

CAMP STAFF

POLICIES AND PROCEDURES



Mission:

To provide relevant and sustainable programming, resources, education and supplies to the community in northeast Ohio affected by diabetes.



A Diabetes Partnership Program

STAFF RULES AND POLICIES

Staff members are expected to strictly adhere to these rules and to any additional regulations imposed by the Camp Director.

1. **HEALTH & SAFETY:** All staff members will learn to recognize the signs of a diabetes emergency and will learn the immediate treatment. (Staff Orientation training will provide this opportunity).

- a. Staff members will work closely as a team with other members of the staff during an emergency situation whenever and wherever on camp such a situation may occur. Staff members will be familiar with "Emergency Procedures" and act in compliance with them should an emergency arise. They will be familiar with the use of emergency equipment. (There will be emergency practice sessions during Staff Orientation).
- b. An Incident/Accident Report will be completed immediately for any and each incident described in the 2017 Incident Report Instructions. The incident report will be given to the Camp Director for signature and further processing.
- c. If there is any incidence of a missing child on camp property, appropriate "Missing Child" actions shall be taken, including immediate notification of the Camp Director, questioning of the other staff and children, and an organized search. Counselors should know the whereabouts of the children in their care at all times; program instructors should make sure that all children signed up for their program are present or can be otherwise accounted for.
- d. Observation or suspicion of the presence of an unauthorized person on the camp property should be reported to the Camp Director and/or the Caretaker immediately.
- e. Camp will provide the following diabetes supplies for camp staff with diabetes while camp is in session. Insulin, instant glucose, syringes, test strips, glucose tablets, alcohol swabs, lancets, and the use of glucose meters. Insulin pumps and infusion sets are not provided by camp. **Camp staff with diabetes should bring their own supplies for use during staff orientation week, Health and Wellness Camps, rentals, and days between sessions if they remain in residence at Camp.** All staff, including CITs, are responsible for checking and recording their own glucose levels. Senior medical staff members will be available to discuss glucose control issues as requested.

2. **SMOKING:** Due to the specific health concerns associated with diabetes, the need to protect the general health and comfort of the overall camp population, and the elimination of possible fire hazards, Smoking is not permitted in camp or on adjoining properties. Staff may not smoke while on duty or in the presence of campers at other locations. Violation of this rule will result in dismissal.

3. **ALCOHOL & DRUGS:** Using, possessing, or being under the influence of alcoholic beverages or controlled substances on camp grounds will result in immediate dismissal.

4. **FIREARMS & FIREWORKS:** Personal firearms may not be kept, carried or used on camp property or while on duty. No fireworks or firecrackers are permitted at any time.

5. **PETS:** Staff members and visitors may not bring pets to camp. Animals found on camp property may not be brought into cabins or other camp buildings.

6. **PERSONAL RELATIONSHIPS:**

Intimate or romantic behavior or relationships between staff members on camp grounds, or while on duty or in

the presence of campers is strictly forbidden.

7. DISCIPLINE: Appropriate discipline may be issued when necessary within the following guidelines.

- a. No physical punishment of any kind or threat of physical punishment is permitted. This includes hitting, pushing, physical restraint or any act that might cause injury or harm to the camper.
- b. Meals or snacks may not be withheld for any reason.
- c. Punishment that is meant to deliberately humiliate a child is not permitted.
- d. Appropriate discipline within these guidelines might include assignment of extra chores or denial of certain privileges.

8. STAFF DISPUTES: Disagreements between staff members should be worked out between staff members outside the presence of campers. If necessary, staff members should seek the Camp Director to arbitrate disputes they cannot resolve themselves in a reasonable way.

9. DAYS OFF/TIME OFF: Staff members over the age of 18 may leave camp Saturday nights between sessions (when all campers are gone, staff camp clean-up duties are completed, and permission has been granted from the Camp Director) until 11:00 A.M. of the following Sunday, at which time all staff members are expected to be back at camp. Adult staff (18 and older) may remain at camp during session breaks but meals are not served during these periods and the dispensary will be closed. Adult staff choosing to remain at camp between sessions may not host personal guests at camp during this time. Junior staff (under age 18) must leave camp (return home) between camp sessions.

