



PROCTER YOUTH CAMP HANDBOOK

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This handbook is designed to provide basic information to families on camp life, our programs, and will help you prepare for your camp session. Additional information is available on our website at www.proctercenter.org.

Please reach out to us if you have questions not address in this handbook or on the website. For registration, campership, and payments contact: Robin Kimbler, Guest Services Manager 740.206.2036 or campregistration@proctercenter.org.

For questions about our camp program, camp staff or to discuss specifics of your camper or family, contact Amy Boyd, Executive Director aboyd@proctercenter.org

WELCOME TO CAMP

Welcome to Procter Summer Camp! We are excited that you will be joining us this year. A week at Procter is filled with camp traditions and new activities, building community with friends old and new, growing in faith, and exploring the wonders of God's creation. Our staff can't wait to welcome you on site!

This handbook provides basic, valuable information about camp life, programs and how to prepare for the coming season. Additional information along with answers to frequently asked questions are available on our website at www.proctercenter.org.

We'll see you at camp!

Yours in Christ,
The Procter Center Staff

OUR MISSION

Procter Center provides a safe, inviting and spacious rural setting that cultivates spiritual formation, models sustainable living, and celebrates God's love and reconciliation through hospitality, prayer, study, work and play.

The goals for all participants at Procter Center are:

- Create an intentional community grounded love and care for one and other
- Foster the development of skills and community relationships
- Practice being responsible stewards of creation
- Explore creatively and have fun!

Procter Center is owned by the Diocese of Southern Ohio. Our summer camp serves children and families from Episcopal parishes in our Diocese as well as families from other denominations, other faiths, and families not following a faith tradition.

Procter does not discriminate on the basis of race, color, gender, gender identity or expression, sexual orientation, religion, national or ethnic origin, age or disability. However, Procter is not staffed as a medical treatment center. Our staff is not trained to work with campers who have severe mental, physical or emotional challenges. We do reserve the right to refuse admission to our programs in what we deem as appropriate cases.

ABOUT OUR PROGRAM

Procter Summer Camp strives to be a place for all people to play, pray, learn, and grow. Procter is a ministry center of the Diocese of Southern Ohio, with camps for children, youth and families. We are part of the Episcopal Church. **Campers and staff members of all (or no) faith backgrounds are welcome.**

Mornings at camp include a fun and engaging trip to the farm to take care of the pigs, chickens, plant and harvest. Creation Care is very important aspect of the work we do at Procter, and we are excited to share that with you. Rooted in Scripture and guided by the week's theme, formation is led by camp counselors

and a Chaplain. In the afternoons campers have a choice free choice periods for recreation. Procter is home to a lake for swimming and canoeing, a pond to fish in, fields for large group games and sports, and the Red Barn to explore creatively. After dinner the camp participates in a large group activity together, followed by campfire, devotions in cabin groups, and lights out. Campers stay in a cabin with counselors and similar age campers.

A detailed daily camp schedule is included in the “Daily Schedule” section of this handbook.

More information about the Episcopal Church is available here: <http://diosohio.org/who-we-are/the-episcopal-church/>

DIRECTIONS TO CAMP

Procter Center is located at 11235 St. Rt. 38 SE, London, OH 43140. Procter is roughly 30 miles south of Columbus, 5 miles from I-71 on Rt. 38, and 8.5 miles from the center of London OH. Input “Procter Camp and Conference Center” or “Procter Center” into your map app and we should come right up.



REGISTRATION

Registration for summer camp is online at <https://proctercenter.campbrainregistration.com>
If you have any trouble with registration please call Robin Kimbler at 740-206-2036. All forms and documents are due two weeks prior to the start of camp. You will receive an email reminder.

Forms Checklist

CampBrain Forms

These forms are accessed within your CampBrain account

- Camper Info Form
- Waivers & Release
- Financial Agreement
- Initial Campership Request, if applicable
- Camper Health History
 - CampBrain asks for individual dates of your child's immunizations. Alternatively, you can upload a copy of their immunization record. Please note if you have had the COVID vaccine.

Additional Documents

Upload these documents to CampBrain.

