

# GUIDE TO COVID-19 MEASURES FOR CAMPS



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2021 Edition – Volume 2 (May 2021)



Association des  
camps du Québec

## Preamble

Since the start of the pandemic, the Association des camps du Québec (ACQ) has been producing and disseminating information to help all Québec camps run their activities in such a way as to prevent the spread of infection and deal with any outbreaks. Every communication has been based on the recommendations and key measures of the Direction générale de la santé publique (DGSP), which has approved all content.

*The guide to running camps in the COVID-19 context* issued in the spring of 2020 was the ACQ's first official guide on the subject. This guide on COVID-19 measures for camps is derived directly from that publication, with the addition of information for sleepaway camps and family camps.

This guide, then, contains information on all camp activities for the summer of 2021, set out in thematic tables. The DGSP may make changes to some health instructions depending on how the pandemic evolves. Please make sure you always have the most up-to-date version of the guide.

Particularly in a pandemic, hosting children, teens, families and clientele with special needs demands that preventive rules be strictly observed. Although these rules are constraining, their sole objective is to minimize the risks of spreading the virus in your organizations and to keep participants and staff safe so that you can stay open this summer.

Every summer, Québec camps play a vital role in the life of thousands of Quebecers. In a pandemic, this role becomes all the more important: children, families and young counsellors need camps in order to thrive and reduce stress levels by enabling everyone to engage safely in activities with a degree of normality.

The ACQ thanks La Direction générale de la santé publique du Québec for its trust and its indispensable collaboration.

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## Production team

Production of this guide required exemplary teamwork in the context of a pandemic where meetings had to be conducted remotely. Strong collaboration between the partners has made it possible to bring this handy updatable guide out in record time! We wish to thank all those who have contributed in ways large and small to the design and dissemination of this tool for Québec camps.

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- Association québécoise du loisir municipal

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## How the Guide is organized

This DGSP-approved guide sets out all COVID-19-related measures to be applied in day camps, sleepaway camps and family camps in Québec during the summer of 2021, whether or not they are members of the Association des camps du Québec. Click items in the table of contents to jump to the desired topic.

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# 1. General health measures

## 1.1 INTER-REGIONAL TRAVEL

To limit the risks of spreading disease, the Québec government asks all citizens not to travel from one region to another or from one city to another unless absolutely necessary.

	GREEN	YELLOW	ORANGE	RED
<b>1.1 INTER-REGIONAL TRAVEL</b>	<b>AUTHORIZED<sup>1</sup></b>		<b>NOT RECOMMENDED</b>	

Note that non-essential interprovincial travel (particularly between Québec, Ontario and the Maritime provinces) is prohibited.

For international employees and participants, make sure that health measures (quarantine, tests, etc.) are complied with.


## 1.2 SITES AND ACTIVITY SET ACCOMMODATION CAPACITY



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<b>1.2.1 PROMOTE PHYSICAL DISTANCING MEASURES</b>	<ul style="list-style-type: none"> <li>Take the necessary measures to ensure that 2 metres distancing is kept between bubbles or family cells (that is, persons residing at the same address).</li> <li>Favour the use of physical barriers and avoid physical contact (hugs, handshakes, etc.).</li> </ul>			
<b>1.2.2 DETERMINE ACCOMMODATION CAPACITY</b>	<p>To calculate the capacity of a room or activity set</p> <ul style="list-style-type: none"> <li>Divide the area by the number of square metres per person (2 square metres for employees and 1 square metre for participants).</li> <li>This calculation gives the number of persons that can be admitted to a room or activity set.</li> </ul>			

\*Note: accommodation capacity applies in the same way for both indoor and outdoor (skating rink, tent, etc.) spaces.

<sup>1</sup> Although inter-regional travel is authorized for regions under green and yellow alert level, people travelling temporarily to a region at a higher alert level must exercise caution.

## 1.3 FORMING GROUPS

	Ages	Sleepaway camps	Day camps	Hosting of school or other group	Family camp
1.3.1 RATIOS	9 months to 3 years				1/4
	4 years	1/5	1/8	1/15	1/8
	5 to 6 years	1/6	1/10		1/10
	7 to 8 years	1/7	1/12		
	9 to 11 years	1/8	1/15		1/15
	12 to 14 years	1/9			
	15 to 17 years	1/10			
	GREEN	YELLOW	ORANGE	RED	
 1.3.2 FORMING BUBBLES	<b>SLEEPAWAY</b> <ul style="list-style-type: none"><li>Physical distancing is not required between participants/employees who are part of the same group and/or the same bubble.</li><li>However, a distance of 2 metres must be kept at all times between participants from different bubbles.</li><li>A distance of 2 metres must be kept between employees, participants and suppliers who are not part of the same bubble.</li><li>Two groups may form a stable duo, but a distance of 2 metres must be kept between groups at all times. The duo must remain the same for the summer or the week (stable over time).</li></ul>				
	<b>DAY CAMPS</b> <ul style="list-style-type: none"><li>A distance of 1 metre must be kept between children from the same group at all times.</li><li>2 metres distance must be kept between children and all members of staff (even the group counsellor) at all times.</li><li>A distance of 2 metres must be kept between employees, participants and suppliers who are not part of the same bubble.</li><li>Two groups may form a stable duo but a distance of 2 metres must be kept between groups at all times. The duo must remain the same for the summer or the week (stable over time).</li><li>The same instructions apply to daycare services. It is therefore possible to bring participants from different groups together, provided that 2 metres of physical distancing for everybody is kept at <b>all times</b>.</li></ul>				

	GREEN	YELLOW	ORANGE	RED
 <b>1.3.3 WEARING PROCEDURE MASKS OR FACE COVERINGS</b>	<b>DAY CAMP</b> <b>Participants</b> No face covering for participants.  <b>Employees</b> Procedure masks must be worn at all times.	<b>DAY CAMP</b> <b>Participants</b> Face coverings must be worn indoors by participants having completed 5th and 6th grade or more.  Face coverings must be worn by all participants (of school age) in transportation.  <b>Employees</b> Procedure masks must be worn at all times.	<b>DAY CAMP</b> <b>Participants</b> Face coverings must be worn indoors at all times by all participants who have completed first grade in primary school or more (kindergarten pupils are exempt).  Face coverings must be worn by all participants (of school age) in transportation.  <b>Employees</b> Procedure masks must be worn at all times.	
	<b>SLEEPAWAY CAMPS/FAMILY CAMPS</b> <b>Employees</b> <ul style="list-style-type: none"><li>• Procedure masks must be worn at all times, inside and outside.</li></ul> <b>Participants</b> <ul style="list-style-type: none"><li>• Participants aged 10 and over must wear face coverings when 2 metres distancing is not possible between participants and/or employees from different bubbles, both outdoors and indoors.</li></ul> <b>Suppliers</b> <ul style="list-style-type: none"><li>• See the section on PPE (next measure).</li></ul> Note: tents are considered to be indoor premises when two or more side walls are closed.			
 <b>1.3.4 WEARING OF PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Equipment required: procedure mask, visor or goggles <ul style="list-style-type: none"><li>• PPE must be worn by anyone who is not part of a bubble (employees in a sleepaway camp who sleep at home, suppliers, parents, etc.).</li><li>• PPE must be worn by attendants when close to their participant(s).</li><li>• Employers must supply personal protective equipment in sufficient quantity for all staff. Also provide for a quantity to be kept in reserve. Employers must also provide employees with a sufficient quantity of procedure masks (minimum of 2 per day, 5 per day recommended).</li><li>• Use personal protective equipment and enforce appropriate hygiene measures for the distribution of medication (if physical distancing cannot be observed).</li><li>• Use personal protective equipment (with medical gown and gloves) in the presence of potential COVID-19 cases.</li></ul>			



