



Corps Ministries (COVID-19) FAQ and Considerations

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The Basics

Where can we get up-to-date information regarding COVID-19?

Please visit salvationist.ca for current and up-to-date information regarding The Salvation Army's response to COVID-19. This document will also be updated periodically to ensure up-to-date information is provided.

Please visit the Public Health Agency of Canada website for up-to-date instructions on keeping our communities healthy.

Health Canada Updates: [Coronavirus disease \(COVID-19\): Outbreak updates](#)

Provincial and Territories Public Health Authorities Phone Numbers and Websites

British Columbia – Phone number: 811 **Website:** [BC Public Health Updates](#)

Alberta – Phone number: 811 **Website:** [Alberta COVID-19 Updates](#)

Saskatchewan – Phone number: 811 **Website:** [Saskatchewan COVID-19 Updates](#)

Manitoba – Phone number: 1-888-315-9257 **Website:** [Manitoba COVID-19 Updates](#)

Ontario – Phone number: 1-866-797-0000 **Website:** [Ontario COVID-19 Updates](#)

Quebec – Phone number: 811 **Website:** [La maladie à COVID-19 au Québec](#)

New Brunswick – Phone number: 811 **Website:** [New Brunswick COVID-19 Updates](#)

Nova Scotia – Phone number: 811 **Website:** [Nova Scotia COVID-19 Updates](#)

Prince Edward Island – Phone number: 811 **Website:** [PEI COVID-19 Updates](#)

Newfoundland and Labrador – Phone number: 811 or 1-888-709-2929

Website: [NL COVID-19 Updates](#)

Nunavut – Phone number: 867-975-5772 **Website:** [Nunavut Public Health Updates](#)

Northwest Territories – Phone number: 811 **Website:** [NW Territories Public Health Updates](#)

Yukon – Phone number: 811 **Website:** [Yukon Public Health Updates](#)

Bermuda – Phone number: (441) 278-4900 **Website:** [Bermuda COVID-19 Update](#)

REGATHERING FOR WORSHIP

Government Recommendations

** The information contained within this document is not intended to be prescriptive and all national, provincial and municipal health regulations and guidelines should be followed before resuming public gatherings for ministry purposes. Guidelines are changing regularly in response to governments' phases of re-opening and responses to increases in new cases. In some cases such guidance may impose more or less restrictions on the activity than what is identified in this document. No corps or affiliated ministry that has been closed due to covid-19 may reopen before the divisional plan for reopening has been authorized by the Chief Secretary.

The safety and care of our congregations and communities should surpass health recommendations. Community health expectations regarding personal protective equipment, cleaning of buildings between gatherings, cleaning of hands (for example, sanitation stations), and respecting social distancing while together will require communication, consistency, and abundant grace offered to each other.

Congregational Information

- **Communication:** by offering assurances of safety to people you both explain why change is necessary and how it is a benefit to congregational life. Communicating effectively with all members of the congregation (and having ways to inform visitors of how to join into meetings) will form the basis of implementing these changes.
- **Safety:** Assure congregants that all measures for safety will be taken according to local guidelines including things like wearing masks, extra sanitization, spaced seating, limited greeting. Greeters should be trained to ask screening questions regarding symptoms, and those who answer positively should not be permitted to attend. Vulnerable people (those with underlying conditions and seniors) should not attend in-person services in this phase.
- **Bulletins:** to avoid handing out paper information convert to electronic bulletins and maximize the use of multi-media during the service to share news and events. Information can be delivered or mailed to congregants without access to technology.

