



# United Youth Camps Staff Manual

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Introduction .....	2
UYC Staff Policies.....	2
Staff Screening.....	2
Job Descriptions.....	3
Staff Training.....	3
Pay and Benefits .....	4
Time Off.....	4
Staff Evaluations and Observations .....	4
Discipline.....	5
Sexual or Other Misconduct.....	5
UYC Camper Policies.....	6
Camper Supervision Policy .....	6
Demeanor With Campers .....	7
Camper Behavior Management .....	7
Child Abuse and Handling of Sensitive Issues.....	11
Parental/Guardian Contact .....	11
Health Care Issues .....	11
Health Screening.....	11
Medication Management.....	12
Informing Staff of Special Needs .....	12
Accident Procedures .....	12
Communication Procedure.....	13
Camp Staff Responsibilities .....	13
Bloodborne Pathogen Exposure Control Plan.....	14
Post-Exposure Plan for Camp.....	15
Information on Universal Precautions .....	16
Record Management .....	16
Seven Elements of the Zone.....	17

United Youth Camps are sponsored by the United Church of God, *an International Association*.  
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# Introduction

We couldn't begin this staff manual without first saying “*thank you*” for volunteering your time and energy to serve as a member of the staff at one of the United Youth Camps. Many of you have been involved in our Church camps for a number of years—both as campers and staff. When United Youth Camps began in 1995, there was a ready pool of volunteers to call upon and camp was up and running very quickly. Since that time we have had a growing number of enthusiastic young people who have attended one or more of our camps and have decided to follow the New Testament instruction that says, “*It is more blessed to give than to receive*” (Acts 20:35). You have received caring attention and now want to pass that along to others—to *give* what you have been given. Without your individual and collective commitment to serve our youth, we simply wouldn't be able to have this camp program.

This Staff Manual includes some important material that you need to be very familiar with. Some of the items are “no brainers,” such as the fact that because our camps are only about a week long, there is no vacation time or other time off. Other items will not be so obvious, but are important for you to know, such as injury reporting procedures. While we hope it will never be needed by you, we want you to be prepared in case there is an accident so that proper steps will be taken to minimize any injuries to our precious campers. We therefore request that you read every part of this manual very carefully. Thank you again for your willingness to give of your time, effort and energy to the benefit of the camp program! It is greatly appreciated.

*The United Youth Camp Team*

## UYC Staff Policies

All staff accepted to serve at any United Youth Camp must receive the written human resource policies of UYC in advance of beginning work. While some of these policies are described in greater detail in other documents, they are summarized below.

### Staff Screening

In order to be accepted as UYC staff, the following is required:

1. Voluntary disclosure statements in the Youth Program Employee or Volunteer Application Supplement.
2. A Criminal Background Check (CBC) is made on every potential staff member. This is done online during the application process and is valid for five years.
3. Confirmation that a signed copy of Participation Agreement for Youth Leaders, as described in the Sexual Misconduct Policy and Youth Protection Guidelines of the United Church of God, *an International Association*, is on file in the local church area or with a Camp Director.
4. Reference checks as part of the ministerial evaluation for each new staff member.

## Job Descriptions

Prior to camp, every staff person is to be given a job description identifying the essential functions of the job(s) he or she will perform.

## Staff Training

UYC job training occurs in three ways:

1. In the weeks leading up to camp:
  - Counselors and assistant counselors are provided with our UYC Counselor’s Manual, which contains detailed information for the counseling staff. As needed, program staff members are to seek specialized training, e.g. lifeguard certification, camp nurse guidelines, CPR, first-aid training, etc.
  - An organizational chart is provided that lists reporting and supervisory relationships.
  - Job descriptions are provided for each staff position listing desired qualifications, recommended experience, to whom he or she is responsible, general and specific job responsibilities, and essential functions of the position.
  - A copy of the UYC “Code of Honor” is provided to each staff member.
2. Pre-camp on-site training:
  - The camp’s purpose/focus/mission/intended outcomes and how they will be implemented into the camp structure and program.
  - Developmental needs of camps and how those needs will impact differences for program, structure and behavior management.
  - Objectives, safety considerations, skills progression, operating procedures, and competencies required for program activities.
  - Behavior management and camper supervision techniques to create a physically and emotionally safe environment.
  - Clear expectations for staff performance and conduct, including sexual harassment policies.
  - Recognition, prevention, and reporting of child abuse, child-to-child, as well as adult-to-child, both outside of and during the camp setting.
  - Emergency procedures and the role of staff in implementing those procedures. These will often include items such as the following:
    - A walk-through of the camp points out the location of emergency supplies and facilities.
    - Accident procedures are reviewed.
    - Missing person procedures are outlined.
    - Emergency weather procedures are given.
    - Emergency communications procedures are given.
3. During camp:
  - Counselors and assistant counselors may receive additional training classes.
  - Counselors, assistant counselors, and program staff will be observed and reviewed by supervisory personnel.