## 1.4 MEDICAL PROTOCOL



	GREEN	YELLOW	ORANGE	RED
<b>1.4.1 VACCINATION</b>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Strongly recommended for all employees</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>Recommended for all participants aged 12 or over</li> </ul>			
<b>1.4.2 PREVENTIVE ISOLATION RECOMMENDED</b>	<p><b>SLEEPAWAY CAMPS</b></p> <p><b>Employees</b></p> <p>No preventive isolation (neither before camps start, nor during leave)</p> <p><b>Participants</b> * MODULATION – Vaccination coverage may lead to a change in isolation measures for participants</p> <ul style="list-style-type: none"> <li>Preventive isolation recommended for participants who have not received any dose of vaccine</li> </ul> <p><b>What preventive isolation means:</b></p> <ul style="list-style-type: none"> <li>In common areas of the home, a distance of 2 metres from other occupants must be maintained.</li> <li>Going out into the community is not recommended.</li> </ul> <p>Symptoms should be monitored and temperature taken daily before coming to the camp. <a href="#">See the symptom self-assessment tool.</a></p>			
<b>1.4.3 PCR TEST</b>	<p><b>SLEEPAWAY CAMPS</b> * MODULATION – This measure is liable to change (sleepaway camps only)</p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>A negative result from a PCR test done 48 hours prior to the start of the camp is mandatory.</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>A negative result from a PCR test done 48 hours prior to the start of the camp is mandatory.</li> </ul> <p><b>DAY CAMP</b></p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>No mandatory PCR test for employees</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>No mandatory PCR test for employees</li> </ul>			

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<b>1.4.4 RAPID TEST</b>	<b>SLEEPAWAY CAMPS</b> * MODULATION – This measure is liable to change (sleepaway camps only)			
	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• A rapid test is mandatory for all employees on the 3rd day after arriving at camp.</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• A rapid test is mandatory for all participants on the 3rd day after arriving at camp.</li> </ul>			
	<p><b>DAY CAMP</b></p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• No mandatory rapid test for employees</li> </ul> <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• No mandatory rapid test for employees</li> </ul>			

## 1.5 HYGIENE MEASURES

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<b>1.5.1 HAND AND RESPIRATORY HYGIENE/ COUGH ETIQUETTE</b>	<ul style="list-style-type: none"> <li>Promote hand hygiene measures by making the necessary material available (running water, soap, alcohol-based sanitizers, contactless trash cans, disposable paper towels, etc.). See: <a href="https://www.quebec.ca/en/health/advice-and-prevention/accidents-injuries-and-diseases-prevention/washing-hands">https://www.quebec.ca/en/health/advice-and-prevention/accidents-injuries-and-diseases-prevention/washing-hands</a></li> <li>Promote the practice of respiratory hygiene/cough etiquette. See (document in French): <a href="https://www.inspq.qc.ca/sites/default/files/publications/2439_prevention_controle_infections_hygiene_respiratoire.pdf">https://www.inspq.qc.ca/sites/default/files/publications/2439_prevention_controle_infections_hygiene_respiratoire.pdf</a></li> </ul>			
<b>1.5.2 LOAN AND CLEANING OF EQUIPMENT</b>	<ul style="list-style-type: none"> <li>Counsellors are responsible for distribution of equipment. Self-service equipment is not recommended.</li> <li>Favour the use of equipment by a sole participant.</li> </ul> <p>Depending on the type of equipment used:</p> <ul style="list-style-type: none"> <li>“Hard” equipment must be disinfected after every use (scissors, etc.).</li> <li>“Soft” equipment must be cleaned after every loan (harness, PFD, etc.).</li> <li>Equipment that cannot be disinfected or cleaned (ski boots, etc.) must be quarantined.</li> <li>The use of regular cleaning products is authorized for outdoor use (and indoors), except for water-based products in winter (may freeze in the cold).</li> </ul>			
<b>1.5.3 APPLY RIGOROUS HEALTH ROUTINES, ADAPTED TO THE CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Place clear pictorial posters and instructions throughout the site.</li> <li>Drinking fountains are to be reserved for filling water bottles only.</li> <li>Present hand washing technique, respiratory hygiene/cough etiquette, the technique for wearing and removing personal protective equipment when required, etc. and ensure that these are followed.</li> <li>Show videos for hand washing, removing masks, etc.</li> <li>Use impact techniques with paint to illustrate hand washing.</li> <li>Require counsellors to wear protective equipment if they have to interact with a participant (especially one with special needs) at a distance of less than 2 metres.</li> <li>From the start of the stay, strategically place “supervisors” to remind everybody of health measures.</li> <li>Reduce the number of persons in personal hygiene spaces.</li> <li>Limit access to bathrooms to one person at a time, or two persons at a time if it is possible to maintain physical distancing.</li> <li>Use disposable paper towels for drying hands.</li> <li>Use contactless trash cans.</li> </ul>			

