The purpose of this guide is to support organizations in the day camp sector for management of occupational health and safety (OHS) in their work environment. It seeks to guarantee that operations can resume or continue under the safest and healthiest possible conditions in the context of COVID-19.

In a crisis period, it is important that workers, employers and other players in the workplace collaborate to have healthy and safe work environments for all! Dialogue and cooperation are essential to achieve this.

**Management of occupational health and safety**

Management means implementing the necessary measures to honour the employer’s legal obligations, namely identify, correct and control the risks and encourage the workers’ participation in this preventive approach.

Good cooperation between the employer and the staff is essential to encourage management of OHS.

The employer must **proceed with identification of the risks of transmission of COVID-19 in the work environment**. If the risks of contamination cannot be eliminated, the employer must seek to reduce and control them. The employer must identify the tasks during which workers may be exposed to the virus. The suppliers, subcontractors, partners and clients have been informed of the preventive measures implemented in the business to control the risks associated with COVID-19 and make them aware of the importance of complying with these measures.

The preventive measures that may be applied are based on the principles of exclusion of symptomatic persons from the workplace, physical distancing, hand washing, respiratory etiquette and maintenance of hygiene measures for the tools, equipment and frequently touched surfaces.

The COVID-19 context can be a major stress factor, whether for the employer or for the workers, suppliers, subcontractors, partners, parents and tutors, due to the upheaval it causes in the different spheres of society. Special attention must therefore be paid to the psychosocial health of personnel.
Exclusion of symptomatic workers from the workplace

Persons exhibiting symptoms are part of the COVID-19 transmission chain in the workplace. Procedures accounting for the following factors can avoid transmission of the disease:

- Identification of workers with COVID-19 symptoms before they enter the workplace, by means such as:
  - a questionnaire,
  - self-evaluation by the workers;
- Posters are installed as reminders of the importance of hand hygiene, respiratory etiquette and physical distancing at key locations (entrance, rooms, washrooms, exterior doors, etc.);
- The parents, tutors, subcontractors and partners have been informed of the preventive measures implemented in day camps to control the risks associated with COVID-19 and make them aware of the importance of respecting these measures and limiting their movements on the camp site as much as possible.
- Strict triage is instituted at the site entrance for the parent or tutor and the participant;
- Access must be refused to any participant who exhibits symptoms associated with COVID-19 (fever or cough or difficulty breathing, other symptoms according to the government website);
- Any person whose home contact exhibits symptoms of COVID-19 or who is under investigation and waiting for test results or who recently was diagnosed with COVID-19 must refer to the recommendations of the INSPQ.

When symptoms associated with COVID-19 (fever or cough or difficulty breathing or other symptoms according to the government website) appear at the camp.

- A COVID-19 emergency kit prepared in advance must be used and contain at least gloves, procedure masks, protective eyewear, a reclosable bag, an overgarment (smock), and a hydroalcoholic solution of at least 60%.
- A participant exhibiting symptoms shall be isolated in a room provided for this purpose and wear a procedure mask. A staff member exhibiting symptoms must leave the workplace.
- Only one staff member looks after a participant exhibiting symptoms for the time until the participant leaves the camp site with the parent or tutor.
- A staff member must wear gloves and an overgarment (smock), as well as a procedure mask and protective eyewear (protective glasses or visor);
- Once a participant or a staff member exhibiting symptoms has left, disinfect the room, the surfaces and the objects touched by the participant or the staff member;
- The staff member must safely remove the personal protective equipment and the overgarment and discard those that are not reusable in the trash can (if a trash can without contact with the hands is available) or in reclosable bags or containers reserved for this purpose, and then dispose of the single-use equipment. They must wash their hands immediately after this.
• The reusable personal protective equipment must be disinfected (e.g. protective eyewear, if reusable);
• After disinfection of the isolation room, wash hands and put on gloves again to place the participant’s personal objects (clothing worn, cap, water bottle, etc.) in a fabric or plastic bag to wash them and return them to the parents or tutors.
• The parents or tutors of the participants in the affected person’s group and the staff in contact with the symptomatic child must call 1-877-644-4545 to obtain instructions

### Physical distancing

• Whenever possible, a minimum of 2 metres of distancing between people must be maintained at work, from arrival to departure;
• This distance must also be maintained during breaks and lunch hour;
• Handshakes and hugs must be avoided;
• The workstations and work methods have been reviewed to comply with 2 metres of physical distancing whenever possible;
• Traffic and interactions between workers are limited.

**Adjustments that must be made to limit the risk of transmission** when the principles of physical distancing cannot be respected:

In offices, these adjustments are:

• use of technological means (telework), if possible;
• installation of physical barriers (transparent full partitions) between different workstations when they are too close or cannot be spaced.

