

Rockywold Deephaven Camps
Seasonal Staff Manual 2021
COVID-19 Addendum

COVID-19 has been declared a worldwide pandemic by the World Health Organization; it is a highly contagious virus capable of causing severe illness and death. COVID-19 is easily spread from person-to-person contact through respiratory droplets and/or by contact with contaminated surfaces. Some contagious individuals are known to show no symptoms. Information about the virus and its transmission continue to evolve. Rockywold Deephaven Camps (RDC) will be following all current safety guidelines and updates from the Center for Disease Control and New Hampshire's Department of Health and Human Services. Staff will be notified of any modifications to Camp's COVID-19 safety information throughout the season as necessary. The purpose of this addendum is to outline the expectations, requirements and safety precautions at RDC during the 2021 season.

RDC's Community Agreement

For many, RDC represents a little piece of normalcy in uncertain times. Nonetheless, we expect all staff to be understanding, patient, cooperative, and committed to following our new and necessary COVID-19 policies and procedures.

A central component of the RDC experience is the Camps' community. It is of the utmost importance that we create a safe and welcoming environment for this community to thrive. Everyone needs to take responsibility for their individual health and in doing so, the health of others.

RDC's staff must be dedicated to reducing the risk of spreading COVID-19 at Camp. The virus is known to be highly contagious and can spread easily by those who are asymptomatic. We ask that people take these safeguards seriously and act in a manner as if they might have the virus and could potentially be contagious regardless of vaccination status.

RDC is taking reasonable precautions and has made operational adjustments consistent with current federal and state guidelines. These adjustments may evolve as more is known about the virus. In addition, we ask that all staff take responsibility for their actions and behavior on and off Camp to ensure the health of our community.

This season, we ask staff to:

- 1) Monitor their health daily. Alert Camp Management immediately if experiencing any symptoms or receiving a notice of exposure.
- 2) Follow all of RDC's quarantine guidelines pre-arrival and/or during the summer season.
- 3) Adhere to Camps' universal guidelines: Wear masks at all times while working and in any public or shared common spaces on Camp property, follow social distancing guidelines, wash hands frequently and use hand sanitizer before entering any public building or common facilities such as the dining halls, dorm rooms, work and Camp facilities or when using any recreational amenities or equipment.

- 4) Follow all guidelines, requirements and workplace practices established by RDC Management to maintain the health of our community.
- 5) Observe these universal guidelines when off Camp property.
- 6) Avoid high-risk activities over the course of your employment at Camp, such as: concerts, festivals, bars, travel via public transportation (especially air travel), international travel, weddings or any other large gatherings.
- 7) Complete daily screening for COVID-19 symptoms or exposure **prior** to entering any work facilities, common areas and public spaces. **DO NOT REPORT TO WORK IF YOU ARE EXPERIENCING ANY SYMPTOMS OF COVID-19 OR HAVE HAD EXPOSURE TO A POSITIVE CASE. QUARANTINE AND CONTACT CAMP MANAGEMENT IMMEDIATELY.**
- 8) RDC does not require but strongly recommends that RDC staff get vaccinated for COVID-19, when vaccinations become available.
- 9) Be kind, respectful and understanding to all members of the Camp community. We all need to do our part for 2021 to be a successful season.

Failure to adhere to RDC's community agreement or any blatant disregard of other safety guidelines and workplace practices outlined in this manual may put the 2021 Camp season at risk. RDC reserves the right to immediately terminate the employment of those who fail to take these precautions seriously.

RDC's COVID Safety Requirements

RDC will be requiring all staff and guests to follow the generally accepted guidelines established by the Center for Disease Control (CDC) and state ordinances to limit the spread of the virus. In addition to these personal safety standards, RDC will be implementing additional operation changes to allow for increased social distancing, limited guest and staff interactions, physical barriers, modified scheduling and enhanced cleaning and sanitizing. Below are some safety guidelines that all staff will be expected to follow. Please be aware these may evolve throughout the summer.

Pre-Camp Expectations

Quarantine: We request that staff quarantine to the extent possible for 10 days prior to their arrival at camp. We ask that staff remain very careful and attentive to the current safety guidance with any interactions outside of your household. Limit activity and interactions to only what is essential regardless of your vaccination status such as work, school and errands like grocery shopping, banking and medical visits). Staff should refrain from any unnecessary travel, high-density settings, high risk activities (i.e. bars, weddings, parties, etc.) or any unnecessary exposure.

Depending on where you are traveling from, how you are traveling, and if you are vaccinated you may be required to quarantine upon arrival to Camp. RDC will coordinate all on-camp quarantines to ensure the safety of camp staff.

Testing: We ask that staff get a PCR test 72 hours prior to arrival at Camp. Please bring confirmation of your negative test result. RDC will reimburse staff members for the cost upon arrival. This is subject to change based on the guidance for those who are vaccinated. RDC will communicate requirements to staff prior to arrival.

Vaccination: RDC highly recommends that staff members get vaccinated for COVID-19 prior to their arrival to camp if possible, however, it will not be a requirement.

Daily Screening

RDC will require all on-site employees to complete a daily screening for symptoms or exposure prior to entering any work facility. Currently, RDC is assessing multiple options and applications to complete the daily screening and will inform you of the method upon arrival.

If you answer **yes** to any of the questions on the daily screening you, will be asked to remain home or to isolate in your dorm room until further notice. Camp management will contact you with instructions.

Please bring a personal thermometer to verify your temperature for daily screenings.

