

Camp Kirby Staff Personnel Policies - COVID-19 Addendum

For the summer of 2021, some of our policies will need to be different to account for our COVID-19 policies and protocols. These changes and added policies are outlined in this document.

The intent of these policies are to ensure the safety of all staff and campers, while also supporting the overall mental health and well-being of the staff who are spending nearly 2 months living and working at camp. Our intent is to:

- Provide clear guidelines for staff-to-staff interaction while on the job and on time off
- Educate staff on risky behaviors and the importance of minimizing those behaviors
- Ensure buy-in from all staff to prioritize the health and safety of our community
- Respectfully hold each other accountable to make the best possible decisions

Staff Interactions

Key Concept: "2 of 3 Rule"

For the majority of the summer, staff will be asked to follow the "2 of 3 Rule". The rule is simple - with few exceptions, any staff-to-staff interactions must follow 2 of 3 guidelines.

"2 of 3 Rule" - at least 2 of the 3 guidelines must be followed:

- **Masks:** All staff are wearing masks
- **Distance:** Staff maintain at least 6 feet distance from each other
- **Outdoors:** The interaction takes place outdoors

Staff must follow the "2 of 3 rule" when interacting with other staff members during work hours and time off, both on and offsite, with a few exceptions:

- Inside their own cabin with only roommates present
- When showering or brushing teeth
- When eating or drinking
- When participating in mask-free waterfront activities, such as swimming

Staff are also encouraged to follow basic healthy practices, including:

- Not sharing food, utensils, water bottles, toothbrushes, etc.
- Staying out of living areas, other than your own
- Avoiding prolonged close contact, such as cuddling
- Washing hands frequently
- Coughing or sneezing into your arm

Vaccines & Testing

All staff (age 16+) are eligible and highly encouraged to receive a COVID-19 vaccine. Camp Fire Samish understands that not every staff member may be able to get the vaccine, so it is not required for employment. If they are able to, staff should prioritize being fully vaccinated by the time they arrive at camp. Fully vaccinated means at least two weeks after the second shot (for Pfizer and Moderna) or after the single shot of Johnson & Johnson. Staff who are vaccinated must provide proof when they arrive at camp.

If not fully vaccinated, a staff member must show proof of a negative COVID test no more than 3 days before arrival at camp, and quarantine between taking the test and arriving at camp.

While we know that the majority of camp staff will be vaccinated, our policies are intended to help protect the unvaccinated staff and campers that are part of our community. There is no difference to the policies for vaccinated or unvaccinated staff (or campers), except regarding time off (see below). Staff members may choose whether or not to share their vaccination status with their coworkers.

Time Off

When camp is in session, vaccinated staff may only leave camp for essential purposes. Unvaccinated staff may not leave during the session. On breaks between sessions, staff who are fully vaccinated may leave camp. Unvaccinated staff should avoid leaving camp; if they must leave, they need to present a negative COVID test on their return (per Washington State guidelines).

All staff should be aware of and minimize the behaviors that are most risky, putting themselves at risk for contracting or spreading COVID-19, especially during time off or when leaving camp.

Risky behaviors include:

- Going to crowded places
- Going to indoor bars and restaurants
- Attending large social/family gatherings, especially with unvaccinated people
- Drinking alcohol or using substances (lower inhibitions may cause you to take more risks)

When leaving camp, staff are asked to:

- Avoid spending time with unvaccinated people
- Keep gatherings small; avoid large groups and crowds
- Wear a mask in appropriate situations (state mandate)

Vehicles

These policies include private vehicle use, during both work time and time off. Limit the number of people traveling in a vehicle together, and maximize air ventilation. For travel out of camp, arrange seating so that middle seats are not used and keep windows down. When travelling within camp, all seats may be used as long as passengers spend less than 15 minutes in the vehicle. Masks must be worn in vehicles.

Staff Training

To get us all used to our guidelines for the summer, we will be doing our best to follow them for all of staff training week. Staff will be placed in cabin groups that will be used for sleeping, meals, and most daytime activities. Cabin groups may be seated together indoors (for meals and indoor trainings). For any trainings or activities where staff mix between cabin groups, they need to follow the 2 of 3 rule.

Housing

After staff training week, staff will be placed in their week one cabin assignments. Whenever possible, these assignments will remain in effect for the remainder of the summer. Counselors, Unit Resources, and Program Specialists will primarily be housed in camper cabins, although in some cases specialists will live in Staff cabins. Support staff not living in camper cabins will be housed in other shared spaces throughout camp. All housing assignments will be made to minimize the number of people sharing a room and allow space to spread out when possible.

Staff Lounges

There will be 3 dedicated staff lounges this summer: Tayito, HiTor Lodge, and Herman's Hut. HiTor lodge will be the primary staff lounge for Staff assigned to cohorts in the HiTor unit, Herman's Hut will be the primary staff lounge for staff assigned to cohorts in the MuaMi unit, and Tayito will be the primary staff lounge for staff assigned to cohorts in main camp (Beachcombers, Adventurers, Tanika, and CITs) and for support staff. Crowding into any one of the spaces is highly discouraged. Staff may cook or keep personal food/belongings in these spaces, as long as they stay clean. Staff who live in each area of camp are highly encouraged to decorate and set up their lounges in a way that feels comfortable and relaxing.

QUIET HOURS FOR LODGES BEGINS AT 11PM - You can still be in a lodge until midnight, but must be engaged in quiet activities.

Nightwatch

It is important for staff to be able to take time off in the evenings after kids are in bed, if they choose to. Units will be responsible for scheduling nightwatch and arranging coverage for cabins during their Unit Meeting on Sunday Night. There is a designated time for nightwatch, which varies by unit. Counselors going on nightwatch must ensure their kids are in bed and ready for sleep before they leave.

Coverage for cabins may look a little different for each unit, depending on age group, staffing, and housing arrangement:

- 1 staff member covers 1 cabin: This works best when two staff live in a cabin and can cover for each other. Only staff who live in the cabin may cover while staying inside the cabin.
- 1 staff member covers 2 cabins **plus** 1 nightwatch floater is available in the unit: This may work best for units where there are not enough in-cabin staff to cover each cabin. One staff can cover up to two adjacent cabins, as long as they are within hearing range of both cabins, and at least one extra staff member (nightwatch) is in the unit and easily accessible. Any staff covering multiple cabins should stay awake until the counselor returns. Ex: HiTor must always have a minimum of 3 staff members on nightwatch duty.

All staff should get at least two nightwatch breaks per week (except during mini-week). Nightwatch breaks are **ONE HOUR** breaks. Anyone who is not on nightwatch break must be in their own unit. Nightwatch will not take place on the first or last night of a session.

Times for nightwatch (these may be adjusted slightly based on unit schedule or kids' bedtime, but the time - two consecutive 1-hour breaks - should stay the same):

- Beachcombers & Adventurers: 9:00 - 10:00 and 10:00 -11:00
- HiTor: 9:30 - 10:30 and 10:30 - 11:30
- MuaMi, Tanika, and CIT : 10:00 - 11:00 and 11:00 - Midnight

ALL STAFF SHOULD BE IN THEIR CABINS BY MIDNIGHT

Visitors

Per Washington State guidelines, no visitors are allowed at camp unless they are essential to the running of camp. Family members or friends of staff may be onsite for pick-up or drop-off only and may not enter any personal living spaces.