




NOVA SCOTIA
Guidelines for
Recreational Camps

Updated: March 2013

Introduction

Recreational camps provide for educational, social, cultural and religious activities for youth and adults on a year round basis across Nova Scotia. For the range of activities, services and accommodations provided at recreational camps there is potential for public health hazards which camp operators have a responsibility to prevent or address through compliance with the *Nova Scotia Regulations Respecting Recreational Camps*.

Part A of these guidelines establish the minimum requirements needed for camps to protect public health and meet compliance with the *Regulations*. Compliance with the regulations and guidelines is monitored by Food Safety Specialists with the Nova Scotia Department of Agriculture who work with Medical Officers of Health with the Department of Health & Wellness to determine if camps are meeting the requirements of the guidelines.

Part B of these guidelines provide resources that can help further guide operators in protecting public health and achieve compliance with Part A and the *Regulations*.

These guidelines may be amended from time to time by the Recreational Camp Guidelines Advisory Committee.

These guidelines for recreational camps have been approved
by the Chief Medical Officer of Health for Nova Scotia.

A handwritten signature in black ink, appearing to read 'R. Strang', with a long horizontal stroke extending to the right.

Robert Strang, MD, MHSc, FRCP(C)
Chief Public Health Officer

Table of Contents

PART A Section 1: ADMINISTRATION

Legislation	1
Before a Recreational Camp Opens	1
Camper Records	2
Emergency Plans	2
Health Services & First Aid	3

Section 2: CAMP SITE & FACILITIES

Sanitary Facilities	4
Sleeping Accommodations	5
Kitchen and Dining Areas	5
Water Supply	6
Sewage Disposal	7
Solid Waste Disposal	7
Recreational Water	8
Chemical Hazards	8
Animals	9

PART B CAMP OPERATOR RESOURCES

Sewage Disposal	11
Recreational Water	11
Emergency Plans	12
Health and First Aid	12
Fire Protection	12

Appendix 1: Camp Operator Self Inspection Check-List	13
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Appendix 2: Public Health Office Contact Information	18
---	----

Appendix 3: Food Safety Specialist Contact Information	20
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SECTION 1

Administration

Legislation

- Recreational camps are regulated by **Regulations Respecting Recreational Camps** made pursuant to the **Health Protection Act**
- Recreational Camps are inspected, audited or investigated during operation by a Food Safety Specialist with the Nova Scotia Department of Agriculture, appointed as a Public Health Inspector under the authority of the **Health Protection Act**
- Enforcement action, such as closure, may be taken if a recreational camp is not operated in a manner consistent with the regulations and guidelines
- The Food Safety Specialist will consult with the Medical Officer of Health on administrative, health and sanitation issues in recreational camps
- Operators are responsible to ensure that other groups using the camp follow the regulations and guidelines
- Recreational camps must follow all Acts, Regulations and Guidelines applicable to the operation of a recreational camp
- This guideline will not negate any Acts, Regulations and Guidelines necessitating additional or more stringent requirements

Before a Recreational Camp Opens

Before a new camp opens or before an existing camp opens for the season, the recreational camp operator must:

- If the camp is new or has been renovated, provide a sketch of the new or renovated facility to the Food Safety Specialist indicating the location of buildings, toilets or privies, kitchen, sleeping areas, water sources and recreational water areas including swimming pools or waterfront. The site plan must be provided before beginning any new construction or renovation.
- Provide notice to the Food Safety Specialist of the intent to open the camp at least 30 days prior to the camp opening (see appendix 3 for Food Safety Specialist contact information).
- Provide microbiological test results of the camp's water supply at least 15 days before opening. Test results are to be maintained at the camp and available for review by the Food Safety Specialist. If the test result is positive for total coliform or *E. coli*, the camp operator should notify the Food Safety Specialist (see appendix 3).

PART

A

This part of the Guidelines, Part A, provides the minimum requirements recreational camp operators must follow to be compliant with the **Regulations Respecting Recreational Camps**.

Section 3(2) of the *Regulations Respecting Recreational Camps* states: “an operator must ensure that a recreational camp is equipped, operated, staffed and maintained in accordance with the Guidelines”.

Guidelines, as defined by the Regulations, means Part A of this document.

