

**Zajac Ranch family retreats
COVID-19 health protocol**

June 4, 2020

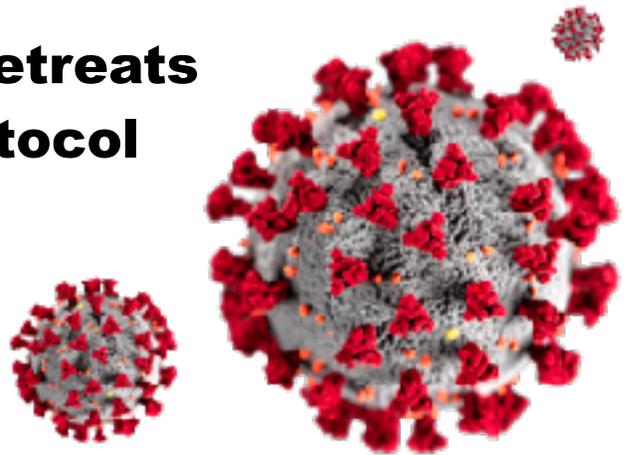


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1.0 Introduction

Zajac Ranch will be replacing its tradition week long summer programs for children and young adults with higher needs, with shorter retreats for families. This protocol aims to reduce the risk of spreading COVID-19 and has been developed with information from publicly available sources, including the Frasier Health Authority, CDC, WHO, BCBA and ACA, as well as a close look at what other North American summer camps have put in place.

During the new overnight and day family retreats:

- Different families will be kept 6 feet apart at all times
- The total amount of people at the ranch will never exceed 50 persons (including staff).
- The common areas and shared equipment will be sanitized after each family has used them
- Each family will have access to private accommodation and restrooms

This approach is in concert with the public health paradigm of maintaining “concentric circles” for infection prevention and control. By offering programs to the whole family as a unit, we will be able to treat each family as a ‘household’, while also maintaining a much higher than usual adult-child ratio.

Below we outline our new COVID-19 health procedures. They reflect the best available information at this time. It is possible that the strategies outlined may change as understanding evolves regarding COVID-19. As such, it should not be considered as rigid, nor is it intended to supplant informed judgment based on observed conditions.

We will obtain the necessary supplies in order to implement these procedures in time for the opening of our first family the ranch session.

2.0 Communications

- We have informed the local Public Health of our new planned operations
- We will share this health protocol with staff and families in advance so they can familiarize themselves with the material
- We will post this health protocol on our website
- We will explain the rules and guidelines to staff during staff training and to families on the first day at the ranch
- We will prepare relevant posters and signage and post them in appropriate places. Examples include: hand washing, sanitizing, cough and sneeze etiquette, symptoms associated with COVID-19 and physical distancing
- During staff training, we will train staff on our COVID-19 protocol and will make staff familiar with answers to frequently asked questions and common misconceptions related to the COVID-19 pandemic. We will carry out demonstrations on behaviours and precautions that staff and families should abide by.
- We will make staff and participants aware of when to stay home, including but not limited to the display of COVID-19 symptoms, trips outside BC and / or

close contact with anyone displaying symptoms in the 14 days leading up to the retreat they participate in.

- We will ask staff and families to immediately notify the ranch, should they experience any symptoms or test positive for COVID-19 in the 14 days following the retreat they have participated in.

3.0 Health Screening

3.1 Pre-screening

In order to ensure everyone's safety during the COVID-19 pandemic, a COVID-19 pre-screening has been put into place. Upon registration, each the participants' application is screened by our nursing director and a decision is made regarding whether the participant has any known conditions. Those with conditions that put them at risk for more severe illness will not be able to register for our retreats in 2020. Conditions include but are not limited to:

- A suppressed immune system (due to medical condition or on immunosuppressant medications)
 - A suppressed immune system (due to medical condition and/or medications)
 - Cancer
 - Diabetes
 - Heart disease or other severe heart conditions
 - Hypertension (high blood pressure)
 - Chronic lung disease
 - Asthma or other significant respiratory conditions
 - Chronic kidney disease
 - Seizure disorder

- Other significant conditions

The same pre-screening will be applying to staff applicants.

3.2 On-site screening

Families successfully registered for a retreat at the ranch will undergo an in-person COVID-19 health check upon their arrival. This will include screening for the following:

- Getting their temperature taken (38 C or greater would represent a risk)
- Cough
- Shortness of breath
- Diarrhea
- Fatigue
- Headaches
- Muscle aches
- Nausea
- Loss of taste or smell
- Sore throat and painful swallowing
- Vomiting
- Chills
- Stuffy or runny nose
- Loss of appetite

The same in-person screening will apply to staff upon their arrival at the ranch, at the beginning of each working week.

