

# Covid DELTA Level 2 Response Plan - Holiday Camps

**Last updated:** 23rd September 2021

## **General description of document:**

This document was written in response to New Zealand's Covid Level 2. In following the procedures in this document Kauaeranga Valley Christian Camp is confident in being able to run safely under the Level 2 restrictions and guidelines.

This document refers back to MOH guidelines and to wording taken out of the "Alert Level 2 Guidance for Health Pandemics (COVID-19) for Organised Outdoor Activities & Facilities" written in collaboration by CCNZ, Recreation Aotearoa & EONZ. (Please ask if you'd like a copy). It also exists in addition to the KVCC Delta L2 Worksafe Safety Plan.

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## 1. Terminology

When reading this document the following terminology will be used:

- **KVCC:** The provider of facilities and services: Kauaeranga Valley Christian Camp.
- **Holiday Camp:** The school holiday camp is a group of "Mixed Individuals" coming on site to use facilities and services. This is considered a Social, Mixed Individuals and

Non-Controlled Environment Group. Numbers will be under 100 participants at all times plus staff.

- **Camper** - Individual attending the holiday camp
- **Leader** - Teenage or adult volunteer at the camp
- **Resident Staff/Families** – People who live permanently on site at KVCC
- **PPE** – Personal Protective Equipment
- **Parent/caregiver** - the adult responsible for the child attending the holiday camp
- **PHU**: Public Health Unit who carries out contact tracing in the case of a suspected or confirmed case

## 2. Communication Prior to Camp

Prior to the holiday camp KVCC will communicate the information listed below to parents/caregivers of participants, volunteer leaders and KVCC staff.

1. Confirm that the holiday camp will be under 100 people at all times (not including staff).
2. Confirm all contact tracing information is collected from people attending the holiday camp.
3. Advise parents/caregivers that they are to withhold sending campers if they present any cold or flu like symptoms 24hrs prior to camp.
4. Make this document available for all parties to read and understand what KVCC's responsibilities are while the camper is on site.
5. We will also list clear details of how the parents/caregivers are to sign in and sign out their child who is attending camp to help support social distancing during this time.

KVCC will keep all information gathered confidential, however in the case that there is a suspected case the information will be used in accordance with MOH guidelines.

## 3. Contact Tracing

KVCC has QR codes at all sites which groups / any visitors are able to use. There are also manual sign in and out sheets located at KVCC.

For Holiday Camps, KVCC will have all contact tracing information on file when the campers and leaders registered through the bookings system. This will include at least two different forms of contact from parents/caregivers – email, mobile, phone, residential address.

## 4. Managing sign in & out process of campers

To help minimize the amount of contact between parents/caregivers and campers when signing in and out we will ask that the following processes are followed. We highlight and ask that

anyone aged 12 or over wear a mask and socially distance by 2 metres during the sign in and out time (as also described below in the section; 'Facility and Group Management').

### **Sign in:**

- **Prior to camp:** we will communicate to parents/caregivers what the process of sign in will look like. We would ask parents/caregivers to limit the number of other people they are bringing on site, and ask them to stay in the car if possible.
- **Parent/Caregiver contact tracing:** Arrival times will be staggered to avoid log jamming at registration and sign in will take place as a 'drive through' similarly to our usual 'winter day camp' option. When parents/caregivers arrive they will be greeted by a staff member while remaining in their car. Parents will sign themselves in using the QR code or manual sign in form.
- **Camper/s sign in:** After parents have signed themselves in, they will sign in the camper and hand in any medication (including filling out the form) from their vehicle. Once completed they will drive to a designated area where they can help the campers get their gear out of the car. Campers will say goodbye to their parents/caregiver here.
- **Settling of the campers:** Leaders will help campers to their rooms and get them settled to minimize the number of people on site.
- Once the camper/s are settled into their room the campers will go to the Gymnasium where there will be leaders running games for the campers. We ask that the campers stay in this location while we finish registrations to minimize contact with others who will not be part of the holiday camp.