If you are sick, experience symptoms or have exposure to a confirmed case

If any signs or symptoms of COVID-19 develop or if you have had known exposure to a positive case, ***immediately isolate in your room and contact Camp Management. DO NOT report to work or enter any common areas, camp facilities, dining halls or interact with any other staff members or guests.***

RDC will be following all current guidance regarding quarantining and isolation. Each occurrence will be handled on a case by case basis.

RDC will have quarantine specific facilities set aside for staff on-site. RDC will provide all necessary items such as food, requested medications and will help coordinate access to medical professionals. ***YOU CANNOT BREAK QUARANTINE FOR ANY REASON OR LEAVE THE QUARANTINE FACILITIES UNLESS INSTRUCTED TO DO SO BY CAMP MANAGEMENT.*** Quarantines will be discontinued based on recommended guidelines from the CDC and/or medical professionals.

It is extremely important that you are honest in your daily screening and report any signs or symptoms. COVID-19 can cause severe illness and death. It is important that our staff and camp community remain healthy.

To prevent stigma and discrimination in the workplace, do not make any determinations of health risk or health status based on age, race, gender, disability, or country of origin.

RDC does not have a nurse on-site, however, we will assist staff in access to medical advice or attention as necessary.

All employee health information is to remain confidential and is not permitted to be shared per the Equal Employment Opportunity Commission (EEOC), the Health Insurance Portability and Accountability Act (HIPAA) and other federal and state laws.

Face Coverings

All staff members are required to wear face coverings while working at all times regardless of social distancing and/or vaccination both indoors and outdoors. Masks may be removed to eat and drink but staff are required to keep their distance from one another. RDC will have surgical masks available but also encourage staff to bring their own cloth face coverings.

Outside of work, face coverings are required in any public or common area at Camp including the dining halls, Playhouse, offices, store, Zodiac and work facilities such as maintenance, housekeeping, Boat House and Rec Hall. Masks are required at all times if closer than 6 feet.

Face coverings must be worn by all in dormitories unless in your own room.

Face coverings must fit properly around the nose and chin with no large gaps on either side. Surgical masks, n95, KN95, cloth masks made with tightly woven fabric, multi-layered, or with an inner filter are all acceptable face coverings.

Gaiters, buffs, scarfs, masks with exhalation valves, loosely woven or knitted masks are NOT acceptable face coverings.

Physical Distancing

We ask that all staff remain at least 6 feet apart (2 meters) whenever possible. Physical distancing should be practiced in combination with other everyday preventative actions to reduce the spread of COVID-19 such as wearing a mask, avoiding touching your face with unwashed hands and frequently washing or sanitizing hands. If social distancing is not possible, limit interaction to the least amount of time possible.

Dormitories

Those in shared housing often gather together closely for social, leisure and recreational activities and it can be challenging to stop the spread of virus in these environments. It is imperative that staff take extra care following general hygiene and safety practices.

We will do our best to house as many staff in single rooms as possible, however, our dorm facilities are limited in number. If there is someone you would like to room with, please notify camp as soon as possible.

We ask that staff wear face coverings when in any common areas in dormitories. You may go into other staff rooms but masks must be worn and social distancing guidelines observed. If you cannot remain physically distance, please socialize outside or at the staff pavilion. Dorm room capacity is limited to no more than 5 individuals per room **ONLY** if physical distancing is possible. If not, you must have fewer people in a room or move to a different location.

Staff Visitors

Staff guests are not permitted on property or in dormitories out of abundant caution.

Leaving Camp Property

Those that live on-site will be able to leave Camp property, however, it is highly discourage. We ask that you limit your travel outside of Camp to essential needs out of abundant caution for your co-workers and dorm mates.

We ask that staff act responsibly outside of Camp and continue to observe camp safety guidelines even when off property. Staff are required to refrain from any high-risk activities throughout the summer. Some of these activities include:

- Any large gatherings such as weddings, concerts, festivals, parties, etc.
- International travel or travel that requires public transportation (bus, plane, trains).
- Bars and/or Indoor dining. *Take out and outdoor seating is acceptable if properly spaced apart*

Recreation

Camp Activities: Many of our usual programs can be modified to be aligned with current safety guidelines such as masks, social distancing, and enhanced sanitation. Unfortunately, there are some long-time favorites that are deemed too high risk to offer at this time. All RDC guidelines must be maintained while participating in any recreation programs or using any recreation amenities such as tennis courts, basketball courts, pickleball courts, etc.

Staff Pavilion: The Staff Pavilion is for the use of current staff only. Due to COVID-19, parties of any kind or excessively loud music (if you cannot hear normal speaking voices, it is too loud) are not permitted this year. Please use this space to enjoy ping pong, billiards or to relax and socialize at a safe distance.

Roswell: Currently, the Roswell lounge will remain closed between normal business hours (8:00am – 4:30pm) due to staff working in this facility. The Roswell lounge will be open in the evenings and all safety guidelines must remain in place.

Information, safety guidance and state requirements are constantly evolving during this pandemic. We ask that all staff be patient, considerate and cooperative in following these rules and making this season a success. We understand these changes at Camp may be challenging. Friendly reminders from co-workers, supervisors or Camp Management to observe these guidelines must be accepted gracefully and with respect. Any employee who blatantly disregards the 2021 safety guidelines and intentionally violates these policies or puts any guest or staff at unnecessary risk, will not be tolerated and is subject to immediate termination.