

Staff & Faculty Training/Expectations

Faculty check in Sunday at 3:00 p.m. Camp Staff, deans, and faculty volunteers meet in the gym at 3:00 p.m. All faculty must complete a national criminal background check, home church minister reference, and watch our 20 min faculty training videos after they register online as a faculty volunteer. Adults are reminded the Top 10 faculty responsibilities and updated on new Covid19 guidelines and camp changes for 2020. Then faculty leaves gym no later than 3:50 to be ready in dorms and fields when we start check in at 4:00 p.m.

Sunday Camper Check In 4:00 – 5:00 p.m.

Campers check in Sunday. Check in time starts at 4:00 p.m. for early signups. This enables our deans & faculty to meet @ 3:00 p.m. before campers arrive and be ready to supervise campers as parents leave. This year parents will arrive and check in from their car at their designated 20-minute window. Our staff will greet you and ask you to circle the parking lot and stop at the dining hall. All family and parents are asked to stay in the car. Campers will have their temperature checked by our nurse, drop off your meds (have your meds accessible), and then drive to the dorms.

Camp Nurse: All meds must be in their original containers, in a Zip lock bag with their name on it, checked in with the nurse, and signed off by a parent or guardian. We ask you to prescreen your children, take their temperature before you leave for camp and we will check them before drop off, and daily before breakfast.

Dorms: After you check in with our staff at the dining hall, drive to your child's dorm to unload and find a bunk. Faculty will help take items into the dorm, and then campers will head to the fields and Snack Shack on sunny days to play games until dinner bell at 6:00 p.m. Rainy days stay in dorms until dinner.

Express Line Campers (check in 4:00 – 4:20 p.m. (Registered Feb. 1 – April 19 & Save \$40):

Regular Rate Campers (check in 4:20 - 4:40 p.m. (Registered April 20 – May 31 & Save \$20):

Late Registrations Campers (check in 4:40-5:00 p.m. (after June 1st). Walk-ons only accepted if we are not sold out.

Camp Dean & Faculty: Faculty volunteers will be divided between dorms and athletic fields on fair weather days. If it's raining; in the gym and dorms. Meet the camp dean, ask the dean questions, possibly break into family groups before dinner, & pick up a schedule at the Snack Shack. 5:00 – 5:45.

Camp Store & Mail: Pick up your Camp T-shirt later with your family group in the store Sunday evening after dinner. You can also buy other camp apparel. We ask that no mail be sent this year to campers.

Camper Pickup Up Times: For Full weeks camp this summer is Thursday evening 7:00 p.m. Parents of teenagers, please stay in your cars and kids will be dismissed to you. Elementary parents, we will come to the porch if it's not raining and dismiss campers as you check them out.

HMCA: Swimming Pool Procedures

- **Reduce touch points** to the maximum extent possible; Have volunteers sanitize hands and help hold Pool gates open as campers and groups enter the pool area.
- **Increase cleaning frequency and the availability of hand sanitizer, disinfectant wipes, and other DIY cleaning products** to ensure touch points and common surfaces are properly sanitized between each use by campers or staff
- **Establish an open line of communication** with camp staff and Cabell Co. Health Dept. regarding safety.
- **Entering the Pool:** Pool rules will be given to campers and swimmers before they enter the pool area. All campers and swimmers are encouraged to rinse off in the shower outside before they get in the water.
- **Occupancy:** Restrict pool access to staffed hours only and limit facility occupancy to ensure proper social distancing may be achieved. Max 5 family groups, 60 people at a time in our 70,000 gallon pool. 2 lifeguards on duty at all times pool is open for campers and volunteers.
- **Social Distancing:** Implement strict social distancing guidelines of at least six feet between individuals who do not belong in same family group or live in the same household, modify scheduling to reduce unnecessary interactions, to the greatest extent possible. Adjust deck layout and close or restrict access to certain areas to maintain at least six feet of distance between individuals who do not reside together.
- **PPE:** Lifeguards and staff do not need to wear a mask while lifeguarding or working at the pool unless, they are administering first aid, band aids, help with lifejackets within 6 ft. of campers.
- **Cleaning:** All bathrooms, surfaces, knobs, and handles will be sanitized with Quat or bleach wipes at least once daily between breakfast and lunch, and somedays as time allows later in the afternoon or in between groups.
- **Signs:** Posted signs with this document and signs to ensure that staff, patrons, and swimmers stay at least six feet apart from those they don't reside with, both in and out of the water.
- **Discourage or prohibit shared objects** including goggles, nose clips, and snorkels.
- **No food or drinks in the pool area**
- **Sick Symptoms:** Any camper or person who shows signs of sickness, etc. have to leave pool area with an adult and find the nurse.
- **No outside groups during the week:** Only campers, volunteers, and staff will be allowed to use the pool during camp weeks. No outside rentals during camp sessions during summer 2020.
- **The CPO:** The Certified Pool Operator shall keep records of weekly pool tests and keep in touch with the Health Department for any levels off, accidents, or sick campers. Daily samples and tests are required 3x daily (Chlorine, PH, ALK) and emailed to the Health Department by the CPO.