- Copy of medical insurance card
- Copy of immunization record (as an alternative to manually entering immunization dates in CampBrain) Please note if you have had the COVID vaccine.
- Photo of your camper, optional but helpful for counselors to begin learning names.
- Campership Planning Form, if applicable. This form is available for download in CampBrain and on the Procter website at: <http://proctercenter.org/forms/>.

Upload Documents to CampBrain

The "Upload Documents" section is accessed by clicking the green "View Registration Details" button on your Home page, after you have submitted your registration. If you are unable to upload documents please call Robin Kimbler in the Procter office at 740-206-2036.

PAYMENT INFORMATION

Payments

A \$100 per camper, non-refundable deposit is due at the time of registration, deposits are \$50 if requesting Campership. If you pay in full or installments, a non-refundable deposit must accompany all registrations. All camp fees must be paid in full two weeks before the start of your session. You will receive an email reminder, credit cards on file in CampBrain will be automatically charged at that time.

Tiered Pricing

Procter uses a tiered pricing system for Youth Camps. Procter will **always** work with families and churches to provide Campership funds to make camp available to all regardless of financial ability to pay. This fee structure relies on the honor system, we trust you to make the best choice for your family. The rate your family pays is confidential; all campers receive the same camp experience regardless of which tier you choose.

- **Tier 1- Subsidized Cost:** This is the historically subsidized rate and does not reflect the true cost of Procter’s summer operations. The Subsidized rate is available thanks to mission share funds, Friends of Procter, and other Diocesan support.
- **Tier 2- Direct Cost:** Direct costs covers our direct program costs, camp staff stipends, food and administrative costs.
- **Tier 3- True Cost: This rate more closely accounts for the TRUE costs of camp after Diocesan support for the program.** Families who can afford to pay Tier 3 are encouraged to do so. True costs include all direct costs plus deferred maintenance, facilities costs, etc. You help Procter make needed upgrades and continue to grow in the future.
- **Campership-** For families unable to pay the Subsidized Rate. Procter and the Diocese of Southern Ohio are committed to making camp accessible for all campers, adults and children, regardless of ability to pay. Campership is supported by private donations and Bishop Price’s plate collection at parish visits, when they resume. Your donations send a child or family to camp.

Our Goals for Tiered Pricing and Campership

- **Accessibility** To work towards making our camp community reflective of all the people in our Diocese, and make a camp experience possible for all families.
- **Sustainability** To ensure our camp program and facilities are sustainable for generations of campers to come.
- **Community** At Procter Camp we encourage radical hospitality, function as an intentional community, and practice welcoming each other as if we are welcoming Jesus. We believe we are modeling the way the world could be, where we live as people of faith. In this place, everyone is embraced and valued for their authentic selves, regardless of their socio-economic background.

CAMPERSHIPS

Campership - a scholarship for camp- is available for families unable to pay the Subsidized Rate. Procter will **always** work with families and churches to provide Campership funds to make camp available to all, regardless of financial ability to pay.

Campership functions on the honor system. Initially, families are asked to contribute 1/3rd of the camp fees, Procter contributes 1/3rd and ideally a parish sponsors the camper with the last 1/3rd.

The 1/3rd family contribution is negotiable; **however, each family is required to make some amount of financial investment.** The non-refundable deposit for campership requests is \$50. If this a barrier please contact Robin Kimbler to establish alternative payment options.

Steps to the Campership process for Youth Camps

1. Register for camp online and indicate you are applying for Campership Assistance
2. CampBrain will prompt you to complete the “Initial Campership Request,” this is an online form, and due at time of registration.
3. Pay the \$50 deposit online.

4. Download the “Campership 2021 Planning Form” from the Procter website. Have a conversation with your clergy or parish administrator about parish financial support, if applicable.
5. Submit the “Campership 2021 Planning Form” to Procter ASAP.
6. Procter will contact you with a code to enter in your CampBrain account, to complete registration

REFUND POLICY

- If you cancel your reservation 2 weeks (14 days) prior to the start of your session, you will receive an 80% refund, less your \$100 deposit.
- If you must cancel your reservation within the two weeks prior to camp you may apply that money to another session or event at Procter within the calendar year only.