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<b>1.5.4 KEEP A STOCK OF REQUIRED MAINTENANCE EQUIPMENT AND PRODUCTS</b>	<ul style="list-style-type: none"> <li>• Keep a stock of personal protective equipment: masks, gloves, goggles, visors, gowns, hand towels, generic disinfectant, etc.</li> <li>• Before the start of the season, make 50% of planned purchases for the summer and renew before the midpoint of the season.</li> <li>• Plan on more intensive use than normal (at least double).</li> <li>• Allow for longer lead times from suppliers to avoid any interruption in service.</li> <li>• Be prepared to use substitute products.</li> <li>• Check the availability of portable hand washing stations.</li> </ul>			
<b>1.5.5 INSTALL HAND WASHING STATIONS AND KEEP THEM SUPPLIED</b>	<ul style="list-style-type: none"> <li>• In the arrival and departure zone (reception zone) and in activity set entrance/exit zones, set up a handwashing station or a hand sanitizer dispenser.</li> <li>• If possible, use washing stations that do not require contact with hands (automatic sensor, pedal activation, contactless trashcan, etc.).</li> </ul>			
<b>1.5.6 INSTALL HAND SANITIZER DISPENSERS AT STRATEGIC POINTS</b>	<ul style="list-style-type: none"> <li>• Set up a regular refilling routine</li> </ul> <p><b>SPECIFICALLY FOR SLEEPAWAY CAMPS/FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Add hand sanitizer dispensers wherever it is impossible to wash hands (archery, hebertism, etc.) or make sure that counsellors have a bottle of sanitizer with them.</li> </ul>			
<b>1.5.7 DISINFECT AND/OR CLEAN EQUIPMENT, STRUCTURES AND SPACES AS PER RECOMMENDATIONS</b>  <b>Disinfection :</b> <a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html</a>  <b>Cleaning of surfaces (document in French):</b> <a href="https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces">https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces</a>  <b>Preparing a disinfectant solution (document in French):</b> <a href="https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/mesures-de-prevention-generales-recommandees#desinfection-nettoyage">https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/mesures-de-prevention-generales-recommandees#desinfection-nettoyage</a>	<ul style="list-style-type: none"> <li>• Disinfect equipment and spaces at least once a day, or more frequently depending on traffic or if the site is used by multiple bubbles.</li> <li>• At least three times a day, disinfect tables, chairs, benches, play areas, sanitary facilities (for adults and children), door handles, switches, taps, and any other relevant place or items, using the disinfectant normally used.</li> <li>• Read the manufacturer's instructions and do not mix cleaning products.</li> <li>• When equipment is to be carried or moved, it must be handled by a single counsellor. The same counsellor must pick up and put away the equipment.</li> <li>• As far as possible, individualize equipment (e.g. a bow and three arrows per child, one pair of scissors per child).</li> <li>• Remove any equipment that is difficult to disinfect.</li> <li>• Remove toys that have been used, or disinfect systematically.</li> <li>• Include disinfection or quarantining of equipment in the "culture" and routine of activities.</li> <li>• Make laminated "To be cleaned" notices that can be stuck on the door of a room or a tray of equipment.</li> <li>• Set up a system for identifying whether rooms have been disinfected or need to be disinfected (e.g. adhesive streamer that comes unstuck when the door to the room is opened, a poster, etc.).</li> <li>• Set up a system for storing equipment: clean or needing to be disinfected.</li> <li>• Provide trays of clean equipment and trays for equipment to be disinfected.</li> <li>• Provide a cleaning "kit" for every room containing all the necessary materials.</li> <li>• Provide spare equipment to allow time for cleaning.</li> <li>• Design an activity for raising awareness about health measures.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Post a disinfection log on the doors to rooms, bathrooms, etc. with dates and times of checks.</li> <li>• Give maintenance staff the schedule of rooms and zones used.</li> <li>• Make sure that maintenance staff know proper disinfection methods (whether to use microfibre or paper, whether to allow the product to act or scrub immediately, which product is best in a particular situation, etc.).</li> </ul>			

## 2. Human resources

<b>2.1 ADAPT DESCRIPTIONS OF ROLES AND RESPONSIBILITIES OF EACH CATEGORY OF STAFF IN LIGHT OF COVID-19</b>	<ul style="list-style-type: none"> <li>• Enhance the code of conduct to take COVID-19 into account (e.g. be caring but firm: measures must be taken seriously).</li> <li>• Modify or enhance employees' job descriptions.</li> <li>• Remind staff of the need to conduct themselves in accordance with Public Health Department directives (social events, meetings, etc.).</li> <li>• Draw up instructions for leave days (see the section on leave).</li> </ul>
<b>2.2 HIRING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Employers must notify candidates of the potential risks of exposure to COVID-19 in the employment contract or in an appendix (staff's manual).</li> <li>• Employees must demonstrate how potential exposure risks are managed.</li> <li>• Candidates with specific health conditions must make a decision based on these risks.</li> </ul>
<b>2.3 CHECKING EMPLOYEES' STATE OF HEALTH</b>	<ul style="list-style-type: none"> <li>• Have employees fill out a questionnaire at the time of hiring and at the time of taking up their duties: symptoms, contacts, travel, etc. Use of the self-care guide is recommended: See: <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/self-care-guide-covid-19">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/self-care-guide-covid-19</a></li> <li>• Make sure to have employees' health profile.</li> <li>• In certain specific cases in which a direct link can be established with the task, it may be possible to formulate exclusion criteria, in collaboration with the Public Health Department. See (documents in French): <a href="https://www.inspq.qc.ca/publications/2914-protection-travailleurs-immunosupprimes-covid19">https://www.inspq.qc.ca/publications/2914-protection-travailleurs-immunosupprimes-covid19</a> <a href="https://www.inspq.qc.ca/sites/default/files/publications/2967_protection_travailleurs_sante_maladies_chroniques.pdf">https://www.inspq.qc.ca/sites/default/files/publications/2967_protection_travailleurs_sante_maladies_chroniques.pdf</a> <a href="https://www.inspq.qc.ca/publications/2912-mesures-travailleuses-enceintes-allaitent-transmission-communautaire-covid19">https://www.inspq.qc.ca/publications/2912-mesures-travailleuses-enceintes-allaitent-transmission-communautaire-covid19</a></li> <li>• Keep a daily log of employees present.</li> <li>• Develop a crisis management plan in the event that an employee becomes infected: who will replace them, list of replacement employees, communications with parents/tutors of participants in this group and with other counsellors.</li> </ul>



	GREEN	YELLOW	ORANGE	RED
<b>2.4 PROVIDE ADAPTED TRAINING FOR STAFF</b>	<ul style="list-style-type: none"> <li>• Include training on hygiene routines, and on supervision, intervention and facilitation techniques.</li> <li>• Put on a demonstration of health habits to be adopted.</li> <li>• Provide training for counsellors so that they can detect COVID symptoms. Use the COVID-19 symptoms self-assessment tool: <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool</a></li> <li>• Provide training on housekeeping (how to disinfect a room properly, what to wash, how to wash it, etc.).</li> </ul>			
<b>2.5 LEAVE, BREAKS AND INTER-CAMPS</b>	<p><b>SLEEPAWAY CAMPS/FAMILY CAMPS</b></p> <p><b>Leave on the site of the camp</b> (break, evening, leave)</p> <ul style="list-style-type: none"> <li>- Observe 2 metres distancing or wear mask/face covering.</li> <li>- Favour outdoor spaces.</li> </ul> <p><b>Leave away from the site of the camp</b> (break, evening, leave)</p> <ul style="list-style-type: none"> <li>- Health measures in force in the community must be rigorously observed.</li> </ul> <p><b>DAY CAMP</b></p> <p>(break)</p> <ul style="list-style-type: none"> <li>- Observe 2 metres distancing or wear mask/face covering.</li> <li>- Favour outdoor spaces.</li> </ul>			
<b>2.6 ANTICIPATE AND NAME STRESS AND ANXIETY REACTIONS THAT MAY BE REPORTED BY COLLEAGUES AND WORKERS (DOCUMENTS IN FRENCH)</b>	<p><a href="https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/sante-psychologique/gestionnaires-collegues">https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/sante-psychologique/gestionnaires-collegues</a></p> <p><a href="https://www.inspq.qc.ca/sites/default/files/covid/2988-reduction-risques-psychosociaux-travail-covid19.pdf">https://www.inspq.qc.ca/sites/default/files/covid/2988-reduction-risques-psychosociaux-travail-covid19.pdf</a></p> <p><a href="https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC100-2146G-Fiche-SantePsy-Covid19.pdf">https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC100-2146G-Fiche-SantePsy-Covid19.pdf</a></p>			