- If foodservice is located on the premises, ensure that there is a current Food Establishment Permit prior to opening. See *Kitchen and Dining Areas*, page 7.
- Complete the Camp Operator Self Inspection Check-list, provided in Appendix 1 of these guidelines, prior to opening the camp and maintain the check-list for review by the Food Safety Specialist.

Camper Records

Every recreational camp must have and maintain the following records:

- A register of all campers and staff which includes the following information:
 - › full (first and last) name of all campers and staff
 - › address
 - › phone number and emergency phone number if different
 - › name of parent/guardian and emergency contact information
 - › record of campers leaving camp and reason for leaving
 - › record of campers/staff who become ill which includes the date and time when illness started, symptoms, date and time when illness was resolved or person left camp
 - › Record of daily camper menus

Emergency Plans

The operator of a recreational camp should have a written plan addressing circumstances such as communicable disease outbreaks, natural disaster, fire, severe weather or other emergencies.

- Every camp must notify their local Public Health Office of a suspected communicable disease outbreak
- Camp staff should be instructed and drilled in the emergency plan and procedures for contacting emergency personnel
- An infirmary or other designated area for the temporary isolation of sick or injured campers or staff is to be provided
 - › It should be located separate from regular living or sleeping quarters so as to provide quiet to the patient
 - › The space should be used for no other purpose and be suitably equipped including cot, bedding, stretcher or spinal board, small refrigerator for storing drinking water, juices and ice packs, and access to toilet facilities
 - › It should have an exterior light that remains lit at night to identify the area

- Emergency contact numbers should be posted
- An emergency plan should provide for additional adults to assist and supervise campers in the event that regular camp staff become incapacitated during an emergency

Health and First Aid

- Every recreational camp should have health records for campers and staff that includes information about significant or unusual illness and any activity that could impact the health of other campers
- Every camp should maintain a log of any health complaint or treatment and include the patients name, complaint and treatment
 - › Each suspected case of food poisoning or any unusual prevalence of any illness in which fever, diarrhea, sore throat, coughing or shortness of breath, vomiting, or jaundice is a prominent symptom should be reported immediately to the local office of Public Health Services by the camp medical staff or camp director (see appendix 2).

Counselors / Instructors / Activity Supervisors

- Prior to opening of the camp, counselors should receive training that includes objectives and policies of the camp, emergency procedures regarding health and natural disasters, and first aid training.

SECTION 2

Camp Site and Facilities

Sanitary Facilities

Toilet and hand washing facilities must be provided. Number of toilets and hand washing facilities recommended are as follows:

Number of Campers	Number of Toilets	Number of Handwash Sinks
25	2 for each sex	4
Each additional 15 campers	1 for each sex	2

Note: up to ½ of toilets may be replaced by urinals for male campers

- If privies are used, the number of seats must equal the number of toilets above.
- Buildings containing toilets, lavatory facilities, and privies must be kept clean, well ventilated, and in good repair. All opening to the outside must be screened to prevent entrance of insects.
- Toilets seats, urinals, and lavatories must be cleaned daily and sanitized using a sanitizing solution.
- Hot water at campers' hand sinks should be at a recommended temperature of at least 41C (105F) and never exceed 49C (120F). Where campers do not provide their own soap and towels, lavatories must provide liquid soap and single service towels.
- Where privies are used and hot water is not available for hand washing, the following is required:
 - › cold running water, or water gravity fed from a water container provided it contains an on/off valve
 - › collection of water from container must be disposed of in a sanitary sewer or on-site sewage disposal system
 - › a waterless hand cleaning/sanitizing gel
 - › hands should be washed first and then waterless gel applied
 - › campers are to be instructed on its proper use

Additional hand washing facilities must be provided in the kitchen for use of kitchen staff as per the Food Safety Regulations.