4.0 Hand Hygiene

Hand sanitizers will be available in the following areas:

- In front of the main entrance of the dining hall
- On each table in the dining hall
- In front of the 2 main entrances of each occupied dorm
- In each activity area
- In the kitchen

Our hand sanitizer supply contains greater than 60% ethanol or greater than 70% isopropanol

Hand soap will be available in the following areas:

- In each restroom in use
- Kitchen

Staff will be asked to sanitize or wash their hands:

- Before and after using gloves and / or gloves
- Before and after running each activity
- Before, during, and after preparing any food
- After touching garbage
- After using the restroom
- After wiping counters or cleaning other surfaces with chemicals
- After coughing, sneezing, or blowing their nose

- Before and after touching any equipment

Staff will be asked to use a new pair of disposable gloves:

- When they are required to touch shared equipment
- When setting tables in the dining hall
- When sanitizing areas

Staff will be asked to use masks:

- When they find it necessary to be closer than 6ft to participants
- When setting tables in the dining hall
- When sanitizing areas

5.0 Physical distancing

5.1 Physical distancing between families

Our 2020 retreats have been designed to maintain the families apart from each other at all times:

- Only one family allowed per activity (the different activity areas are over 20 feet apart)
- Only one family allowed in the medical facility at a time
- Only one family per dorm wing
- One private restroom assigned to each family
- One table in the dining hall assigned to each family during their stay (tables over 6 feet apart from each other)

5.2 Physical distancing between staff / from staff

Staff will do their best to maintain 6 feet apart from families. However, as described on the COVID-19 waiver that families will be asked to sign prior to coming to the ranch, this may not always be possible. When running activities, we will prioritize the participants' physical safety while doing that activity, which on several occasions including but not limited to helping participants on and off horses, verifying harnesses and helmets or a potential first aid or water rescue, will require staff to be closer than 6 feet. On such occasions, staff will be asked to wear a mask and gloves, excluding impromptu rescues.

Zajac Ranch will follow the public health approach of establishing and maintaining 'concentric group circles' for infection prevention and control. At the present time, there is insufficient evidence to suggest a maximum group size that best balances the need to minimize risk of disease transmission with the ranch operational capacity.

Zajac Ranch will group staff in the following 'households':

- Counselors (10)
- Kitchen Staff (3)
- Directors (2)
- Maintenance (2-3)
- Cleaning staff (2-3)

People in each household will not be required to maintain 6 feet apart. Similarly to family members, they will often share premises and restrooms that have been specifically assigned to them.



We will maintain the same constituent smaller groups to the best of our abilities, with the exception of someone having to be replaced.

We will avoid mixing these groups and most importantly, we will avoid mixing different families together as well mixing staff with families.

6.0 Facilities Management

During single-day retreats, the access to dorms will be limited to restrooms.

During overnight retreats, dorm access will be limited to the individuals who reside in that dorm. Families will be asked to not go in each others dorms. Staff will avoid going in the family dorms.

Families will be asked to keep personal items in their bag and store their bag in a designated area.

Ventilation will be increased by keeping windows open, if weather permits, during the ranch and between sessions.

7.0 Food service

Main meals

- An outdoor seating area will be made available in order to decrease the occupancy density in the dining hall.
- Each family will be assigned a specific table for the duration of their stay. The tables will be at least 6 feet apart.

- Meals will be served ‘family style’. The tables will be set by staff wearing masks and disposable gloves. The food will be on the tables upon the arrival of the families to each meal, in containers to be shared only with the other members of the family. If more food is needed, staff will bring more food to their table, while wearing masks and gloves.
- Families will be instructed to not share food or utensils with other families.
- Garbage cans on the dining hall will not have lids
- Personal water bottles will not be able to be refilled in the dining hall. Families may fill up their water bottles in their designated restroom or at the water stations in each activity area, which will be sanitized between each activity period, along with the rest of the equipment.
- We will discontinue the use of the common coffee machine. There will be one coffee dispenser per table.
- We will discontinue the use of common condiments dispensers. There will be small bowls of condiments or individually wrapped condiments on each table.

Kitchen staff and chefs

In addition to following the existing best practices for food preparation and storage, the chefs will be asked wear a uniform while cooking, keep social distancing from the other ‘households’ and wash their hands frequently, following the same guidelines for hand washing, coughing and sneezing as the rest of staff.

