

Guidance for Camp and Vacation Bible School Providers: Steps to Prevent the Spread of COVID-19 during COVID-19 Suppression Level 2 (Minimal Suppression)

Developed by:
Childcare Policy Working Group
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Coordinated by the Cabinet Office, the Cayman Islands Government established a Childcare Policy Working Group (CPWG) consisting of representatives from the Ministry of Education, Youth, Sports, Agriculture, and Lands; Ministry of Community Affairs; Cabinet Office and Strategic Reforms Implementation Unit; the CPWG consulted with the Chief Medical Officer, Clinical Head of Paediatric Department at the Health Services Authority, Public Health, and other public and private sector stakeholders in developing guidance documents. The mission of the CPWG is to provide recommendations, solutions and requested deliverables that will assist with the introduction of childcare provisions at various COVID-19 Suppression Levels, commencing 22 June 2020.



MINISTRY OF
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Guidance for Camp & Vacation Bible School Providers: Steps to Prevent the Spread of COVID-19

This document sets out guidance for the re-introduction of child care provision by the following persons, employees, entities or organisations that have been identified as childcare providers (“the childcare providers”):

- Camp Providers (Registered Non-Profit Organisations and Businesses with valid Trade & Business Licence).
- Vacation Bible School (VBS) Providers (Churches and Registered Non-Profit Organisations)

This guidance ensures that as many children and young people as possible are enabled to safely receive childcare and safely return to childcare settings at the earliest date on which it is safe to do this.

During the relaunch of camps and VBS in the Cayman Islands, it is expected that the childcare providers will make modifications to their services and setting to reduce the risk of transmission of COVID-19. To the extent possible, the childcare providers should follow the guidance in this document.

Assessment Tool for Camp and Vacation Bible Schools

The Camp and Vacation Bible School Assessment Tool (**Appendix A**) is a tool for camp and VBS providers to use that will assist them with determining: (1) the modifications to their services and settings that they have put into place; and (2) to what extent they have incorporated the guidance as set out in this document in the plans for the delivery of their childcare service during COVID-19 Suppression Level 2 (Minimal Suppression).

Assessing Risk

As childcare providers make modifications to their services and setting, to reduce the risk of transmission of COVID-19, they should do so with consideration for the assessment of risk as measured by activity setting, social distancing and level of interaction.

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in camp and VBS settings as follows:

- **Low Risk:** Small groups of campers stay together all day, each day (i.e. in a bubble*). Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritised; limit indoor activities to only those where adequate social distancing can occur.

- **Medium Risk:** Social distancing observed between all campers who are not in the same bubble; no social distancing among campers in the same bubble. Minimise sharing of objects. Outdoor activities are prioritised; limit indoor activities to only those where adequate social distancing can occur.
- **High Risk:** Indoor and outdoor activities; no social distancing; no bubbles.

Recommended Day Camp Mitigation Strategies for Level 2 (Minimal Suppression)

Level 2 (Minimal Suppression)	
Phase 2 of opening commences 5 July 2020	
<i>Activity settings</i>	Prioritize outdoor activities; limit indoor activities to only those where adequate social distancing can occur.
<i>Social distancing (to the maximum extent possible)</i>	Social distancing observed between all campers, including those within the same bubble; minimize sharing of objects.
<i>Interactions with other campers and staff</i>	Maintain camper and staff bubbles that remain together all day, every day; minimal mixing between bubbles and with other staff permitted.

***Bubble:** It is recommended that groups be organised within the camp environment to create a ‘bubble’. This is a group of campers who will be consistently grouped during the total duration of the camp. Ideally, each bubble should be assigned a dedicated staff member or staff team. Bubbles limit the number of persons a camper comes into contact with thereby helping to reduce any potential spread of Covid-19. In addition, should contract tracing be necessary it makes it much easier to identify who any one camper has come into contact with.

Communication and Education

For camps and vacation Bible schools to operate as safely as possible, families will need to play a key role in risk mitigation. The providers should contact applicant parents/caregivers that wish their child to attend camp/VBS to:

- Discuss concerns or questions families have
- about attending camp or VBS and how you can address them together.
- Educate parents/caregivers on the response plan and new expectations related to COVID-19.
 - Explain that health screenings will be conducted daily.
 - Set the expectation that parents/caregivers should screen their children at home before arriving at camp or VBS. Children with a fever or other COVID-19 symptoms should stay home.
- Explain the child care provider's communication plan including how the camp/VBS will communicate with parents about regular operations and health emergencies. Parents/caregivers should provide multiple forms of contact information to allow the operators to quickly contact parents/caregivers if a camper gets sick and needs to be picked up.
- Discuss any health concerns/conditions which may make the child at higher risk for complications if exposed to COVID-19. Remind families that immunocompromised children and children with chronic health conditions should consult with their primary care provider regarding decisions about camp or VBS attendance.

Signage

Signs highlighting key messages such as physical distancing, covering cough, and frequent handwashing should be posted at all entrances/exits and other key areas of the facility. Signs should be age appropriate, and where possible utilise pictures or illustrations to ensure children understand the intended message. Where relevant and helpful, markings that are at least six feet apart on the floor can be placed indicating where children should stand or sit. Where one-way systems of movement, or other measures are introduced to reduce incidental close contact, make appropriate markings with signage or tape.

Communication

Camp and vacation Bible school policies, guidance and relevant government documents/information should be shared to all staff/volunteers and parents/caregivers, as appropriate. Given the drastic change in the delivery of operations, a meeting with staff prior to reopening, and as changes are introduced, is encouraged to ensure everyone is clear on the

arrangements in place. Consistency in the execution of these arrangements across the staff is critical.