Sleeping Accommodations

- Floor area in the sleeping accommodations should be at least 3.72 square metres per camper for singles beds and 2.82 square metres per camper when double tiered bunks are used
- For existing recreational camps, sleeping accommodations should be such that the risk of spreading communicable disease is minimized
- Beds should be at least 30 inches apart
- All sleeping quarters must provide natural or mechanical ventilation
 - › Natural ventilation should be provided by openings to outside air equal to one-tenth of the floor area
 - › All openings to the outside must be screened
- All permanent sleeping quarters must provide at least two accessible exits
- Where tents are used accommodation should not exceed the manufacturers recommended limits
- All cloth mattresses provided by the operator should have clean mattress covers
- Mattress covers provided must be clean and should be laundered or cleaned/ sanitized (i.e., non-absorbent covers) at least once a week, or upon change of occupant
- It is the operator's responsibility to contact the authority responsible for fire safety to ensure sleeping accommodations comply with fire safety regulations

Kitchen and Dining Areas

Regulations Respecting Recreational Camps provide limited requirements for foodservice. As all camp kitchens are required to hold a Food Establishment Permit, all food preparation, serving and storage at recreational camps is subject to the **Food Safety Regulations**.

For wilderness camp trips where meals or snacks are prepared at the camp site, the above food safety measures shall be in place:

- If practicable, avoid taking potentially hazardous foods on the trip (foods high in moisture and protein, and low in salt and/ or sugar); use of canned or dehydrated meals and snacks is recommended
- If potentially hazardous food is used, keep the food temperature at 4C (40F) or colder through use of coolers, ice packs/ ice containers, and freeze the food prior to the trip
- Keep potentially hazardous foods and raw foods separate from ready to eat foods; a separate cooler is recommended to prevent cross-contamination
- A thermometer must be used to verify temperature control in coolers

- Pack biodegradable soap for hand washing during food preparation
- Use the wash/ rinse/ sanitize method for dishes/ utensils, using biodegradable soap and sanitizer (e.g., chlorine (100 ppm), quaternary ammonium compounds (200 ppm), or iodine (25 ppm))
- Disposable hand wipes and hand sanitizer gels are an additional barrier, but are not a replacement for regular handwashing
- One of the following drinking water safety measures must be taken:
 - › Use bottled water
 - › Boil water at a rolling boil for 1 minute before drinking, cooking or washing dishes
 - › Water filters with a filter pore size of 1 micron or less can be used
 - › Chlorinate with unscented household bleach 5.25 %, 2 drops per L of water, let sit for 30 minutes before using
 - › Use of water purification tablets (chlorine or iodine), let sit for 30 minutes before using

Water Supplies

Recreational camps are required to contact Nova Scotia Environment about registration of their water supplies. Recreational camps are required to have a sample collected prior to start-up and another during the quarter in which the camp is operating. The following applies to recreational camp water supplies:

- Water must be sampled at least 15 days prior to camp opening and should then be sampled at intervals determined by Nova Scotia Environment registration
- In keeping with Nova Scotia Environment requirements, the water supply must be sampled at least once during the period the camp is operating, preferably no later than the first week of August
- If there is more than one well or source of water, then each well or source must be sampled; water may be required to be sampled more frequently
- Water should be taken from distribution lines (i.e, kitchen taps) if camp has water distribution lines
- Records of water sample reports must be retained for review by the Food Safety Specialist
- If water supply is chlorinated, chlorine residual must be tested daily and results recorded in a log for review by the Food Safety Specialist
- Any issues and corrective action associated with chlorination are to be recorded in the log
- If any other treatment is used, a record of the kind and method of treatment must be maintained
- A chemical analyses at intervals determined by Nova Scotia Environment registration

Sewage Disposal

- For new camps or camps under expansion where a private, on-site sewage disposal system (i.e., not central or municipal collection) is used, documented confirmation is required from an acceptable authority that the on-site sewage disposal system is suitable for its intended use or meets current regulatory requirements
- Approval is required from Nova Scotia Environment for new on-site sewage disposals systems or modifications to existing systems
- Any sewage system malfunction must be reported to Nova Scotia Environment
- If there are changes to the sewage disposal system or plumbing as a result of expansion to the existing facility, the local municipality (i.e., building inspection) should be contacted

Solid Waste Disposal

- Every recreational camp must provide suitable containers for the collection and disposal of waste following waste diversion initiatives/ requirements
- Containers for garbage, compostables and recyclables should be constructed of acceptable, durable material which do not leak and do not absorb liquids
- Containers should be provided with tight-fitting lids or covers and should be kept covered when not in continuous use
- After being emptied, each container should be cleaned and disinfected. If disposable single-service liners are used, containers are to be cleaned as needed but at least once a week
- Wastewater from such cleaning operations should be disposed of in a manner so as not to create a hazard
- There should be a sufficient number of containers to hold all of the garbage, compostables and recyclables which accumulates between periods of removal from the premises
- Stored garbage, compostables and recyclables should be inaccessible to insects, rodents and other pests
- Outside garbage containers should be stored on an easily cleanable surface and separated from outdoor play areas
- All garbage, compostables and recyclables should be removed from the rooms of the camp facilities daily and from the premises weekly or at other frequencies established by the local solid waste-resource management region