## **Pay and Benefits**

Staff members are accepted as volunteers and receive no remuneration in the form of pay or benefits, although some UYC-related expenses may be reimbursed. All staff do receive room and board. Employees of the United Church of God who are employed in the field ministry (including ministerial trainees) continue to receive their regular salary and are not required to take vacation in order to serve at any UYC. Other church employees may be eligible for pay while serving at camp, but this must be authorized on a case-by-case basis by the employee's manager each camp season.

## **Time Off**

Because most camps are only seven days in duration, staff members are expected to fulfill their assignments without taking days off or a leave of absence from camp. Exceptions to this are at the discretion of the camp director.

Staff members should have at least two hours of time daily free from assigned camp responsibilities. Senior counselors work with counselors and assistant counselors to ensure this occurs. The program director works with program staff to ensure this occurs for program staff.

## **Staff Evaluations and Observations**

UYC policy is for regular observations of staff to provide coaching, encouragement and necessary correction. The senior counselors are responsible for observing counselors and assistant counselors. The program director is responsible for observing program staff. The camp director will observe the senior counselor, the program director, and all staff in general.

Each supervisor is expected to evaluate the conduct of his/her staff during camp. If conduct is outside the guidelines of UYC policy, the supervisor is expected to discuss the offending actions with the staff member, followed by communication with the respective camp director. Supervisors are also encouraged to reinforce good behavior in their staff member(s) with positive feedback.

Acceptable staff performance includes:

- Being a positive role model for the campers.
- Enforcing camp safety rules.
- Utilizing appropriate teaching techniques.
- Encouraging positive interactions among campers.
- Settling disputes with discretion and fairness.

Inappropriate staff performance includes:

- Immature actions or attitudes.
- High stress levels.
- Lack of knowledge necessary to teach the activity.
- **Fatigue.**
- Use of poor judgment.
- Unrealistic expectations of a person's abilities.

Feedback should be offered on a regular basis. An end-of-camp review may also be given.

All staff members serve “at will,” and UYC has no mandatory progressive discipline requirement. When concerns do arise about a staff member’s performance or behavior, the approach and action taken will depend on the circumstances, the staff member’s past record and the severity of the problem.

As a general guide, however, with the exception of offenses requiring more stringent action, staff would normally be counseled once verbally, with any second counseling or warning also being discussed with either the senior counselor or program director. If the problem(s) continues, a written warning would be the next step (which might also include a written improvement plan for the errant staff member if time allowed). If the violations of policy or failure to improve continue, dismissal may result. The foregoing is given by way of example only, and exceptions or deviations from “normal” practice may occur whenever it is deemed appropriate.

## **Discipline**

UYC must retain the ability to discipline employees and other camp staff where it determines that such action is warranted by the circumstances. All employment and staff relationships with UYC are terminable at will, at any time, either by the employee or staff member or at the option of the camp director. The camp director may exercise his discretion to administer a system of progressive discipline in cases where he deems it appropriate to do so. That system may include various forms of discipline such as a verbal counseling, one or more written counselings, and even dismissal. However, progressive discipline is not mandatory or binding. UYC reserves the right, in its discretion, to deviate from any formal system of discipline.