Worship Services

- **Multiple Services:** consider conducting multiple services, and designating attendees (by invitation, by alphabet groups) to meet local requirements for the size of gatherings. If guidelines do not allow for large gatherings, consider maximizing the functions of existing small groups to provide a worship gathering. The use of virtual worship should continue.
- **Outdoor Services:** weather permitting, consider using the out-of-doors to allow congregants to come together within provincial, municipal and public health guidelines. Be cognizant of municipal standards and licensing in some areas which require a permit. Some jurisdictions may permit drive-in services. If this is done, provincial health guidelines must be followed.
- **Indoor Services:** following the provincial government and public health guidelines about group size, plan for meeting together by taking into consideration some of the following:
 - **Greeter Training:** engage your greeters in a virtual session to explore how best to implement the government guidelines for health and safety and how best to handle logistics of social distancing with your congregants. Detailed explanations of traffic flow and seating restrictions will be an important part of this meeting.
 - **Greeting One Another:** ask congregants to refrain from moving about the sanctuary before the service and from gathering in groups after the service in the sanctuary or building unless government guidelines allow for this type of social engagement. While restrictions are high, suggest exiting the service formally, as we often do following a funeral – row by row exiting through a designated door.
 - **Seating:** consider ways of taping off or rearranging flexible seating so that congregants can be well spaced as per guidelines in the sanctuary. Instruct greeters on the best way to direct people to available seating. Consider directional arrows in aisles, hallways and doorways, stairwells and clear direction for entering and exiting the building through different doors.
 - **Special Needs/Accessibility:** plan areas where those with special needs or physical disabilities have enough room for wheelchairs or walkers etc. at a safe distance from others.
 - **Families with Children:** Designate some special group seating for families with children to allow for extra space and movement of small children and separate family seating so children are not tempted to engage with other families near them. Consider providing activity packages for children to engage them during the service.
- **Vulnerable Populations and Seniors:** prepare and communicate ahead of time on how these groups will be able to participate, continuing virtual services for those who will not be comfortable joining in person right away or who are vulnerable/at risk and unable to attend services in person.

Other Considerations

- **Offering:** given the health risk of surfaces passing the offering plate will increase the spread of the virus. Other options include Pre-Authorized Payments, the THQ online giving system, mail in cheques, and providing a box at exits once meeting together resumes. Copies of the Pre-Authorized payment form could be made available at each service or mailed to every household. Find the form here: [Pre-Authorized Payment form](#)
- **Mercy Seat:** The Mercy Seat may be a place where risk of virus spread is increased. Consider using other ways for attendees to spiritual respond such as raising of hands or standing to indicate desire for prayer and follow-up by the pastoral team.
- **Meals & Refreshments:** for some congregations a weekly meal or refreshments (coffee) have been part of the regular Sunday gathering in the past. Currently neither refreshments nor meals are permitted. Check government guidelines regularly to discern when these types of fellowship will be considered safe and for ongoing changes in health and safety considerations.

Health and Safety

- **Sanitizing Station:** stations providing hand sanitizer, disinfectant wipes can be located at all entrances to encourage extra sanitization. Congregants should be asked to provide their own masks if required by provincial/regional standards. To purchase these items contact [Supplies & Purchasing](#). Provide clear signage and touchless waste receptacles for guidance.
- **Virus Spread:** prepare for the possibility that following a corps gathering someone may discover that they were infected. Strategize how to keep track of those attending so that proper health measure for contact tracing can be facilitated if necessary.
- **Disinfection:** buildings should be disinfected before and after use by teams trained in the protocols. Washrooms and high touch areas (entry points, e.g.) should get special attention.
- **Training:** staff or volunteers should be trained on the correct use of personal protective equipment, and how to help people comply (think “flight attendants” with their quiet, polite insistence). Please read the information from [Employee Relations on Personal Protective Equipment](#).
- **Risk Assessment:** Each ministry unity must continuously review their own risk level through conducting ongoing workplace risk assessments and revise their PPE Program accordingly. Outbreak situations, potential staff/volunteer exposure and staff/volunteer diagnosed with symptoms and changes to Public Health Guidelines can make changes to the PPE protocol required. If there is no existing ministry unit Risk Assessment or there are questions about PPE please contact Sheldon_goolabsingh@can.salvationarmy.org

RESUMING MUSIC PROGRAMS

Government Recommendations

** The information contained within this document is not intended to be prescriptive and all national, provincial and municipal health regulations and guidelines should be followed before resuming public gatherings for ministry purposes. Guidelines are changing regularly in response to governments' phases of re-opening and responses to increases in new cases. In some cases such guidance may impose more or less restrictions on the activity than what is identified in this document. No corps or affiliated ministry that has been closed due to covid-19 may reopen before the divisional plan for reopening has been authorized by the Chief Secretary.