It is recommended that a staff member be designated as the primary COVID-19 camp/vacation Bible school contact. The contact information of this member should be communicated to all parents/caregivers and all enquiries related to COVID-19 and the camp/VBS should be answered by that person. Having an identified point person for parents/caregivers to contact will help to alleviate their concerns about sending their child to camp/VBS and will facilitate a direct path of communication between parents and the camp with respect to COVID-19.

An effective method of communication with staff as well as parents/caregivers needs to be established in order to keep them abreast of any changes in policy and on any operational updates. This communication should be two-way communication which provides the opportunity for staff as well as parents/caregivers to communicate with the programme leadership and voice any concerns.

Education

Staff and volunteers should be trained on all safety protocols and in the identification of COVID-19 symptoms.

At the first session of each group of new campers, there should be a short educational session, tailored to the specific age group, on the behaviours expected of each camper to help reduce the spread of COVID-19. Topics to cover should include: hand washing, the importance of not sharing items, coughing and sneezing etiquette, the avoidance of touching one's face, and physical distancing.

Promoting Behaviours that Reduce Spread of COVID-19

Childcare providers need to consider implementing several strategies to encourage behaviours that reduce the spread of COVID-19. These include the use of masks/face covering; cleaning and disinfecting; and monitoring the health of staff and campers.

Masks and Face Coverings

Mask guidance should be in adherence to the official Government advice which should be regularly checked by the camp provider to account for the suppression level and changing risks the Cayman Islands are faced with in respect of COVID-19. Currently, Government regulations require anyone over the age of two years old to wear a mask or face covering in enclosed public spaces, especially when distancing of six feet from others (outside of their household) is difficult to maintain. The exceptions are: 1) where the person is unable to wear a mask or face covering due to a medical condition or the person is otherwise exempted by guidance provided by the Medical Officer of Health; or 2) where the person is sitting or eating, without talking, at his or her desk at the person's place of employment.

Latest information on wearing mask and face coverings can be found of the Cayman Islands Government website: <https://www.explore.gov.ky/coronavirus>

Face coverings are not the same as surgical masks used in the medical profession. These medical grade masks should be reserved for those who need them.

Homemade masks or face coverings can be useful when acting as a partial barrier to stop droplet spread of COVID-19. That said, caution in camp/VBS environments should be considered when using them as protection against the virus transmission. In camp/VBS environments, there should be recognition that campers will by nature find the wearing of masks in all-day settings a difficult situation to manage and may not be in a position to adhere to mask etiquette. It is therefore important for camps/VBS to teach and reinforce the use of masks/cloth face coverings. Information should be provided to staff and campers on [proper use, removal, and washing of masks/cloth face coverings](#) (see How to Wear a Mask section on pg. 11).

Indoor Activities

According to the Cayman Islands Government advice, masks/face coverings should be worn within indoor spaces which are not a private home. In order for camp/VBS providers to mitigate the risks of transmitting the virus which causes COVID-19, the following is recommended:

- **Camp/VBS staff and volunteers should wear masks/face coverings at all times during the delivery of services.** This includes during the arrival and departure of all campers. It is expected that staff/volunteers will not be able to adequately physically distance from

campers due to the nature of care giving in this setting. Staff wearing mask/face covering mitigates the risk of transmission to campers.

- In order for campers to protect other people in case the camper is unknowingly infected but does not have symptoms, **campers aged six years and older will be required to wear masks/face coverings whilst indoors**. The Centre for Disease Control (CDC) guidance states, face coverings should be worn by staff and campers (particularly older campers) and are **most essential** in times when physical distancing is difficult.¹
 - **Exceptions for wearing masks at Camps/VBS are as follows:**
 - Based on the medical exemption provided by CIG's Public Health to Early Childhood Care and Education Centres, children aged 5 years and younger are not required to wear a mask. This further minimizes the risk of any camper suffering any respiratory injury associated with mask/face covering misuse or vulnerabilities.
 - Children sitting quietly at a desk that are able to maintain distancing of 6ft/2m from others; and
 - Children with a medical condition which prevents them from wearing a mask.
 - **Masks/cloth face coverings should not be placed on:**
 - Babies or children younger than 2 years old;
 - Babies or children while napping/sleeping
 - Anyone who has trouble breathing or is unconscious; or
 - Anyone who is incapacitated or otherwise unable to remove the face cover without help

Children with Special Health Care Needs

- It may be difficult for campers who are considered high-risk or severely immunocompromised or have special needs to wear an N95 mask for protection. However, if they are able to do so, then they are encouraged to wear one. Staff/volunteers who works with campers who are considered high-risk or severely immunocompromised or have special needs is advised to wear an N95 mask.
- Families of children at higher risk are encouraged to use a standard surgical mask if they are sick to prevent the spread of illness to others.
- Campers with severe cognitive or respiratory impairments may have a hard time tolerating a cloth face covering. For these campers, special precautions may be needed and medical advice on wearing masks.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

Outdoor Activities

According to the Cayman Islands Government, mask/face coverings are not required for outdoor spaces as it is recognised that persons are able to maintain distancing of six feet or two metres.

When engaging in outdoor activities the following practice should be implemented:

- Where social distancing practices are difficult to maintain, mask/face covering will be worn outside by staff/volunteers if in close contact with campers. If staff/volunteers are able to maintain social distancing during outside activities staff are not required to wear mask/face covering outside; with the exception of the drop-off and pick-up process.
- Campers will not be required to wear a mask/face covering for any outdoor activities, including sports.

Group Transportation

It is recognised that some camps/VBS may provide a pick-up/drop off service for campers. This service is of particular importance as it may enable campers to access camps who would not normally be given the opportunity to do so.