## **Sexual or Other Misconduct**

Each staff member is expected to conduct themselves in accordance with the highest principles of UYC and the United Church of God. This includes the rules of camp as well as following the Sexual Misconduct Policy and Youth Protection Guidelines of the United Church of God, *an International Association* (a copy is available from the camp director). Staff members are expected to be punctual and perform their duties to the best of their abilities, having the welfare and success of the campers as the first priority.

No form of sexual or other unlawful harassment by either staff or campers will be tolerated. Such behavior includes, but is not limited to, unwelcome verbal, written or physical conduct:

- the submission to which is an actual or implied condition of opportunities, or benefits; or
- which has the effect of substantially and unreasonably interfering with a staff member’s work performance; or
- which creates an intimidating, hostile or offensive work environment.

Any such harassment or misconduct is grounds for immediate dismissal.

# UYC Camper Policies

## Camper Supervision Policy

The following describes the policies for camper supervision. The primary individuals responsible for this function are the counselors. However, all staff share in this responsibility as circumstances and opportunities warrant.

Generally United Youth Camps have campers who are 12-18 years old. United Youth Camps are overnight, resident camps. Since campers are between the ages of 12-18 years, we prefer a ratio of at least one staff member to 14 overnight campers with at least two members of the staff present in each dorm.

The only exceptions to our general supervision ratios are (1) at night, after lights out, but before staff curfew, when one counselor, instead of two, may remain with the dorm while the other has some free time; (2) when a medical emergency arises and no other staff member is available to accompany a camper to the Camp Health Center, one counselor may temporarily supervise the dorm until the second returns; or (3) in other emergency situations, as determined by the camp director.

The camp has the following staff age requirement standard: The minimum age for staff is 16, and all staff should be at least two years older than the minors they are responsible for supervising. UYC recommends that at least 80 percent of staff are to be age 18 or older. Both counselors are to accompany their dorm to all activities and meetings. Therefore, at no time should a dorm be without at least two staff members supervising them at organized activities. The activity staff will usually increase the number of staff supervising a dorm at any one time to four staff members or more. If a dorm is at an organized activity and the number of activity staff provides the appropriate staff-camper ratio, one counselor *only* may use that activity time for a break. At no time at any official activity should there be fewer than one counselor and one activity staff member with a dorm. The activity staff will usually increase the number of staff supervising a dorm at any one time to four staff members or more. If a dorm is at an organized activity and the number of activity staff provides the appropriate staff camper ratio (ideally not less than 14 to 1), one counselor *only* may use that activity time for a break. At no time at any official activity should there be less than one counselor and one activity staff member with a dorm.

The exception to the paragraph above is during official free-times. During those periods, all counselors and activity staff members are to be around the general camp area in order to provide overall supervision to campers within their range of sight. Campers are instructed to remain only in designated areas during those times.

At night after “lights-out” and quiet time has begun, one counselor must remain awake and be with the dorm until staff curfew. The other counselor has the liberty to relax and socialize away from the dorm until staff curfew. After the staff curfew occurs, both counselors are expected to sleep in the dorm with the campers. The counselor remaining with the dorm between camper curfew and staff curfew is expected to make a bed check every 15 minutes. If a camper is out of the dorm and cannot be seen, the counselor is to immediately notify the senior counselor and the camp director. At that time, an organized search will begin for the camper. Before both counselors go to sleep for the night, they are to do a final bed check. If a camper is missing, the counselor should immediately notify the senior counselor and camp director.

The only other exceptions to the above supervision standards would be (1) when a medical emergency arises and no other staff member is available to accompany a camper to the Camp Health Center, one counselor may temporarily supervise the dorm until the second returns; or (2) in other emergency situations, as determined by the camp director, which allow for a temporary absence of one counselor.

Counselors and staff are considered to be supervising campers and monitoring camper behavior at all official camp activities and programs, and anytime campers are within a staff member's field of vision. During these times, staff members should look for physical distress, emotional distress, if a camper is alone (not using the buddy system), if a camper is in violation of a camp rule or health/safety standard, etc. If any of these occur, the staff member is required to take immediate action by appropriately addressing the camper, or by alerting an appropriate staff member (Counselor, Nurse, etc.), or by accompanying the camper to the appropriate staff member.