Recreational Water (swimming pools and beaches)

Recreational camp operators must abide by the following for all recreational water activities:

For Swimming Pools:

- Swimming pools should follow best industry operating practices, any Nova Scotia Department of Health and Wellness established standard, guideline, or policy and any municipal bylaw that may exist for that area
- Every camp with a swimming pool should have written instructions for safe operation of the pool, including general operations and for emergencies
- Pool staff should be trained in these emergency and operational procedures
- Pool staff should maintain a log of all incidents that may occur
- Emergency and life saving equipment should be available
- Daily swimming pool test results should be taken and recorded by the waterfront director or facility operator
- Daily and weekly pool checklists should be completed by the waterfront director or facility operator

For Coastal and Fresh Water Beaches:

- Coastal and fresh water used for swimming at recreational camps should meet requirements of the latest version of the **Canadian Recreational Water Quality Guidelines**, which require regular monitoring of the water quality to protect the health of users of the water
- Every camp with a coastal or fresh water swimming area should have written instructions for safe use of the swimming area which includes provisions for emergency response.
- Emergency and life saving equipment is available
- Swimming area staff should be trained in emergency response procedures
- Swimming area staff should maintain a log of all incidents that may occur
- Swimming area water quality test results should be maintained in a log for review

Chemical Hazards

- Chemicals, flammable and other hazardous substances should be used for their intended purpose and according to manufacturer's instructions
- Chemical and other hazardous substances should be stored in their original, covered and labeled containers in a separate, secure area accessible only to appropriate staff

Animals

- Where a camper/staff is bitten by an animal medical attention should be sought and the bite should be reported to the local office of Public Health Services (see appendix 2)
- Where a camper/staff may have had direct contact with a bat it must be reported immediately to the local office of Public Health Services. This includes situations where direct contact cannot be ruled out (e.g., a bat is found in a cabin with sleeping campers)
- No animal that is susceptible to rabies should be brought into camp unless that animal has been immunized against rabies

Camp Operator Resources

Sewage Disposal

More information regarding sewage disposal regulations and other educational information on the subject can be accessed at the following links:

www.gov.ns.ca/nse/water/docs/OnSiteSewageConstruction.pdf
www.gov.ns.ca/just/regulations/regs/ENV-On-siteSewageDisposalSystems.htm
www.gov.ns.ca/nse/water/docs/OnSiteSewageMaintenance.pdf

All plumbing must meet requirements of local plumbing regulations or the National Plumbing Code.

Recreational Water

Lifeguards

The Nova Scotia Lifeguard Service has produced the document **Safety Supervision Guidelines for Waterfronts in Nova Scotia** (1998). These guidelines set minimum recommended standards for safe operation of waterfront swimming and activity areas. They include supervision standards, lifeguard qualification, equipment and environmental considerations.

Waterfront duties should be carried out under the supervision of an attendant trained in lifesaving. This person should hold evidence of certification from one of the following nationally recognized certifying bodies:

- National Lifeguard Services registered lifeguard certificate
- Royal Life Saving Society of Canada - Bronze Medallion or higher
- Canadian Red Cross Society Water Safety Leader or Water Safety Instructor Certificate; in addition to,
- St. John Ambulance or Canadian Red Cross Society Standard First Aid

Waterfront Ratios

Where the waterfront area is in use the recommended supervision must be provided by:

- 1 lifeguard and one assistant lifeguard/supervisor for 1 to 25 Campers;
- 1 lifeguard and 2 assistant lifeguard/supervisor for 26 to 100 Campers;
- 1 additional assistant lifeguard/supervisor for every 25 Campers

PART B

This part of the Guidelines, Part B, provides resources and information for recreational camp operators to assist in the development of plans, enhance understanding of subject areas mentioned in Part A of these Guidelines and facilitate connections to other agencies or government departments that may have regulations applicable to recreational camps.

