we can to keep people safe at our camps.

Protocols for Hosting a STEM Camp

Recently the response to COVID-19 in Ontario has shifted to questions regarding how best and when to re-open the province and restore operations to priority aspects of Ontario's economy. Event hosting in Ontario must address a thoughtful 'return to school' type process that protects the health and safety of campers, their families, facility personnel and STEM Camp staff and respects public health authority guidelines.

Return to Camp planning involves three key components (see Figure 1).

- Public Health Authority Guidelines
- STEM Camp Measures
- Camp Delivery

Figure 1- Return to Camp Framework

Public Health Authority Guidelines

(Federal, Provincial/

STEM Camp Measures

(Insurance, Mitigation, Risk Assessment)

Camp Delivery

(Structure, Format, Restrictions)

Public Health Authority Guidelines

Federal, Provincial/Territorial and Regional COVID-19 movement and physical distancing measures take precedence over STEM Camp specific mitigation strategies. STEM Camp will continue to monitor the movement and physical distancing measures imposed by the various levels of government and will make informed decisions around the viability of hosting camp. STEM Camp has established the following metrics around the viability of organizing camp.

1. Gathering Size Restrictions

STEM Camp will NOT host a camp if there is a gathering size restriction order, which limits the size of the event to fewer than 10 campers/week, within the STEM Camp area being used in a facility.

2. Regional COVID reproduction number

- **a.** Reproduction number¹: The reproduction number is the average number of secondary cases of infection generated by each person infected with COVID-19. A reproduction number greater than one means that the epidemic is growing in a region, while a reproduction number less than one means the epidemic is coming under control in a region.
- **b.** STEM Camp will NOT host a camp in a municipality / region that has a reproduction number greater than 1.
 - i. The reproduction number factor will be assessed two (2) weeks prior to the first day of camp.
 - **ii.** If the reproduction is greater than one, then the number of cases increases exponentially. But if the reproduction number is lower than 1, the number of cases will continue to decrease because not enough new people are being infected to sustain the outbreak.

Therefore, if large gatherings are permitted in the host region and the reproduction number is less than 1, STEM Camp will host the camp with the appropriate STEM Camp measures. (see Figure 2).

¹ Source: Public Health Ontario: (page 3) <u>https://www.publichealthontario.ca/-/media/documents/ncov/epi/2020/</u> covid-19-regional-epi-summary-report.pdf?la=en



STEM Camp Measures

STEM Camp has identified the following activities and resources, which need to be in place for a camp to proceed. (Figure 3)

Insurance

STEM Camp will publish a draft 2020/21 event calendar starting in December 2020 but the launch of a camp is conditional upon having adequate insurance protection and/or risk management techniques in place. As of November 2, 2020, STEM Camp has not secured additional insurance that will cover the organization in the event there is COVID-19 transmission at a STEM Camp event. However, there is legislation (Supporting Ontario's Recovery Act) currently in second reading in Ontario's legislature, which protects individuals and organizations from lawsuits in the case where someone contracts COVID-19 at their event (provided adequate safety measures are reasonably in place).

Risk Mitigation Resources

In order to ensure that our campers and their families, facility personnel and STEM Camp staff are not exposed to undue risk due to COVID-19, STEM Camp will deploy resources (see section below referring to "COVID Prevention Resources") to ensure that everyone is aware of the risks and that risk mitigation strategies are implemented.

Risk Assessment Tool

A Risk Assessment Tool has been devised to assist STEM Camp when deciding whether or not to hold the event. See Appendix E.

STEM Camp Event Schedule

A list of events and their dates will be available at <u>StemCamp.ca</u> once complete.

COVID Documentation Resources

Parents and staff will undergo a 3-step process in which each step advises them of the risks associated with participation at STEM Camp events. The steps are:

- Event/Camp Registration. Upon registration, parents (or a guardian when applicable) and staff will be required to check a box indicating they understand the terms and conditions of registering for STEM Camp; such terms and conditions will contain COVID-19 (Appendix A) specific information.
- 2. Arrival at Camp. Upon arrival at the first day of camp, parents (or a guardian when applicable) will need to sign (or have signed) a copy of the Assumption of Risk and Waiver of Claims and Liability Agreement (Appendix A). Copies will be kept on file until 3 years after the date of the event.
- 3. Declaration of Compliance. Parents (or a guardian when applicable) will need to sign a copy of the Declaration of Compliance (Appendix B) <u>daily</u>. Copies will be kept on file until 3 years after the date of the event.