## **Demeanor With Campers**

Staff are to always speak with and listen to campers in a manner that reflects respect for individuals, creates "the Zone," which is an atmosphere of acceptance as well as physical and emotional safety, and focuses attention primarily on campers' needs and interests rather than on other staff and themselves. Staff members are also to guide group behavior in a manner that is developmentally appropriate for campers aged 12-18. Additional materials are available through the pre-camp staff training recordings, but at a minimum staff are expected to use techniques that do not intentionally embarrass or ridicule others and that discourage and correct behaviors like teasing, disrespectful behavior, belittling, or intimidation.

## **Camper Behavior Management**

The primary responsibility for camper behavior management lies with the counselors. This is discussed in our Counselor's Manual, which includes written guidelines and procedures intended to reach a goal of:

- Teaching campers skills to achieve positive outcomes in problem solving and interactions with others.
- Fair and consistent disciplinary steps that are appropriate to the camper and situation.
- Avoiding corporal punishment.

However, all staff members are responsible for behavior management at "free-time" and other general camp activities. They are to teach campers how to achieve positive outcomes in areas of problem solving and interaction with others. Activity staff members are to consult with a camper's counselor if discipline is needed to jointly implement fair and consistent, child-appropriate disciplinary steps. Corporal punishment is specifically forbidden.

A campers' behavior may have many roots. It is not expected that one week at summer camp will cure all behavioral problems. Understand that campers bring their past with them in their behavior. Two things to keep in mind:

1. Your campers are not mini-adults. Expect them to want to have fun and be active.
2. Expect your campers to test their limits. They still, however, need limits.

## **Behavior Management Policy**

United Youth Camps advocate a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

- Discuss rules with campers and identify out-of-bounds areas.
- Discuss the possible consequences of breaking any rule:
  - Quiet time
  - Restriction from activity
  - Restriction to adult supervision
  - Extra duties
  - Conference with senior counselor and/or camp director
  - Conference with parent/camp director
  - Removal from the camp
- Enforce all rules at all times, without malice, and be consistent in application.
- Inform your supervisor (activity head, program director, or senior counselor) of all disciplinary measures. They will inform the camp director.
- Never allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, physical exercise (such as doing pushups or running laps), or restraint.
- Conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

#### **Common reasons for surface behavior problems:**

- A desire for recognition/attention. E.g., it may be better to be infamous than unknown.
- Frustration. Unsatisfied needs or desires often cause campers to “lash out.”
- Homesickness. Being scared and nervous often causes frustration.
- Illness/exhaustion. No one is at their best when they are sick or tired.
- Conflict with another camper/staff member. This often causes people to become defensive.
- Outside conflicts. Problems with family, friends, etc. can follow campers to camp.
- Established behavior patterns. Lessons learned at home won’t be forgotten at camp.

#### **Some ways to provide structure:**

- Establish clear expectations right away.
- Balance structure with a reasonable amount of freedom.
- Reinforce and encourage desirable behaviors.

#### **Things to do about rule violations or refusal to cooperate:**



- Give camper one warning; make it clear that they have done wrong.
- Give your camper a chance to explain their action/behavior.
- Be consistent and impartial.
- Stay cool and calm; keep strong emotions in check.
- Avoid lecturing or embarrassing the camper. Discipline in private if possible.
- Stress that the behavior is the problem, not the camper's personality. Help the camper to identify acceptable alternatives to the problem behavior.
- Once the disciplinary time is over, accept the camper as a part of the group again.
- Follow the camp behavior-management policies for continuing discipline problems.