The safety and care of our congregations and communities should surpass health recommendations. Community health expectations regarding personal protective equipment, cleaning of buildings between gatherings, cleaning of hands (for example, sanitation stations), and respecting social distancing while together will require communication, consistency, and abundant grace offered to each other.

Music and Worship Services**

Should we have congregational singing?

Given the limited research findings, it appears that singing is still the highest risk for normal transmission of the virus. General guidance currently advises that a 12 ft (3.66 m) space be kept in between singers. There is no mask that adequately stops droplets and aerosols from spreading when someone is singing.

Recommendation:

- At the current time, congregational singing should be avoided. This applies to both indoor and outdoor services.

Should the brass band play for worship?

The limited research findings on playing brass instruments does seem to indicate that this is a low-risk activity. Regular standards of physical distancing would need to be maintained, and special care should be taken when emptying spit valves.

Recommendations:

- Brass playing be permitted, in compliance with physical distancing guidelines of 6 ft (1.83 m).
- Conductor should remain an even greater distance away and wear a mask, if possible.
- Brass players be limited to ten (10) players until more research findings are available.
- While congregational singing is not permitted, the band will not accompany congregational singing.

Should the worship team participate?

The worship team usually exists to lead, assist and encourage congregational involvement and singing. *It is important to remember that congregational singing should be avoided.* A worship team consists of two parts: the vocalists and the musicians. As previously mentioned, singing is considered a high-risk activity. With that said, it is also an integral part of church liturgy. To balance those two factors, only one (1) singer should be involved in leading worship and they should be the lone singing voice. The addition of non-wind instruments (guitar, keyboard, piano, drums etc.) is considered low risk.

Recommendations:

- The congregation should not be encouraged to sing.
- Only one singer should participate. They should be masked, and be a minimum of 12 ft (3.66 m) from another individual.
- Microphones should be specific to each individual and sanitized immediately after use.
- Only one musician per instrument i.e. only one pianist on the piano per service.
- Every instrument should be sanitized immediately following use e.g. entire piano keyboard.
- Musicians should be masked and 6 ft (1.83 m) apart and 12 ft (3.66 m) from the vocalist.
- Worship teams should not exceed ten (10) individuals.

Music Programing

Should we have brass ensemble rehearsals?

Given the low risk currently associated with brass instrument playing, it is feasible for brass ensemble rehearsals to take place, provided you do not exceed ten (10) musicians and comply with physical distancing requirements (6 ft minimum between each musician, front, back and side) and other federal, provincial, and municipal government health regulations and guidelines.

Should we have choir rehearsals?

Given the risks associated with singing, choir rehearsals should be suspended until there is more data available.

Should we restart youth music programs?

Regardless of the age of participants, there should be no singing or choir rehearsals. It is possible to hold theory and instrumental classes, provided each student has their own materials and/or instrument, physical distancing protocols are followed, and instructors are masked. However, it is considered prudent practice to not offer these youth music programs until in-person schooling has reconvened in your community.

Who Should I Contact?

For specific music and/or worship questions, please contact:

Mr. Craig Lewis
Territorial Secretary for Music & Gospel Arts
The Salvation Army, Canada and Bermuda
2 Overlea Blvd, Toronto ON M4H 1P4
Tel: 416-422-6154 Cell: 905-510-0046
Email: Craig_Lewis@can.salvationarmy.org

RESUMING CHILDREN & YOUTH MINISTRIES

Government Recommendations

** The information contained within this document is not intended to be prescriptive and all national, provincial and municipal health regulations and guidelines should be followed before resuming public gatherings for ministry purposes. Guidelines are changing regularly in response to governments' phases of re-opening and responses to increases in new cases. In some cases such guidance may impose more or less restrictions on the activity than what is identified in this document. No corps or affiliated ministry that has been closed due to covid-19 may reopen before the divisional plan for reopening has been authorized by the Chief Secretary.