### **PLAN B (Indoor Registration)**

- **Numbers at registration table** - Prior to camp we will communicate to parents/caregivers that only one parent/caregiver may accompany their child/children to the registration table to sign in. Anyone 12 and over must wear masks. If there are other adults and/or children with the campers we will ask them to remain in the car. If there are children who are unable to be left unsupervised in the car while the parent/caregiver signs in their child/children then they may accompany them during this process.
- **Parent/Caregiver contact tracing** - Before approaching the camper registration table there will be a separate place where the parent/caregiver will need to use the QR code or manually sign in before moving forward to the registration table and signing in the camper. We ask that people from different households please socially distance by 2 metres during this time and apply hand sanitizer prior to moving forward. A KVCC staff member will be present at this table to help and ensure the process is being followed.
- **Camper/s sign in** - after the parent/caregiver has signed in manually or with the QR code, they will be called forward by a staff member at the registration table and be assisted in the sign in the camper/s and medication sign in. Please have medication ready to hand in at the registration table.
- **Settling of the camper/s** - After the camper/s has been signed in a leader will show them to their room. We ask that the parent/caregiver say their goodbyes here and the leader will take the child to their room to get settled. Once the camper has settled in,

they will go to the gymnasium where there will be leaders running games for the campers. We ask that the campers stay in this location while we finish registrations to minimize contact with others who will not be part of the holiday camp.

### **Sign out:**

- **Managing campers** - On the last morning of camp, we will put a movie on or have leaders playing games with the campers in a contained area while they wait for their parent/caregiver to arrive.
- **Sign out:** Again, we ask that only one parent/caregiver signs out the camper/s. The parent/caregiver will stay in their vehicle and manually sign in or scan the QR tracing code. They will also sign their camper/s out and collect any medication. The parents/caregivers will drive to the designated area where a leader will bring the camper. We ask that once camper/s and bags are collected that campers/parents/caregivers don't linger on site to help minimize contact between different households.

## **5. Facility & Group Management**

During the school holiday camps run by KVCC, there will only ever be one group onsite, which is our in-house run holiday camp that will be under 100 participants (excluding staff).

Leaders and campers aged 12yrs and over will wear facemasks when indoors and within 2m of campers and each other. Resident staff and families do not need to wear masks when near each other, but are required to when inside a main camp building and when within 2m of leaders and campers. Everyone will maintain 1m distance between each other where possible.

### **5.1 Sleeping arrangements**

As part of the normal emergency procedures KVCC will allocate campers and leaders to each dorm. They will not sleep head to head or change beds or cabins throughout the duration of camp.

At the end of each week of camp, campers and leaders will sanitize the bedding in addition to the other cleaning and hygiene measures laid out below.

## **6. Cleaning & Hygiene**

KVCC will reinforce the importance of good hygiene in preventing the spread of illness, including COVID-19/DELTA. KVCC will ensure the site/areas of use are well cleaned prior to groups arrival and on departure.

## 6.1 Personal hygiene

KVCC will promote good hand washing and sanitizing techniques, share information and promote protection from COVID-19 posters.

Washing hands with soap and water continues to be very effective. KVCC provides hand sanitizer in dining room areas for mealtimes and activities.

### **Hand washing or sanitizing is advised or mandatory:**

- after blowing their nose, coughing or sneezing
- after returning to the programme/activity
- after touching surfaces outside of the programme/activity/facility
- after touching money
- before, during and after caring for a sick or vulnerable person
- before and after eating
- after using the toilet
- after handling rubbish
- after touching animals and pets
- when hands are visibly dirty

## 6.2 Daily Duties

As part of Holiday Camp, duties are carried out by Volunteers. To ensure a high standard of cleaning is carried out and to minimize close contact between campers and staff a large majority of the duties will be carried out by a KVCC staff member/Volunteers.

KVCC will ensure

- Suitable cleaning products for leaders/campers to use including a sanitizer spray that can kill viruses and bacteria.
- That the reusable cloths have been cleaned and then dried after use, as bacteria and viruses can still survive on damp cloths.
- Disposable gloves are available to be worn when cleaning and placed in the bin when finished.

Below are duties for Holiday Camp:

Have (a) designated staff member/s to carry out the daily duties during camp.

- **Bathrooms:** Cleaning the bathrooms more than once a day. The staff member/ a leader will clean the “high touch points” in the bathroom as part of the daily clean for cabin groups. The staff member will also wipe down the hard surfaces at least once during the day as well.
- **Dining Hall:** Tables and chairs are cleaned with a sanitizing spray after each use/ mealtime.
- **Dishes:** The volunteer staff member will do the dishes after each meal. They will wear a mask and sanitize/wear disposable gloves to minimize contact with surfaces.