### **Time-Tested Strategies**

- Be the kind of person you want your campers to become—obey the rules yourself!
- Know as many campers as possible by name. Know something about them. Build relationships.
- Be friendly. Always show interest in what individual campers are doing and their progress.
- Praise good qualities and actions.
- A sense of humor is extremely valuable. Use it frequently.
- Maintain your poise at all times. Don't let the campers "get to you."
- Never take misbehavior personally. It is a choice the camper is making.
- Always remember that every camper has needs. His behavior will give you clues as to what those needs are.
- Keep in mind that misbehavior is seldom willful. Try to find the cause.
- Try to see the camper's side of the situation. Discuss it with them until you understand.
- Distract, distract, distract! One of the best methods to control behavior is to keep them busy!
- Show your disapproval of behavior through your speech, facial expression, and action.
- Being close when you note a potential problem can keep it from actually occurring.
- Enlist other leaders (peers or staff) to provide role models.
- Allow natural consequences to occur if the results are NOT too severe.
- Withholding privileges or taking away something a camper likes is usually effective.
- Sending a camper to "time out" allows time to cool down and think about behavior change.
- Have a group meeting to discuss and resolve generalized problems.
- Remain with your campers during meals and free time.
- Avoid getting campers over-tired, keyed-up, or tense.
- Be willing to admit when you're wrong and ask for forgiveness. Sometimes, giving the camper attention or affection, which has been lacking, may solve the problem. Giving the camper some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at his/her own physical, emotional, and intellectual level, is enough to correct the situation.

### **The Bully or Show-Off**

To work with these campers, you first need the camper's confidence in you as a leader. To do this, you should not be dominating, overly critical, or too demanding on the camper's performance. To maintain the campers confidence, praise good behavior instead of only criticizing bad behavior. Discuss with the

camper the rights of others and courtesies due to them. Let him/her know others will be more accepting of them if their behavior turned more positive. Demonstrate compromise in your actions for the camper to learn.

In group activity make a special effort to place this camper in competition with others of equal or greater strength and ability. Essentially, the bully or show off requires understanding and patience combined with placement of the camper in groups that lend to his/her development of leadership traits in honest competition with other campers.

## **Fighting**

Serious fighting often evolves from what starts out as just “fooling around.” Keep a close eye on such horseplay to keep it from getting out of hand. When a fight breaks out, separate the combatants AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Watch facial expressions to indicate less tension. Disallow any angry verbal exchanges, and physically remove combatants to a “safe distance” from each other if necessary. The “Discipline and Incident Report” form must be completed.

Fights that involve serious contact (hitting, kicking, biting, punching) require both combatants to visit the nurse, who will check for bruising and internal injuries.

Once combatants have regained composure, try one or more of the following:

- Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual “shake hands and make up” plan.
- Hold a face-to-face hearing where each participant describes his/her version without interruption from the other. Attempt to help each see the other side, then reconcile differences, make up, and forgive.
- Allow the individuals to discuss the situation between them privately IF you are sure the anger has dissipated. You can help mediate if they wish.
- Invoke a logical consequence if clear provocation can be established or if this is a repeat offense.

## **Stealing**

Prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other’s property. Establish group rules as campers feel a need to protect individual’s property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily. If stealing still occurs:

- Give the offender opportunity to return the article anonymously, without punishment.
- You may need to play detective if the item is not returned and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized.
- If you have evidence to identify an offender, work with the camper privately. Give him/her a chance to make restitution and make a plan together to avoid repeat behaviors.
- If evidence is lacking as to the offender’s identity, try handing out sheets of paper to each member of the group. Have them write either “I did not take it,” or “I did take it, and I’m sorry,” and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately at a later time.

- If the problem persists, follow camp procedures and inform the camp director and senior counselor for boys or girls.

## **Child Abuse and Handling of Sensitive Issues**

Because our camps are supported by and geared to youth of the United Church of God, staff members are expected to deal with these sensitive issues in a manner which is compatible with the teachings of the Bible and the culture of UCG.

Camp policies and procedures to help prevent child abuse are covered in the Sexual Misconduct Policy and Youth Protection Guidelines of the United Church of God, *an International Association*. If you suspect that a camper has been a victim of physical, sexual, emotional or verbal abuse, please discuss this immediately with the senior counselor and camp director.

UYC staff is there to help every camper and other staff members. They are generally encouraged to keep confidential or embarrassing information that is often shared with them by these young people private. However, information staff becomes privy to which is important for the safety or health of the camper or staff member themselves, which poses a potential risk to the safety of others or the good of the camp, constitutes violations of Camp standards, or which presents serious problems or issues need to be shared with the camp director, assistant camp director and/or the senior counselor. Since some shared problems or revelations may not seem important until later on (or when combined with other information), UYC staff should not give guarantees or promises of absolute confidentiality to anyone.