HMCA: Dining Hall / Kitchen Prep /Meal Times

Before Meals/Lineup Outside: Family groups will line up outside 5 minutes early to pray, and have announcements. Encouraged to use hand sanitizer as they come in and wash hands frequently. Family groups be dismissed 1 group at a time and sit together at meals.

Indoor seating capacity: Campers will sit with their family groups at their assigned tables, 6 ft. apart. For larger weeks of camp, on days when weather is not severe or raining, groups may also sit at the outside picnic shelter or their family group area for overflow space and to create more distance.

Kitchen Staff and Food Service Workers Daily Screening: Screen all employees reporting to work daily for COVID-19 symptoms with the main 5 questions from daily check in procedures. Take Temperatures and no one with symptoms, active signs or temperature over 99.5 will be able to work in the kitchen or on staff.

Staff/Food Prep: All camp staff working in the kitchen and preparing food needs to take the online Food Safety Course or have a current Cabell Co. Health Food Safety Card within 30 days of hire. Wash hands, wear clean gloves, wear masks when you are preparing or serving food.

Serving/Limitations/Reducing Contact: No buffets, salad bar, drink lines, shared ice. Staff members or adult volunteers will be assigned helping fill drinks, individual bowls for salad, fruit, cereal, etc. Limit hands touching or sharing tongs, and staff use gloves to serve food to campers. If possible and necessary, install Plexiglas barrier on main food line where staff will serve food.

Cleaning: After each meal wipe down tables, serving lines, and all high contact surfaces. Clean the bathroom several times a day. All floors will be bleached and mopped and receive a deep clean Thursday evening and Friday morning after campers leave.

Dishes: Use more disposable plates, cups, utensils as possible. Plan some breakfast and lunches as to go meals in paper sacks. Wash dishes and sanitizer with high heat and chemicals.

Mopping/Laundry: Daily mop the floor with bleach solution to disinfect. Wash towels, rags, oven mitts, visors, and aprons often to disinfect.

Creative Menu/To Go Meals: Change up menu and be creative to make more to go style meals when weather allows so campers can eat at their family group areas or outside. Dishes, etc. can be placed in bins and picked up by staff to take back and wash and sanitize in high heat dishwasher between meals.

Drinks/ Beverage /Coffee Area: Only staff touches ice machine and scoop. For Coffee and Drink Coolers, assign an adult or staff member to help dispense drinks and help with coffee area to reduce exposure.

Vendors/Deliveries: Limit deliveries to the back kitchen door only.

Dorms / Showers/ Sleeping Areas

Indoor sleeping capacity: Campers will sleep in bunks near their family groups as they are assigned. Colored Tags will be on 6 area bunks marking family groups of 10-12 campers max. Every other camper will alternate sleeping head to toe with campers across from them to reduce risks and keep heads 6 ft. apart. Encourage campers not to share items or sit on other bunks than their own. Bunk areas kept neat and personal items in their suitcase or dirty clothes in a trash bag or dirty clothes bag. Wet bathing suits, towels, clothes, hung on outside lines to dry.

Session Capacity: We have 188 guest beds on site. We plan to limit camper registration to 110 campers (about 65% of our total beds), even though final camp restrictions didn't require 50% capacity, we plan to lower rates to help with staffing, cleaning, and managing guidelines for 2020.