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Preamble

The following guidelines apply to possible midweek children or youth ministries and programs that may take place at the corps. Currently the recommendation is that no separate children or youth programming take place during corporate worship gatherings, and that children remain with their parents during these gatherings.

Preparation

- Review your Procedures. What short-term or long-term changes will be needed?
- Review your wellness policy. Do you have one? Do other ministry units have one you could review and consider for your location?
- Review your Ministry Handbook and compare with current provincial guidelines.
- Update and maintain your group rosters and contact information. Use these updated lists to connect with participants and their families, especially in the case of any need for contact tracing.

- Ensure there is ample personal protective equipment and supplies available (e.g. gloves, masks, cleaning supplies, etc.).
- Ensure there are enough supplies on hand for proper hand hygiene, including hand sanitizer, pump soap, warm running water and paper towels or hot air dryers.
- Communicate clearly with parents and participants regarding changes they will experience and any additional safety measures that might be expected of them.
- Encourage family members to have one designated family member to do all drop offs and pickups where required.
- Update websites, social media pages and voicemail with current information. Ensure information remains current, and update items in a timely fashion.

Program Spaces

- Assess your program spaces for how many individuals can safely be in the space together within the parameters of your provincial guidelines for group gatherings.
 - Consider a waiting list for new participants attending to ensure health measures and supervision ratios are adhered to.
 - Consider conducting youth/children's events on multiple days and designating separate groups of leaders and participants to meet local requirements for the size of gatherings. Mixing between groups should not occur (both leaders and participants).
 - Consider using outdoors areas for children & youth ministry. Be aware of any municipal standards and licensing which require a permit as well as provincial regulations regarding outdoor gathering size.
- Consider how you show hospitality and organize your space, e.g. position check-in centrally; escort children to programs to help reduce hallway congestion.
- Limit the number of individuals using the washroom at one time. Consider propping open the outer door to reduce physical contact.
- Consider directional arrows in aisles, hallways and doorways, stairwells and clear direction for entering and exiting the building through different doors.
- Place all seating, desks and tables 6 feet/2 meters apart in program areas.
- Where needed, use floor-tape to regulate physical distancing requirements (a distance of at least 2m or 6 feet from other people). E.g. Consider using large sticky dots on floor to show children where they can sit.
- Review items in your program space and consider if some need to be temporarily removed to limit the spread of germs. Ensure additional cleaning and disinfecting of any shared program

equipment. Remove items that cannot be easily wiped down and disinfected (e.g. plush toys, fabrics, etc.)

- Tables and chairs to be wiped down between meetings. Additional cleaning may be desired between activities (depending on use and age of participants).
- Until a directive is given to open municipal and school playground equipment (play sets), facilities are not permitted to use play sets (slides, swings, monkey bars, etc.) within their own outdoor play area. Once play sets are permitted, staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment.

Activities

- Encourage more physical space between participants by spreading children out into different areas, incorporate individual activities or activities that encourage more space between participants.
- To help plan activities, leaders should consider the following questions to determine the risk of the activities and whether they are allowed to proceed:
 - Does the activity involve shared surfaces or objects frequently touched by hands?
 - Can an activity be modified to increase opportunities for physical distancing?
- Group singing activities must adhere to physical distancing requirements and are prohibited unless allowed by provincial health guidelines.
- Use of shared toys in program is strongly discouraged, especially during early phases of reopening. Toys that cannot be easily disinfected between uses (i.e. plush toys, porous surfaces, puzzles, etc.) are prohibited at this time. Extra precautions should be taken in regard to shared toys such as bikes, balls, and bats. All toys must be cleaned and disinfected between users. Consider reducing the number of toys.
- Ensure children do not bring personal toys/extra items from home to programs. Communicate this clearly to both parents and children.
- Consider the handling of children's items monitored by staff (e.g. medication, devices). Ensure a supply of clear Ziplock bags available. Have each child put the item into a named Ziplock bag while at the program to reduce contact.
- Consider using activities to teach participants about germs and hygiene requirements (e.g. washing hands, mask use, social distancing).
- Avoid or replace handshakes, high fives, etc. Design a fun, non-contact method to greet one another at your children's programs.