Staff members are instructed to be very careful in dealing with such issues as cults, dating, sexuality, divorce, smoking, drugs, tattoos, body piercing, horror stories, and personal issues.

## **Parental/Guardian Contact**

There may be times when parents/guardians need to be contacted. Only the camp director, camp nurse or other staff designated by the camp director should contact the parent/guardian.

- Anytime the camp nurse or camp physician deems it necessary.
- Anytime a camper is taken to a physician, dentist, or emergency personnel for an accident or illness.
- When an illness lasts longer than 24 hours.
- At other times deemed necessary by the camp director.

## **Health Care Issues**

### **Health Screening**

A health review and screening procedure for campers and staff will take place within 24 hours of first arrival at camp. Staff members must review health histories and collect any medications to be administered during camp as well as check for observable evidence of illness, injury or communicable disease and verify/update health information. The screening is to be done only by a licensed physician, registered nurse, or a person following specific written instructions of a licensed physician.

## Medication Management

To prevent the unauthorized use of drugs, all drugs are to be stored under lock (including those needing refrigeration) in the health center. The exceptions are:

- When in the controlled possession of the staff person responsible for administering them or, if on a trip, the activity leader.
- When a camper or staff member needs to carry a small amount of medication for life-threatening conditions (bee sting medication, inhaler, etc.).
- Medication for staff in housing that is off-limits to campers. In this scenario, the medication must still be locked up at all times.

Prescription drugs are to be dispensed only under the specific directions of a licensed physician. Nonprescription drugs are to be dispensed only under the camp's written health care procedures, or under the signed instructions of the parent or guardian or the individual's physician.

## Informing Staff of Special Needs

UYC policy is to require the counselors for each dorm to review their dorm's campers' applications, Health History and Examination Forms, and screening forms (if possible)—in a confidential manner—so that they are properly informed as to the health needs of the campers in their dorms. Health care staff are also to verbally discuss special situations (such as diet, allergies, medication, rest, activity restrictions and care and treatment of potential medical problems such as choking, seizures and hypoglycemia, etc.) with the counselors. As needed, the counselors should inform the kitchen or any activity staff of special considerations that should be given to any campers.

All staff are instructed to maintain the strictest confidentiality when using this information.

## Accident Procedures

All UYC staff are to be aware of the following accident procedures. While we hope you never have to use this knowledge, it is important that you be familiar with it in case of an accident.

### Minor Injuries:

- Cuts, scrapes, abrasions, scratches, eye or skin irritation—report to the infirmary for evaluation and treatment as soon as possible.

### Potentially Serious Injuries:

- Fainting, burns (sunburns included), bruises, bumps, or bleeding—report to the infirmary for evaluation and treatment as soon as possible.
- Bruises and bumps—apply ice if pain and swelling present.
- Bleeding—apply sterile pressure dressing.

- Nose bleed—compress the soft portion of the nose with a finger against the nasal septum and keep patient sitting erect with head forward—may apply ice to the back of neck briefly.
- Fainting—check breathing and check for injury—treat accordingly.

### **Serious Injuries:**

In the case of loss of consciousness, difficulty breathing, seizure activity, unresponsiveness, severe bleeding, fracture, head injuries, projectile injuries: **DO NOT MOVE THE PERSON UNLESS HE OR SHE IS IN DANGER.** Maintain the position in which the person was found unless he or she is having a hard time breathing. Call for assistance as soon as possible, or send someone for medical assistance.

- Bleeding—apply sterile pressure dressing.
- Difficulty breathing—open airway with head tilt/chin lift and assess breathing—treat accordingly.
- Fractures—do not attempt to reduce the fracture or move the affected area.
- Gunshot—for a sucking chest wound: Cover wound with plastic or gauze covered with petroleum jelly sealing it **except** for one corner. Other than a chest wound, treat bleeding.
- Projectile injuries—do not attempt to remove the object—protect patient and projection from further injury.
- Seizure activity—do not restrain the patient or place anything between the teeth—do not do “rescue breathing” during seizure activity—assess breathing when seizure has stopped.

All accidents, regardless of severity, must be brought to the attention of the camp’s Health Care Provider in a timely manner for evaluation.