Other individuals, such as contractors, venue staff, and STEM Camp staff will undergo a 2-step process, which are step 2 (Arrival at Event) and step 3 (Declaration of Compliance) described above.

In addition to the documentation required from participants and other individuals, STEM Camp will require that a log be kept which includes details about the cleaning of equipment and the public areas of the venue. The log will indicate whose responsibility it is to clean which area which may change from facility to facility. A copy of this log must be returned to STEM Camp post event. A sample log is provided in Appendix C.

COVID Prevention Resources

At each event participants are expected to have their own PPE, however, STEM Camp will have the following materials available at the registration desk to reduce the risk of transmission of COVID-19 to event participants:

- 1. Face masks to be used by host facility staff and other event staff. Masks will also be available for purchase at a nominal fee should a camper forget theirs.
- 2. Hand Sanitizer. Available at the registration desk/area and throughout the facility. Must be utilized upon entry.
- 3. Ample supply of disinfectant wipes recommended by Health Canada such as MicroBan.
- 4. Disposable gloves available for cleaning and other purposes.

Onsite Management of COVID Risk Mitigation Resources

In order to manage the collection/submission of waivers, declarations of compliance, and cleaning logs as well as the distribution of COVID prevention resources, STEM Camp will provide a designated staff person at each location for this purpose. The list of responsibilities are outlined in Appendix D.

The Participant Access Control Officer(s) (PACO) will not currently be responsible to ensure the monitoring of temperatures of all those entering the facility unless directed to do so by Public Health Authorities. Individuals with a temperature greater than 37C will not be admitted into the venue.

COVID Participant Surcharge

There will be additional costs for each registration to cover such additional costs as insurance, COVID-19 prevention resources and the onsite management of resources. While STEM Camp will be able to absorb some of these costs, there will be a need to add a COVID-19 servicing fee to each registrant. This surcharge will be between \$10 to \$20 per participant per week but not levied against those who have carried over their enrolment from 2020.

Figure 3

Insurance specific to COVID secured

Risk Mitigation Resources Available (PPE, waiver, declaration, HR)

Risk Assessment to determine event restriction.

Delivery

Risk Assessment

If Public Health Guidelines permit the event, and if STEM Camp can implement the STEM Camp Measures described in this document, STEM Camp will then apply the Risk Assessment tool to determine the limitations on the event's structure. Decisions for returning to camp must be based on a risk assessment. The R-CAT (Appendix E) is a risk management tool that includes all factors from the general WHO Risk Assessment and Mitigation Checklist for Mass Gatherings as well as additional factors relating to events. The R-CAT enables organizers to determine a more accurate overall risk score. This tool has been adapted specifically for return to camp planning in the Canadian context.

The R-CAT is foremost a planning tool that provides an opportunity to document strategies and receive a calculated risk score. It can be completed in advance of lifted restrictions - but COVID-19 movement and physical distancing measures take precedence over summer camp-specific mitigation strategies.

The R-CAT is a two-step tool. In the first step, if the event score is 1 or greater (range is 0 to 4) the second step must be completed. Upon completion of Step 2, the score will outline modifications that need to be implemented at the event in order to reduce the risk of spread of COVID-19.

STEM Camp will assess the R# factor two (2) weeks prior to the first day of camp.

Universal STEM Camp Hosting Delivery Modifications

Outline of responsibility between Host Facility and STEM Camp

- 1. STEM Camp to manage the conduct of staff and campers.
- 2. Host to manage the sanitization and cleaning of the facility and common areas.

- 3. Clear communication and understanding about mixed usage of the facility.
 - a. If the facility has separate enclosed areas in the same facility than STEM Camp needs to outline use of common areas and maximum number of patrons within.
 - b. If the facility does not have a separate enclosed area then STEM Camp must be clear that they are the sole user of the facility for the duration of the event.