Emergency Plans

Assistance in developing an emergency plan should be sought from the Nova Scotia Emergency Measures Office, local fire department or other organization with experience in emergency planning.

Health & First Aid

A recreational camp shall have on hand first aid supplies.

- Additional first aid kits should be provided for the waterfront.
- As a minimum first aid supplies should consist of Standard # 3 first aid kit as identified in the Occupational Health & Safety Regulations
- Camp staff should know the location of the first aid equipment
- Additional supplies such as instant ice packs, extra pressure and triangular bandages are suggested
- First aid kits should accompany any trips away from the camp premises

Every recreational camp should have a person suitably trained in first aid available in each camp. This person should be one of the following:

- A physician;
- A currently registered nurse;
- A certified nursing assistant;
- A first aid attendant (EMT or Advanced First Aid), or a certified Standard First Aider

At least one member of the medical / first aid staff should hold a current certification in CPR for the appropriate age group

As well as a first aid attendant every recreational camp must provide reasonable medical care at or conveniently available to the camp. If there is not a physician in camp, the operator should ensure that arrangements are made to obtain the services of a physician quickly in the case of an emergency.

Fire Protection

It is the responsibility of the operator to consult with the authority responsible for fire safety regarding requirements of provincial or municipal fire codes. This would include ensuring that all fire extinguishers and other fire protection devices are approved by the authority responsible for fire safety, and installed to meet local fire codes.

APPENDIX 1

Camp Operator Self Inspection Check-list

Regulations Respecting Recreational Camps are made under the *Nova Scotia Health Protection Act* and are designed to protect the health of users and maintain adequate sanitation of recreational camps. While the *Regulations* prescribe rules for recreational camps, it is incumbent upon persons operating recreational camps to do so in a manner consistent with the *Regulations* and Guidelines for Recreational Camps. Recreational camps are inspected a minimum of once per year by Food Safety Specialists with the Department of Agriculture. This checklist is intended to help operators achieve compliance with the Regulations.

The check list should be kept as part of the summer camp records and be available to the inspector for review during their inspection.

	OK ✓	Action Required [Please specify] ✓
PRIOR TO OPENING		
The water supply has been registered with Nova Scotia Environment	<input type="checkbox"/>	<input type="checkbox"/>
A water sample has been collected at least 15 DAYS prior to opening; samples to be taken from all sources (i.e, if more than one well)	<input type="checkbox"/>	<input type="checkbox"/>
NS Agriculture has been notified of opening at least 30 DAYS prior to opening	<input type="checkbox"/>	<input type="checkbox"/>
For new or renovated facility – A site plan provided, before any new construction (with initial application for permit & if changes have occurred) showing location of buildings, toilets or privies, kitchen, sleeping areas, water sources, swimming pool or waterfront	<input type="checkbox"/>	<input type="checkbox"/>
Food services at the camp have a current Food Establishment Permit from the Department of Agriculture	<input type="checkbox"/>	<input type="checkbox"/>
Counsellors/Activity Leaders/Instructors have received training that includes objectives and policies of the camp, emergency procedures regarding health and natural disasters, and first aid training	<input type="checkbox"/>	<input type="checkbox"/>
CAMPER RECORDS		
Camp registration record listing all campers and staff complete with name, home address, contact and phone number	<input type="checkbox"/>	<input type="checkbox"/>
A record of campers leaving the camp and the reasons for the camper leaving is maintained.	<input type="checkbox"/>	<input type="checkbox"/>

	OK ✓	Action Required [Please specify] ✓
CAMPER RECORDS <i>continued</i>		
A record of camper illness, time of illness onset, symptoms and time of recovery is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
A record of daily camper menus is maintained	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY PLANS

The recreational camp has a written plan addressing emergencies, including communicable disease outbreaks, natural disasters, fire and severe weather events	<input type="checkbox"/>	<input type="checkbox"/>
Camp staff are instructed in the emergency plan and in procedures for contacting emergency personnel; emergency contact numbers are posted	<input type="checkbox"/>	<input type="checkbox"/>
The recreational camp has an area designated for use to isolate sick or injured campers and that area is equipped as required in the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
The recreational camp has included in its emergency plan a provision for back-up staff and notification of parents	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH / FIRST AID