- Consider using music videos, creating dance moves and have campers dance to the music in place of singing along with the music.
- Use of handouts should be limited wherever possible.

Snacks and Food

- Currently food and snacks are discouraged as a part of program. Check government guidelines regularly to discern when communal food or snacks will be considered safe, and for ongoing changes in health and safety considerations.
 - Where there may be concerns of food security for any children or youth, factory packaged snacks that have been sanitized may be provided.
- Access to water fountains should be prohibited. Labelled water bottles should be brought from home, and if needed refilled in facility kitchen using proper PPE (i.e. gloves and mask) and following local health guidelines.
 - Alternately personal size bottled water may be provided but proper labeling must be in place to avoid accidental sharing.
- When provincial guidelines begin to permit meals please consider the following:
 - Ensure participants remain 6 feet/2 meters apart when eating.
 - Do not use shared food, utensils or condiments (e.g. salt, pepper, sauce). As above, label cups/drink bottles to avoid accidental sharing. Instead of shared food use prepackaged, portioned snacks.

Worship Service and Children's Programs

- Unless allowed within provincial guidelines, separate children's programs during services will not be permitted. Children are to remain with parents at all times.
- Consider having a hybrid ministry, e.g. continue with online worship and also provide an in-person worship option for families.
- Consider hosting smaller family worship services at different times. Allow enough time between services to clean the facilities and maintain appropriate indoor/outdoor group sizes (avoid overlap between meetings).
- If providing more than one service, consider having families sign up online, or assign families to services times (based on last name, etc.).
- Communicate to families that both online and in-person services are equally valid expressions of worship.

- Provide activity kits that will help children engage with the service. Partner with your pastor/corps officer to create activities connected to the service.
 - Consider single-use items for use in children’s activity kits (small packs of crayons etc.). Used supplies should be taken home, and the church supply replenished weekly.
- (Churches using Orange) Consider using the weekly theme of 252 for the service. Incorporate the videos into your family worship and provide children with theme-related sermon activities.

Leaders and Volunteers

- Ensure safety of drivers and passengers if transportation to and from the program is provided.
- Leader training/preparation:
 - Ensure leaders are aware of all changes that will be made, and any additional safety measures that might be expected of them or for the youth/children.
 - Ensure all leaders keep up to date on the most current information, directives, and Provincial guidelines.
 - Ensure they have been provided with training on PPE and disinfecting protocols.
 - Continue to remind leaders of the importance of self-monitoring for symptoms.
- Keep careful records of attendance (leaders, volunteers and participants) by name. This will help in accurate contact tracing should a COVID+ case occur in your setting.
- Respect concerns and comfort levels of parents and volunteers. Some will need time to feel comfortable being with others and bringing their children into contact with others.
- Have a plan to address situations when leaders or participants are unwell. Part of your plan should include a mechanism for contact tracing for others who might have been infected.
- Have a plan to communicate with parents and leaders in event of a COVID+ case
- Engage volunteers creatively, e.g.
 - Engage volunteers to reach out separately to each family who attends your ministries. Find out their needs/concerns and direct or assist as able. Offer to pray with/for them.
 - Engage volunteers to partner with young families. Find out what their needs and concerns are. Help them celebrate special occasions.

Consider inviting volunteers to help for 3 weeks in a row. Have them stay home for the next 3 weeks to ensure their own health and rest.

SUGGESTIONS FOR RUNNING DAY-CAMP PROGRAMS

Government Recommendations

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The safety and care of our congregations and communities should surpass health recommendations. Community health expectations regarding personal protective equipment, cleaning of buildings between gatherings, cleaning of hands (for example, sanitation stations), and respecting social distancing while together will require communication, consistency, and abundant grace offered to each other.