Pre-camp Preparations

- 1. STEM Camp will conduct site visits of the facility prior to the event for planning purposes. Outline designated space for PACO desk, traffic flow, etc.
- 2. Materials sent to camp are cleaned.
- 3. Print extra signage
 - a. Direction flow, mask requirement, notices, camp protocols, etc.
- 4. PPE kits for all staff
 - a. Hand sanitizer
- 5. To have at desk/sign in area: marking tape, spare masks, gloves, hand sanitizer, disinfectant wipes
- 6. Venue Set-up
 - a. Pre-event site visit and sketch out the set-up plans for each venue; identifying PACO desk, check-in/waiver area, direction flow
 - b. Venue will be set-up to maximize physical distancing
 - c. Bring floor marking tape to mark physically distanced spots
 - d. Identify direction of flow
 - e. Storage of materials in a controlled area
- 7. Pre-event sanitization
 - a. Ensure that all materials are cleaned prior to delivery to venue
 - b. Communication with Host Facility on what equipment needs to be cleaned prior to camp commencement

Camper Check-in Process

- 1. A Participant Access Control Officer (PACO) at the front entrance will greet everyone attending camp.
- 2. PAC Officers will be COVID-trained staff.
- 3. Ensure all participants are wearing PPE: Face masks or coverings (that covers your nose, mouth, and chin without gapping) are mandatory and must be worn by everyone in attendance. Hand sanitizer will be available throughout the facility. STEM Camp will have a small supply of these items onsite (that can be purchased at a nominal fee), but individuals are required to bring their own supplies.
- 4. Ensure that all participants have completed:
 - a. The Assumption of Risk and Waiver of Claims and Liability Agreement
 - b. The Declaration of Compliance Forms

STEM Camp Staff Responsibilities

- 1. Bring your kits each day
 - a. Clipboards, pens and PPE kits
- 2. Must complete Assumption of Risk and Waiver of Claims and Liability Agreement, and Daily Declaration of Compliance Forms and complete appropriate Health and Safety training such as the course offered by the World Health Organization (WHO): <u>https://www.who.int/emergencies/</u>diseases/novel-coronavirus-2019/training/online-training.
- 3. Materials management
- 4. When at camp:
 - a. Wearing a face mask is mandatory
 - b. Use hand sanitizer
 - c. Remind campers about non-contact protocols
 - d. Review health and safety protocols each week
 - e. Highlight specifics to the venue, etc.
 - f. A staff report regarding the compliance of safety measure will be completed each day and submitted to Head Office.

Regular Cleaning and Sanitization

- 1. Facility cleaning log
 - a. Identifies what is to be cleaned by the Host Facility versus STEM Camp staff
 - b. Notes when items/areas are cleaned
- 2. Items and areas that need to be cleaned frequently include:
 - a. Registration desk
 - b. Camp supplies and materials
 - c. Camper desks or tables and chairs
 - d. Staff break room
 - e. Entrances, doorways, and hallways
 - f. All handles
 - g. Benches, chairs, tables, and counters
 - h. Washrooms
 - i. Common areas and lounges

STEM Camp will work with facility staff and adhere to local public health guidelines for cleaning schedules and instructions on how to clean properly.

Wrap-up

- 1. All equipment/materials must be cleaned before being packed away.
- 2. All forms and agreements must be properly stored at the venue during camp and eventually returned to the STEM Camp office.

Post-event Summary

1. Reports from: STEM Camp staff, PACO.

- 2. Ensure all hardcopies (Declarations) are organized and kept at the STEM Camp Office.
- 3. If any Assumption of Risk and Waiver of Claims and Liability Agreements were signed onsite, make sure to scan and file with others.

Modifications Specific to Risk Level

Based on the results of the R-CAT tool, the potential risk of COVID transmission at camp is categorized into 5 different risk levels. They are:

- 1. negligible risk of transmission
- 2. very low risk of transmission
- 3. low risk of transmission
- 4. moderate risk of transmission; and
- 5. high risk of transmission

The chart below outlines additional modifications STEM Camp will implement based on the risk level associated with the event.

Risk Level	Cohorts	Guests	Rec Play	Arrival / Departure
Negligible	10 or more	None	Allowed	No change
Very Low Risk	10 or more	None	Allowed	No change
Low Risk	7-9	None	Allowed	No change
Moderate Risk	Under 7	None	Not Allowed	Staggered Arrival/Departure Times
High Risk	Camp Cancelled	Camp Cancelled	Camp Cancelled	Camp Cancelled

Communications

STEM Camp will ensure that the messaging across all of our platforms (website, social media, emails, notice releases, conversations with participants, etc.) is aligned and timely. We will communicate to each participant at camp both what he or she can expect in terms of safety precautions as well as event modifications.

STEM Camp will also prepare for a participant to notify STEM Camp they have tested positive for the virus at one of our camps. STEM Camp will react quickly, sincerely, and transparently when dealing with this potential situation.

All STEM Camp registered families are responsible for notifying STEM Camp in the event they feel unwell and/or have tested positive for COVID-19 prior to the start of camp.