- **Galilee Girls Dorm:** 64 beds
- **Jordan Boys Dorm:** 60 beds
- **ARK Boys Dorm:** 24 beds
- **ARK Girls Dorm:** 24 beds
- **4 Cabins** – normally 2-4 each (Nurses, Deans Cabin, Male Summer Staff, Female Summer Staff)
- **Also have 3 staff houses (each 2000 sq. ft with several spare bedrooms).** Plan to have our children, close family, friends, regular volunteers stay in our guest rooms if needed.

Limitations/Reducing Contact: No buffets, salad bar, drink lines, shared ice. Staff members or adult volunteers will be assigned to help fill drinks, individual bowls for salad, fruit, cereal, etc. Limit hands touching or sharing tongs, and staff use gloves and serve food to campers. If possible, install Plexiglas barrier on main food line.

Bathrooms/ Showers Time: Campers will be encouraged to not crowd bathrooms and wait for showers or stalls to be vacant before entering bathrooms.

Cleaning: Our staff will clean bathrooms, sinks, toilets, and showers daily between breakfast and lunch. All high contact surfaces sanitized and disinfected with commercial grade cleaners. Disinfectant wipes, hand sanitizer, and Purell Soap will be made available in all dorms and bathrooms, and adult faculty volunteers can help clean in between staff cleans if needed.

In Between Sessions: Campers are leaving Thursday evening, (*a night earlier than normal*) so dorms will have 3 nights, almost 72 hours in between sessions after we deep clean to air out and decrease risk of any bacteria or virus from living on surfaces. All floors will be bleached and mopped and all camp will receive a deep clean Thursday evening and Friday morning.

Outdoor Recreation / Electives / Snack Shack Canteen

Before Snack Shack/Canteen Times: Family groups will line up by group and be encouraged to use hand sanitizer as they come to windows and wash hands frequently. Family groups will either preorder their snacks and their faculty adult will pick them up for younger ages, or for older teens they will come to the window by family groups. All campers prepay, no cash taken or exchanged. Campers are encouraged to sit with their family groups or honor social distancing of 6 ft. or more in between campers of other groups.

Program Staff Workers Daily Screening: Screen all employees reporting to work daily for COVID-19 symptoms with the main 5 questions from daily check in procedures. Take Temperatures and no one with symptoms, active signs or temperature over 99.5 will be able to work in the kitchen or on staff.

Outdoor Recreation Electives Prep & Cleaning: All camp staff working camp electives must wash hands and sanitize before touching equipment. Wear gloves as needed. All campers will wash hands and use hand sanitizer before touching outdoor recreation equipment. Any equipment that is touched by campers must be wiped down with Clorox wipes or Quat in between groups.

Cleaning: After each group wipe down tables, equipment, and all high contact surfaces.

Water/Hydration: Encourage kids to stay hydrated. New water fountain in the ARK hallway has a bottle filling station. Parents are encouraged to send their child with a reusable water bottle with the name clearly on the bottle. 5-gallon Water coolers around camp must have hand sanitizer and kids use their refillable bottles. Sanitize coolers daily in dining hall.

ARK / Gym Cleaning

Vespers or Gym Worship / Inside Gatherings: Follow church protocols and guidelines. Try and utilize outside shelters and vespers area for meetings when weather is fair. Wear masks inside when advised. Sit family groups together with rows approximately 6 feet apart. Adult faculty volunteers wipe down chairs daily with Clorox wipes if they are moved from the assigned family group area for recreation, etc.

Indoor Recreation / Rainy Days Protocol: All camp staff working camp electives must wash hands and sanitize before touching equipment. Wear gloves as needed. All campers will wash hands and use hand sanitizer before touching recreation equipment. Any equipment that is touched by campers must be wiped down with Clorox wipes or Quat in between groups.

On **Rainy Days or Severe Weather**, try to divide campers into groups where they can be split between indoor buildings (*Dining Hall, Gym, Dorms*) for supervised activities, movie, lessons, Bible memory work time, or other organized and supervised activities. Recreational games, shared equipment must be wiped down in between groups.

Cleaning: After each group wipe down tables, equipment, and all high contact surfaces. Gym floor will be mopped with a bleach solution Tuesday evening and Thursday evenings after checkout.