CAMPER ARRIVAL AND DEPARTURE

You will receive an email a week before your session begins outlining arrival and camper check-in procedures. There will be staff and signage to guide you to parking and check-in. Due to other commitments; our staff are unable to accommodate early check-in's.

During Check-In your campers will:

- Receive their cabin assignment and verify completed paperwork
- Check in at the Health Center to
 - Meet our Health Care Provider and review their Camper Health History
 - Complete a temperature, health and lice check
 - Drop off prescription and over-the-counter medications, if applicable
- Move into their cabin
- Join the large group for games or icebreakers

Check-out

Senior High session concludes with a Closing Eucharist, open to all! Eucharist is a church service that includes readings, prayers, music and communion (symbolic meal of bread and wine). These services are joyful, full of music and sharing the week's events. All are welcome to participate in any way that is comfortable to you. Families, youth ministers and clergy are all invited to attend and celebrate your camper's time at Procter. Everyone is invited to celebrate the end of camp with us at the Closing Eucharist, but it is not mandatory.

The Closing Eucharist will be held in Christ Chapel at 9:30am. Camper check-out begins immediately after Eucharist. If you don't attend Eucharist, please be at Procter by 10:30 to check out your camper at the picnic tables by Hobson Hall. Many families like to arrive around 9:15 to take “cabin photos” with the camper's cabin and counselor at the picnic tables by Hobson Hall.

If for some reason you need to pick up your camper early or someone other than those that you have listed are picking up your camper, please notify the camp director in writing at aboyd@proctercenter.org.

CABIN AND BUDDY REQUESTS

Cabin requests are strongly discouraged. Camp is a time to try new things, stretch our comfort zones, and build community. If a request is made, both campers must request each other. Buddy requests can disrupt

cabin bonding and make campers who didn't arrive with a group of friends from home or church feel isolated, the opposite of what should be happening during cabin time!

We make cabin assignments based on gender and age, and percentage of campers from the same church parish, among other factors. Siblings typically are not placed in the same cabin, unless instructed otherwise by the parent/guardian.

Our program is very centralized; all campers are interacting with each other throughout the day. Specific cabin-time is an hour after lunch and before bed, otherwise we are doing activities together as a large group, or campers have agency to sign up for an activity with their friends.

ABOUT OUR STAFF

Our counselors and leadership staff love summer camp! Many of them grew up at Procter, and some come to us from other strong camp programs. All counselors are 18 years old or older. They are subject to a rigorous application process, which includes: interviews, reference calls and background checks.

Procter holds a ten-day training for camp staff prior to the beginning of the camp season. Camp Staff Training lays the groundwork for the summer as a whole, we begin the process of group bonding and establish norms of the community. Counselors are trained in communication skills, childhood developmental stages, establishing an inclusive cabin culture, our camp discipline procedures, abuse prevention and identification, anti-racism training and cultural competency. Additionally, they map out the workshops for the summer, practice our Emergency Action Plan, and are CPR/First Aid certified. We also (try to!) sing all the songs in the songbook and practice having a lot of fun!

Support Staff

Each week Chaplains, clergy from the Diocese of Southern Ohio, and a Health Care Professional (HCP) join the staff to support the work of the counselors. Clergy help lead our morning program and facilitate camp worship. The HCP, typically a nurse, dispenses medication and monitors staff and camper health. These adult staff are dedicated to our program and have a passion for camp ministry.

Visit the camp website for more information about our staff, including job descriptions. Staff will be introduced on social media in the spring.

DAILY SCHEDULE

The daily schedule provides opportunities for large and small group activities, cabin time and free choice. Some examples of workshop options are:

| | | |
|-------------------------|------------------------|----------------------------|
| Swimming | teambuilding games | homegrown Procter |
| Canoeing and kayaking | tie-dye | games like mansuedo ball, |
| Fishing | nature exploration | Knab the Knoodle, matball |
| Farm Program | yoga and meditation | hockey |
| chalk art | beading and friendship | shaving cream whiffle ball |
| creative and fiber arts | bracelets | Frisbee golf and ultimate |

The camp staff are intentional about scheduling a variety of options for each workshop period (an active game, an artsy offering, and something more low energy, for example) so there is

something for everyone. Program activities may vary based on age restrictions, weather conditions, and other factors.