A. All staff members are allowed one day off during the 13-day session as long as all activities and cabins are covered. This day will be pre-approved by the Camp Director and the immediate supervisor. The Camp Dietician will approve days off for kitchen staff and the Dispensary Charge will approve days off for the dispensary staff. Unless an exception is granted by the Camp Director, staff members are expected to leave campgrounds during their days off. Cabin staff is expected to work together to ensure fairness of time off. Days off are not granted during staff orientation week or 6-day sessions. Days off are not granted when special events or programs are scheduled (i.e. family Camp).

B. When camp is in session, Staff are considered to be 'on-duty' and may not leave the camp grounds without the permission of the Camp Director. Break times/ "off duty" hours during sessions and evening curfew will be discussed during staff orientation.

C. Failure to report on time without prior permission will result in a docked paycheck. The Camp Director must approve any request for emergency leave

10. USE OF CAMP FACILITIES:

- a. Use of the pool after hours is strictly forbidden without the prior permission of the Camp Director and Waterfront Manager who will then assume direct responsibility for the safety of the activity if permission is granted. Use of the lake after dusk by campers or staff is strictly prohibited at all times. A certified lifeguard must be on duty when the waterfront (pool and lake) is in use.
- b. Private or after hours use of the team challenge course and climbing wall is not permitted. Unauthorized use of the challenge course and/or climbing wall will result in disciplinary action up to and including termination of employment. The old ropes course is strictly off-limits.
- c. Staff may use the washer and dryer at camp. Laundry for campers is to be done only in an emergency and by cabin counselors.
- d. The dispensary shall not be visited except for medical purposes or if you are asked to complete a task
- e. Staff members may use the staff lounge during off duty hours. The lounge will be closed at evening curfew, at the discretion of the Camp Director. Staff members are responsible for keeping the lounge

and the refrigerator clean and for emptying the trash. A member of the kitchen staff will maintain the temperature chart posted on the refrigerator door per Health Department requirements. Campers are not permitted in the staff lounge.

- f. Personal telephone calls are limited to off duty hours. Staff may use personal cell phones during break times or days off. Cell phones may not be used in the presence of campers and are not permitted to be on in cabins or activity areas.
- g. Camp furniture is meant to be used for its original purpose and not for recreational activities. Painting or writing on camp furniture such as beds, mattresses and dressers is not permitted. Painting or chalking on interior and exterior walls, doors and floors of camp cabins and other camp buildings is not permitted.
- h. Nails, tacks, and adhesive are not permitted on any walls or furniture at camp, including cabins, staff lounge and dispensary. Please use the bulletin boards that have been provided.
- i. The Waterfront Manager, Camp Director and Assistant Director are the only staff authorized to go into the equipment/pump room at the pool and to make adjustments to pool equipment, including, but not limited to the filters, pump, or chemical controllers.
- j. Computers in the Dispensary and Camp Office are strictly for camp business and may not be used for personal business or recreational purposes. Downloads or installation of games, software, or other files to any computer is strictly prohibited. Failure to abide by posted rules of use will result in disciplinary action up to and including termination of employment.
- k. Camp staff and volunteers with a valid driver's license is permitted to park their personal vehicle at camp during camp sessions. Vehicles must be parked in the gravel parking lot. Parking spaces in the main gravel drive are reserved for visitors, attending physicians, and emergency vehicles. Cars may not be parked under the pavilion or on the tennis courts.
- l. Camp staff are not permitted to drive the golf carts unless instructed by the camp director.

11. CABIN ACTIVITIES: Individual cabin activities must receive prior clearance of the Camp Director and Dispensary Charge. Food related activities (i.e cookouts, special snacks) must have prior approval from the Camp Dietician.

12. VISITORS: The Camp Visitor Policy will be enforced at all times. The Camp Director must clear visitors or guests of staff members during off duty hours in advance. Visitors are strictly forbidden from entering camper cabins and from spending the night on camp property. Previous campers and camp staff will be considered visitors and must abide by the Camp Visitor Policy at all times. Camp visitors are not permitted to use the ropes course or climbing tower. .