### **Communication Procedure**

- For potentially serious and serious injuries at camp, contact the health administrator.
- For serious injuries out of camp, call 911 immediately via the nearest radio or phone for triage (evaluation of condition and treatment needed).

Staff are taught to use health care supplies and equipment with which they are furnished, identify which situations should be attended to only by certified personnel (see above), and to use sanitary procedures when dealing with infectious waste or body fluids.

### **Camp Staff Responsibilities**

Procedures for health, safety, sanitation, and security are part of written manuals, pre-camp and in-service training, and activity guidelines.

The camp director is responsible for the total Health Care Program through implementation of procedures and supervision of staff. All camp staff, including service staff, are expected to understand and support camp discipline and child abuse reporting policies and procedures. Procedures are distributed and discussed during pre-camp training.

The camp health care administrator is responsible for providing first aid and nursing services and for monitoring health and sanitation procedures throughout camp. The health care administrator instructs staff

in first aid procedures including those related to protection from pathogens in bodily fluids, provides for special medical needs, educates campers and staff in accident/illness prevention, makes sure medications are safeguarded and administered, and keeps accurate records. The health care administrator is normally on site when campers are in session.

Dorm counselors are responsible for maintaining high standards of health and safety in all activities, for seeing that camper health needs are recognized and met, and for supervision of personal hygiene. Counselors are alert to symptoms of illness, follow up on instructions from the health care administrator, provide for special needs or accommodations and report to the health care administrator on all treatment or first aid they provide. Supervision and teaching personal hygiene includes, but is not limited to, frequent hand washing, regular tooth brushing, and taking regular showers.

Program staff are responsible for maintaining high standards of health and safety in the activities they supervise. They ensure that campers are physically and emotionally ready for the activity, that the activity is supervised by qualified personnel, that activity areas and equipment are in safe condition before use and are safeguarded from casual use.

Food service staff are responsible for conducting their activities according to established procedures and regulations. Kitchen staff are responsible for providing healthy foods, using sound health practices, implementing sanitation and safety practices, and rehearsing emergency procedures. Special dietary needs are recognized and accommodated when possible. If a diet requires something that the camp cannot provide, the parent or individual may be asked to provide supplementary foods. Emergency procedures are planned for a variety of emergency situations specific to the site: fire, evacuation of buildings, flood, lightning, lost campers, etc. These procedures will be reviewed prior to the start of camp during staff training.

The appearance and safety of activity and living areas is the responsibility of the supervising staff. This includes safe storage of equipment and supplies, policing the areas, posting rules, and safeguarding areas not in use.

## **Bloodborne Pathogen Exposure Control Plan**

This information is provided to camp staff in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of the camp to educate staff about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals use of these techniques. The camp program recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

### **Camp Health Administrator**

Camp nurses and nursing assistants can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members.

### **Camp Counseling Staff**

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR or artificial respiration and slowing severe bleeding.

## Post-Exposure Plan for Camp

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the staff, who must immediately (within 15 minutes) notify the camp health center administrator when a blood exposure incident occurs. Records of the incident are maintained for the duration of employment plus 30 years by the camp director and according to OSHA requirements (i.e. separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

<b>Time Line</b>	<b>Employee's Actions</b>	<b>Camp Nurse's Actions</b>	<b>Camp Director's Actions</b>
Within 24 hours	<ul style="list-style-type: none"> <li>Exposure incident occurs. Report incident to camp nurse within 15 minutes of happening.</li> <li>Begin prophylactic treatment.</li> <li>Complete Workman's Comp form and incident report with camp director.</li> </ul>	<ul style="list-style-type: none"> <li>Notify camp director. Begin 15-second scrub of area with bacteriostatic soap followed by application of disinfectant.</li> <li>Contact supervising MD, and refer client for assessment.</li> <li>Begin psycho-social support process.</li> </ul>	<ul style="list-style-type: none"> <li>Determine source of contamination, initiate request to have source screened for infectious diseases.</li> <li>Notify insurance.</li> <li>Create incident report file with supporting documentation.</li> <li>Contact mental health professional for employee.</li> <li>Complete Workman's Comp and incident report form with employee.</li> </ul>
Within next 48 hours	<ul style="list-style-type: none"> <li>Continue medical follow-up, per MD orders.</li> <li>Begin counseling support.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor client adjustment to situation; answer questions as needed. Provide needed care.</li> </ul>	<ul style="list-style-type: none"> <li>Follow testing of source individual as warranted.</li> <li>Consult with mental health professional to arrange post-camp therapy per need.</li> </ul>
Beyond first three days	<ul style="list-style-type: none"> <li>Continue post-exposure prophylaxis as directed by MD.</li> <li>Participate in review of incident.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in review of incident.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain contact with employee to follow incident.</li> <li>Lead review of incident.</li> <li>Review incident, adapt camp practices as needed to manage risk and to minimize chance for repeat of situation.</li> <li>Maintain records for duration of employment plus 30 years.</li> </ul>