Those who have tested positive for COVID-19 prior to entry into the facilities will be required to leave immediately. They will also be required to notify STEM Camp of any other participants they have been in contact with.

Should STEM Camp be notified of a positive COVID-19 test result after the event is underway local Public Health Authorities will be notified immediately and STEM Camp will follow the protocols and guidelines as instructed by Public Health.

Participant Relations

- STEM Camp staff need to be aware that campers and their families may be frustrated, stressed and scared.
- STEM Camp must send out a pre-camp communication outlining: (Appendix F)
 - All the protocols that registered parents/guardians will have to adhere to before attending.
 - All the modifications to the specific event
- When informed that an individual who attended a STEM Camp event tested positive, in addition to the external communications we plan to put out (Appendix G), we will also reach out to every participant individually via email.
- When informed that an individual who attended a STEM Camp event tested positive:
 - STEM Camp will have staff on hand to answer all calls and emails in a manner as quickly and practically as possible.
 - STEM Camp will recognize that it is not qualified to give medical advice or advise on next steps. We will direct individuals to the appropriate government website for further advice and protocol.

External Communications

STEM Camp will prepare templates of communications for various scenarios that we can adapt quickly and use across all platforms.

STEM Camp is fortunate to have a robust database and good engagement on our social media so we do not feel the need to send a press release about the postponement/cancellation of every camp. However, we will post to our website and send out an email to families immediately.

Next Steps

It is important to note that STEM Camp will continue to review and update this document as the understanding of COVID-19 by Public Health Authorities evolves. The most up to date version of this document will be found at <u>http://www.stemcamp.ca</u>.

If you have any questions regarding this document please contact:

Janill Rego Camp Coordinator jrego@stemcamp.ca

Additional RESOURCES

Public Heath Ontario

Reopening Ontario in Stages

Summer Camp Guidelines

Appendix A

ASSUMPTION OF RISK AND WAIVER OF CLAIMS AND LIABILITY AGREEMENT

For participation in all STEM Camp activities occurring between December 1, 2020 and November 30, 2021

This is a binding legal agreement. Clarify any questions or concerns before agreeing to be bound by this Agreement.

1. This Agreement must be signed by the Participant prior to participation. The Participant agrees to be bound by and acknowledges the terms set out in this Agreement. When applicable, the Participant acknowledges and agrees to the terms on behalf of the Participant and references in this document to the Participant agreeing to or acknowledging a risk or term is understood to be referring to the Participant's parent/guardian agreeing to or acknowledging the risk or term on behalf of the Participant.

ACTIVITIES

2. The Participant warrants that the Participant is voluntarily participating in an event (hereinafter referred to as an "Activity") of STEM Camp. For further clarity, the organization (hereinafter referred to as the "Organization") includes its Directors, Officers, Members, employees, volunteers, sponsors, owners/operators of the facilities in which the Activities take place. The organization is not responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during or as a result of the Activities, even when caused by the negligence of the organization.

RISKS

3. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis, and loss of life. These risks include but are not limited to:

- a. Executing physical movements while on breaks or simply moving from activity to activity;
- b. The failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
- c. Serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the Participant's body or to the Participant's general health and well-being;
- d. Abrasions, sprains, strains, fractures, or dislocations;
- e. Concussion or other head injuries, including but not limited to, closed head injury or blunt head trauma;
- f. Physical contact with other participants, equipment, and hazards;
- g. Not wearing appropriate safety or protective equipment;
- h. Failure to act safely or within the Participant's own ability or within designated areas;
- i. Exposure to disease including COVID-19 and other contagious illnesses.

4. The organization may offer or promote online virtual programming which have some different foreseeable and unforeseeable risks than in-person programming. These risks include but are not limited to privacy breaches, hacking, technology malfunction or damage, in addition to the risks set out above in section 3.

5. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The organization has put in place preventative measures to reduce the spread of COVID-19; however, the organization cannot guarantee that the Participant will not become infected with COVID-19. Further, participating in the Activities could increase the Participant's risk of contracting COVID-19 or any other contagious disease.

6. While the organization will use every best effort to demonstrate and implement reasonable precautions to protect Participants, there is no guarantee that every situation involving risk to a Participant can be avoided when participating in activities delivered by the organization.

