

Staff Care

Rationale: As you prepare for summer camp 2021 there are a ton of questions to consider. We have attempted to provide a list of questions to help you in providing care for your staff (and possible volunteers) as they help you form your camp community this summer. We are sure we have not created an exhaustive list, but simply a guide to get you started. We have provided ideas and resources to find other assistance at the end.

As you attempt to answer these questions we recognize there may be several answers. We recommend using the ACA model of using “good, better, best” to help facilitate decisions and what might be realistically possible. In the end, you and your team have to manage camp through your guidelines, policies and procedures. It has to be doable to be your standard. What keeps your campers and staff safe is creating a community that when functioning is livable and realistic. Having safety procedures that can not possibly be met is helpful to no one. We have created a list of questions to help you be sure of your next steps in creating this summer’s community. “Are you sure...?” is a list of questions LOM directors created to guide us in our planning. We have attempted to organize all the questions into six subgroups laid out below. We have a list of additional resources at the end of the document to help you answer these questions for your context.

Are we sure...?

Are we sure of your on site and off site programming?

- Do you have off-site day camp programs staffed by summer staff?
 - Will you allow these staff to reintegrate with the larger staff community when they return? If so, will you have a period of separation?
- Do you have off-site trip camps staffed by summer staff?
 - Will you allow these staff to reintegrate with the larger staff community when they return? If so, will you have a period of separation?
- Do you have off-site day trips/excursions staffed by summer staff?
 - Have you considered the impact of transportation and off-site activities on the integrity of your pod structure? If so, will you allow these pods to reintegrate with the larger community upon return to camp?
 - Do you have procedures and policies in place for staff and camper interaction with the general public?

Are we sure what our definition of pod is?

- What is our cabin capacity with campers and staff?
- Are non-counselor support staff staying overnight in cabins with campers this summer?
 - If yes, are they restricted to contact only within the pod they are residing?
- Does your cohort unit/pod extend beyond a single sleeping cabin?
- What restrictions of contact do you have between staff of separate pods?
 - Does this include hours off during the camper week?
- Do you have a method for communicating with staff, campers, and families the plan for pod structure and operation?

Are we sure the staff can leave on their time off?

- Will staff self quarantine, monitor temperature, or be tested before arrival? Will staff be required to have the vaccine before arrival for staff training?
- What does onsite staff behavior look like this summer?
- Are staff allowed to break a pod during the week of camp? weekend?
- Are staff allowed to leave site during the week of camp? weekends?
- Will you provide entertainment on off weekends?
- Will staff be able to invite visitors to site either during programs or off time?
- How will you fund food and entertainment if it is not in your budget?
- Are there procedures in place for when staff do leave site and return?
- Are there guidelines for the year round staff as they come to site and return home daily?
- Will you have part-time/hourly staff for the summer? Are there special considerations for these staff members?
- How will you handle a staff member's need for supplies if they are not permitted to leave site?
- Are there any special incentives to help motivate staff to live in the covenant all summer?
- Is camp equipped to keep staff on site all weekend? (laundry facilities, good internet, etc.)
- How do you plan to create a culture of accountability within the staff?
- Can staff interact during breaks/time off?
- Are there any shared lodging concerns with staff coming and going?

Are we sure we are having weekly volunteers?

- Will volunteers self quarantine, monitor temperatures, or be tested before arrival? Will volunteers be required to have the vaccine before arrival for staff training?
- Are there volunteers as a part of the community this summer?
- Are volunteers allowed to break a pod during the week of camp? weekend?
- Are volunteers allowed to leave site during the week of camp? Weekends?

- Are there procedures in place for when volunteers do leave site and return?
- What will you be willing to accept as a volunteer commitment for the summer?

Are you sure your staff knows what they are getting into?

- Have you had an attorney review all covenant/policy wording around staff and summer responsibilities?
- Is there a brief explanation or summary of your covid policies for potential employees to read prior to applying?
- Will staff quarantine prior to the start of employment?
- Is testing or the vaccine required prior to the start of employment?
- Will you accept requests for a week off during the summer?
- Will you permit staff to work a part of the summer?
- Will you have part-time/hourly staff for the summer?
- Are summer support staff staying overnight in cabins this summer?
- Is camp equipped to keep staff on site all weekend? (laundry facilities, good internet, etc.)
- How do you plan to create a culture of accountability within the staff?
- Are the expectations that are shared with parents during registration clear to the staff also? (they will have to follow and enforce)
- Is there a way for staff to acknowledge that they are aware of the covid policies and plan to follow/enforce them prior to the start of employment?
- Are staff aware (prior to employment) of your answers to the above questions related to pods, staff time off, volunteers, and what happens when someone is sick?