Daily log maintained recording health complaints of campers / staff and includes date/time when illness started; symptoms; date/time when illness resolved or person left camp	<input type="checkbox"/>	<input type="checkbox"/>
Any suspected food related illness or unusual prevalence of illness in which fever, diarrhoea, vomiting, sore throat, or rash is a prominent symptom and carnivorous animal bites reported immediately to the local Public Health Office	<input type="checkbox"/>	<input type="checkbox"/>

SANITARY FACILITIES

An adequate number of sanitary facilities is provided and buildings containing sanitary facilities are clean, well maintained and ventilated; any openings are screened to prevent entry of pests	<input type="checkbox"/>	<input type="checkbox"/>
All buildings housing toilets are provided with hand washing facilities with warm water (recommended 41C- maximum 49C), liquid soap or soap provided individually by campers, and single use towels	<input type="checkbox"/>	<input type="checkbox"/>

	OK ✓	Action Required [Please specify] ✓
SANITARY FACILITIES <i>continued</i>		
Toilet and lavatory facilities and privies are cleaned daily and disinfected using a disinfectant solution	<input type="checkbox"/>	<input type="checkbox"/>
Where campers do not provide their own soap and towels, liquid soap and single service towels are provided	<input type="checkbox"/>	<input type="checkbox"/>
Where privies are used and hot water is not available for hand washing, suitable hand washing must be provided consisting of cold running water, liquid soap or soap provided individually by campers, and single use towels; a waterless hand cleaning/ sanitizing gel; hands should be washed first and then waterless gel applied	<input type="checkbox"/>	<input type="checkbox"/>

SLEEPING ACCOMODATIONS

Sleeping accommodations are arranged to minimize risk of transmission of communicable disease; beds are at least 30” apart and floor area per camper is at least 3.7 square metres for single beds or 2.8 square metres for bunk beds.	<input type="checkbox"/>	<input type="checkbox"/>
All sleeping quarters are provided with either mechanical or natural ventilation; all openings to the outside are screened.	<input type="checkbox"/>	<input type="checkbox"/>
All permanent sleeping quarters provide at least two accessible exits	<input type="checkbox"/>	<input type="checkbox"/>
Where tents are used accommodation does not exceed manufacturers limits	<input type="checkbox"/>	<input type="checkbox"/>
All cloth mattresses provided by the operator have a clean mattress cover	<input type="checkbox"/>	<input type="checkbox"/>

KITCHEN AND DINING AREAS

The items below apply to food service during wilderness excursions.
 All camp kitchens must comply with the *Food Safety Regulations*.

Foods taken on wilderness camp trips are stored appropriately; non potentially hazardous food is used, ice packs and thermometers are used	<input type="checkbox"/>	<input type="checkbox"/>
Soap, hand sanitizer, disposable hand wipes are available for hand washing	<input type="checkbox"/>	<input type="checkbox"/>
Manual methods for dish washing are used	<input type="checkbox"/>	<input type="checkbox"/>
Safe drinking water is available for cooking and drinking	<input type="checkbox"/>	<input type="checkbox"/>

	OK ✓	Action Required [Please specify] ✓
WATER SUPPLY		
The camp water supply is tested 15 days prior to the camp opening AND at least once during the period the camp is operating; results of all water sample reports are available for review by the Food Safety Specialist	<input type="checkbox"/>	<input type="checkbox"/>
If water supply is chlorinated, chlorine residual is tested daily and results recorded in a log, along with any issues or corrective action involving the chlorination system	<input type="checkbox"/>	<input type="checkbox"/>
If other water treatment is used, records of the kind and method of treatment are kept	<input type="checkbox"/>	<input type="checkbox"/>

SEWAGE DISPOSAL

New or expanded camps have received confirmation that on-site sewage disposal system is suitable for its intended use and meets regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>
The recreational camp has received approval from Nova Scotia Environment for any new or modified on-site sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>
Any malfunction of an on-site sewage disposal system is reported to Nova Scotia Environment	<input type="checkbox"/>	<input type="checkbox"/>