TERMS

7. In consideration of the organization allowing the Participant to participate in the Activities, the Participant agrees:

- a. That the Participant is not relying on any oral or written statements made by the organization or their agents, contained in any medium, including but not limited to a brochure or advertisement or in individual conversations, to agree to participate in the Activities;
- b. That the Participant's mental and physical condition is appropriate to participate in the Activities and the Participant assumes all risks related to the Participant's mental and physical condition;
- c. To comply with the rules and regulations for participation in the Activities as outlined in any communication piece provided by the organization; extending to and including additional health and safety practices as required by the organization;
- d. To comply with the rules of the facility and use all equipment properly and for its intended purpose only;
- e. That if the Participant observes an unusual significant hazard or risk, the Participant will remove themselves from participation and immediately bring their observations to a representative of the organization;
- f. The risks associated with the Activities are increased when the Participant is impaired, and the Participant will not participate if impaired in any way;
- g. That COVID-19 is contagious in nature and the Participant may be exposed to, or infected by, COVID-19 and such exposure may result in personal injury, illness, permanent disability, or death; and
- h. That the Participant is responsible for choosing the Participant's safety or protective equipment, such as a mask, and the secure fitting of that equipment.

DISCLAIMER

8. The Participant assumes all risks arising out of, associated with or related to, participation in the Activities and waives any and all claims that the Participant may have now or in the future against the organization. The Participant accepts and fully assumes all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from participation in the Activities.

9. The Participant forever releases and indemnifies the organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which the Participant has or may have in the future, that might arise out of, result from, or relate to, participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the organization's negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the organization.

10. The organization is not responsible or liable for any damage to the Participant's vehicle, property, or equipment that may occur as a result of the Activities. This Agreement is governed by the laws of the Province of Ontario and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. Notwithstanding the waiver of Claims as set out above, the Participant agrees to file any proceeding against the organization in the Province of Ontario and further agrees that the substantive law of the Province of Ontario will apply with regard to conflict of law rules.

PHOTO AND VIDEO WAIVER AND RELEASE

11. STEM Camp uses photographs and videos of program participants for promotional, commercial and advertising purposes. STEM Camp collects, on an ongoing basis, individual and group photos and videos of participants at various events and activities.

12. I AGREE to waive ownership of any photographic or video records taken by STEM Camp.

13. I AGREE to permit STEM Camp to use the image of my child or children, in photographic and/or video, digital or electronic form, including, but not limited to, STEM Camp publications, posters, advertisements, websites, promotional material or any other media, without limitation, and agree not to make claim for misappropriation of personality, breach of privacy or other loss or damages against STEM Camp in respect thereof.

REFUNDS

14. STEM Camp reserves the right not to offer refunds under any circumstances.

ACKNOWLEDGMENT

15. The Participant acknowledges that they have read and understand this agreement, that they have executed this agreement voluntarily, and that this agreement is to be binding upon themselves, their heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal

representatives. It is further acknowledged that by signing this agreement the Participant has waived the right to maintain a lawsuit against the organization on the basis of any claims from which they have released herein. The Participant further acknowledges they are not entitled to a refund under any circumstances.

By clicking/checking the "I Agree" icon, you agree that you are to be bound by all that is contained in this form.

Date of Document: November 2020

Participant Name: _____

Signature:

Parent/Guardian

Date: _____

Appendix B

STEM CAMP - DECLARATION OF COMPLIANCE - COVID-19

/I seatter and Data

For		(Location and Date)	
Individual Name (print):			
Individual's Parent/Guardian			
(if the individual is younger tha	n eighteen (18) years ol	ld)	
Email:			
Telephone:			

WARNING!

ALL INDIVIDUALS ENTERING STEM Camp MUST COMPLY WITH THIS DECLARATION

STEM Camp (the "Organization") requires the disclosure of exposure or illness in order to safeguard the health and safety of all participants and limit the further outbreak of COVID-19. This Declaration of Compliance will be kept safely and personal information will not be disclosed unless as required by law or with your consent.

An individual (or the individual's parent/guardian, if the individual is younger than eighteen (18) years old) who is unable to agree to the terms outlined in this document is not permitted to enter STEM Camp or participate in the organization's activities, programs, or services.

I, the undersigned being the individual named above and the individual's parent/guardian (if the individual is younger than eighteen (18) years old), hereby acknowledge and agree to the terms outlined in this document:

- The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. STEM Camp has put in place preventative measures to reduce the spread of COVID-19 and requires all individuals (or their parent/guardian, when applicable) to adhere to the compliance standards described in this document.
- 2) The individual has not been diagnosed with COVID-19. **OR** If the individual was diagnosed with COVID-19, the individual was cleared as recovered by provincial/territorial or local public health authorities.
- 3) The individual has not been exposed to a person with a confirmed or suspected case of COVID-19. <u>**OR**</u> If the individual was exposed to a person with a confirmed or suspected case of COVID-19, the

date of exposure was more than 14 days prior to the date this Declaration of Compliance was signed.

