

United Youth Camps Staff Manual



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Preface

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 us have been involved in our church camps for numerous decades—both as campers and staff. Therefore, 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 which says “It is more blessed to give than to receive.” They have received the caring attention of others and now want to pass that along to others—to *give* what they 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 manual is quite brief, in terms of a staff manual, but it 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 Accident 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.

The United Youth Camp Team

UYC Personnel 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

For UYC staff, appointment procedures require all of the following:

1. Voluntary disclosure statements in the Youth Program Employee or Volunteer Application Supplement.
2. 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.
3. Reference checks as part of the ministerial evaluation for each staff member. Telephone reference checks are conducted with Camp Directors or administration for whom the staff members have served previously.
4. Personal interviews by Camp Directors or other designated camp representatives.

Non-Discrimination

Because our camps are sponsored and supported financially by United Church of God, *an International Association*, the program and administrative staff are recruited from the population of UCG. UYC gives preference to staff applicants who are members of UCG and others who hold the same religious and moral values as UYC and UCG. We strive to recruit program and administrative staff reflecting the ethnic and racial diversity of our campers (who are primarily the children of UCG members) and UYC does not unlawfully discriminate against any protected group.

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. Each job description

also contains information on the nature and diversity of the total camp population.

Staff Training

UYC job training occurs in three ways:

1. In the months leading up to camp:

- Counselors and Assistant Counselors are provided UYC Counselors' Manuals OR the book by Burrow, *How to be a Great Camp Counselor* as well as articles from *Camping* magazine or other sources about camp counseling.
- As needed, program staff members seek specialized training; e.g. lifeguard certification, camp nurse guidelines, CPR, first aid training, etc.
- An organizational chart is provided which lists reporting and supervisory relationships.
- Job descriptions are provided for each staff position listing desired qualifications, recommended experience, to whom he/she is responsible, general and specific job responsibilities, and essential functions of the position.
- A copy of the UYC "Code of Honor" is mailed to each staff member.
- Curfew requirements are covered in a staff letter.

2. Pre-camp on-site training:

- Acceptable and unacceptable staff behavior is covered.
- A walk-through of the camp points out the location of emergency supplies and facilities.
- Emergency procedures are covered.
- Accident procedures are reviewed.
- Missing person procedures are outlined.
- Emergency weather procedures are given.
- Emergency communications procedures are given.
- Daily schedules are passed out.
- Program staff are advised of the performance areas that will be assessed and documented by the Program Director during camp.

3. During camp:

- Counselors and Assistant Counselors may receive additional training classes.

- Counselors, Assistant Counselors, and program staff will be observed and reviewed daily 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. They do receive room and board. Employees of the United Church of God continue to receive their regular salary and are not required to take vacation in order to serve at any UYC.

Time off

Because most camps are only 7-10 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 respective Camp Director.

Evaluations

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. Supervisors are also encouraged to reinforce good behavior in their staff member(s) with positive feed-back.

Discipline

UYC must retain the ability to discipline employees and other camp staff where it determines that such action is warranted by the circumstances. Even though all employment and staff relationships with UYC are terminable at will, at any time, either at the employee's or staff member's option or at the option of UYC, UYC may exercise its discretion to administer a system of progressive discipline in cases where it 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 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 himself/herself in accordance with the highest principles of UYC and the United Church of God. This includes the rules of camp, as described on the volunteer worker application, as well as following the Sexual Misconduct Policy and Youth Protection Guidelines of the United Church of God, *an International Association* (copy 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 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
- which has the effect of substantially and unreasonably interfering with a staff member's work performance
- which creates an intimidating, hostile or offensive work environment.

No form of sexual misconduct will be tolerated. Any such harassment or misconduct is grounds for immediate dismissal.

Supervision Policy

The following describes the policies for camper supervision. The primary individuals responsible for this function are the counselors. Therefore, please refer to the counselor manuals, activity schedule and housing list for additional information about when and how the counselors are responsible. However, all staff share in this responsibility as circumstances and opportunities warrant.

1. Generally United Youth Camps have campers who are 12-18 years old. United Youth Camps are overnight, resident camps. Therefore, there should be one (1) counselor for no more than every eight (8) campers under age 15. That means that a dorm with one counselor and one assistant counselor should have a maximum of 16 campers who are under 15 years of age. For campers 15 and older, the maximum for one counselor and one assistant is 20 campers to maintain a one (1) to ten (10) ratio.
2. As mentioned in the counselor's job description, both counselors are to accompany the 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.

