

## Session Director Guidelines

By now most of our potential campers have been made aware of restrictions in regards to ovid-19. Your role as Session Director will be to help them adjust to a different form of camp by helping them adhere to the guidelines listed below. The Board of Directors has taken measures to assist in this process by supplying the following:

- Posters at key areas
- Hand sanitizing stations and sanitizing soap in wash rooms
- Seat markings for proper distancing when assembled on bleachers
- Seat markings on dining benches for proper distancing during meals
- PPE for cooks – gloves and masks/shields

Please make yourself and staff aware and responsible for adhering to these guidelines

## PRE-CAMP PREPARATION

- Managing awareness
  - o Each session is required to have at least one qualified person from the medical field who can act as a primary contact for the camp and occupants, as to monitoring and addressing concerns relating to COVID-19.
  - o Designate a team consisting of both medical and administrative staff responsible for answering questions and concerns from campers, parents/legal guardians, and staff
  - o Inform relevant local public health authorities of planned camp operations schedule.
  - o Distribute policy guidelines allowing staff to familiarize themselves with the material
  - o Distribute documentation to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp
  - o Post signage for “Hand-washing” , “Cough Etiquette” and “Symptom Awareness” and “Distancing Guidelines” in key areas

## CAMP REGISTRATION

- Documentation
  - o Have registration forms. Health forms, prescreen forms and Parental signoff forms available in abundance for camper arrival
  - o Appoint key staff to handle each part of the registration and rehearse them in what to expect
  - o Assign bunks according to camp bunk plan and adhere to sleeping distances in the cabins
  - o Assign eating groups if camp size is greater than 40 campers

## START OF CAMP

- Staff Training
  - o Provide training and educational material, including this guide, to staff.
  - o Include information on:
    - The camp administration’s responsibilities as they relate to COVID-19
    - Workplace controls, including the use of PPE
    - Their individual roles and responsibilities as they relate to COVID-19
  - o Ascertain which staff members are at higher risk for complications related to COVID-19. Work with camp administration and camp health staff to determine if these staff members should not work as counselors or have prolonged direct contact with campers. Identify alternative job duties for these staff members, if warranted.
  - o Communicate the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any.
  - o Verify that all staff are free from symptoms

- Verify and enforce the responsibilities that each staff member has of making the safety of our campers as number one importance, including monitoring the campers to COVID-19 guidelines for “Hand-washing” , “Cough Etiquette” and “Symptom Awareness” and “Distancing Guidelines”
- Camper Training
  - Provide a time at arrival for small groups of 10 or less and cover camp etiquette for “Hand-washing” , “Cough Etiquette” and “Symptom Awareness” and “Distancing Guidelines” – restrict activities of campers until they have been made aware of these standards
    - Spend time making sure they understand the importance
    - Have them demonstrate coughing and distancing measures
    - Instruct them on where the hand-washing/sanitizing stations are
  - Instruct them to keep the bunk assigned
  - Assign times for showering and for limits on horseplay in showers
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#### Post Incident Actions:

Should the need arise due to an active case of Covid-19 state and CDC Guidelines need to be followed by all staff and campers. Please follow the procedure guidelines supplied with this form.

#### Post session sanitation

Please use the checklist supplied with this form or found on the camp web page under library of documents at [campindogan.org](http://campindogan.org)

These Six Safety actions will help to limit or prevent the spread of COVID-19

- 1). Promote healthy hygiene practices
- 2). Intensify cleaning, disinfection and ventilation
- 3). Ensure physical distancing
- 4). Limit sharing
- 5). Train all staff
- 6). Health monitoring and pre-camp screening
  - Check for signs and symptoms
  - Plan for when a staff, child, or visitor becomes sick
  - Maintain healthy operations to monitor risk