## 3. Measures for administrative procedures and healthcare

### 3.1 REGISTRATION

	GREEN	YELLOW	ORANGE	RED
<b>3.1.1 REVIEW ADMINISTRATIVE PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Redo the registration form or add an attachment to include the following items of information:               <ul style="list-style-type: none"> <li>- a clause telling parents about measures that will be taken in the event of an outbreak, depending on the type of camp</li> <li>- time to come to pick up their child</li> <li>- rules regarding participant returning to camp</li> <li>- reimbursement conditions</li> <li>- risk acceptance clause</li> </ul> </li> <li>• Make provision for analyzing medical forms and determine whether it is safe to accept participants with certain health problems. See: <a href="https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/">https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/</a></li> <li>• On arrival, confirm the name and emergency telephone number of person(s) to contact if the participant is sick and check that someone is available to come to fetch them at any time.</li> <li>• Check insurance coverage and make sure that all activities are covered.</li> <li>• Review agreements with suppliers and subcontractors, adding new cancellation and reimbursement clauses, and specifying new measures regarding transport, receiving and activities.</li> <li>• Keep all attendance lists so that possible contacts between participants and counsellors can be traced adequately.</li> <li>• Do not allow participants or counsellors to change groups.</li> <li>• Update the list of emergency phone numbers, which must be accessible at all times.</li> <li>• Contact your region's Public Health Department to find out what procedures apply in the event of an outbreak on the camp site.</li> </ul>			
<b>3.1.2 DISSEMINATE MODIFIED PROCEDURES OR NEW PROCEDURES REGARDING COVID-19</b>	<ul style="list-style-type: none"> <li>• Organize a virtual meeting with parents and/or tutors to explain the new measures and procedures.</li> <li>• Disseminate measures and procedures in the parent/tutor/client guide (Facebook, email, newsletter, etc.).</li> <li>• Send all clients the procedures to follow (e.g. wash hands before leaving home and on returning home, reception procedures, etc.).</li> </ul>			
<b>3.1.3 DISSEMINATE THE POLICY REGARDING EXCLUSION AND RETURNING TO CAMP IN CASE OF COVID-19</b>	<ul style="list-style-type: none"> <li>• Determine exclusion criteria (health problem, code of conduct, etc.) in advance.</li> <li>• Follow the Public Health Department's recommendations regarding returns to camp.</li> <li>• Explain the policy during meetings with parents/tutors.</li> <li>• Ensure that the policy is available on the camp's website.</li> <li>• For information contained in the exclusion and return policy, see the "Healthcare" section.</li> </ul>			

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<b>3.1.4 AS FAR AS POSSIBLE, LIMIT EXCHANGES OF PAPER DOCUMENTS (FAVOUR ELECTRONIC DOCUMENTS INSTEAD)</b>	<ul style="list-style-type: none"> <li>• Favour electronic signatures.</li> <li>• Parents should not have to sign a paper when they come to fetch their child (find an alternative solution with a password or piece of ID to show).</li> <li>• In day camps, if possible, use systems that allow the parents/tutor to announce that they are coming to fetch their child, enabling the camp to prepare the child's departure and record the departure without any signature being required.</li> </ul>			
<b>3.1.5 DISSEMINATE THE LIST OF PERSONAL BELONGINGS</b>	<ul style="list-style-type: none"> <li>• Personal water bottles are to be used.</li> <li>• Do not allow sharing of personal items.</li> <li>• As few personal belongings as possible should be brought.</li> <li>• In day camps, cold lunches are preferred in order to limit handling.</li> </ul> <p><b>SPECIFICALLY FOR SLEEPAWAY CAMPS/FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Make sure that participants have enough clothes for the whole of their stay (laundry service is not recommended).</li> </ul>			

## 3.2 HEALTHCARE

<b>3.2.1 PUT UP POSTERS</b>	<p>Posters (include pictograms) on:</p> <ul style="list-style-type: none"> <li>• Handwashing technique <ul style="list-style-type: none"> <li>- Washing hands poster: <a href="https://publications.msss.gouv.qc.ca/msss/en/document-000438/">https://publications.msss.gouv.qc.ca/msss/en/document-000438/</a></li> <li>- Disinfecting your hands poster: <a href="https://publications.msss.gouv.qc.ca/msss/en/document-000441/">https://publications.msss.gouv.qc.ca/msss/en/document-000441/</a></li> </ul> </li> <li>• Respiratory hygiene <ul style="list-style-type: none"> <li>- Respiratory hygiene poster: <a href="https://publications.msss.gouv.qc.ca/msss/document-000451/">https://publications.msss.gouv.qc.ca/msss/document-000451/</a></li> <li>- <a href="https://www.cnesst.gouv.qc.ca/Publications/900/Documents/DC900-1076web.pdf">https://www.cnesst.gouv.qc.ca/Publications/900/Documents/DC900-1076web.pdf</a></li> </ul> </li> <li>• Maintaining physical distancing (poster in French): <ul style="list-style-type: none"> <li>- <a href="https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC900-1080-Affiche-ServiceGarde.pdf">https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC900-1080-Affiche-ServiceGarde.pdf</a></li> </ul> </li> <li>• Drinking directly from drinking fountains is prohibited: always use a water bottle.</li> </ul>
<b>3.2.2 CONVERT A ROOM, CABIN OR DORMITORY INTO A SPACE RESERVED EXCLUSIVELY FOR TREATMENT AND ISOLATION</b>	<ul style="list-style-type: none"> <li>• Limit use of the nursing station to the giving of medication and treatment of everyday wounds, and direct people with symptoms to another place.</li> <li>• Provide mobile signage in case of overflow if a “normal” room becomes an isolation room.</li> </ul>

	GREEN	YELLOW	ORANGE	RED
<b>3.2.3 ADAPT FIRST-AID PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Assign at least one employee to healthcare.</li> <li>• Give first-aid responders a weekly reminder of procedures.</li> <li>• Update or formulate a protocol for management in case of an COVID-19 outbreak, if needed in collaboration with the healthcare team and the Public Health Department.</li> <li>• Adapt the content of first aid kits to comply with CNESST requirements and add personal protection equipment and alcohol-based sanitizer gel.</li> </ul>			
<b>3.2.4 ADAPT PROCEDURES IN CASE OF COVID-19</b>	<p><b>Potential case</b></p> <ul style="list-style-type: none"> <li>• A procedure is established for the care of persons who develop symptoms during their stay at the camp. The procedure must be known by everybody.</li> </ul> <p><b>SLEEPAWAY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Refer to the decision tree for sleepaway camps in the appendix:</li> <li>• Record symptoms observed in the log. <ul style="list-style-type: none"> <li>- List of COVID-19 compatible symptoms: <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool</a></li> </ul> </li> </ul> <p><b>DAY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Isolate the person</li> <li>• Record symptoms observed in the log. <ul style="list-style-type: none"> <li>- List of COVID-19 compatible symptoms: <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/covid-19-symptom-self-assessment-tool</a></li> </ul> </li> <li>• Wear procedure masks.</li> <li>• Call 1 877 644 4545 and follow the instructions received.</li> <li>• Call parents or tutors to have them come to fetch the participant, or send the employee home.</li> <li>• Follow the instructions issued by the regional public health department (PCR test, isolation, return to camp, etc.)</li> </ul>			