Preparation

- Review your Procedures. What short-term or long-term changes will be needed?
- Review your wellness policy. Do you have one? Do other ministry units have one you could review and consider for your location?
- Review your Ministry Handbook and compare with current provincial guidelines.
- Update and maintain your group rosters and contact information. Use these updated lists to connect with participants and their families, especially in the case of any need for contact tracing.
- Ensure there is ample personal protective equipment and supplies available (e.g. gloves, masks, cleaning supplies, etc.).
- Ensure there are enough supplies on hand for proper hand hygiene, including hand sanitizer, pump soap, warm running water and paper towels or hot air dryers.
- Communicate clearly with parents and participants regarding changes they will experience and any additional safety measures that might be expected of them.

- Encourage family members to have one designated family member to do all drop offs and pickups where required.
- Update websites, social media pages and voicemail with current information. Ensure information remains current, and update items in a timely fashion.

Program Services

- Assess all program spaces for how many individuals can safely be in the space together within the parameters of your provincial guidelines for group gatherings.
 - Include outdoor areas during assessment. Be aware of any municipal standards and licensing which require a permit as well as provincial regulations regarding outdoor gathering size.
 - Include both youth/children AND supervising staff and volunteers when counting.
- Consider how space is organized, e.g. position check-in centrally; escort children to programs to help reduce hallway congestion. Also, take time to consider how to transition from different program areas and activities.
- Limit the number of individuals using the washroom at one time. Consider propping open the outer door to reduce physical contact.
- Consider directional arrows in aisles, hallways and doorways, stairwells and clear direction for entering and exiting the building through different doors.
- Place all seating, desks and tables 6 feet/2 meters apart in program areas.
- Where needed, use floor-tape to regulate physical distancing requirements (a distance of at least 2m or 6 feet from other people). E.g. Consider using large sticky dots on floor to show children where they can sit.
- Review items in your program space and remove unneeded clutter to limit the spread of germs. Ensure additional cleaning and disinfecting of any shared program equipment. Remove items that cannot be easily wiped down and disinfected (e.g. plush toys, fabrics, etc.)
- Tables and chairs to be wiped down between meetings. Additional cleaning may be desired between activities (depending on use and age of participants).
- Until a directive is given to open municipal and school playground equipment (play sets), facilities are not permitted to use play sets (slides, swings, monkey bars, etc.) within their own outdoor play area. Once play sets are permitted, staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment.

Program

- Encourage more physical space between participants by spreading children out into different areas, incorporate individual activities or activities that encourage more space between participants.
- To help plan activities, leaders should consider the following questions to determine the risk of the activities and whether they are allowed to proceed:
 - Does the activity involve shared surfaces or objects frequently touched by hands?
 - Can an activity be modified to increase opportunities for physical distancing?
- Group singing activities must adhere to physical distancing requirements, and are prohibited unless allowed by provincial health guidelines.
- Use of shared toys in program is strongly discouraged, especially during early phases of reopening. Toys that cannot be easily disinfected between uses (i.e. plush toys, porous surfaces, puzzles, etc.) are prohibited at this time. Extra precautions should be taken in regard to shared toys such as bikes, balls, bats, etc.. All toys must be cleaned and disinfected between users. Consider reducing the number of toys.
- Ensure children do not bring personal toys/extra items from home to programs. Communicate this clearly to both parents and children.
- Consider the handling of children's items monitored by staff (e.g. medication, devices). Ensure a supply of clear Ziplock bags available. Have each child put the item into a named Ziplock bag while at the program to reduce contact.
- Consider using activities to teach participants about germs and hygiene requirements (e.g. washing hands, mask use, social distancing).
- Avoid or replace handshakes, high fives, etc. Design a fun, non-contact method to greet one another at your children's programs.
- Consider using music videos, creating dance moves and have campers dance to the music in place of singing along with the music.
- Use of handouts should be limited wherever possible.