- 4) The individual is attending or participating voluntarily and understands the risks associated with COVID-19. The individual (or the individual's parent/guardian, on behalf of the individual (when applicable)) agrees to assume those risks, including but not limited to exposure and being infected.
- 5) The individual has not, nor has anyone in the individual's household, experienced any signs or symptoms of COVID-19 in the last 14 days (including fever, new or worsening cough, fatigue, chills and body aches, respiratory illness, difficulty breathing, nausea, vomiting or diarrhea, pink eye, or loss of taste or smell).
- 6) If the individual experiences, or if anyone in the individual's household experiences, any signs or symptoms of COVID-19 after submitting this Declaration of Compliance, the individual will immediately isolate, notify the organization, and not attend any of the organizations facilities, activities, programs or services until at least 14 days have passed since those symptoms were last experienced.
- 7) The individual has not, nor has any member of the individual's household, travelled to or had a layover in any country outside Canada. If the individual travels, or if anyone in the individual's household travels, outside Canada after submitting this Declaration of Compliance, the individual will not attend any of the organization's facilities, activities, programs or services until at least 14 days have passed since the date of return.
- 8) The individual is following recommended guidelines, including but not limited to practicing physical distancing, trying to maintain separation of six feet from others, adhering to recognized hygiene best practices, and otherwise limiting exposure to COVID-19.
- 9) The individual will follow the safety, physical distancing and hygiene protocols of the Organization.
- 10) This document will remain in effect until the organization, per the direction of the provincial/ territorial government and provincial/territorial and local public health authorities, determines that the acknowledgements in this Declaration of Compliance are no longer required.
- 11) The organization may remove the individual from the facility or from participation in the activities, programs or services of the organization at any time and for any reason if the organization believes, in its sole discretion, that the individual is no longer in compliance with any of the standards described in this document.
- 12) I understand that STEM Camp reserves the right not to issue refunds under any circumstances, including removing a child from camp for any reason, including pandemic or other health-related illness.

Date of Document: September 2020

Signature:

Date: ___

Parent/Guardian (if the individual is younger than eighteen (18) years old)

Appendix C

Equipment & Facilities Cleaning Log

Cleaning Log

Keep this form near each piece of equipment (or in each area) that requires cleaning and update the log every time the cleaning has taken place.

Item	Date		Time
Items / Areas to be cleaned with	disinfectant are:		
Responsibility of Organizer			f the Venue Operator
Front registration desk		Public spaces	
Chairs, tables, counters & benche	S	Common areas a	and lounges

Supplies	Entrances and doorways
	Hallways
	All handles
	Washrooms

Appendix D

STEM Camp Participant Access Control Officer (PACO)

The Participant Access Control Officer (PACO) is responsible for the implementation and management of COVID-19 mitigation strategies at specific STEM Camp Events during the 2020/21 year. The PACO in collaboration with Head Office will ensure the administration, organization, and execution of STEM Camp's risk mitigation plans and activities around COVID-19 in conjunction with the venue representative.

Pre-STEM Camp Management and Planning

- 1. Work with the venue representative to determine traffic flow and physical distancing markers. This will include a pre-event site visit.
- 2. Work with the venue representative to determine pre-existing health and safety protocols and ensure there is alignment between their policies and STEM Camp Health and Safety plans.
- 3. Work with the venue representative in order to ensure the required documentation is received around the cleaning of spaces as assigned to the venue in Appendix D.
- 4. Set up Registration Desk the day prior to the event if the venue permits; otherwise an hour prior to the event start time.

STEM Camp Management

- 1. Management of the Registration desk. This is the first point of contact for all individuals arriving at STEM Camp.
- 2. Ensure that each individual attending the STEM Camp completes the required documentation Confirm attendance through STEM Camp's registration system.
- 3. Maintain all required documentation.
- 4. Ensure frequent cleaning as per Appendix C.
- 5. Ensure the deployment of other health and safety materials (sanitizer, disinfectant wipes, masks, etc.) provided by STEM Camp for the event.
- 6. Require any individuals who are not complying with the required measures (such as refusing to wear a mask) to leave the venue.