## 4. Measures for activities

### 4.1 PROGRAMMING

	GREEN	YELLOW	ORANGE	RED
<b>4.1.1 FAVOUR OUTDOOR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Modify activities so that they can be done outside.</li> <li>• Draw a map of the outdoor site divided into zones.</li> <li>• Subdivide and identify activity zones (e.g. zones 3A, 3B and 3C).</li> <li>• Restrict or prohibit access to certain rooms that are usually available.</li> <li>• Add signs on the ground as needed.</li> </ul> <p><b>SPECIFICALLY FOR FOR SPECIAL NEEDS CAMPS</b></p> <ul style="list-style-type: none"> <li>• Assign certain zones to certain participants or groups of participants, and draw up a schedule for rotating access to these zones (because special needs clientele may not understand the importance of observing barriers or complying with signs on the ground).</li> </ul>			
<b>4.1.2 ADAPTED MEASURES FOR SUPERVISION OF OUTINGS AND EXCURSIONS</b>	<p><b>Outings</b></p> <ul style="list-style-type: none"> <li>• Do not allow outings into the community unless they are unavoidable.</li> <li>• Have specialists come to the camp to put on shows, presentations, workshops, etc.</li> </ul> <p><b>Excursions from sleepaway camps</b></p> <ul style="list-style-type: none"> <li>• Favour outings without contact into communities visited.</li> <li>• Provide procedures in case of COVID-19 during an excursion (see decision tree).</li> </ul>			
<b>4.1.3 RESERVE FIXED PREMISES IN CASE OF BAD WEATHER</b>	<ul style="list-style-type: none"> <li>• Ideally, each bubble should have its own room. It may be possible for groups to share a room if the area is sufficient.</li> <li>• Set up temporary tents. A tent is considered as an enclosed room when it has 2 or more walls.</li> <li>• In advance, determine what activities are possible on the various sets in the event of rain and establish a rain schedule per group.</li> <li>• Prepare a bank of contactless activities that can be used in the event of rain (freeze dance, charades, lip sync contest, improv, etc.).</li> <li>• Prepare a bank of quiet games that can be played in dormitories (card games, board games, books to read, paper, crayons, etc.).</li> </ul> <p><b>SPECIFICALLY FOR FOR SPECIAL NEEDS CAMPS</b></p> <ul style="list-style-type: none"> <li>• Limit the number of participants in wheelchairs, for example depending on the availability of rooms or facilities equipped for this type of clientele (adapted toilets, person lifts, changing tables, etc.).</li> </ul>			




	GREEN	YELLOW	ORANGE	RED
<b>4.1.4 LIMIT THE ROTATION OF SETS</b>	<ul style="list-style-type: none"> <li>• If possible, keep the same room for the entire day.</li> <li>• Assign 1 bubble per activity set and rotate on a fixed schedule.</li> <li>• Disinfect activity sets and equipment between each use by a group.</li> </ul> <p><b>SPECIFICALLY FOR SLEEPAWAY CAMPS AND/OR FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Prepare a bank of individual or group activities that can be done in sleeping quarters (portable library, card games and board games, drawing materials, etc.)</li> <li>• Set up a system for lending or renting material, toy-library style, making sure that items are cleaned or disinfected between loans.</li> </ul> <p><b>SPECIFICALLY FOR SPECIAL NEEDS CAMPS</b></p> <ul style="list-style-type: none"> <li>• Assign specific rooms to each team. This will considerably limit the number of participants that can be accommodated per day: for example, it would not be humane to keep a participant and their attendant shut up in a bedroom for an entire rainy day.</li> <li>• Ensure that all rooms and facilities are properly equipped for all types of clientele (adapted toilets, person lifts, changing tables) or plan rooms and timetables based on the needs of the clientele.</li> </ul>			
<b>4.1.5 SELECT ACTIVITIES INVOLVING NO EQUIPMENT AND NO DIRECT CONTACT</b>	<ul style="list-style-type: none"> <li>• Assign equipment that cannot be disinfected to each bubble (or stable duo).</li> <li>• Remove any equipment that is not washable or made of fabric (soft toys, costumes, etc.).</li> <li>• No finger painting or modelling clay, unless portions are individual and kept for the whole week.</li> <li>• Remove or close anything “self-service” (e.g. box of scrap paper, box containing multiple crayons).</li> <li>• Provide counsellors with a list of games or adaptations.</li> <li>• Outside bubbles, prohibit games involving deliberate or systematic contact (e.g. tag).</li> <li>• Create boxes of predefined games.</li> <li>• Service before and after camp: review activities proposed and remove anything that cannot be disinfected.</li> </ul> <p><b>SPECIFICALLY FOR SPECIAL NEEDS CAMPS</b></p> <ul style="list-style-type: none"> <li>• Put away or remove all activity trays containing many small pieces –for example, Lego blocks, toy cars and boxes of shared crayons.</li> <li>• Assign a sensory bin to each participant.</li> </ul>			

	GREEN	YELLOW	ORANGE	RED
<b>4.1.6 USE OF SWIMMING POOLS (INDOOR AND OUTDOOR) AND WATER GAMES</b>	<ul style="list-style-type: none"> <li>The same camp instructions apply to periods in the pool or water games (distancing, wearing of face coverings/mask in changing rooms, etc.).</li> <li>Face coverings or masks are not required to be worn during aquatic activity (in the water).</li> <li>Favour visits to the swimming pool at times when it is reserved for the camp (no contact with the community).</li> </ul>			
<b>4.1.7 PERSONAL FLOTATION DEVICE (PFD)</b>	<ul style="list-style-type: none"> <li>Encourage every child to bring their own PFD.</li> <li>If needed, on participant arrival, assign one PFD per participant, which they will keep for the duration of their stay.</li> <li>Disinfect every PFD after use, before lending it to another participant.</li> <li>Disinfection method: Immerse the PFD in a solution of one drop (0.06 ml) of chlorine bleach per litre of drinking water for 15 minutes and allow it to dry quickly.</li> </ul>			