If campers are able to access camps/VBS by transport via their parent/caregiver this should be encouraged. However, if transportation is provided by the camp/VBS for campers who don't have access to private transportation, the Chief Medical Officer has advised that the following guidelines are to be followed per the current Prevention, Control and Suppression of Covid-19 (Partial Lifting of Restrictions) (No.2) Regulations, 2020 section 14 on Public Transportation:

- only half of the total seating capacity of the vehicle is used at any time;
- seating in the vehicle is staggered in such a way that each passenger is able to distance himself or herself as far as possible from the other passenger and the driver; and
- all persons, including the driver of the vehicle, shall wear masks or cloth face coverings when in the vehicle.

In addition, to the regulations:

- alcoholic sanitizer should be provided to each camper as they enter the vehicle and social distancing measures should be created between campers in transportation, for example seating one child per row or skip rows if spacing allows.

Drop-off, Pick-up and Visitors to the Camp

When dropping off or picking up campers, parents/caregivers should wear a mask/face covering. Vendors, visitors or any other person who enter the camp/VBS facility should wear a mask/face covering.

How to Wear and Care for a Mask

We understand that wearing a mask or face covering will be an adjustment for most people — it's not something we do normally. Here are some tips on how to wear and care for a mask:

- the mask or face covering should fit snugly but comfortably against the side of the face;
- you should be able to breathe through the mask or face covering although it may feel a little warm;
- the mask or face covering should be secured above your nose and mouth (if the mask does not cover your nose and mouth it cannot protect from droplet spread);
- you should avoid touching the mask or face covering and instead remove and secure it using the elastic or ties;
- place the mask or face covering on a clean surface that you will later disinfect, do not place it on somewhere like a desk or counter as this will contaminate it; and
- cloth face coverings should be washed after each use with regular laundry detergent on the warmest appropriate water setting for the cloth used to make the face covering.

Cleaning and Disinfection

While research into the COVID-19 virus is ongoing, we know that the virus is transmitted through direct contact with respiratory droplets of an infected person (through coughing and sneezing), and touching contaminated surfaces. The virus may survive on surfaces for a few hours up to several days. Cleaning and disinfecting high-touch surfaces regularly are important precautions to lower the risk of infection.

When preparing the camp/VBS facility for reopening, if it has been unoccupied for seven days or more, it will only require normal routine cleaning to reopen the area, as COVID-19 has not been shown to survive on surfaces longer than this time period. Once the facility is re-opened and camps commence, the following procedures should be introduced:

Cleaning and disinfection of shared spaces

Each camp facility will have different high-touch surfaces and objects that are frequently touched by multiple people. High-touch surfaces such as door handles, light switches, desks, keyboards,

railings and toilet/faucet handles are to be cleaned and disinfected at regular intervals until such time as the camp has ended and the group of campers are sent home.

Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

Provide EPA-registered disposable wipes to camp staff so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. Alcohol-based wipes or sprays (containing at least 70% alcohol) can be particularly useful to disinfect electronics and other high touch surfaces. Diluted bleach solutions may also be used if appropriate for the surface. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in.

A mask and disposable gloves should be worn for all tasks during the cleaning and disinfecting process, including garbage handling. Please note that if you aren't properly wearing, removing, and disposing of gloves, your efforts might be futile. While wearing gloves, anything you touch will be transferred from the surface of your gloves to any other surface you touch. This means that even when you're wearing gloves, you can transfer bacteria or another contaminant from one surface to another.

When you are finished the cleaning and disinfecting process, gloves should be removed by grasping from the inside and peeling inside out. Gloves should **not** be used more than once and should be disposed of in a closed lid trash can where you can be sure campers won't have access to them once discarded.

Hands should then be thoroughly washed for at least 20 seconds using soap and water. Where the camp/VBS runs more than one session for the day (i.e. morning session for one group of campers, and afternoon session for another group of campers) the high-touch surfaces should be disinfected, any tools should be cleaned and the garbage should be taken out in between sessions. At the close of each day, the end of session cleaning should be done along with any normal cleaning of the facility.

Cleaning of shared objects

Sharing of tools (e.g. art supplies such as paint brushes; musical instruments; sports equipment etc.) during camp/VBS should be avoided. Ensure adequate supplies so that supplies can be assigned to a single camper. When not possible, tools should be disinfected before being used by another camper.

Items that are difficult to clean, sanitize, or disinfect such as those constructed of soft or porous materials are not recommended.

Avoid sharing electronic devices, toys, books, and other games or learning aids.

Hygiene practices for staff, volunteers, campers and visitors

Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed in all entrances to the camp for use by staff, volunteers, campers and other essential visitors. Dispensers should not be in locations that can be accessed by young campers as alcohol-based hand sanitizer is not generally recommended for use by young children. Where bathrooms, which are indoor and high traffic areas, are the only option for handwashing, camps/VBS may want to consider setting up mobile handwashing stations given the need for the increased frequency of handwashing by both staff and campers.

Scheduled hand-washing breaks should take place during camp as well as before breaks or meals. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol.

Camper's belongings should be kept separated from others' and in individually labelled containers, cubbies, or areas.

Storage of cleaning/disinfecting products

Cleaning and disinfecting products should be stored securely away from the campers.

Group transportation cleaning and disinfecting

Drivers of transport vehicles (e.g. buses) used by the camp/VBS should practice all safety actions and public health protocols as indicated for other staff (e.g. hand hygiene, mask/face coverings). Commonly touched surfaces in the vehicle should be disinfected after each journey.

Ventilation

Ensure ventilation systems within the camp/VBS environment operate properly and increase circulation of outdoor air as much as possible, e.g. by opening windows and doors. However, do not open windows and doors if doing so poses a safety or health risk (e.g. risk of falling or triggering asthma symptoms) to campers using the facility.

Cleaning products should not be used near campers, and staff should ensure that there is adequate ventilation when using these products to prevent campers or themselves from inhaling toxic fumes.