SOLID WASTE DISPOSAL

Suitable containers are available for collection and disposal of waste, including containers required for waste diversion; such containers are constructed of durable material which do not leak or absorb liquids, have tight fitting lids which remain in place when not in continuous use	<input type="checkbox"/>	<input type="checkbox"/>
After being emptied, containers for garbage, compostables and recyclables are cleaned and disinfected	<input type="checkbox"/>	<input type="checkbox"/>
There are a sufficient number of containers to hold all of the garbage, compostables and recyclables which accumulates between periods of removal from the premises	<input type="checkbox"/>	<input type="checkbox"/>
Garbage, compostables and recyclables are removed from rooms daily and from the premises weekly or at other acceptable frequencies	<input type="checkbox"/>	<input type="checkbox"/>

	OK ✓	Action Required [Please specify] ✓
RECREATIONAL WATER (beaches and swimming pools)		
Swimming pools follow best industry operating practices, any Nova Scotia Department of Health and Wellness established standard, guideline, or policy and any municipal regulations that may exist for that area	<input type="checkbox"/>	<input type="checkbox"/>
There are written instructions for safe operation of the swimming pool, including general operations and for emergencies; pool staff should be trained in emergency and operational procedures	<input type="checkbox"/>	<input type="checkbox"/>
Emergency and life saving equipment is available at the swimming pool	<input type="checkbox"/>	<input type="checkbox"/>
Daily swimming pool test results are taken and recorded and daily pool checklists are completed by the waterfront director or facility operator	<input type="checkbox"/>	<input type="checkbox"/>
Pool staff maintain a log of all incidents that occur	<input type="checkbox"/>	<input type="checkbox"/>
Coastal and fresh water used for swimming meet requirements of the latest version of the Canadian Recreational Water Quality Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
The coastal or fresh water swimming area has written instructions for safe use of the swimming area which includes provisions for emergency response; swimming area staff are trained in emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>
Emergency and life saving equipment is available at the swimming area	<input type="checkbox"/>	<input type="checkbox"/>
Water quality testing is conducted and records are maintained of results	<input type="checkbox"/>	<input type="checkbox"/>
Swimming area staff maintain a log of all incidents that occur	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICAL HAZARDS		
Chemicals, flammables and other hazardous substances are only used for their intended purpose and according to manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>
Chemical and other hazardous substances stored in their original, covered and labelled containers in a separate, secure area accessible only to appropriate staff	<input type="checkbox"/>	<input type="checkbox"/>
ANIMALS		
Staff are aware of public health reporting requirements in the event of an animal bite or bat exposure	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 2

Public Health Offices Contact Information

Amherst

18 South Albion Street
Phone: 667-3319
Fax: 667-2273

Annapolis Royal

Annapolis Community
Health Centre
St. George Street
Phone: 532-0490
Fax: 532-2113

Antigonish

23 Bay Street
Phone: 867-4500 Ext 4800
Fax: 863-5111

Arichat

Public Health Services
14 Bay Street
Phone: 226-2944
Fax: 226-1594

Baddeck

30 Old Margaree Road
Phone: 295-2178
Fax: 295-3432

Barrington Passage

Barrington Plaza
#3640 HWY 3
Phone: 637-2430
Fax: 875-4502

Berwick

Western Kings Memorial Health
Centre
121 Orchard Street
Phone: 538-3700
Fax: 538-9590

Bridgewater

Suite 109, 215 Dominion Street
Phone: 543-0850
Fax: 543-8024

Canso

Eastern Memorial Hospital
Phone: 366-2925
Fax: 366-2900

Chester

109 Duke Street
Phone: 275-3581

Cheticamp

15102 Cabot Trail
Phone: 224-2410
Fax: 224-2903

Digby

67 Warwick St., 3rd Floor
Phone: 245-2557
Fax: 245-5517

Elmsdale

15 Commerce Court, Suite 150
Phone: 883-3500
Fax: 883-3400

Glace Bay

633 Main Street, 2nd Floor
Phone: 842-4050
Fax: 842-4004

Guysborough

Guysborough Hospital
10506 Highway 16
Phone: 533-3502
Fax: 533-2167

Halifax Regional Municipality

7 Mellor Avenue, Unit 5
Burnside
Phone: 481-5800
Fax: 481-5803

Head of Jeddore

Forest Hills Shopping Centre
Phone: 889-2143
Fax: 889-3013

Inverness

26 Upper Railway St.
Phone: 258-1920
Fax: 258-2721

Liverpool

175 School Street
Phone: 354-5737
Fax: 354-3152

Lunenburg

14 High Street
Phone: 634-4041

Meteghan Centre

Clare Health Centre
Phone: 645-2325
Fax: 645-3250

Middle Musquodoboit

Musquodoboit Valley Memorial
Hospital
492 Archibald Brook Road
Phone: 384-2370
Fax: 384-2029