An example of camp’s daily schedule is listed below. Some days we’ll offer three workshops and other days we’ll hold Eucharist (camp-style worship service) in the afternoon or shift the program to have a campout. Counselors and the Chaplain plan the schedule in conjunction with the Camp Director.

| | |
|---------|--|
| 7am | Wake up Bell |
| 8am | Breakfast |
| 8:45am | Cabin Clean up |
| 9:15am | Sing Song! Counselors form our camp band and lead us in some large group music |
| 9:30am | Session 1 |
| 10:30 | Session 2 |
| 11:30 | Wash hands, GRACE and prepare for lunch |
| Noon | Lunch |
| 1pm | Rest Hour: Loved by many and affectionately called FOB (Flat on theBed) |
| 2pm | Session 3 – pool open for free swim and other activities are available as well |
| 3pm | Snack: We break for a snack, to hydrate and reapply sunscreen. Snacks might be popsicles, cold watermelon, or cheese and crackers, for example |
| 3:30pm | Session 4 |
| 4:45pm | Session 5 |
| 5:45pm | Get ready for dinner and GRACE |
| 6pm | Dinner |
| 6:45pm | Cabin Time: Campers return to their cabins to prepare for Evening Activity |
| 7:30pm | Sing Song: More large group music, games or Eucharist |
| 8pm | Evening Activity: Some examples are scavenger hunt, variety show, pool Olympics. |
| 9pm | Campfire |
| 9:30pm | Cabin Time: Campers prepare for bed and counselors lead cabin devotionals |
| 10:30pm | *Lights Out: 10:30/11 for 9-12 th graders |

WHAT SHOULD MY CAMPER BRING TO CAMP?

Please review the packing list below. At camp we are outside in the heat, play games in the grass, get dirty volunteering on the Farm, and swim in a lake. In general campers are most comfortable in casual clothes (athletic shorts and T shirts, for example). Our cabins have 6 cozy bedrooms with a single bed and a bunkbed in them. Cabins have a whole house fan in the ceiling, but many campers also choose to bring small fans for their room. To provide easy storage in the cabin some campers like to pack in a plastic storage bin or tote instead of suitcases.

Special Notes

- Tie Dye- **Bring a white shirt** if your camper would like to tie-dye.
- Campers will camp overnight at the outdoor adventure campground on Procter property. **Pack a sleeping pad for camping, if you have one.** If your camper typically

brings sheets and a blanket to camp they will need a sleeping bag instead or in addition. Procter has a supply of sleeping bags, contact Amy Boyd if your camper needs one, or you'd like to donate a sleeping bag or sleeping pad to the program.

Please mark clothes and possession with your camper's name!

Packing list for all sessions

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> <u>Sturdy, reusable water bottle</u><input type="checkbox"/> Sleeping bag & sleeping pad<input type="checkbox"/> Pillow and pillowcase<input type="checkbox"/> Daypack or Tote bag for camping overnight<input type="checkbox"/> Clothing that can get messy and dirty<input type="checkbox"/> Clothes to sleep in<input type="checkbox"/> Shirts and Shorts<input type="checkbox"/> Jacket and/or sweatshirt<input type="checkbox"/> Swimsuit<input type="checkbox"/> Socks<input type="checkbox"/> Underwear<input type="checkbox"/> Closed toed shoes- required!<input type="checkbox"/> Sandals or flip flops<input type="checkbox"/> Bath and pool towels<input type="checkbox"/> Lightweight rain coat or poncho<input type="checkbox"/> Hat for sun protection<input type="checkbox"/> Sunscreen<input type="checkbox"/> Insect Repellant | <ul style="list-style-type: none"><input type="checkbox"/> White shirt to tie-dye<input type="checkbox"/> Soap and shampoo/conditioner<input type="checkbox"/> Toothbrush and toothpaste<input type="checkbox"/> Other regularly used toiletries<input type="checkbox"/> Prescription meds <u>in their original container</u><input type="checkbox"/> Flashlight with batteries |
|--|--|