3. The exception to the 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.
4. At night – after “lights out” and quiet time has begun – one counselor must remain awake and with the dorm until staff curfew. The other counselor has the liberty to relax and socialize away from the dorm until staff curfew. Both counselors must sleep in the dorm after curfew for the staff occurs. The counselor remaining with the dorm between camper curfew and staff curfew must 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 nearest staff member. That staff member is to immediately notify the Counselor Supervisor 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, one counselor is to remain with the dorm, and one counselor should be immediately sent to inform the Counselor Supervisor/s and Camp Director.
5. The only other exception to the supervision guidelines would be when a medical emergency arises and no other staff member is available to accompany a camper to the healthcare center. In such cases, one counselor may temporarily supervise the dorm until the second returns.
6. Age of staff: There are to be no staff members younger than 16 years of age. Eighty percent (80%) of the staff must be 18 years or older. For the purpose of the above ratios, the staff supervising the campers must be at least two (2) years older than the oldest campers they are supervising.
7. Counselors and staff are considered to be supervising campers and monitoring camper behavior at any and 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.

Training

As a resident camp with short-term staff, UYC policy is to provide 24 hours of pre-camp training. Some of the training must occur on site to familiarize staff with the facility. In the event a replacement staff member must be used who was not present for all or part of pre-camp training:

1. Appropriate one-on-one training will be provided by the Counselor Supervisor or Program Director,
2. staff supervisors will give one-on-one training as designated by the Camp Director, and
3. such individuals will be provided with all necessary documentation given to other staff members serving in the same activity or function.

As deemed necessary by the Camp Director or Program Director, a replacement staff member may serve a suitable period of apprenticeship.

Demeanor with Campers

Staff are to always speak with and listen to campers in a manner that reflects respect for individuals, and focus attention primarily on campers' needs and interests rather than on other staff and themselves.

Camper Behavior Management

The primary responsibility for camper behavior management lies with counselors. This is discussed in our Counselor's Manual. Corporal punishment is forbidden.

Child Abuse

Camp policies and procedures to prevent child abuse are covered in the "Risk Management" section of the UYC "Regional Camps Manual" and in the Sexual Misconduct Policy and Youth Protection Guidelines of the United Church of God, *an International Association*. If you suspect that a child has been a victim of physical, sexual, emotional or verbal abuse, please discuss this immediately

with the Counselor Supervisor, who must also bring this to the attention of the Camp Director.

Sensitive Issues

Through staff orientation and UYC manuals, as well as Burrows' book, *How to Be a Great Camp Counselor*, 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. 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.

UYC staff are there to help every camper and other staff members. They are generally encouraged to keep confidential or embarrassing information private that is often shared with them by these young people. On the other hand, information which is important for the safety or health of the camper or staff member, 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 must be shared with the Camp Director or, in his absence, the Counselor Supervisor. 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.

Organizational Chart

Persons who supervise other staff are to be provided an organizational chart showing whom they are to supervise, and given training to enable them to carry out their responsibilities in the camp's performance review system.

Observation by Supervisors/Appropriate-Inappropriate Behavior

UYC policy is for daily observations of staff to provide coaching, encouragement and necessary correction. The Counselor Supervisor/s is/are responsible for observing Counselors and Assistant Counselors. The Program Director is responsible for observing program staff. The Camp Director will observe the Counselor Supervisor, the Program Director, and all staff in general.

Supervisors should observe staff members for whom they are responsible at least twice per day for 15 minutes each time.

A. 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.

B. Inappropriate staff performance includes:

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

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

As described more fully in UYC policy HR 8 (#4), 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 Counselor Supervisor 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.

Daily Time Off

Staff members should have at least two hours of time daily which is free from assigned camp responsibilities. Counselor Supervisors work with Counselors and Assistant Counselors to ensure this occurs. The Program Director works with program staff to ensure this occurs for program staff.

Health Care Issues

United Youth Camps requires that qualified health care personnel who meet national standards be on duty at all times when campers are present in camp or on camp trips. The specifics are in our Camp Director’s Manual. The health care personnel are required to be familiar with all aspects of health care at camp. There are, however, certain health issues that *all* staff should be familiar with. This section lists the basic information that every staff member needs to know.