## Information on Universal Precautions

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, “universal precautions” are part of infection control practices. They are specific guidelines that must be followed to provide every person protection from diseases that are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from blood-borne pathogens.

- All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated. Personal protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.
- Any person giving first aid should **always** wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
- Gloves should **always** be worn when handling items or surfaces soiled with blood or bodily fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that is needed if blood is not visible or likely to be present.
  - As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags (“red bags”) are to be used for dressings or other materials used to soak up blood or other infectious waste.
- Remove gloves properly—pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
- Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
- Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant “sharps” containers for disposal.
- Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

## Record Management

UYC will maintain for the period of statutory limits. This includes, but is not limited to, application forms, all health forms, injury reports, health screening, incident/discipline reports and other records gathered or produced during the camp season.



# The Seven Elements of "The Zone"

"The Zone" is the environment in which God changes peoples' lives. It reflects the coming Kingdom of God on this earth during the rule of Jesus Christ as King of Kings. Learning about God and developing a closer relationship with Him is the goal. Camp is like a pre-millennial environment where put-downs are not allowed and where there is respect for others. "The Zone" is based on the Laws of God in action – love toward God and love toward people. God's way of life is lived at Camp and it works!

## FUN

- teaches God's value of rejoicing
- makes life enjoyable by easing stress
- is a key to building friendships
- creates a positive frame of mind more open to learning - it is the "carrot on the stick"

## CHALLENGE

- helps people discover their abilities
- creates a "can do" attitude
- teaches how to think and analyze
- teaches how to persevere
- helps teach how to make right choices
- develops closer relationships with others who share the challenge
- pushes to continue learning and trying
- makes rewards more valuable

## SUCCESS

- builds right kind of self-esteem
- creates a positive frame of mind
- makes one want to do more
- success breeds success
- tears down fears
- creates an encouraging atmosphere
- generates creative, solution-oriented thinking
- creates team effort by teaching one cannot succeed in some things without others

## SUPPORT

- teaches how to respond to another's needs
- creates a "safe" environment
- builds good listening skills
- builds empathy and compassion
- builds patience
- takes time and communication, thus building relationships

## INCLUSIVENESS

- reinforces idea that each one is part of the team or family
- prohibits put-downs, criticisms
- models God's thinking - "no respecter of persons"
- helps everyone know they are loved
- defuses competition for attention
- created openness

## STRUCTURE

- creates the boundaries everyone needs
- prevents chaos
- teaches the need to have reasons for rules
- instills a sense of security
- teaches how life operates smoothly

## POSITIVE RELATIONSHIPS

- with parents, it helps children understand the right relationship with God
- builds love for one another
- instills loyalty
- helps with problem solving
- teaches how to respect others
- teaches how to earn respect from others
- helps build natural relationships with others and God

**Deuteronomy 6:5, 7:** You shall love the LORD your God with all your heart, with all your soul, and with all your strength... You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.

**Psalm 34:11:** Come, you children, listen to me; I will teach you the fear of the LORD.

**Proverbs 22:6:** Train up a child in the way he should go, and when he is old he will not depart from it.

**Malachi 2:15:** ...He seeks godly offspring...

**1 Corinthians 7:14:** ...but now [your children] are holy.

**Ephesians 6:4:** bring [your children] up in the training and admonition of the Lord.