Water systems

To minimize the risk of diseases associated with water and to address any potential water quality issues, take steps to ensure that all water systems and features (e.g. sink faucets, drinking fountains, showers, decorative fountains) are safe to use after a prolonged facility shutdown. Turn on the hot water and let it run through each system.

Camper Drop-off and Pick-up

Programmes should develop procedures for drop-off and pick-up that support physical distancing and separate bubbles to the greatest extent possible. Possible strategies include separate bubble entrances, having one designated parent/caregiver pick up and drop off each camper, staggering entry by bubble, or limiting the numbers of people in entry areas. Consideration should be given to the use of technology for such activities as registration (to avoid paper forms) and the daily screening to minimise contact and mitigate against delays at arrival.

Unless absolutely necessary, parents/caregivers should not enter the camp, especially during high traffic times like drop-off and pick-up. Where it is necessary for parents/caregivers to enter the camp, they should wear a mask and practice social distancing. Where possible, any activities such as making payment, collecting receipts, filling out camp forms, or collecting camp information should be conducted without parents/caregivers having to enter the camp so as to limit the number of people entering the camp/VBS environment.

Drop-Off

It is recommended that a camp/VBS staff member greet campers outside as they arrive to facilitate the screening process prior to campers being allowed access to the camp/VBS. Standing six feet away from the parent/caregiver and child, the following is recommended:

- Ask parents/caregivers:
 - Has anyone in your home been in contact with a person who has COVID-19?
 - Has anyone in your home felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhoea)
 - Is your camper well today?
 - (Additional screening questions can be added.)
- Visually inspect camper for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- If a camper has any symptoms or has been in contact with a person who has COVID-19, they should go home and not enter camp until cleared to do so.

Once a camper has passed the screening process, a designate staff person should walk the camper to their room/designated camp area. Before touching any surfaces, the camper is to practice hand hygiene (use of hand sanitizer or washing of hands).

Pick-Up

During pick-up, campers should remain with their bubble in a designated area that allows for social distancing. All campers should practice hand hygiene (use of hand sanitizer or washing of hands) before exiting the premise. Campers should not be allowed to gather and socialize after camp/VBS. As parents/caregivers arrive, staff should call for the campers and they should be escorted from the designated area and handed over to their parent/caregiver.

Staff and Essential Visitors Camp Access

Efforts should be made to limit access to the camp by persons not directly involved with the delivery of the camp's activities. All essential visitors² and staff should wear masks/face coverings, visitors should practice social distancing, and to the extent possible, staff should practice social distancing.

All staff reporting to work and essential visitors should be screened for COVID-19 symptoms with the following questions:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days (*Note: does not apply to medical personnel, first responders, or other individuals who encounter COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE*)?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhoea in the last 24 hours?

Any visitor or staff member who exhibits COVID-19 symptoms (i.e., answers "yes" to any of the screening questions or who is running a fever) is required to leave the premises immediately and

² Examples of essential visitors: representatives from Department of Children and Family Services, Multi-Agency Safeguarding Hub, Department of Environmental Health, or Public Health; or vendors that supply goods or services to the camp.

seek medical care and/or COVID-19 testing. Employers should maintain the confidentiality of employee health information.

Once a staff member/essential visitor has passed the screening process they are to practice hand hygiene (use of hand sanitizer or washing of hands) prior to touching any surface.

Access Records

Camps/VBS should keep daily records of anyone entering the camp/facility (e.g. staff working each day, campers, etc.). Records should be kept up-to-date and available to facilitate contact tracing in the event of an outbreak.

Health of Staff and Campers

Responsibilities of Parents

Simple hygiene measures can help protect a family's health and everyone else's. Camp/VBS operators should remind parents that it is their responsibility to ensure campers arrive to the camp clean and appropriately attired. Parents should ensure their campers hands are sanitized or washed with water and soap prior to attending camp.

Emergency Care Plans

As part of the camp/VBS registration process, the camp operators should have an emergency care plan for each camper that provides such information as who to call in the case of an emergency, information on allergies, general statement of health and details of any relevant health conditions. If a camper has a chronic illness or underlying health condition (e.g. asthma, allergies, etc.), parents/caregivers should disclose this information and inform camp operators of any specific requirements and details of the child's emergency care plan.

Stay at Home when Appropriate

Camp/VBS operators are responsible for communicating the below expectations to parents/caregivers and staff:

- Should someone in a camper's household develop COVID-19 symptoms or test positive for COVID-19 or should the camper have been exposed to someone with symptoms or a confirmed or suspected case, the camper should not attend camp until the person is cleared by a medical professional. This also applies to staff.

Staff and parents/caregivers should be encouraged to self-monitor for symptoms, and if symptoms develop contact the 24-hour Flu Hotline on 1-800-534-8600 or 345-947-3077 to inform the Health Services Authority and seek medical advice.

Sick staff members or campers should not return to camp until they have met the Cayman Islands Government's Public Health criteria to discontinue home isolation.

Campers/Staff/Volunteers Presenting with Symptoms over the Course of the Day

An area for use as an isolation room or area to separate anyone who presents with COVID-19 symptoms over the course of the camp/VBS session should be identified. If a camper develops symptoms while at the camp, the camper should be isolated away from other campers and the parent/caregiver should be notified to come and pick up the camper immediately. If possible, they should be isolated behind a closed door, depending on the age of the camper and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If a separate space is not available, the camper needs to be kept at least six feet away from others.

If a camper requires close contact and care, staff can continue to care for the camper until the parent/caregiver is able to pick them up. Staff should wear a mask during all interactions with the camper and should avoid contact with the camper's respiratory secretions. Staff should wash their hands before donning a mask, before and after removing the mask, and before and after touching any items used by the camper.