Health History/Exam

All campers and seasonal staff members are required to fill out a current health history that asks for:

1. a description of current health conditions, requiring medication, treatment, or special restrictions or considerations while at camp;
2. a record of past medical treatment;
3. a record of immunizations and date of last tetanus shot;
4. a record of allergies.

UYC policy is that every camper and staff member must also have written verification of a health examination by licensed medical personnel within the past 24 months. The record should include:

1. Any physical condition requiring restriction(s) on participation in the camp program and a description of that restriction
2. Date of the health examination
3. Any current or on-going treatment or medications
4. Date the form was signed.

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.

Emergency Contact Information

The following written emergency contact information is available for campers and staff:

1. Name,
2. Birth date and age of each minor,
3. Home address and telephone number,
4. Name, address, and telephone number including business phone(s) of adult(s) responsible for each minor,
5. Telephone number(s) of persons to contact in case of emergency during the individual's stay at camp, and
6. Name and telephone number of individual's physician or health care facility (if available).

These items are gathered for campers and staff on the application and Health History and Examination Form. Both forms for all staff and campers are kept at the main healthcare location and are available at all times, should the need arise.

Permission to Treat

Permission to treat minors and adults needing cognitive assistance is collected on our Health History and Examination Form.

Parental Contact

Parents and guardians are required to file a Health History and Examination Form. The consent is part of the camper health record and gives authorization for medical treatment when parents cannot be contacted. All attempts and actual communications with parents are documented in the health log.

Parents will be contacted:

1. anytime the nurse or a physician deems it necessary;
2. anytime a camper is taken to a physician, dentist, emergency personnel for an accident or illness;
3. when an illness lasts longer than 24 hours.

Parents and guardians are notified of this policy via our Health History and Examination Form.

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

1. when in the controlled possession of the person responsible for administering them or if on a trip, the activity leader,
2. when a camper or staff member needs to carry a small amount of medication for life-threatening conditions (bee sting medication, inhaler, etc.), and
3. medication for staff in housing that is off-limits to campers.

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/Confidentiality

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. Healthcare 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 which 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 imperative that you be familiar with it in case of an accident.

Accident Procedure for all Activities

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:

Loss of consciousness with difficulty breathing, seizure activity, or unresponsive patient, 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 when possible or send someone for medical assistance (see Communication below).

1. Bleeding—apply sterile pressure dressing.
2. Difficulty breathing—open airway with head tilt/chin lift and assess breathing—treat accordingly.
3. Fractures—do not attempt to reduce the fracture or move the affected area.

4. 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.
5. Projectile injuries—do not attempt to remove the object—protect patient and projection from further injury.
6. 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 must be brought to the attention of the camp’s Health Care Provider in a timely manner for evaluation.

Communication Procedure

- 1.) For potentially serious and serious injuries at camp, contact the Health Administrator.
- 2.) 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.

Health Care Policies and Procedures

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's 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 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.

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.

Camp Practices

- A. Emergency procedures are planned for a variety of emergency situations specific to the site: fire, evacuation of buildings, flood, lightning, lost campers, etc.

- B. 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.
- C. Supervision and teaching personal hygiene is the responsibility of counselors. This includes, but is not limited to, frequent hand washing, regular tooth brushing, and taking regular showers.

Exposure Control Plan

This information is provided to camp employees in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of the camp to educate people 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.

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, INCUR THE RISK OF EXPOSURE TO BLOOD AND OTHER BODY FLUIDS: Nurse, Nursing Assistant.

JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, PROVIDE FIRST AID CARE AS AN ANCILLARY TASK RATHER THAN A PRIMARY TASK: Designated wilderness first aid personnel in Camp tripping programs, Lifeguard staff when on duty at the waterfront.

(ALL OTHER JOB CLASSIFICATIONS ARE NOT EXPECTED TO PROVIDE FIRST AID BUT RATHER REFER PEOPLE IN NEED OF HEALTH CARE TO THE NURSE/NURSING ASSISTANT.)

Camp nurses and nursing assistants (NAs) 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. Consequently, the program follows these practices:

Members of the Camp health care team are oriented to the potential for exposure by Camp's Health Care Administrator. A record of who received the education and its content is kept for three years by the Administrator.

Orientation includes:

A. Identification of risk areas: Contact with blood-borne pathogens (e.g., hepatitis, HIV), contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).

B. Education about the nature of the risk: Method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms and information sources which provide clues to potential risk areas.