8.0 Cleaning and Disinfection

In an effort to prevent the spread of coronavirus, we will increase the frequency of cleaning and disinfection of all communal spaces, shared items and frequently touched surfaces at the ranch.

Communal Spaces

- Activity areas will be disinfected between groups
- The dining hall will be disinfected after each meal
- The dorms and restrooms used by families will be disinfected at the end of each overnight family retreat and left with increased ventilation for 48hrs

Shared Items

- Whenever possible, we will be assigning items to reduce the quantity of items shared.
- When this is not possible, shared items will be disinfected between uses

Frequently Touched Surfaces

- Surfaces that may be frequently touched by different families will be disinfected several times a day (e.g dining hall surfaces, drinking stations, light switches of communal spaces)
- Surfaces that are only touched by one family will be disinfected at the end of each family retreat (e.g dorm door knobs, restrooms)
- Surfaces frequently touched by staff will be disinfected daily

9.0 Protective equipment for staff

- Medical face masks will be worn by staff whenever interacting with families closer than 6 feet
- Gloves will be worn by staff when there is the need to touch someone (e.g while helping someone on and off the horses)
- Staff will wear face masks and gloves when cleaning and disinfecting
- Staff will wear face masks and gloves while working in the dining hall
- Surgical masks and eye protection or face shields will be worn when staff anticipate contact with or close proximity to confirmed or suspected COVID-19 cases or when cleaning and disinfecting areas known or suspected to have been in contact with confirmed or suspected COVID-19 cases.

10.0 Activities

<p style="text-align: center;">Riding & Petting Zoo</p>	<ul style="list-style-type: none"> • Participants will be asked to sanitize their hands as soon as they arrive to and leave the barn • All shared equipment (e.g., tack, helmets) will be disinfected immediately after each activity period • Staff will be asked to wear masks and gloves whenever they need to be less than 6 feet from the participants (e.g, when assisting participants getting on and off the horses)
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High Ropes	TBC - pending inspection
Low Ropes	TBC - pending inspection
Waterfront	<ul style="list-style-type: none"> • Lifejackets will be designated to each family for the duration of their stay. Upon departure, life jackets will be hand washed in hot soapy water, allowed to air dry, and sprayed with disinfectant. • No two families will use the same canoes and kayaks right after each other. Canoes and kayaks will be hand washed with hot soapy water, allowed to air dry, and sprayed with disinfectant at the end of each use
Arts & Crafts	<ul style="list-style-type: none"> • No shared supplies from one activity period to the next one • The staff running this activity will stay 6 feet apart from the participants
Drama	<ul style="list-style-type: none"> • No shared supplies from one activity period to the next one • The staff running this activity will stay 6 feet apart from the participants

Campfires	<ul style="list-style-type: none"> • Families may take part in this activity as a family unit, while keeping 6 feet apart from other family units in the amphitheatre • The metal s'more sticks won't be available. Instead, families will be taken by staff to find suitable sticks in the woods • The staff running this activity will stay 6 feet apart from the participants • The marshmallows, chocolate and crackers will be placed in 6 separate family bowls, by kitchen staff wearing gloves and masks
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The drinking stations in all activity areas must be sanitized at the end of each activity period.

11.0 Suspected or confirmed case

11.1 Suspected case during a retreat

1. In the event of a suspected case, the director will immediately inform all families and employees present at the ranch, while maintaining the confidentiality of the individual(s) in question.
2. The ranch session will be immediately terminated. Only permanent residents at the ranch should remain on the property.
3. The retreats will come to a stop for 14 days, unless advised otherwise by public health officials

4. Staff will perform a thorough clean of the ranch using appropriate PPE

11.2 Suspected or confirmed case between retreats

During check out, participants will be asked to immediately notify the ranch, should anyone in their family:

- Have symptoms in the 14 days following the retreat
- Test positive for COVID-19 in the 14 days following the retreat
- Learn about having had contacted with a suspected or confirmed case in the 2 weeks preceding the retreat

During staff training, staff will be instructed to notify the ranch immediately, should they:

- Have symptoms
- Test positive for COVID-19
- Learn about having had contacted with a suspected or confirmed case in the previous 14 days

Upon receiving information regarding a staff member or participant displaying symptoms outside of the ranch, the the director will proceed to cancel the following sessions, for a minimum period of 14 days, unless advised otherwise by public health officials. During that time, only permanent residents of the ranch should remain in the premisses.

The subsequent cleaning procedures in place will require the use of PPE.