## 4.2 SAFETY

<b>4.2.1 DEFINE ARRIVAL AND DEPARTURE PROCEDURES</b> (document in French) <a href="https://www.inspq.qc.ca/sites/default/files/covid/2984-travailleuses-services-garde-covid19.pdf">https://www.inspq.qc.ca/sites/default/files/covid/2984-travailleuses-services-garde-covid19.pdf</a>	<ul style="list-style-type: none"> <li>Parents and tutors cannot enter the camp site.</li> <li>Develop new reception areas to reduce the number of participants at any one place.</li> <li>Provide different entrance doors for the various age groups.</li> <li>Review procedures requiring signature (signature by the person at reception, parents/tutors must provide their own pen, password, ID).</li> <li>Set up a reception area for contactless pre- and post-camp service with, if possible, a separate entrance and exit.</li> <li>Set up incoming and outgoing corridors to allow people to await their turn while maintaining their distance from others.</li> <li>Install a Plexiglas sheet or glass window between the pre- and post-camp service manager and parents, or provide adequate safety equipment (mask, visor or goggles, gloves).</li> <li>Do not pile up campers' personal belongings: define specific areas (identify each person's place for the week).</li> <li>Create a "drive-in" service for departures (counsellors escort participants directly to the cars).</li> </ul> <p><b>SPECIFICALLY FOR SLEEPAWAY CAMPS AND/OR FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>Draw up a schedule for arrivals and departures, staggering the coming and going over several hours.</li> <li>Arrange different reception times based on last name (e.g. 3:30 pm: A to E).</li> </ul>
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	GREEN	YELLOW	ORANGE	RED
<b>4.2.2 CONTROL THE COMINGS AND GOINGS OF VISITORS, SUPPLIERS, SUBCONTRACTORS AND OTHERS</b>	<ul style="list-style-type: none"> <li>• Notify suppliers, subcontractors and partners of site access procedures.</li> <li>• Set up a delivery zone.</li> <li>• Add posters setting out hygiene instructions.</li> <li>• Visitors should not be allowed to come onto or walk around the camp site.</li> <li>• Keep a log of suppliers and subcontractors.</li> </ul>			
 <b>4.2.3 FOLLOW THE RECOMMENDATIONS OF THE AUTHORITIES REGARDING TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>• Parents are encouraged to favour individual or active transport for their child.</li> <li>• In the bus, children aged 10 or over are asked to wear face coverings at all times, even in green zones. For children aged under 10 (in yellow, orange and red zones), observe the measures in force depending on the alert level – see this link: <a href="#">At school, I protect myself and others! (quebec.ca)</a>.</li> <li>• Regarding the capacity of buses, the same standards as those applied for school transport should be followed. Consequently, the maximum number of places per vehicle is: <ul style="list-style-type: none"> <li>- 44 participants per school bus (normally 48 to 72 children)</li> <li>- 14 to 16 participants per minibus (normally 18 to 30 children)</li> <li>- 4 participants per sedan (normally up to 6 children).</li> </ul> </li> <li>• In the context of outings, group transport is strongly recommended. When more than one group is present, 2 metres physical distancing must be maintained between children from different groups.</li> <li>• The following practices are suggested: <ul style="list-style-type: none"> <li>- Assign one seat per child or for siblings; if this is not possible, arrange children in seats by age group.</li> <li>- Remove or block off seats to facilitate 2 metres physical distancing.</li> <li>- Close off the front rows of seats to maintain 2 metres distancing from the driver.</li> <li>- Make sure the vehicle is ventilated.</li> </ul> </li> </ul> <p>For cars, caravans, 15-passenger minibuses or buses belonging to the camp driven by a camp employee:</p> <ul style="list-style-type: none"> <li>• Consider installing a Plexiglas screen to protect drivers.</li> <li>• Change the content of the vehicle's first aid kit to meet CNESST requirements.</li> <li>• Establish a procedure for handling equipment and baggage.</li> <li>• Limit stops and contacts with the community.</li> <li>• Provide packed lunches for long trips.</li> <li>• Provide a protocol for cleaning vehicles and a cleaning procedure for people who drive them (clean the driver's station before and after each use) <a href="https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/specifications-pour-les-vehicules">https://www.apsam.com/theme/risques-biologiques/covid-19-coronavirus/specifications-pour-les-vehicules</a></li> </ul>			

	GREEN	YELLOW	ORANGE	RED
<b>4.2.4 ARRANGE ASSEMBLY POINTS FOR SMALL GROUPS IN THE EVENT OF AN EMERGENCY, PREFERABLY OUTDOORS</b>	<ul style="list-style-type: none"> <li>• Determine a number of assembly points in case of emergency (evacuation) to avoid forming large groups.</li> <li>• Assign a specific place by counsellor or by age group, depending on the site.</li> <li>• Clearly identify these places with a photograph or map.</li> <li>• If the assembly point after an evacuation is a parking lot, determine a number of zones, which will be assigned to each subgroup and known to all participants.</li> </ul>			
<b>4.2.5 DEFINE THE BEHAVIOURS TO BE ADOPTED IN A GROUP</b>	<ul style="list-style-type: none"> <li>• Enhance the code of conduct in response to COVID-19. Make sure that it is signed electronically by parents and children and is known to all. Include disciplinary measures if a child fails to observe the health measures imposed.</li> <li>• Zero tolerance for the following behaviours: coughing without using respiratory hygiene/cough etiquette, deliberately spitting on others or on equipment.</li> <li>• Encourage good behaviours: introduce a reward system to help individuals take health measures on board.</li> <li>• Set logical, coherent consequences and be consistent in imposing them.</li> <li>• Create a bank of games to be played during travel to make the experience amusing and safe.</li> </ul> <p><b>SPECIFICALLY FOR SLEPAWAY CAMPS AND/OR FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Make sure that participants put away their personal belongings properly to avoid different persons' belongings getting mixed up.</li> <li>• Keep sleeping areas clean and tidy.</li> </ul> <p><b>SPECIFICALLY FOR SPECIAL NEEDS CAMPS</b></p> <ul style="list-style-type: none"> <li>• Introduce a hand washing routine in a pictogram timetable.</li> <li>• Take the time to explain new pictograms.</li> <li>• A “wash hands” pictogram before archery is unusual: prepare your participant.</li> <li>• View an adapted video on the measures.</li> <li>• Make provision for several masks for each participant.</li> </ul>			