C. Work practices designed to minimize exposure:

1. Availability of personal protective equipment (PPE) – gloves, CPR mask, antimicrobial soap, (eye, nose, and mouth) shield, body fluid spill clean-up kits.
2. Double-bagging via red bag and disposal procedure for hazardous waste.
3. Screening individuals who come to the program.
4. Requiring participants to provide health information.
5. Use of universal precautions by staff.
6. Education for people working in risk areas: Health care team members, lifeguards, housekeeping, kitchen staff.
7. Hepatitis B vaccination for nurses: camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages non-vaccinated nurses to get vaccinated.
8. Video or instruction which teaches effective use of the CPR mask.
9. Sharps container provided which has biohazard label affixed.
10. Resource personnel to answer questions: Camp Health Care Administrator, Camp Supervising Physician, and State Department of Health Epidemiologist.

D. Behavior expected from employees to minimize risk:

1. Use of PPE.
 - A. Gloves are used when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).

- B. CPR mask is used to provide CPR/artificial respiration.
2. Minimum 15-second hand washing with antimicrobial soap after: removing gloves, contact with potential risk, unprotected contact with any body fluid.
3. Minimum 60-second hand washing with antimicrobial soap after blood splash.
4. Use of body fluid spill's clean-up kit.
5. Vaccination to protect from hepatitis B.
6. Sharps disposed of properly: No re-capping of needles, all sharps (lancets, needles) placed in sharps container immediately after use, full sharps container given to Administrator for disposal through local hospital.
7. Participation in education about disease control.
8. Immediate reporting suspected exposure (e.g., needle stick) to supervisor and Administrator.
9. Performing job tasks in a manner which minimizes/eliminates exposure potential.

Evaluation of compliance with the camp exposure control plan as part of the camp personnel management system.

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.

In keeping with accepted practices, the Camp Health Care Administrator educates Camp staff during orientation about appropriate response practices:

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members

who want to carry a pair on their person may obtain them from the health center.

3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
4. Staff are instructed to initiate the camp emergency response system immediately.
5. Staff participate in a discussion of "emergency" to establish defining attributes of their response.
6. Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the Camp healthcare team if self-care is inappropriate or impossible.

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 employee who must immediately (within fifteen minutes) notify the camp nurse when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (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.

(See chart on next page.)

Time Line	Employee's Actions	Camp Nurse's Actions	Camp Director's Actions
Within 24 hours	<p>Exposure incident occurs. Report incident to camp nurse within 15 minutes of happening. Begin prophylactic treatment.</p> <p>Complete Workman's Comp form & incident report with camp director.</p>	<p>Notify camp director. Begin 15-second scrub of area with bacteriostatic soap followed by application of disinfectant.</p> <p>Contact supervising MD and refer client for assessment.</p> <p>Begin psycho-social support process.</p>	<p>Determine source of contamination, initiate request to have source screened for infectious diseases.</p> <p>Notify insurance.</p> <p>Create incident report file with supporting documentation.</p> <p>Contact mental health professional for employee.</p> <p>Complete Workman's Comp & incident report form with employee.</p>
Within next 48 hours	<p>Continue medical follow-up per MD orders.</p> <p>Begin counseling support.</p>	<p>Monitor client adjustment to situation; answer questions as needed. Provide needed care.</p>	<p>Follow testing of source individual as warranted.</p> <p>Consult with mental health professional to arrange post-camp therapy per need.</p>
Beyond first three days	<p>Continue post-exposure prophylaxis as directed by MD.</p> <p>Participate in review of incident.</p>	<p>Participate in review of incident.</p>	<p>Maintain contact with Employee to follow incident.</p> <p>Lead review of incident.</p> <p>Review incident, adapt camp practices as needed to manage risk, to minimize chance for repeat of situation.</p> <p>Maintain records for duration of employment plus 30 years.</p>

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 which must be followed to provide every person protection from diseases which 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.

1. 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.

2. 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.
3. Gloves should **always** be worn when handling items or surfaces soiled with blood or bloody 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.

4. 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.
5. 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.
6. 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.

7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.

Record Management

Each UYC will maintain for the period of statutory limits, all health forms and records gathered or produced during the camp season. Generally, camper records need to be kept at least 8 years (campers at the minimum age of 12 plus two years past the age of majority). Staff records of persons exposed to blood-borne pathogens need to be stored for the period of employment plus 30 years. All other staff records will be maintained for a minimum of 20 years.