If the camper needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. All items used by the camper should be cleaned and disinfected as soon as the camper has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, and cardboard puzzles) should be removed from the camp and stored in a sealed container for a minimum of seven (7) days.

If a staff member or volunteer develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home and/or to a healthcare facility depending on how severe their symptoms are.

Sick staff members or campers should not return to camp/VBS until they have met the Cayman Islands Government's Public Health criteria to discontinue home isolation.

CPR/First Aid

All staff in ECCE centre should have current and valid CPR and First Aid Training. PPE, such as gloves and mask, and hand washing hygiene should always be used when administering first aid to a child.

Current guidance on rendering CPR and First Aid during this time can be found at:

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

and

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Resuscitation Council UK provide the following advice in relation to performing CPR on a child:

“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.”³

Attendance Records

Camps/VBS should keep daily records of anyone reporting absent due to sickness. Logs of staff, volunteers or campers falling ill during camp should also be maintained. Records should be kept up-to-date and available to facilitate contact tracing in the event of an outbreak.

Reporting to the Authorities

When concerned about a Statutory Notifiable Disease, such as COVID-19, the Public Health Law and Regulations provide a responsibility to inform relevant officials or medical professionals. Therefore, the Camp/VBS operators should notify the Public Health Department if a camper presents with COVID-19 symptoms or if information is received regarding a camper being exposed to someone with symptoms or exposed to a confirmed case of COVID-19. If a staff member or volunteer presents with Covid-19 symptoms, camp/VBS operators should notify the Public Health Department. The contact number of the Public Health Department is 244-2621.

³ <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

For further information or if you think you may have been exposed to the virus which causes COVID-19, please contact the 24-hour Flu Hotline is 1-800-534-8600 / 925-6327 (Flow) / 947-3077 (Digicel) or email flu@hsa.ky.

Mental Health Needs of Campers and Staff

It is recognised that some campers may have some emotional or mental health difficulties as they emerge from all of the changes and possible trauma that the COVID-19 pandemic has created. Camp/VBS staff and volunteers should be aware of indicators that a camper may be having emotional or mental health difficulties. The following are possible signs that a camper may be having difficulties and concerns may need to be shared with the camper's parent/guardian.

Symptoms that a camper may be having difficulty:

- Frequent crying or irritation
- Toileting accidents or bedwetting
- Changes in sleeping habits and appetite
- Frequent arguing or fighting with others
- Increased physical ailments
- Difficult to soothe or comfort
- Loss of interest in play or activities the child usually enjoys
- Increased temper tantrums
- Increased difficulty in separating from parent/primary caregiver
- Withdrawn or aggressive
- Hypervigilant
- Preoccupied with perceived threats
- Unable to focus as the child did previously
- Trouble controlling impulses
- Regression in skills

Find more information on mental health matters for adults and children at this link:

<https://www.explore.gov.ky/mind>

Children or caregivers can also call the **Child Mental Health Line/Kids Helpline** at 649-5437 (KIDS) Monday to Friday 10:00AM-6:00PM. Adults may contact their mental health provider for assistance, or call the free and confidential **Mental Health Hotline** at 1-800-534-6463 Monday to Friday 9:00AM – 5:00PM.

If anyone is in danger, always call 911.

Programming

In designing camp/VBS programming, camp operators need to consider implementing several strategies to encourage behaviours that reduce the spread of COVID-19. These include identifying activities that can be done while social distancing; creative ways to encourage social distancing; making use of outdoor spaces; modifying the physical environment; managing the use of the tools/equipment; and adopting a bubbles policy.

Programme Environment

Being creative with the camp/VBS space is key to creating an environment that encourages behaviours that help to reduce the spread of COVID-19. The following guidance is provided to help assist camp operators to make decisions regarding the camp environment with the aim of mitigating the spread of COVID-19.

Modified Layouts

- Restrict the number of entry points into the compound to control the flow and number of persons on the premises.
- Designate separate access and exit routes for various groups, where appropriate.
- Based on the size and the layout of individual settings, consider how floor space, rooms and outdoor space can be organised to ensure physical distancing between staff and between bubbles of campers.
- Rearrange seating to seat campers six feet apart (when possible) and limit the number of campers sitting together.
- Where possible, remove unnecessary items from camp/VBS rooms and store it elsewhere.
- As much as possible, indoor and outdoor spaces should be designated for certain bubbles.
- Divide large group spaces into manageable small areas to create separation.
- Prioritise outdoor activities where social distancing can be maintained as much as possible.

Physical Barriers and Guides

- Install physical barriers, such as temporary dividers, where multiple bubbles could be located at the same time, and particularly in areas where it is difficult for campers to remain at least 6 feet apart.
- Provide physical cues or guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff, volunteers, essential visitors and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one-way routes” in hallways).

Communal Spaces

- Communal space should be utilised at no more than half capacity at any one time.
- Communal spaces should only be used by one bubble at a time and should be cleaned and disinfected before and after use by each bubble.
- Only one bubble at a time should use the same outdoor play space. Follow physical distancing practices when possible.

Bathroom arrangements

- Limit the number of campers and staff present at any one time in bathroom facilities to reduce the spread of COVID-19 within those confined spaces.
- Employ physical distancing of bathroom users in order to prevent the spread of COVID-19. Distancing can be facilitated by the use of partitioned stalls, decommissioning toilets or urinals that are less than six feet apart or staggering entry so that fewer users are present at a time.
- Maintain an adequate supply of soap, paper towel, toilet paper, hand sanitizer and other supplies.
- Ensure that campers wash their hands, for at least twenty seconds, after using the bathroom.

Programme Delivery

Being creative with the way in which the camp/VBS programme of activities are delivered is key to creating an environment that promotes behaviours that help to reduce the spread of COVID-19. The following guidance is provided to help assist camp operators make decisions regarding the delivery of the camp programme with the aim of mitigating the spread of COVID-19.