<u>Post Event</u>

- 1. Prepare a final report.
- 2. Note inventory of any unused safety material.
- 3. Return to STEM Camp Head Office all hard copies of Signed Waivers, Declarations of Compliance and Cleaning Logs.

Education and Experience

- 1. PAC Officers will be selected from the pool of existing STEM Camp staff who are comfortable taking on this new role.
- 2. Ideally, PAC Officers will have demonstrated supervisory skills.

3. PAC officers will receive advanced health and safety training; specifically working with infectious diseases.

Key Competencies

- 1. Ability to organize and manage multiple tasks.
- 2. Execute sound judgement in decision-making.
- 3. Demonstrate excellent inter-personal and communication skills.
- 4. Take initiative to address challenges.
- 5. Oral and written English language skills required and in French an asset.
- 6. Ability to work within a team.

Appendix E

Risk Assessment for STEM Camps		
Date of risk assessment		
City		
Facility		
Province		
Present re-open phase (1,2,3)		
Public Health contact number		
COVID Strategic Operations Team		
Name of person completing this form		
Name of communications lead		
Name of medical lead		
Name of operations lead		
Venue representative name		
Venue representative number		
Venue representative email		

STEP 1 – Initial	Risk Assessr	ment	

The questions below will enable STEM Camp to review the additional considerations specific to return to camp, and thus inform their risk checklist for COVID-19. This will help staff and volunteers to manage and understand any additional risk from COVID-19.

The risk assessment should be reviewed and reassessed regularly during the planning phase and updated immediately prior to the transition to the operational phase, especially in light of the rapidly evolving nature of the outbreak.

The risk for COVID-19 must be coordinated and integrated with the local risk assessment for COVID-19. The person completing the questionnaire should include input from the local public health authorities, consult WHO's latest guidance and ensure that there is an up-to-date evaluation of the situation.

Please answer Yes (1) or No (0) to the following questions to determine a risk assessment score that incorporates factors specific to the event activities.

Additional Risk of COVID-19 to return to in person camp	Yes (1) / No (0)	Comments
Will STEM Camp be held in a region that has documented active local transmission of COVID-19 (community spread) in the last 14 days?		If there are physical distancing measures in place or gathering size restrictions in your area answer YES
Will STEM Camp be held in a venue that grants access to multiple user groups or events?		
Will STEM Camp have participants relocating from areas outside the host city that have documented active local transmission of COVID-19 (community spread)?		
Will STEM Camp include participants at higher risk of severe COVID-19 (e.g. people over 65 or with underlying health conditions)?		
Total Initial COVID-19 Risk Score		

Total Initial Risk	
0 – Negligible	
1 – Very Low Risk	
2 – Low Risk	
3 – Moderate Risk	

4 – High Risk

STEP 2 – Modifie	d Risk Asses	sment
If you answered yes to any of the above questions modify any of the answers to modify the risk asse event checklist.		•
Additional Risk of COVID-19 to return to in person camp	Yes (1) / No (0)	Comments
Will STEM Camp be held in a region that has documented active local transmission of COVID-19 in the last 14 days?		If there are physical distancing measures in place or gathering size restrictions in your area answer YES
Will STEM Camp be held in a venue that grants access to multiple user groups or events?		Are you able to restrict or schedule STEM Camp access?
Will STEM Camp have participants relocating from areas outside the host city that have documented active local transmission of COVID-19 (community spread)?		If ALL participants are able to quarantine for 14 days before entering the facility answer NO
Will STEM Camp I include participants at higher risk of severe COVID-19 (e.g. people over 65 or with underlying health conditions)?		
Total Modified COVID-19 Risk Score		

Total Modified COVID-19 Risk Score	Recommended Changes to Event
------------------------------------	-------------------------------------

0 - negligible	Risk of transmission and further spread is considered negligible	 Practice social distancing Setup venue to allow for social distancing (ie tape on floor) Participants bring their own laptops Provide hand sanitizer and schedule frequent trips to washroom to wash hands properly Undergo temperature check Wear face mask Sign daily Declaration of Compliance forms Ensure STEM Camp supplies are sanitized
1 – very low risk	Risk of transmission and further spread is considered very low	 Practice social distancing Setup venue to allow for maximum social distancing (ie tape on floor, signage, reduced facility access) Participants bring their own laptops Provide hand sanitizer and schedule frequent trips to washroom to wash hands properly Undergo temperature check Wear face mask Sign daily Declaration of Compliance forms Ensure STEM Camp supplies are sanitized
2 – low risk	Risk of transmission and further spread is considered low. Recommend checking whether mitigation measures can be strengthened.	 Only one parent allowed at drop off Practice social distancing Setup venue to allow for maximum social distancing (ie tape on floor, signage, reduced facility access) Participants bring their own laptops Provide hand sanitizer and schedule frequent trips to washroom to wash hands properly Undergo temperature check Wear face mask Sign daily Declaration of Compliance forms Ensure STEM Camp supplies are sanitized