Snacks and Food

- Currently the provision of food and snacks are discouraged as a part of program. Check government guidelines regularly to discern when communal food or snacks will be considered safe, and for ongoing changes in health and safety considerations. To this end a high degree of caution should be exercised and campers should only be provided with factory packaged snacks that have been sanitized.
- Access to water fountains should be prohibited. Labelled water bottles should be brought from home, and if needed refilled in facility kitchen using proper PPE (i.e. gloves and mask), and following local health guidelines. Alternately personal size bottled water may be provided, but proper labeling must be in place to avoid accidental sharing.
- Where the length of a camping program requires that a meal be provided please consider the following:
 - Ensure participants remain 6 feet/2 meters apart while eating.
 - Do not use shared food, utensils or condiments (e.g. salt, pepper, sauce). Label cups/drink bottles to avoid accidental sharing. Instead of shared food use prepackaged, portioned snacks.
 - No shared food plates (i.e. cookie tray or package, large bowl of salad, plate of sandwiches, etc.)
 - Food must be pre-portioned on individual plates.
 - There should be one person or team of people whose responsibility it is to prepare and serve the food. This person or team should be trained in current health guidelines, food prep safety guidelines, where appropriate PPE, and be the only ones accessing the food service area during meal time.

Registration

- Ensure numbers of attendees (including staff and volunteers) do not exceed provincial guidelines (indoor and outdoor) or recommended supervision ratios.
- Ensure health and safety guidelines and expectations are communicated to parents / guardians as a part of the registration process. Consider providing a FAQ or best practices sheet.
- Where possible provide a form of paperless digital registration.

Drop Off & Pick UP

- Stagger drop off and pickup times to avoid congestion of people and unnecessary physical contact.
- Ensure there is clear communication, along with ample signage, outlining the process for drop off and pick up.
- Ensure all staff and children are screened according to provincial guidelines before daily admittance. No staff member or child showing any symptoms may be given entry. Screening may include:
 - Symptom check (e.g. fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, a general feeling of being unwell)
- Both campers and staff should thoroughly wash and sanitize their hands after check in and screening.
- Consider setting up stations similar to what would be in place on the opening day of overnight camp to ensure the following is taken care of for everyone:
 - Temperature check
 - Hand washing / sanitizing
 - Wipe / wash shoes
 - Depositing extra belongings in a plastic baggie and labeling
 - I.e. Phone, medication, etc.
 - Labeling of water bottle
- No parents/caregivers past the drop off point.
- Backpacks (Diaper bags) are not permitted. Provide zip lock bags for any personal items child might need or bring to day camp including medication, sunscreen, epi-pens, water bottles, etc. These baggies should be labelled with camper's name.

Leaders, Staff and Volunteers

- Ensure safety of drivers and passengers if transportation to and from the program is provided.
- Leader training/preparation:
 - Ensure leaders are aware of all changes that will be made, and any additional safety measures that might be expected of them or for the youth/children.

- Ensure all leaders keep up to date on the most current information, directives, and Provincial guidelines.
- Ensure they have been provided with training on PPE and disinfecting protocols.
- Continue to remind leaders of the importance of self-monitoring for symptoms.
- Keep careful records of attendance (leaders, volunteers and participants) by name. This will help in accurate contact tracing should a COVID+ case occur in your setting.
- Respect concerns and comfort levels of parents and volunteers. Some will need time to feel comfortable being with others and bringing their children into contact with others.
- Have a plan to address situations when leaders or participants are unwell. Part of your plan should include a mechanism for contact tracing for others who might have been infected.
- Have a plan to communicate with parents and leaders in event of a COVID+ case
- Staff should sign off on daily screening before the beginning of day. Temperature should also be taken at end of day.

PERSONAL PROTECTIVE EQUIPMENT INFORMATION

Training and what kind of Personal Protective Equipment (PPE) should be used?

Please refer to a FAQ for more details on PPE in <https://salvationist.ca/covid-19/departmental-faqs/> using myarmy login. The necessary Personal Protective Equipment required as a result of COVID-19 is based on the various jurisdictional Occupational Health and Safety Act (OHSA) and its regulations, workplace risk assessments and the directives from the Chief Public Health Officer of Canada and the Chief Medical Officer of Health of their jurisdiction.

There may also be specific requirements from their local public health units, funders, Provincial Health Authorities, Collective Agreements and other contractual agreements.