14. Social Media Policy

- A. Staff must be respectful in all communications related to or referencing the camp, its campers, and/or other staff and volunteers. Including on Facebook and Twitter
- B. Staff must not use obscenities, profanity, or vulgar language in post or tweets about camp

- C. Staff must not use the Facebook, twitter, snap chat or personal websites to disparage the camp, campers, or other staff of the camp.
- D. Staff must not use personal blogs or personal websites to harass, bully, or intimidate other staff or campers. Behaviors that constitute harassment or bullying, include, but are not limited to, comments or images that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze or physically injure another employee or camper.
- E. Staff must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of drugs and alcohol, sexual behavior, sexual harassment, and bullying.
- F. Staff must not post pictures, videos, or names of campers or other staff on a website without obtaining written permission from the camper's parent or legal guardian and the Camp Director.
- G. Staff webpages or blogs must not link to any site that does not meet these requirements.
- H. Snap Chat or photos of any kind are prohibited
- I. Posting pictures of campers on your own facebook pages is prohibited

Any staff person found to be in violation of any portion of this social networking policy will be subject to immediate disciplinary action, up to and including termination of employment.

15. **DRESS CODE** :

A. All staff will wear a Camp Ho Mita Koda t- shirt and name tag for Sunday check-ins, Open House, family camp, and several other designated days during the summer season.

B. Staff **may not wear clothing that is excessively revealing**; no bare midriffs, transparent clothing, very short or ripped shorts, or visible undergarments.

C. Staff may not wear clothing that displays lewd or otherwise offensive or suggestive text or graphics. This includes clothing that promotes tobacco, alcohol, or drugs.

D. Swimsuits: Camp lifeguards are required to wear a red swimsuit (females) or red swim trunks (males) and a lifeguard visor (provided by camp) while they are on lifeguard duty. Lifeguards are responsible for providing their own red swimsuits. One-piece swimsuits are required for all female staff when camp is in session.

E. Hairstyles and facial hair must be well groomed.

F. Flip Flops and sandals are not considered proper camp footwear and may not be worn during camp activities; these are permissible only while showering or poolside. Staff may bring "cros" to camp but these will not be permitted during most outdoor activities.

Camp Ho Mita Koda has a "**Zero Tolerance**" policy concerning violence, threats to harm one self or others, theft, property damage, and possession of drugs, alcohol, cigarettes and weapons. Campers or Camp Staff found to be in violation of the following will be immediately dismissed from Camp:

- Possession and/or use of alcoholic beverages, tobacco, marijuana, or any other illegal drugs or controlled substances
- Any act of vandalism, arson, destruction or misuse of property of the camp facility, staff, or other campers
- Possession or use of weapons
- Theft of items from the camp facility, camp staff, or other campers

- Threats to harm oneself or others

Camp Staff Responsibilities for General Camp Activities 2017 HR-15

Check-in – at least one counselor (age 18 or older) from each cabin team will remain in their assigned cabin to welcome campers and meet parents. The other counselor(s) from the cabin will be assigned by the Camp Director to assist at the registration table, assist parents with luggage, help direct traffic, accompany campers to the pool for swim tests (if given on check-in day), assist in directing campers and parents through the check-in process, serve as greeters or other duties as assigned.

Check-Out: at least one counselor (age 18 or older) from each cabin team will return to their assigned cabin following the campfire. This counselor(s) will verify photo ID. This counselor(s) will also ensure that each family has their end-of-session packet (blood glucose records, camp photos, etc). The other counselor(s) will be assigned by the Camp Director to assist in the cabin, help families with luggage, and other duties as assigned.

Cabin Time, Rest Time, Meal Time – At least one counselor (age 18 or older) of the cabin team will be present with their cabin group during these times to provide supervision of campers. Campers/staff ratios must be maintained at all times.

Overnight Supervision – Each cabin is assigned at least two counselors who are age 18 and over. Counselors are assigned to a cabin and required to stay overnight in that cabin. A counselor must accompany camper(s) to the bathhouse at night and alert medical staff to any medical concerns or emergency situations. If a counselor is on a 24 hour break (permitted only during 13-day sessions), a member of the dispensary staff may serve as a substitute staff member in the cabin overnight. A Leader in Training may serve as a substitute only if a staff member over the age of 18 is present and the camper/staff ratio is met.

Transition between activities – Groups of campers moving from activities will always be accompanied by a member of the camp staff.