## 5. Measures for accommodation services

### 5.1 USE OF BEDROOMS, DORMITORIES AND TENTS

Accommodation component – Use of bedrooms, dormitories and tents

	GREEN	YELLOW	ORANGE	RED
<b>5.1.1 DETERMINE THE SLEEPING ACCOMMODATION CAPACITY</b>	<b>SLEEPAWAY CAMPS</b> <ul style="list-style-type: none"> <li>Regardless of the accommodation type (bedroom, hut, dormitory, tent, etc.), places must be assigned based on bubbles.</li> <li>Review the arrangement of furniture in accommodation areas in order to favour distancing.</li> <li>Always keep the same roommates together for the entire stay.</li> <li>Where possible, place participants' beds feet to feet (and not head to head) or, for bunk beds, use alternating top and bottom spaces.</li> <li>Staff on night watch, or anybody outside the bubble, must observe 2 metres distance.</li> </ul>			
<b>5.1.2 DETERMINE THE SLEEPING ACCOMMODATION CAPACITY</b>	<b>FAMILY CAMPS</b> <ul style="list-style-type: none"> <li>Accommodation units can receive <b>2 different family cells</b>.</li> </ul>		<ul style="list-style-type: none"> <li>Accommodation units can receive <b>1 family cell only</b>. 1 person alone with their children can join them.</li> <li>Do not allow access to common areas.</li> </ul>	<ul style="list-style-type: none"> <li>Accommodation units can receive <b>1 family cell only</b>. 1 person alone with their children can join them.</li> <li>Do not make common areas accessible.</li> </ul>
	<ul style="list-style-type: none"> <li>In common spaces (lounge, shared kitchen, sanitary block, etc.), face coverings are mandatory for anyone aged 10 or over.</li> <li>Regardless of the accommodation type (bedroom, hut, dormitory, tent, etc.), places must be assigned based on family cells.</li> <li>More than one family can be accommodated in a cabin if the bedrooms have private bathrooms, as these are considered as independent accommodation units.</li> </ul>			



	GREEN	YELLOW	ORANGE	RED
<b>5.1.3 LIMIT SLEEPING ACCOMMODATION CAPACITY</b>	<b>EMPLOYEES</b> <b>All camp programs</b> <ul style="list-style-type: none"> <li>• Make sure that 2 metres physical distancing is observed in the accommodation space.</li> <li>• Always keep the same roommates together for the entire stay.</li> <li>• Favour individual bedrooms or employee bedrooms depending on pairing between bubbles.</li> <li>• Review the arrangement of furniture in accommodation areas in order to ensure that the required distancing is observed.</li> <li>• 2 metres between beds; favour placing participants' beds feet to feet (not head to head) or for bunk beds, use alternating top and bottom spaces.</li> </ul>			
<b>5.1.4 ALLOW GOOD VENTILATION/AIRING/ AIR CIRCULATION</b>	<ul style="list-style-type: none"> <li>• Checking and maintenance of ventilation systems must be performed. Windows must be opened regularly, as applicable.</li> </ul>			
<b>5.1.5 FAVOUR INDIVIDUAL EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Circulate a list of items to be brought.</li> <li>• Personal use items such as towels, bedding and sleeping bags must be brought by participants.</li> <li>• Keep clothing and personal belongings in the bag in which they were brought and use it throughout the stay.</li> <li>• Bring a garbage bag to isolate soiled clothing.</li> <li>• Do not leave toilet items (toothbrush, soap, etc.) in the bathroom. They must be put away inside participants' bags.</li> </ul> <b>SPECIFICALLY FOR SLEEPAWAY CAMPS</b> <ul style="list-style-type: none"> <li>• Laundry service is not recommended.</li> </ul> <b>SPECIFICALLY FOR FAMILY CAMPS</b> <ul style="list-style-type: none"> <li>• The laundry space may be made accessible, but with access limited to one family cell at a time.</li> </ul>			

	GREEN	YELLOW	ORANGE	RED
<b>5.1.6 REMOVE SHARED OBJECTS</b>	<ul style="list-style-type: none"> <li>Shared items in accommodation areas (e.g. cushions, blankets, etc.) should be limited to make cleaning easier.</li> <li>Welcome guides and other freely available documents (e.g. instructions) should be removed, together with non-essential comfort equipment (e.g. hammock).</li> </ul>			
<b>5.1.7 DISINFECT AND/OR CLEAN EQUIPMENT, STRUCTURES AND SPACES AS PER RECOMMENDATIONS</b>  <b>Disinfection:</b> <a href="#">See this link</a>  <b>Cleaning of surfaces:</b> <a href="#">See this link</a> (document in French only)  <b>Preparing a disinfectant solution:</b> <a href="#">See this link</a> (document in French only)	<ul style="list-style-type: none"> <li>At the end of the stay, premises must be thoroughly cleaned. Beds, sofas, fabrics and surfaces must be disinfected. See (document in French only): <a href="https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces">https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces</a></li> <li>Create a cleaning routine.</li> <li>Create a communication system to tell whether a bedroom has been used.</li> <li>Make laminated “To be cleaned ” notices that can be stuck on the door of a bedroom or a tray of equipment.</li> <li>Provide a housekeeping “kit” for every accommodation building containing all the necessary materials.</li> <li>Provide spare equipment to maximize time available for cleaning.</li> <li>Design an activity for raising awareness about health measures.</li> <li>Supply the necessary equipment so that clients can do their own cleaning during their stay (except in the case of children); the usual cleaning and disinfection products can be used.</li> </ul>			

## 5.2 USE OF COMMON AREAS

### Common areas

<b>5.2.1 USE OF SANITARY BLOCKS</b>	<ul style="list-style-type: none"> <li>Face coverings mandatory for those aged 10 or over.</li> <li>Determine an accommodation capacity that allows 2 metres distance in between users at all times.</li> <li>Set up cleaning and disinfection routines according to traffic.</li> </ul>
<b>5.2.2 ROOM RENTAL</b>	<ul style="list-style-type: none"> <li>Check the measures in force depending on zone colour: <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/gatherings-events-covid19">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/gatherings-events-covid19</a></li> <li>These are liable to change regularly.</li> </ul>

	GREEN	YELLOW	ORANGE	RED
<b>5.2.3 RETHINK PHYSICAL SPACES</b>	<ul style="list-style-type: none"> <li>Only sanitary facilities remain open: control over numbers of visitors is required.</li> <li>Provide clientele with one or more outdoor spaces in the shade or well-ventilated spaces where furniture is spaced out.</li> <li>Question the need for a counsellors' room/lounge. Provide an outdoor rest area, respecting physical distancing.</li> <li>Ensure that staff on breaks at the same time follow distancing, hand hygiene and respiratory hygiene/cough etiquette measures.</li> </ul>			
<b>5.2.4 ALLOW GOOD VENTILATION/AIRING/ AIR CIRCULATION</b>	<ul style="list-style-type: none"> <li>Ventilation must allow adequate air circulation. Ventilation systems must function correctly and be properly maintained and windows must open easily, where applicable.</li> </ul>			
<b>5.2.5 MANAGE PERSONAL BELONGINGS</b>	<ul style="list-style-type: none"> <li>The presence of personal belongings in common areas must be limited. Where necessary, personal belongings must be kept 2 metres away from any other participant's belongings.</li> </ul>			