The PPE required for a specific workplace such as; masks, gloves, face shields, plexiglass dividers is dependent on the risk in that environment and Public Health directives. Over the past few months these requirements have been updated so it is extremely important that each workplace monitor information from their local health authorities.

PPE requirements can be determined by various sources for specific industries such as retail, Long Term Care, shelters, and food banks. Funders, Collective Agreements and other contractual agreements may also impact the PPE requirements required.

Please refer to all applicable sources for your ministry unit including your JHSC/HS Representative and Union as applicable to ensure your ministry unit's PPE Program meets with the requirements of all those applicable to the program(s) you operate at your facility.

The chart on the following page is a reference guide only.

Each ministry unit must continuously review their own risk level through conducting ongoing workplace risk assessments and revise their PPE Program accordingly. Outbreak situations, potential staff/ client exposure and staff/ clients diagnosed with symptoms and changes to Public Health Guidelines can make changes to the PPE protocol required.

Are there enough sustainable resources locally to provide the adequate PPE for employees and volunteers and/or service users? Can you promote service users to use PPE of their own for pick up? Can you provide PPE to service users who show up without and comfortable to use PPE? Have you ordered enough supplies with support from Regional EDS Director or your Divisional Headquarters?

PPE Reference Guide

<p>Level 1</p>	<p>Lower risk</p>	<p>Administration only – Office Settings</p>	<p>Handwashing Hand Sanitizer Masks Gloves</p> <p>as directed by Public Health and/or MU Risk Assessment</p>	<p>Administration workers</p> <p>No or limited contact with clients and public and workers can always practice</p> <p>Physical Distancing.</p>
<p>Level 2</p>	<p>Mid risk</p>	<p>All Ministry Units that includes Day Cares, Thrift Store, Food Banks, Family Services and EDS.</p>	<p>Handwashing Hand Sanitizer Masks Gloves Face Shields Disposable Gowns Eye Protection</p> <p>other specific PPE as directed by Public Health and/or MU Risk Assessments</p>	<p>Frontline Workers that have direct contact with clients and public.</p> <p>Physical distancing should be practiced but may not be possible on all occasion.</p> <p>Certain Job tasks will also require additional PPE such as sorting unknown donations as well as food distribution/sorting</p>

Level 3	Higher risk	All Ministry Units that includes Shelters, Long Term Care or Retirement Homes, Group Homes and other residential or those that have an Outbreak	<p>Handwashing</p> <p>Hand Sanitizer</p> <p>Surgical Masks</p> <p>Gloves</p> <p>Face Shields</p> <p>Disposable Gowns</p> <p>Eye Protection</p> <p>other specific PPE such as Fitted N95 Masks</p> <p>as directed by Public Health and/or MU Risk Assessments</p>	<p>Frontline Workers that have direct and/or personal care contact with clients and public.</p> <p>Physical distancing that should be practiced at all time but may not on some occasions due to the nature of the services provided.</p> <p>Client personal care work procedures with the client (hand feeding, medical procedures, etc.)</p> <p>Outbreak in Ministry Unit</p>
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Chart resources include:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

<https://www.ccohs.ca/oshanswers/>

<https://www.ccohs.ca/oshanswers/prevention/ppe/designin.html>

If we require PPE Training, are there resources available to us?

Please note under the Occupational Health and Safety Act, it is a requirement to provide PPE training if an employee is using any safety equipment. Here is a link for a general course on PPE:

<http://vubiz.com/ChAccess/SalvationArmy/>

Please also refer to each manufacturer's guide for the safe use of and disposal of all PPE that your Ministry Unit uses. Many of the provincial Public Health unit's also have practical "how to" posters as well including wearing and removing of the PPE.

If you require assistance in specific training, please contact:

stefania_zareik@can.salvationarmy.org

Additional training resources:

Here is a list of short videos produced by The Salvation Army- York Housing & Support Services and York Public Health:

- [Hand Washing Training Video](#)
- [Safe use of PPE Training Video](#)
- [Cleaning and Disinfecting Training Video](#)
- [Physical Distancing Training Video](#)

The provincial chart above listed websites with training videos.