Do you know what you are going to do when someone is sick?

- Will you regularly test staff?
- What is our dining hall and necessary indoor space capacity? How do Health Dept. limits affect these spaces?
- How will you staff the Health Care Center?
- What guidelines do you have for the year round staff when the summer staff arrive?
- Do you have enough staff to cover if someone is sick or quarantined?
- Do you have designated space for staff/campers that need to quarantine?
- Do you have a communicable disease policy that includes covid and is known by your health care staff, summer staff, full time staff, and camper guardians?
- Are your staff aware of privacy laws and prepared to answer questions that do not infringe on anyone's right to privacy?

Important Best Practice Ideas:

1. We believe creating a staff covenant as a community of care may be one of the best ways forward. This practice gives everyone input and buy in to help keep fellow staff and campers safe throughout the summer. This staff covenant may need to be created prior to staff arrival to help keep the community safe from the beginning.
2. Instead of a contract use the language of covenant and include language that is approved by your legal council. Example: This covenant shall be deemed to have been executed in the state in which Lutherlyn is located. The parties signed below have agreed to accept this covenant according to the stated terms and conditions. This covenant can be terminated by either party at any time.
3. Idea to walk through what would happen if the pandemic hit camp during a week of camp and what would happen if camp has to close. Talk through all the steps and ramifications of closing. Show the BIG picture.
4. Communication with staff needs to be transparent, honest and timely. Make sure they know what they are agreeing to before they commit to being a staff member or volunteer. We have to be ready to share expectations clearly from the beginning.

Additional ideas and resources:

ACA website (www.acacamps.org) and the Field Guide for Camps (under Professional tab/COVID resources).

Association of Camp Nursing:

<https://campnurse.org/education-and-resources/covid-19-considerations-for-camp/>

LOM facilities that have experience you can tap into:

Ewalu - Dana - <http://ewalu.org>

Small groups, loose pods, masks were required, but less over summer. Food service & housekeeping did a lot with ACA best practices. Kept groups away from each other. Meals were outside and separate. Groups were age based, about 25 kids, had their own program space. Had fewer volunteers than normal; 2 week temperature check for campers, staff and volunteers before arrival.

Check in and check out process was a drive in method. Communicate and make sure it is clear how check in happens. Make a simple video or list to make sure people know what to do.

(scheduled check in times by age group - every half hour)

1. Temperature check for camper. Sanitize. 2 week temperature check submitted. COVID form signed. Meds dropped off.
2. Balance due.
3. Camp store station
4. Drop luggage at an area to go to cabin.

Metigoshe - Katie Vogel - <https://metigosheministries.com>

Had pods for staff training and kept in pods all summer.

Lutherdale - Dave Box -

staff remained on site

Cross Trails - Jessica Pina - <https://crosstrails.org>

Cross Trails ran camp, and strategically planned program to keep staff on site during weekend time off. 6pm Friday through Sunday morning was off. Programming was on Saturdays. Exercise, devos and donuts, early afternoon activity (2-3 hours) and evening activity 7-9 hours. Staff could run to town (supplies, meals) Asked to be cautious and careful if doing. Used covenant and policy to help form staff community around the norm of staff remaining on site during time off.

Cross Trails (sample weekend schedule)

July 18-Lawn Party (LYLE II @ camp)

Morning Activity Options	Afternoon Activity Options	Evening Activity
8:00am Morning Workout 10:30am Devos and Donuts	2:00pm Paint Party + Other Crafts (Dining Hall Deck)	7:00pm Lawn Party (Megan & Jessica's Front Lawn)

July 25-Christmas in July

Morning Activity Options	Afternoon Activity Options	Evening Activity
8:00am Morning Workout 10:30am Devos and Donuts	2:00pm Deck the Halls (Decorating the Dining Hall)	7:00pm Christmas in July Party (Dining Hall)