Sharing of Equipment/Supplies/Tools

Sharing equipment should be discouraged and camp/VBS operators should plan activities based on available equipment for the number of campers they have per session and/or in each bubble. Campers should be assigned their own tools where practical. Equipment should be cleaned after each use.

Activities which involve the use of electronic equipment such as tablets, is discouraged unless the camp operator has adequate supplies for each camper to have their own equipment. Items such as books or any other learning aides should not be shared. In order to maintain a clean and healthy environment, equipment which is not easy to clean should be removed from the environment. This includes soft toys and toys with intricate parts.

As a precaution, it is not recommended that items made by campers in either outdoor/indoor activities be taken home so as to reduce the risk of spreading COVID-19. If items are taken home, the risk should be explained to parents/caregivers and advice given on sanitation of items.

Adopting a Bubbles Policy

Groups should be organised within the camp environment to create a 'bubble'. This means that the group of campers arranged into the bubble will be consistently grouped during the total duration of the camp. If multiple campers are attending from the same household, then where practical they should remain in the same bubble to avoid mixing campers from too many households; however, it is recognised this may not be practical due to age differences and types of activities campers have signed up for.

Campers and staff should practice social distancing within their assigned bubble and the mixing of bubbles should not be practiced. Ideally, each bubble should be assigned a dedicated staff member or staff team. Where there is the necessity for bubbles to be in contact with one another, social distancing protocols should be practiced. Keeping bubble sizes to a maximum of 8 campers is recommended, no bubble should include more than sixteen (16) campers.

Social Distancing During Activities

Activities that take place outdoors should be encouraged where weather conditions allow. This will minimise the opportunity for any potential COVID-19 spread. All camp/VBS activities should be designed to encourage social distancing principles and avoid unnecessary forms of touch. Periodically asking staff to stop the group's activity and have everyone extend both their arms to make sure no one is in their personal space may help to reinforce the idea of maintaining social distance.

Sporting Activities

If sporting activities are organised as a part of the programme delivery, the camp/VBS needs to ensure that only non-contact sporting activities are played from **5 July-18 July 2020**. Contact sporting activities are anticipated to be permissible from **19 July 2020**. Ideally, any sporting activity should take place outdoors, where the weather conditions allow, and social distancing of 6 feet/2 meters should be maintained. Proper equipment such as tents should be provided to protect children and personnel from prolonged direct sunlight. Where possible, small groups should be maintained based on the 'bubble policy' above.

Consideration should be given to organise sporting activities that do not require sharing of sporting equipment. If this is not possible, then sporting equipment should be cleaned and disinfected appropriately between each campers' use. For more detailed information and guidance on organising sporting activities, please refer to the *Cayman Islands National*

Framework for Restarting Sports Amid COVID-19 document available at:

<https://www.explore.gov.ky/coronavirus>.

Field Trips

Field trips for camps/VBS could increase the risk of exposure and cross contamination. It is recommended that camps not include field trip activities.

Meals and Refreshments

Logistics and meal time physical environments will vary depending on the location and operations of the camp/VBS. The following guidance is provided to help assist each camp/VBS operator to make decisions regarding meal time provisions with the aim of mitigating any spread of COVID-19.

Meals

The following guidance is recommended to minimise the risk of COVID-19 spread:

- Where possible meals should be eaten in a designated area outside.
- Where campers are expected to provide their own packed lunch, this should be packed in an individual container/bag and clearly labelled with the child's name in order to avoid any mix-ups.
- If lunch is provided for campers by the camp, this should be served in individual containers. There should be no counter service of food.
- Campers should be spaced in accordance to social distancing protocols and tables should be 8ft apart in line with the latest Government advice for restaurants.
- Consideration should be given to scheduling and staggering meal times to minimise the total number of campers in one area at a time. This is particularly relevant if the camp providers have multiple bubbles on site at once.
- Disposable biodegradable food service items (utensils, dishes) should be used. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Staff should wash their hands after removing their gloves or after directly handling used food service items.

Refreshments (Hydration)

- Each camper should arrive at camp/VBS with their own water bottle, or be allocated their own water bottle by camp/VBS staff, which should be labelled with their name.
- Staff should be responsible for refilling individual water bottles.

- If drinks are provided, single use drinks cartons are recommended and should be handed to each camper for the refreshment break.

Water coolers

It is recommended that drinking fountains be discontinued from use due to the fact they are considered a high-risk area for contamination and potential spread of COVID-19. Water coolers should be discontinued and staff, volunteers and campers should be encouraged to bring their own water to minimise use and touching of water coolers. Where this is not possible, staff should take responsibility for managing water coolers, and they should be removed from access to campers. Water coolers should be cleaned over the course of the session and at the end of the day to prevent the spread of COVID-19.

Considerations for Special Needs and High-Risk Campers

Face masks are actively advised against for those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Readjustment to the routines in a setting may prove more challenging for some children with Special Educational Needs and Disability (SEND), particularly those who have been attending a different environment if their usual setting has been closed. Plan how to ensure your setting will have the staffing needed to support children with SEND at safe ratios.

The COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children. Be alert to harm that may have been hidden or missed while they have not been attending formal educational settings. Be aware of any behavioural changes in children and report and share concerns with the relevant authority (see below section).

Child Safeguarding

Child safeguarding is the responsibility that organisations, such as camps and vacation Bible schools, have to ensure that their staff, volunteers, operations, and programmes do no harm to children. Safeguarding measures ensure that organisations and individuals do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they live, are reported to the appropriate authorities. For more information on best practices and appropriate and expected conduct between camp/VBS staff and volunteers and children, please see the following appendices:

- **Appendix B: Examples of Appropriate and Inappropriate Behaviour**
- **Appendix C: Possible Problematic Behaviours/General High-Risk Characteristics of Child Caregivers**
- **Appendix D: Tips for Positive Guidance**

Camp/VBS operators should have a named designated person who is responsible for making sure that child safeguarding measures are integrated throughout the organisation and acts as a focal point.

