

RECREATIONAL CAMP SELF-AUDIT CHECKLIST

Camp Name: _____ **Address:** _____
Staff Name _____
Completing: _____ **Date:** _____

	Yes	No	N/A
Notification			
A camp safety plan is submitted to the health unit at least 14 days before the camp opens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification of opening date is provided to the health unit at least 14 days prior to opening/reopening the camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation			
An operator has reviewed all sections of Ontario Regulation 503/17: Recreational Camps .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Staff			
A physician is available onsite or immediately available for medical emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A registered nurse is available onsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A person 18 years or older with a current first aid certificate is available onsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washroom and Laundry Facilities			
Washrooms are clean and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washroom surfaces are smooth, non-absorbent, and easily cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms are equipped with waste bins with liners, liquid soap in a dispenser, a method for hand drying, and toilet paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms are provided with hot and cold running water under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry facilities are supplied with hot and cold water under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camp Construction, Lighting, Ventilation, and Fire Safety			
Adequate lighting (as required under Building Code) is maintained. Note: A flashlight is not considered appropriate lighting in sleeping areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation is available in camp buildings to eliminate odours, fumes, vapours, smoke, and excessive heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows in sleeping areas can be opened for air flow and have screens in good repair to prevent entry of insects and vermin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms and fire extinguishers are operational and properly located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The local fire department has been contacted to make recommendations and requirements in addition to those in Ontario Regulation 503/17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sleeping			
Mattresses, blankets, pillows, and pillowcases are kept in sanitary condition and in sufficient supply to meet the needs of all persons in the recreational camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry services are available for campers residing for multiple weeks. Camper/staff bedding should be laundered weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control and Garbage Removal			
Camp buildings are free from pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records of pest control measures are kept and available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The camp is maintained in a sanitary condition with routine garbage removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Water Supply			
The drinking water system meets the requirements ¹ of Ontario Regulation 170/03: Drinking Water Systems .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water sample(s) have been submitted prior to opening/reopening and water quality is satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water sample results are available onsite for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animals			
Dogs, cats, horses, and any other animal susceptible to rabies have current rabies certificates, with the last rabies immunization given at least 30 days before the animal enters the camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rabies vaccination certificates for all animals are available onsite for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All animal, bat and other wildlife bites are reported to the health unit immediately. Visit our Animal Bites and Scratches webpage for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Rabies Animal Exposure Incident Report Form is available onsite and camp staff have knowledge on the reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Water Safety			
Waterfront areas are maintained free of hazards with drop-offs, rocky bottoms, and shallow areas identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The waterfront area used by campers is clearly designated with signs, buoys, and/or buoy lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim tests are done in shallow swimming areas equal to or less than 1.35 metres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waterfronts used for aquatic activities are supervised by certified lifeguards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifeguards are at least 15 years of age and have received certification within the past two years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of all necessary lifeguard certificate(s) are available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifeguard to swimmer ratio is met: <ul style="list-style-type: none"> Two lifeguards for 1-25 swimmers. Three lifeguards for 26-100 swimmers. If more than 100 campers are in the water, one additional lifeguard is required for each additional group of 25 or less. Additional supervision is provided for non-swimmers, campers with special needs, and children under 5 years, as needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ The Ministry of the Environment, Conservation and Parks inspect recreational camp drinking water systems.

Recreational Water Safety Equipment			
<p>The following safety equipment is easily accessible:</p> <ul style="list-style-type: none"> • One or more buoyant rescue aids attached to a shoulder loop with a 6-millimetre line at least 1.60 metres in length. • One or more reaching poles of 3 metres or greater in length. • One or more buoyant throwing aids attached to a 6-millimetre line at least 8 metres in length. • A spine board. • A paddleboard or boat where any part of the swimming area is more than 50 metres from shore. • A telephone or other communication device with a list of emergency service names/numbers at the waterfront area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A first aid kit is provided and has sufficient supplies:</p> <ul style="list-style-type: none"> • a current copy of a standard first aid manual • safety pins • individually wrapped adhesive dressings • sterile gauze pads (75 mm) • gauze bandages (50 mm and 100 mm) • individually wrapped sterile surgical pads suitable for pressure dressings • triangular bandages • rolls of splint padding • roll up splints • scissors • non-permeable gloves • resuscitation pocket mask • tweezers • instant ice packs • incident report forms • antiseptic solution • water-resistant, sterile bandages • waterproof adhesive tape • blanket and pillow 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation			
Food preparation areas meet the requirements of Ontario Regulation 493/17: Food Premises (Parts III, IV and VI).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified food handler certificates are current, onsite, and available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation and storage areas are thoroughly cleaned and sanitized, fully equipped, and operational prior to opening and inspection date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infection Prevention and Control			
Procedures are in place to ensure campers and staff are free of communicable diseases, and the health unit is notified of suspect outbreaks at the camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An outbreak policy has been developed, is in place, and staff have been trained on the policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An outbreak level disinfectant is available onsite that: has a Drug Identification Number (DIN) AND has the ability to kill non-enveloped viruses (such as Norovirus, Rotavirus, Poliovirus, etc.). Designated staff are trained in environmental cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated staff are trained on how to clean and disinfect blood and bodily fluid spills .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated staff are trained on Routine Practices and Additional Precautions to prevent the spread of infectious diseases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are trained on the manufacturer's directions for use (MIFU) for all disinfectants onsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Isolation areas for ill campers and staff are pre-planned and stocked appropriately with supplies (e.g. personal protective equipment (PPE), alcohol-based hand sanitizer, waste baskets, disinfectants, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies are in place regarding illness isolation and/or exclusion, and when to call the SMDHU. Planning has occurred for campers or staff unable to be sent home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policy speaks to the Diseases of Public Health Significance (DOPHS) in Ontario and mandatory reporting requirements to the SMDHU.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated staff members are aware of how to contact the SMDHU during business hours and after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campers and staff are screened for illness upon arrival at the camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Best practices for the storage and administration of medications and vaccines are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator Training			
Camp operator(s) are trained in the administration, management, and operation of the camp and in the camp's safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes			
Resources			
<ul style="list-style-type: none"> • Simcoe Muskoka District Health Unit Recreational Camp Operator Webpage • Simcoe Muskoka District Health Unit – Outbreak Quick Start Guide • Simcoe Muskoka District Health Unit – Cleaning a Blood or Body Fluid Spill Resource • Ontario Regulation 493/17: Food Premises • Ontario Regulation 503/17: Recreational Camps 			