Showers – During shower time, at least 1 staff member will be present inside the bathhouse (female counselor/female camper bath and male counselor/male camper bath) to provide general supervision (while maintaining campers' privacy) and to alert the dispensary if any medical issue should arise.

BG testing/recordkeeping – Staff over the age of 18 may assist campers with blood glucose testing. Campers must show the meter to the staff member before taking the strip out. The counselor will then record BG results on forms provided by the Camp Dispensary. Camp staff over the age of 18 may treat campers for high/low blood glucose within guidelines established by the Camp Ho Mita Koda Senior Medical Staff. Under no circumstances will a staff member without a medical license administer or adjust prescriptions or insulin.

General Camp Activities: Campers/staff ratios must be maintained during all camp activities. If a volunteer is leading an activity, at least one camp staff member over the age of 18 must be present for the duration of that activity.

Camp Staff Roles and Responsibilities with Camper Health

During staff training, counselors and other staff will be taught how to handle day to day care of our campers. The counselor's role in diabetes care includes:

- Overseeing daily blood glucose testing by campers
- Recognizing signs of hypoglycemia and hyperglycemia and diabetes emergencies in order to seek assistance for the camper.
- Recordkeeping of blood glucose records in camper cabins and activity sites.

Staff under the age of 18 (CITs) are responsible for recognizing signs of hypoglycemia and hyperglycemia and diabetes emergencies in order to seek assistance for the camper. They are not permitted to oversee blood glucose testing or provide treatments for high or low blood sugars. These staff members should seek the assistance of a counselor or a dispensary staff member.

Licensed medical staff (R.N. L.P.N., M.D. and D.O.), under the direction of senior physicians and Camp Ho Mita Koda medical policies, are responsible for medical care and the dispensing of insulin and all medicine. **Unlicensed camp staff may not administer any medication, provide campers with medical advice, or override decisions made by licensed medical or dietary staff.** Counselors should bring any concerns about camper medical issues or concerns to the Camp Physician.

HR. 16 Staff precautions -Working with Campers

As camp employees we have chosen to work with children and so we are all potentially vulnerable to charges of sexual, physical and verbal abuse. Note the following precautions to help prevent false accusations.

- Always be in view of others!
- Handle discipline according to procedures.
- Use caution in what you share with campers.
- **(No personal information of a mature nature should ever be shared with campers!)**
- Report suspicious observations to Camp Director or Assistant Director.
- Supervise Campers in pairs whenever possible.
- Respect the privacy of the campers (give appropriate space).
- Show affection with high fives, hugs. No touching campers in areas where a bathing suit would cover.
- Avoid situations where you are alone with a camper.
- Never degrade or humiliate a camper.
- Be careful what you say and how you say it.

HR.7 HR.21 PERSONNEL POLICIES 2017

Camp Ho Mita Koda provides equal employment and volunteer opportunities to staff and applicants without regard to race, color, religion, national origin, gender, age, disability, or veteran status – except in limited instances when age or gender considerations are bona fide occupational requirements (for example, camp counselors are to meet minimum accreditation age requirements.)

1. The Camp Counselors, Counselors in Training (CITs), Dispensary Staff, Waterfront and other Administrative staff are the primary instruments through which the objectives, goals, and philosophy of Camp Ho Mita Koda are transmitted to the camper. The camp staff is expected to be aware of and abide by the following personnel policies:

