



## Camp Ho Mita Koda Drop Off / Pick Up Procedures

At Camp Ho Mita Koda, safety is our #1 priority, and we have modified many procedures this season to help mitigate the risk of communicable disease and reduce the amount of outside exposure that may come into contact with the “camp bubble”. Please read through this document in its entirety to understand the expectations of our parents at camp this season.

### Designated Drop Off Times

In an effort to streamline the check-in process, to eliminate long lines, shorten wait times, and provide a safe space with appropriate distancing, we are implementing a staggered drop off/check-in schedule which is broken down by the first initial of the camper’s last name. We ask that you please adhere to your camper’s assigned timeframe to ensure a smooth transition for all.

<b>A - H</b>	<b>I - P</b>	<b>Q - Z</b>
<b>1:00-1:45</b>	<b>2:00-2:45</b>	<b>3:00-3:45</b>

Please note that the gate to camp will be locked prior to 1:00pm and no vehicles will be permitted to enter the facility.

If you need to arrive outside of your camper’s assigned timeframe, please contact our office to make arrangements.

### Arrival At Camp

- Upon arrival at camp, *within the assigned timeframe*, please follow the signage and staff directing traffic to the designated parking lot located behind the pavilion.
- Once parked, ***please remain inside your vehicle*** until a staff member approaches your window to begin the check-in process.
- Each participant will be required to complete a “Screening Questionnaire” with our staff prior to exiting their vehicle. The questionnaire will consist of the following:

I affirm that, within the last 14 days, I have not:

- Had a new fever of 100.4 or higher, or a sense of having a fever.
- Developed a new cough that cannot be attributed to another health condition.
- Developed shortness of breath that cannot be attributed to another health condition.
- Developed a new sore throat that cannot be attributed to another health condition.
- Experienced muscle aches that cannot be attributed to another health condition, or that may not have been caused by a specific activity such as physical exercise.

- Traveled within an area identified as a COVID-19 “hot-spot.”
  - Been in contact with an individual who has been ill with respiratory complaints or fever, or who I know has tested positive for COVID-19.
  - Been diagnosed with COVID-19.
- If a camper/family is unable to complete the questionnaire to the required standard, due to concerns over their own health or the risks as described, they will not be allowed to remain at camp. Instead, we will provide you with the option of a credit for a future camp or a refund.
  - If a camper or family does not consent to the questionnaire, they will not be allowed remain at camp. No refunds will be provided for families who refuse the questionnaire or temperature check.
  - Once each participant has completed the intake questionnaire, each participant’s temperature will be taken with a touchless infrared thermometer.
  - If their temperature is 100.4, or higher, the camper will not be allowed to remain at camp. Instead, we will provide you with the option of a credit for a future camp or a refund.
  - If a camper comes to camp with ANY sort of illness, COVID related or not, they will not be permitted to remain at camp for their scheduled session.
  - Once the questionnaire is completed, with confirmation that the child may remain at camp, ***only one parent/guardian is permitted to exit the vehicle with the camper. It is a requirement for the parent/guardian to wear a mask while outside of their vehicle as well as having their temperature checked.*** All other occupants must remain in the vehicle at all times.
    - Restrooms will not be available for non-camper use during drop off. Please plan accordingly.

## Check-In Procedure

- Upon clearance to remain at camp, we ask that the parent/child remove their luggage from the vehicle and carry it over to the marked area (staff will be unavailable to assist with luggage). You will be provided with tags to put your child’s name and group on each piece of luggage, including backpacks.
- Once completed, follow the signage to the first open garage door of the pavilion. Here you will wait on a designated spot until called to the registration table.
- Once called forward by a staff member, you will officially check-in at the registration table.
- From here, we ask that you please observe a 6-foot distance between the family group in front of you, marked by spots on the floor, as you progress through the remainder of the check-in stations.
- Upon completing the last station in the pavilion, you will be escorted by a staff member to one of the intake areas where a doctor will complete the final step in the check-in process.

- Upon completion of this process, using your map, you will walk your child over to their designated spot where their counselors will be waiting. Now is the time to say your goodbyes and immediately return to your vehicle and follow directions to depart through the designated exit.

### **Pickup/Check-Out Procedures**

Prior to the last day of camp, you will receive an informational email with instructions of how pickup will work. Unfortunately, this year we are unable to host our end of session "Parent Day" program as we did last year. Here is what you can expect for pickup.

- Pickup will occur on Saturday morning at the end of the scheduled week.
- Beginning at 9:00am, we will allow vehicles into the parking lot, directing them into pickup areas designated by cabin name.
- Upon arrival, please ***remain in the vehicle*** and wait for a staff member to approach your window.
- You will be asked to sign your child out while we escort them to your vehicle.
- On the way to the vehicle, the camper will locate their luggage.
- One parent may exit the vehicle, *with a mask*, to assist in loading the luggage and getting your child into the vehicle.
- Once your child is in the vehicle and signed out, please follow directions to depart through the designated exit.