3 – moderate risk	Risk of transmission and further spread is considered moderate. Recommend significant changes to reduce risk of transmission and postpone event until these measures are in place.	 Only one parent allowed at drop off Campers separated into groups of 5 max in one space Practice social distancing Setup venue to allow for maximum social distancing (ie tape on floor, signage, reduced facility access) Participants bring their own laptops Provide hand sanitizer and schedule frequent trips to washroom to wash hands properly Undergo temperature check Wear face mask Sign daily Declaration of Compliance forms No STEM Camp supplies are used, only supplies campers bring from home
4 – high risk	Risk of transmission and further spread is considered very high. Cancel STEM Camp	

Appendix F

Pre- Camp email to Staff and Parents

(Insert date)

STEM Camp is excited to welcome you to the (insert name of event and city). Prior to camp, STEM Camp would like to inform you of certain changes to our standard camp practices in light of the current pandemic. These changes come in two forms. Changes that will be standardized for all our camps and those specific to the local situation regarding COVID-19.

Our Approach

STEM Camp is taking a measured approach to ensure that we reduce the risk of COVID-19 transmission. This approach is done in collaboration with our local host facility and federal, provincial and local Public Health Authorities' guidance.

Guiding Principles

- 1. We will use a common sense approach to Health and Safety that embraces the new norms of society.
- 2. We will respect all guidelines from Government and Public Health Authorities.
- 3. We will respect physical distancing protocols.
- 4. We will enhance cleaning and hygiene practices at the venue.
- 5. We will invest in our camps to ensure we are prepared to host a great and safe event.

Standardized Changes

The standardized changes for 2020-2021 for all camps are:

- 1. Upon arrival each day, you will be greeted at the door by a STEM Camp Participation Access Control Officer (PACO). They will be positioned at the designated entrance for the duration of the event during times when traffic is expected.
- 2. Upon arrival on the first day, each individual (parent or guardian) must sign (or have signed) an Assumption of Risks and Waiver of Claims and Liability Agreement.
- 3. Each day, all participants (and anyone arriving to the facility) must sign a declaration that they do not have COVID-19 symptoms and they have not potentially exposed themselves to COVID-19.
- 4. Face masks/coverings (that covers your nose, mouth, and chin without gapping) are mandatory and must be worn by everyone in attendance.
- 5. Participants will bring their own laptops to camp that only they will use.
- 6. Hand sanitizer will be available throughout the facility. STEM Camp will have a small supply of these items onsite, but recommends individuals bring their own supplies.
- 7. The venue will be marked to maximize social distancing. Please respect these markings.

Event Specific Changes

Upon reviewing the current Public Health Authority Guidelines and the Venue specific Health and Safety Guidelines, the following additional modifications have been implemented for the (name of event):

1. <Specific info will be inserted here when applicable>

Failure to Comply

STEM Camp is taking these steps to minimize the risk of COVID transmission at our events and to ensure best efforts towards health and safety practices. If a participant does not comply with the requirements, they will not be granted access to STEM Camp or will be required to leave.

STEM Camp is looking forward to welcoming your camper to STEM Camp. Should you have any questions about the changes that the event or any other aspect of our COVID-19 strategy please feel free to contact us email at support@stemcamp.ca.

Appendix G

Sample Communications Template

In the event that there is a case of COVID at one of our events this is the communique that we will use with parents.

A PARTICIPANT WHO HAS COVID-19:

STEM Camp believes in complete transparency and we need to share that the Health Department has informed us that a participant at (insert name of venue) has tested positive for COVID-19. Our staff is currently reaching out to everyone who attended the event to let them know they may have been exposed. Respecting the participant's privacy, we will not be sharing their name.

Out of an abundance of care, we will be postponing / cancelling the following events/activities (list events/activities) until further notice. We apologize to everyone for the inconvenience, and we look forward to welcoming you back to STEM Camp when we believe it is safe to do so.

A credit will be issued for the days you will miss, or optionally you can choose to participate virtually. A representative from STEM Camp will contact you to discuss your options.