Where camp/VBS operators or staff have a reasonable suspicion that a child has been or is being abused or neglected, and where that suspicion is formed in the course of their work, they are mandated under the Children Law (2012) to report their suspicions. Failure to do so is an offense and can result in a fine or imprisonment. Suspicions of child neglect or abuse should be reported to the Multi-Agency Safeguarding Hub (MASH) at (345) 814-6000 or emailed to mash@gov.ky (Please be advised that MASH is not a first response unit and, therefore, for emergencies always call 911).

Appendix A: Camp/Vacation Bible School (VBS) Assessment Tool: COVID-19 Suppression Level 2

This form is a tool which provides camp/VBS operators with the opportunity to: (1) outline the modifications to their services and settings that they have put into place; and (2) demonstrate to what extent they have incorporated the suggested guidance as set out in the document “Guidance for Camp and Vacation Bible School Providers: Steps to Prevent the Spread of COVID-19” in the plans for the delivery of their camp/VBS service during COVID-19 Suppression Level 2 (Minimal Suppression).

Assessing Risk

As camp operators make modifications to their services and setting, to reduce the risk of transmission of COVID-19, they should do so with consideration for the assessment of risk as measured by activity setting, social distancing and level of interaction.

With consideration for the modifications you have made, what level of risk do you rate your camp/VBS?

Level 2 (Minimal Suppression) Risk Assessment

	Low Risk	Medium Risk	High Risk
<i>Activity settings</i>	Prioritize outdoor activities; limit indoor activities to only those where adequate social distancing can occur.	Prioritize outdoor activities; limit indoor activities to only those where adequate social distancing can occur.	Indoor and outdoor activities; no social distancing.
<i>Social distancing (to the maximum extent possible)</i>	Social distancing observed between all campers, including those within the same bubble; restrict sharing of objects.	Social distancing observed between all campers who are not in the same bubble; no social distancing among campers in the same bubble; minimize sharing of objects.	No social distancing.
<i>Interactions with other campers and staff</i>	Maintain camper and staff bubbles that remain together all day, every day; interactions with other campers and staff restricted.	Maintain camper bubbles that remain together all day, every day (staff may change); minimal mixing between bubbles and with other staff permitted.	No bubbles; all campers mix over the course of the day.

In the table below indicate level of risk for each area of the assessment.

Level 2 (Minimal Suppression) Risk Assessment

	Low Risk	Medium Risk	High Risk
<i>Activity settings</i>			
<i>Social distancing</i>			
<i>Interactions</i>			

Provide information which may be helpful in understanding any medium or high-risk scores and any control measures that will be put in place:

Communication/Education

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Signage	
Communication with parents/caregivers	
Communication with staff	
Camper education	
Staff education	
Any other information relevant to communication/education	

Promoting Behaviours that Reduce Spread of COVID-19

Masks and Face Coverings

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Use of masks/face coverings by staff (outside and inside activities)	
Use of masks/face coverings by parents/caregivers	

Use of masks/face coverings by essential visitors	
Use of masks/face coverings by campers	
Use of masks/face coverings during group transport	
Any other information relevant to masks/face coverings	

Cleaning and Disinfection

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Cleaning and disinfection of shared spaces	
Cleaning of shared objects	
Hygiene practices for staff, campers and visitors	
Storage of cleaning/disinfecting products	
Group transportation cleaning and disinfecting	
Ventilation	
Water systems	
Any other information relevant to cleaning and disinfection	

NOTE: Attached cleaning schedule to submission.

Camper Drop-off and Pick-up

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Drop-off procedures	
Pick-up procedures	
Camper screening process	
Any other information relevant to camper drop-off and pick-up	

Staff and Essential Visitors

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Camp access procedures	
Staff screening process	
Visitor screening process	
Any other information relevant to staff and essential visitors	

Access Records

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Recording keeping – access records	
Any other information relevant to access records	

Health of staff and campers

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Communication to parents about hygiene expectations prior to dropping campers off	
Emergency care plans	
Access to the camp/VBS by sick campers or campers who were exposed someone with COVID-19 symptoms, someone who has tested positive for COVID-19, or someone who has been exposed to someone who tested positive for COVID-19	
Access to the camp/VBS by sick staff or staff who were exposed someone with COVID-19 symptoms, someone who has tested positive for COVID-19, or someone who has been exposed to someone who tested positive for COVID-19	
Process for identifying and sending home campers and staff who become sick	
Isolation area	
Record keeping - illness logs to help monitor absences or campers or staff who develop symptoms while in care	
Any other information relevant to health of staff and campers	

Programming

Programme Environment

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Modified Layouts	
Physical Barriers and Guides	
Communal Spaces	
Bathroom arrangements	
Any other information relevant to programme environment	

NOTE: Where relevant attach layout drawings/sketches (these do not have to be professionally developed).