- **Other duties:** In the daily clean up of cabins after breakfast, staff and leaders will ensure all high touch areas (door handles, handrails, light switches, door handles) are cleaned.
- **Cabins:** During Cabin Clean up, Cabins will disinfect the door handles and any surface that could transmit microbugs.

**Meal times:**

- All campers and leaders will be seated 1m distanced from each other.
- Hand sanitizer will be available in the dining rooms.
- Cabin groups will be allocated a table that they will use for the duration of camp.
- There will be no self serving of food. Food will be collected at the servery where designated servers handle the food.
- Plates and cutlery will only be touched by the person using it.
- After the meal, the normal process of stacking the dishes from the whole table and having an allocated person take them up to the dishroom will still be in place. Sanitizer will be available.
- All plates and cutlery will be sent through the dishwasher/sterilizer or cleaned appropriately according to Ministry of Health guidelines. Dishes will be done as mentioned in duties above.
- Masks do not need to be worn while seated and eating in the dining hall for anyone aged 12 and over.

**Chapel Times:**

- Seats will be placed 1m apart to maintain social distancing.
- After each chapel time, chairs and high touch points will be wiped down and sanitized.

## 6.3 Cleaning of Activity Equipment

KVCC is aware that some activities require shared use of equipment or high touch-points. KVCC Staff will disinfect/quarantine equipment between whole group use (and between individual use where practical).

**Instructed Activities:**

If the activity is instructed by a KVCC staff member, we will aim to socially distance where appropriate. However, in many cases, this won't be possible when checking/fitting activity equipment (harnesses, helmets, flying fox, kayaking and raft building PFD's etc) in this case, the KVCC instructor will wear PPE wherever is practical.

## 7. Removing & Isolating Suspects

KVCC will have the ability to isolate and remove any suspected cases.

In the case there is a suspected case at KVCC we will:

- Contact Parent/Caregiver of child

- Have an isolation room
- Provide PPE (mask, gloves, eye protection) for carers to ensure rapid response to any symptoms that arise.
- Contact Healthline (0800 358 5453) or contact their general practice for advice.
- Shut down for 72 hrs if there is a confirmed/suspected case.
- Keep informed and up to date.

Once advice has been collected, we will make an informed decision as to how to proceed forward. We understand there could be a number of outcomes in this circumstance, however, it is KVCC's aim to look after the general health of the KVCC staff, volunteers, leaders, campers and community.

If an employee, customer or visitor becomes a confirmed or probable COVID-19 case and has been at one of our sites while potentially infectious we will follow the Ministry of Health Guidelines as listed below.

*You may be told by an employee directly or notified the by the local public health unit (PHU) and then you should:*

- *inform any Health and Safety Managers within the organisation; they are usually the best people to have contact with the PHU*
- *isolate spaces that this person may have spent significant time in and ensure cleaning is undertaken before they are able to be used (see [General cleaning](#) for more information)*
  - *specific or additional advice will be given by public health officials of any cleaning requirements based on the extent of exposure*
- *assist as required with the PHUs contact tracing process (see below) and support any staff identified as close contact to self-isolate for 14 day*
- *follow PHU advice on communication with your employees and customers (see below)*
- *consider store or site closure – this decision should be made on the advice of a Public Health official based on information on the extent of the exposure*
- *follow PHU advice on any additional requirements that are specific to your type of business.*

*Remember, at any time, an employee who feels unwell with symptoms of COVID-19 should be encouraged to go home and to seek help by calling their GP (doctor) or call Healthline, for free, on 0800 358 5453.*

## 8. Food Service

### **Food safety**

Food Standards Australia New Zealand has useful information about food safety. Their website notes "COVID-19 is not a foodborne illness. There's no current evidence that COVID-19 can be transmitted through food and no reported cases of COVID-19 have been linked to contamination of food. The main risk of transmission is from close contact with infected people. The best

*approach is to maintain good hygiene at all times. Wash your hands regularly with soap and water and avoid touching your face to reduce your risk.”*

**KVCC Catering**

KVCC will uphold the high food safety standards as required by our Food Control Plan.