## 6. Meal service measures

### Meal Service Component – opening of dining rooms

<b>6.1 FAVOUR OUTDOOR MEALS</b>	<ul style="list-style-type: none"> <li>Set up outdoor dining areas so as to respect the 2 metres physical distancing requirement.</li> <li>Create picnic areas and/or increase the number of picnic tables.</li> <li>Provide easily washable plastic tablecloths for picnic tables, or use folding plastic tables that can be cleaned more easily.</li> </ul>
<b>6.2 DETERMINE AN ACCOMMODATION CAPACITY CONDUCTIVE TO PHYSICAL DISTANCING</b>	<p><b>SLEEPAWAY CAMPS</b></p> <ul style="list-style-type: none"> <li>Limit the accommodation capacity of dining areas, respecting 2 metres physical distancing between bubbles.</li> <li>Reduce the number of participants at mealtimes by alternating groups over several periods.</li> <li>For school clientele only: assign places in <b>stable class groups</b> in the dining area, respecting the stable class groups created at the school.</li> </ul>

	GREEN	YELLOW	ORANGE	RED
<b>6.3 DETERMINE AN ACCOMMODATION CAPACITY CONDUCTIVE TO PHYSICAL DISTANCING</b>	<b>FAMILY CAMPS</b> <ul style="list-style-type: none"> <li>• Dining room open</li> <li>• Limit the accommodation capacity of dining areas respecting 2 metres physical distancing between family cells.</li> <li>• Maximum of <b>2 adults per table</b>, who may come from two family cells, and their respective children.</li> <li>• Places assigned remain the same for the entire stay.</li> <li>• Reduce the number of participants at mealtimes by alternating groups over several periods.</li> </ul>			<ul style="list-style-type: none"> <li>• Dining rooms and terraces closed.</li> <li>• Only “take out” meals are permitted.</li> </ul>
<b>6.4 ADAPT INTERIOR SPACES</b>	<ul style="list-style-type: none"> <li>• Review the arrangement of furniture in the cafeteria in order to ensure that 2 metres distancing is observed. Distancing also applies to participants seated back to back.</li> <li>• Reduce the number of tables and chairs so that the number of users per service fits the available space.</li> <li>• For safe circulation, place arrows on the ground or posters indicating the direction to take.</li> <li>• Inside, screens could be placed between tables. Their tops should be higher than the heads of seated clients. Benches can also form a physical barrier between clients.</li> <li>• Make changes to certain rooms to receive participants for meals.</li> </ul>			<b>EXCEPTION FOR FAMILY CAMPS</b> <ul style="list-style-type: none"> <li>• Dining rooms and terraces closed</li> <li>• Only “take out” meals are permitted</li> </ul>
<b>6.5 SELF-COOKING</b>	<ul style="list-style-type: none"> <li>• Reinforce the hygiene measures that apply to self-cooking users. Only occupants of a single accommodation unit can use self-cooking facilities at the same time.</li> <li>• Follow current health instructions in the use of self-cooking equipment.</li> </ul>			

	GREEN	YELLOW	ORANGE	RED
<b>6.6 REORGANIZE SERVICE</b>	<ul style="list-style-type: none"> <li>• Automatic dispensers, such as fountains for soft drinks or slush, and coffee machines, may be used by the clientele if a hand sanitizing or washing station is installed close by. A notice must instruct people not to serve themselves again with a used beaker.</li> <li>• Containers for glasses, beakers, lids, straws, etc. are permitted when handled by an employee to distribute items.</li> <li>• Remove self-service cutlery trays.</li> <li>• Don't stack glasses to form towers.</li> <li>• Have food service trays prepared in advance.</li> <li>• Remove condiment pumps and use individual portions.</li> <li>• Avoid any unnecessary handling by several persons.</li> <li>• Favour contactless napkin dispensers.</li> <li>• Do not use jugs.</li> <li>• Favour contactless glass dispensers.</li> <li>• Favour contactless juice or water dispensers.</li> <li>• Favour contactless coffee dispensers.</li> <li>• Favour contactless cereal dispensers.</li> <li>• Do not provide self-service stations (e.g. salad bar).</li> <li>• Do not use self-service trays for snacks and meals.</li> <li>• Avoid having food handled multiple times (individual portion handled only by the participant).</li> <li>• Provide specific equipment of all kitchen employees (each has their own knives, etc.). See (document in French): <a href="https://www.inspq.qc.ca/publications/3006-restauration-covid19">https://www.inspq.qc.ca/publications/3006-restauration-covid19</a></li> </ul>			<p><b>EXCEPTION FOR FAMILY CAMPS</b></p> <ul style="list-style-type: none"> <li>• Dining rooms and terraces closed.</li> <li>• Only “take out” meals are permitted.</li> </ul>
<b>6.7 APPLY RIGOROUS HEALTH ROUTINES, ADAPTED TO THE CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Time must be allowed for disinfection after every meal period. Dining areas must be cleaned after every use and must be disinfected every day (e.g. fridge handles, chair backs, microwaves). Frequently touched surfaces (counters, door handles, etc.) must be cleaned several times a day, and at least once per shift. See (document in French): <a href="https://www.inspq.qc.ca/publications/3006-restauration-covid19">https://www.inspq.qc.ca/publications/3006-restauration-covid19</a></li> <li>• Get participants involved in the process (clean their place after every meal, etc.).</li> <li>• Prioritize use of the dishwasher. The usual cleaning products can be employed.</li> <li>• Check the availability of dishwasher detergent and other cleaning products for the kitchen and dining room.</li> </ul>			



	GREEN	YELLOW	ORANGE	RED
<b>6.8 ESTABLISH A SYSTEM FOR MANAGING DIRTY DISHES AND FOLLOW HEALTH PROTOCOLS</b>	<ul style="list-style-type: none"> <li>• Have dirty dishes sorted by users.</li> <li>• Set up points for users to leave dirty dishes.</li> <li>• Used dishes and cutlery must be washed and sanitized using the normal methods recommended by the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ).</li> </ul> <p>See (document in French): <a href="https://www.mapaq.gouv.qc.ca/fr/Restauration/Qualitedesaliments/securitealiments/nettoyageassainissement/Pages/nettoyageassainissement.aspx">https://www.mapaq.gouv.qc.ca/fr/Restauration/Qualitedesaliments/securitealiments/nettoyageassainissement/Pages/nettoyageassainissement.aspx</a></p>			
<b>6.9 REDESIGN WORK STATIONS</b>	<ul style="list-style-type: none"> <li>• Provide specific equipment for all kitchen employees (each has their own knives, etc.).</li> <li>• As far as possible, ensure that work stations are at least 2 metres apart.</li> <li>• During food preparation, if tasks absolutely require kitchen staff to be less than 2 metres apart with no physical barrier, the persons concerned must wear a procedure mask and eye protection. If high temperature in the kitchen makes wearing a mask impossible (constantly wet), wearing a visor covering the face from the forehead to the chin is a solution of last resort.</li> <li>• Follow CNESST protocols for cooks and kitchen staff.</li> </ul> <p>For more information:  <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/employers-workers-covid-19/#c52726">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/employers-workers-covid-19/#c52726</a>  <a href="https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/employers-workers-covid-19/#c52726">https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/employers-workers-covid-19/#c52726</a>            (Document in French only) <a href="https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-restauration.aspx">https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-restauration.aspx</a></p>			