Programme Delivery

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
In what ways does your programming help to reduce the spread of COVID-19 while still providing an enjoyable camp experience	
Sharing of Equipment/Supplies/Tools	
Taking home items made by campers	
Adopting a Bubbles Policy	
Social distancing during activities	
Field Trips	
Sporting Activities	
Group transportation	
Any other information relevant to programme delivery	

Meals and Refreshments

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Where will meals take place	
How will food be provided	
What measures will be taken to reduce the spread of COVID-19 during mealtime	
Hydration arrangements	
Use of drinking fountains and water coolers	
How will water bottles be refilled over the course of the session	
Any other information relevant to meals and refreshments	

Considerations for Special Needs and High-Risk Campers

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Does your camp offer placements for children with Special Educational Needs and Disabilities (SEND)	
If so, what plans have been put in place to support these campers	
Any other information relevant to considerations for special needs and high-risk campers	

Child Safeguarding

Expectation Area	Provide details of how you will address this expectation area with consideration for the guidance provided.
Who is your Designated Child Safeguarding Lead?	
Staff and Volunteers are aware of how to report suspected child abuse or neglect	
Staff and Volunteers are knowledgeable of appropriate and inappropriate behaviours when interacting with children (Appendix B)	
Staff and Volunteers are knowledgeable of Possible Problematic Behaviours/ General High-Risk Characteristics of Child Caregivers (Appendix C)	
Staff and Volunteers are knowledgeable of tips to provide positive guidance for children (Appendix D)	

Appendix B: Examples of Appropriate and Inappropriate Behaviour

The following outlines the best practices for appropriate and expected conduct for physical behaviour, verbal and digital communication and general conduct between camp/VBS staff and volunteers and children⁴. For more information on potential problematic behaviours or general high-risk characteristics of a child caregiver who may be abusing a child(ren), please see **Appendix C**.

1. Physical Behaviour: All adults interacting with children must do so in open, public spaces. If one-on-one meetings are necessary or emergency purposes, they should also be conducted in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open and another adult is notified about the meeting. The child should always be given the option of having another adult present.

For children under the age of 5 in these situations, who may not be able to request the presence of another adult, staff should ensure that another adult is present whenever feasible. Adults must not give a child a ride home alone unless they have the written permission of the child's parents or in the case of an emergency. Adults may otherwise only transport students in line with the childcare provider's policy. The following are examples of appropriate and inappropriate physical behaviour:

- **Appropriate physical behaviour** includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as:
 - Pats on the back or shoulder
 - Holding hands to cross the street safely
 - Child initiated hugs
 - Support with toileting or changing clothes

- **Inappropriate physical behaviour** is any behaviour that is cruel, inhumane or degrading to a child, including contact that abuses, exploits, or harasses the child, such as:
 - Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking
 - Patting the buttocks
 - Touching/exposing private body parts
 - Intimate/romantic/sexual contact
 - Showing pornography or involving children in pornographic activities

⁴ Guidance is based on the Ministry of Education's National Staff Safeguarding Policy

2. Communication: Camp/VBS staff and volunteers will use caution and discretion in all verbal, nonverbal, and digital communication with campers. All employees and volunteers should be guided by principles of professionalism and integrity. Communication between adults and children should be transparent and about school activities, with the exception of counselling relationships and appropriate conversations on other topics, such as the child's well-being, hobbies, interests, weekend/summer activities etc. The following are examples of appropriate and inappropriate verbal and digital communication (for additional **tips on positive guidance** for campers please see **Appendix D**):

- **Appropriate verbal communication:** praise and/or positive reinforcement with an educational purpose when used consistently and equally for all children
- **Inappropriate verbal communication** includes:
 - Yelling, threatening, ridiculing, use of expletives, degrading comments
 - Profanity, sexual innuendo, or risqué jokes
- **Appropriate digital communication:** Emails and/or text messages using the childcare provider's e-mail address/phone for informational or educational purposes and subject to periodical monitoring
- **Inappropriate digital communication:**
 - Allowing access to electronic devices that may expose children to inappropriate conduct
 - Private messaging via social media and/or online gaming communities

3. General Conduct: The following are general principles that camp/VBS staff and volunteers should use to model their behaviours with children.

- **Adults will:**
 - Treat all children with respect and provide safe and supportive interactions that foster children's social, emotional, and educational development
 - Comply with all mandatory reporting procedures
 - Cooperate fully with any investigation of misconduct or abuse of children
- **Adults will not:**
 - Engage in bullying
 - Use or be under the influence of alcohol, tobacco, or other drugs in the presence of children
 - Give individual children gifts without the knowledge of the children's caregivers

Appendix C: Possible Problematic Behaviours/General High-Risk Characteristics of Child Caregivers

Caregiver:

- Finds reasons to be in locked rooms with children
- Gives special gifts to children, especially without permission
- Excessively touches children, when unnecessary
- Uses excessive physical affection, particularly tickling or wrestling
- Bends the rules for certain children
- Allows children to engage in activities their parents would not allow
- Lets children get away with things their parents would not approve
- Has “favourite” or preferred children
- Favours children with certain physical characteristics
- Having a preference for working with the same type of children (i.e. only boys/girls, only a specific age group, children with special needs, etc.)
- Prefers to be with children who are particularly vulnerable
- Treats children as if they were adults
- Discourages other adults from participating or monitoring
- Defiant with employer
- Wants to keep secrets with children
- Ignores rules about interacting with children
- Uses inappropriate language or swearing with children
- Tells sexual or otherwise inappropriate jokes to children
- Shows pornography to children
- Takes photographs of nude or partially nude children
- Fails to set limits with children
- Using poor judgment with children
- Has difficulty handling stress or managing stressful situations
- Presents a poor role model for children
- Uses harsh forms of discipline
- Excessively involved with individual children

Appendix D: Tips for Positive Guidance⁵

- Keep rules simple and easy to understand
- Say what you mean
- Talk with children – not “at” them
- Set a good example
- Encourage children to set good examples for each other
- Give clear, simple choices
- Show respect for children
- Catch children being good
- Encourage like a good coach
- Use play activities to teach social skills
- Teach children how to resolve conflict and solve problems
- Teach children how to apologise
- Teach children how to correct their misbehaviour

⁵ <https://childcare.extension.org/basic-tips-child-care-providers-can-use-to-guide-childrens-behavior/>
<https://www.brighthorizons.com/family-resources/positive-guidance-guide-for-parents>