At day camps:

• games involving close contact with the participants are avoided;
• preventive measures must be taken to encourage physical distancing between persons (e.g. floor marking, cones, lines, stickers);
• outdoor activities are preferred;
• play areas may be reserved specifically for different groups, in order to prevent contact between the participants of these groups, both indoors and outdoors;
• special attention must be paid to areas acting as bottlenecks (e.g. locker room entrance, exit to the yard, stairways, bicycle racks, etc.) to avoid lineups with persons close to each other;
• groups of participants and work teams are organized to limit exchanges and contacts as much as possible;
• the monitor-participant ratios prescribed in the context of COVID-19 by the Direction générale de la santé publique must be respected;

• if possible, always keep the same participants in the same monitor-participant tandem, and a monitor should always have the same group of participants;

• the monitors should always work on the same site or at the same camp, when applicable. Stability of the staff who are in contact with the participants is preferred;

• it is not recommended for monitors to wear personal protective equipment (PPE) to protect themselves against COVID-19. Two metres of physical distancing must be respected whenever possible. However, for monitors who would be more comfortable wearing a face covering, we invite them to consult Wearing a face covering in public settings to learn how to make a face covering and use it appropriately.

• the staff in contact mainly with preschool-age children and children with special needs, if the tasks absolutely necessitate being less than 2 metres from another person for a period longer than 15 minutes without a physical barrier, only once a day, must wear a procedure mask and protective eyewear at all times;

• a sufficient quantity of the necessary personal protective equipment, including protective masks and protective eyewear, must be provided and made available to the staff.

**Hand washing**

Washing hands frequently with lukewarm water and soap or with a 60% hydroalcoholic solution for at least 20 seconds limits the risks of transmission in the work environment, in particular.

• before touching the face (eyes, nose, mouth);

• after coughing, sneezing or wiping the nose;

• before and after eating;

• after handling something that is frequently touched or a package received;

• when entering and exiting the premises and after each use of collective equipment;

• at the site entrance and exit;

• before wearing and upon removing personal protective equipment.

Note: Staff members must also wash their hands after performing one of these actions with a participant (e.g. to help the participant wipe his/her nose or eat).

**Respiratory etiquette**

Respecting respiratory etiquette consists of:

• covering your mouth and nose when you cough or sneeze, and using tissues or the crook of your elbow;

• using single-use tissues;
• immediately discarding used tissues in the trash can;
• frequent hand washing;
• not touching your mouth or eyes with your gloved or bare hands.

**Maintenance of hygiene measures for material, equipment and frequently touched surfaces**

Given that the virus responsible for COVID-19 can live on surfaces, application of hygiene measures is essential:

• Limit sharing of accessories, play material and work devices (e.g. pens, telephone, tablets, computer mouse);
• Clean and disinfect collective equipment (e.g. play material, structure, etc.) regularly or as soon as more than one person uses it;
• If applicable, ensure the correct operation and maintenance of the ventilation systems, according to the regulatory requirements for the type of facility and the tasks performed;
• Facilitate access to disinfection products at key locations on the site, when possible;
• Clean the tools and equipment used after every shift or when they must be shared;
• Immediately clean and disinfect visible dirt on surfaces or objects;
• Clean the meal areas before each meal and disinfect them daily. For example:
  – refrigerator door handle,
  – chair backs,
  – microwaves;
• Increase the frequency of daily cleaning and disinfection of the areas used and objects and surfaces frequently touched by people with a disinfection product usually used, depending on the use of the premises and when they are visibly soiled. For example:
  – tables,
  – chairs,
  – benches,
  – toys,
  – sports articles,
  – life jackets,
  – play areas,
  – sanitary facilities,
  – any other relevant location or material;
• Remove non-essential objects (magazines, newspapers and knickknacks) from the common areas and offices;
Before leaving the site, staff members must, if applicable:

- remove the protective eyewear and the mask safely and discard the non-reusable equipment in the trash can or in reclosable containers or bags reserved for this purpose, then discard them and disinfect the reusable equipment (protective eyewear, if reusable) with a product adapted to the equipment,
- whenever possible, remove their protective clothing and dispose of it in a plastic or fabric bag. Wash their clothing worn at work with the usual laundry detergent.

- Use the appropriate cleaning products or disinfectants (see the manufacturer’s recommendations and do not mix cleansers);

Resources are available online for more information concerning cleaning of surfaces or the recommended disinfectants.

**Legal obligations**

Legal obligations with respect to occupational health and safety, for both the employer and for workers, must be applied in the context of COVID-19. They are summarized below.

**Employer**

The employer has an obligation to protect the health, safety and physical well-being of their workers. *The Act respecting occupational health and safety (AOHS)* stipulates that the employer must take all the necessary measures to do so (*section 51*). This includes using methods to identify, correct and control risks.

In the context of COVID-19, the employer must ensure that the usual preventive measures are still appropriate. If not, they must modify them to protect workers against the risk of contamination.

The employer must also inform them about the risks associated with their work, including those associated with COVID-19. They must also provide workers with appropriate training, assistance and supervision so that everyone has the skill and knowledge required to safely perform the work assigned to them.

**Worker**

Every worker has an obligation to take the necessary measures to protect their health, safety or physical well-being and to ensure that they do not endanger the health, safety or physical well-being of other people in the workplace (*section 49* of the AOHS). To do this, they must follow the rules and measures put in place in the context of COVID-19, just as they follow the other rules applied in the workplace. Workers must also participate in identifying and eliminating risks. If they see risks or have suggestions in this regard, they must inform the health and safety committee (if there is one), their superior or a representative of the employer.
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- Ministère de la Santé et des Services sociaux
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The guide and the kit result from a reflective process intended to support the work environments in management of occupational health and safety in the context of COVID-19. The project is scalable and will harmonize with the preventive measures ordered by the Direction de la santé publique (public health authorities).