2. **Facilities:** All staff are responsible for care of the camp's buildings and equipment. (Please refer to Staff Rules and Policies).
3. **Insurance:** Worker's compensation insurance is carried by the Camp on each employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illnesses. Liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.
4. **Pay Periods:** The wage agreement is based on a weekly rate, since it is impossible to clock the actual work hours of most camp staff in the camp setting. The camp will issue pay checks semi-monthly during contracted time. (Refer to Staff Paychecks & Payroll Information for pay schedule)
5. **Benefits:** Employment at Camp Ho Mita Koda is temporary and health benefits are not provided.
6. **Community Relations:** Staff are asked to be sensitive to the people in the communities near the camp. Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off the camp grounds.
7. **Health Services:** The cost of prescriptions, doctors, or hospital visits must be covered under one's personal insurance unless the injury/illness is work related. The Camp Dispensary is staffed with licensed medical personnel who provide a limited scope of care based on the routine administration of health issues related to children ages 8-15 with Type 1 and Type 2 diabetes. In the event that a Camp staff member or volunteer becomes ill or injured while at Camp, the Camp Physician will assess the severity of the illness or injury and determine if the staff member can be treated safely at Camp or should be seen by personnel at the local hospital, University Hospitals Geauga Medical Center, in Chardon, OH.
8. **Grievances:** Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the supervisor of the supervisor or to the Camp Manager.
9. **Evaluation:** In an effort to help the staff member perform his or her duties at an optimum level, each staff member is evaluated on a regular basis. Each camp employee will be evaluated at mid-point and end of summer. The evaluations will be conducted by the staff member's supervisor. The employee and supervisor will both sign the agreed upon evaluation and it will be filed in the staff member's personnel file.
10. **Harassment:** Camp Ho Mita Koda recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.

Staff Hiring Policies/Procedures 2017– Camp Ho Mita Koda

HR.3.1, HR.3.3, HR.5, HR.5.3

Staff Applications

Diabetes Partnership of Cleveland (DPC)/ Camp Ho Mita Koda is an equal opportunity employer and as such, employment information and position descriptions will be posted on the camp website to ensure accessibility to all.

The Camp Director and HR Manager will participate in the annual review and revision of position descriptions.

All staff – long- and short-term, seasonal and year-round, part- and full-time – must complete the appropriate Camp staff application form.

1. Seasonal summer staff:

Each staff (returning or new) applicant must complete the following:

- a. Camp Ho Mita Koda Staff Application Form
 - b. Two completed Camp Ho Mita Koda recommendation forms in signed, sealed envelopes.
 - c. Voluntary Disclosure Form
2. Volunteer Staff: Volunteer staff, including counselors in training, dietetic interns, and nursing students in clinical rotations will be held to the same hiring and screening processes as paid staff.

Screening

1. Verification of previous employment.
 - At least one check of previous work (or volunteer) history completed for all new staff.
2. Reference checks
 - At least two personal written references will be received for all new seasonal staff.
 - 3. Verification of degree/license/certification
 - Certifications, degrees or licenses required for a position are stated in the position description. Copies must be attached to the staff application. Nurses and Physicians must have current licensure in the State of Ohio and provide proof of licensure and malpractice insurance.
4. Criminal background checks
 - Background checks are required each year for all new and returning staff. Camp staff will have both a BCI check (Ohio residents) and FBI check. A check of the National Sex Offender database will also be conducted.
5. Personal interview
 - Camp Director or HR manager will interview all seasonal camp staff, preferably in person but at least by phone for all positions.

Employment:

Misleading, incorrect, false, incomplete statements of material fact, or information in violation of any of the above requirements during any of the above steps may be grounds to refuse employment or for dismissal from employment. Additionally, Camp HMK is an 'at-will' employer, meaning that an offer of employment should not be perceived as a contract of employment and such employment at Camp HMK has no specified term and may be terminated at any time at the will of either party on notice to the other

Camp Ho Mita Koda Employee Code of Conduct

I WILL....

- Not participate in any 'hazing' activities of campers and or coworkers
- Not Subject campers and coworkers to 'initiation' rites that are abusive in any manner
- Make sure their is double coverage of campers by adults during changing times
- Make sure our campers are encouraged to change their own clothes as much as possible
- No be alone with a camper in the cabin/living quarters
- under no circumstances share a bed or sleeping bag with a camper or fellow coworkers
- Not Tickle or teasing a camper
- Limit Pillow fights or rough-housing amongst my cabin

- Not discuss my romantic life under any circumstances with campers or in front of campers
- Stay out of cabins other than their own after lights out at night unless on specific camp business (i.e. medical necessity)
- Make sure whatever activities are done with campers should be done in with a group.
- Not use my cell phone in front of campers
- Not abuse the internet and look at inappropriate material on my phone
- Put the needs of my campers before my own in order to provide a memorable experience for our campers.

I understand and agree that failure to follow this code of conduct can lead to disciplinary actions up to and including termination.

Print Name: _____ Position Applying for: _____

Signature: _____ Date: _____