Middleton

Soldier's Memorial Hospital
462 Main Street
Phone: 825-3385
Fax: 825-5118

Neil's Harbour

Buchanan Memorial Community
Health Centre
Phone: 336-2295
Fax: 336-2202

New Germany

#5246, Highway 10
Phone: 644-2710

New Glasgow

Community Health Centre
690 East River Rd.
Phone: 752-5151
Fax: 755-7175

New Waterford

New Waterford Consolidated
Hospital
716 King Street
Phone: 862-2204
Fax: 862-3155

Port Hawkesbury

708 Reeves Street, Unit 3
Phone: 625-1693
Fax: 625-4091

Sheet Harbour

Eastern Shore Memorial Hospital
Phone: 885-2470
Fax: 885-4017

Shelburne

Roseway Hospital
1606 Lake Rd.
Phone: 875-2623
Fax: 875-4502

Sherbrooke

St. Mary's Hospital
91 Hospital Road
Phone: 522-2212
Fax: 522-2094

Sydney

235 Townsend Street, 2nd Floor
Phone: 563-2400
Fax: 563-0508

Sydney Mines

7 Fraser Avenue
Phone: 736-6245
Fax: 736-7909

Truro

600 Abenaki Road
Phone: 893-5820
Fax: 893-5839

Windsor

Windsor Mall
80 Water Street
PO Box 908
Phone: 798-2264
Fax: 798-5922

Wolfville

23 Earncliffe Avenue
Phone: 542-6310
Fax: 542-6333

Yarmouth

60 Vancouver Street, 4th Floor
Building B
Phone: 742-7141
Fax: 742-6062

APPENDIX 3

Department of Agriculture Food Safety Specialist Contact Information

REGIONAL OFFICES

Halifax Office

7 Mellor Avenue, Unit #5
Dartmouth NS B3B 0E8
Manager: Rosemary Arsenault (902) 424-1174

Staff

Cheryl Cameron	(902) 424-5950
Audrey Jean Connell	(902) 424-0345
Janice Gammie	(902) 424-1176
Alex Hernandez	(902) 424-4116
Sonya Locke	(902) 424-8869
Sara Baird	(902) 424-8123
Kristin Ruelland	(902) 424-8317
Colin van Vulpen	(902) 424-1175

Lunenburg Office

312 Green Street
Lunenburg NS B0J 2C0
Tel (902) 634-7506
Fax (902) 634-7549
Manager: Vic Schwartz (902) 634-7547

Staff

Alan McMullin	(902) 634-7544
John Peters	(902) 634-7507

Sydney Office

320 Esplanade, Suite 303
Sydney NS B1P 7B9
Tel (902) 563-2000
Fax (902) 563-3380
Manager: Barry MacGregor (902) 563-2004

Staff

Doreen Mackley	(902) 563-3752
Wanda Timmons	(902) 563-2002

COUNTY OFFICES

Kentville Office

Agricultural Research Centre
32 Main Street
Kentville NS B4N 1J5
Sheldon Stone (902) 679-6012
Don Wile (902) 679-6013
Fax (902) 679-6062

Pictou Office

91 Beeches Rd, PO Box 700
Pictou NS B0K 1H0
Elizabeth (Beth) Carmichael (902) 485-7162
Fax (902) 485-4014

Port Hawkesbury

218 MacSween Street
Suite 12, Provincial Building
Port Hawkesbury NS B9A 2J9
Sean O'Toole (902) 625-8437
Fax (902) 625-3722

Truro Office

90 Research Drive, Suite 122
Bible Hill NS B6L 2R2
Dana MacDonald (902) 893-6302
Vanessa Nickelo (902) 893-2977
Fax (902) 893-6531

Yarmouth Office

3 Lovitt St., Suite 101
Yarmouth NS B5A 3C1
Michelle Prendergast (902) 742-0614
Fax (902) 742-0615