Optional Items:

- Camera
- Stationary, pen and stamps
- Instrument
- Cards, word games, etc.
- Book for cabin time
- Fan for cabin
- Laundry Bag
- Sheets and blanket for twin bed

Do not bring the following:

- Money
- **Any kind of electronic device.** This includes: cell phones, tablets, handheld game consoles, ipods, mp3 players, or any device that receives a wifi signal.
 - **All cell phones and electronics will be collected at check-in**
 - Cameras are permitted, Procter is not responsible for any damages
- Pets
- Weapons, including knives
- Alcohol, tobacco or illicit drugs
- Valuables of any kind – Procter is not responsible for lost or stolen items.

Clothing should not display images or messages that are derogatory, violent in nature, or disrespectful of others. The Camp Director will ask campers to change if their clothing has offensive imagery. Clothes should allow campers to be active and fully participate in the program. Closed toed shoes are required for many activities.

COMMUNICATION

Office Communication

The Procter office is staffed during normal business hours throughout the summer.

Robin Kimbler
rkimbler@proctercenter.org
740-206-2036

Amy Boyd
aboyd@proctercenter.org
For afterhours emergencies
(614) 425-2892

We understand that for many families camp will be the longest separation you may have had from your child, send them mail and encourage them to write to you! You are welcome to email if you have concerns about your camper. Know that volume of email during the summer is high, and if there is a need to be in contact about a camper concern the Camp Director will reach out to you.

Mail and care packages

Communicating with your camper by snail mail is one of the joys of the camp experience! Mail is passed out daily, generally after lunch. Campers are encouraged to write to their family and friends, consider sending them with self-addressed, stamped envelopes.

Address mail (USPS, UPS and FedEx) as:

Your Campers Name and Session
c/o Procter Camp
11235 State Route 38 SE
London, OH 43140

Emailing your camper

If you prefer to send an email to your camper, your messages will be printed out daily and distributed with camp mail. Campers will not be able to reply via email.

Address your emails to camp@proctercenter.org, with "Camp Mail for ___your camper's name___) in the subject

Some guidelines for camp mail, especially for younger or first-time campers:

If you send mail to Procter you are encouraged to post it **before** your session begins, to ensure it arrives while your child is at camp. Alternatively, you can drop off letters, cards and packages discretely at the check-in table and they will be distributed throughout the camp session. Please read the "Preventing Homesickness" section of this handbook for suggestions for camper mail.

Do not send food or candy to your camper. Food or candy is not allowed outside our Dining Hall, due to life-threatening allergies in the community and rodents being attracted to the cabins. Don't worry, we're not going hungry at Procter. Campers get three great meals (with dessert!) and a daily snack. **Any food or candy in care packages will be confiscated and returned to your camper at the end of the session.** If you'd like to send a care package in place of candy you might send: stickers, bubbles, cards or a game, Sudoku or crossword pad, photos, chapsticks, or knick knacks from the Dollar Store

Phone calls

Except in extreme circumstances (family emergency, recent trauma, medically necessary communication, for example) campers are not permitted to receive phone calls or call home during camp. We find that calls from home greatly increase homesickness. Please do not promise your camper they can call home or you will call them. Encourage them to write letters instead.

HEALTH AND WELLNESS

All sessions have a licensed medical professional on site as part of the staff. Each camper will meet them and review their Camper Health History as part of the check-in process.

Medications

Prescription medications will not be given without the explicit direction of a physician. All prescription medication must be checked in with the camp Health Care Professional(s) on the first day of the session. Please do not bring day of the week pill containers. ***All prescription medications must be in their original containers defining dosage and frequency.***

Over the Counter Medications

Over the counter medications brought to camp must also be checked in with camp Health Care Professional. We keep a variety of OTC medications in the Healthcare Center that the Health Care Professional can be dispensed to a camper if needed.

Parent/Guardian Notifications

Parents or guardians will be notified if a child spends more than 8 hours in the Health Center or in the event of a change in wellness status (e.g. vomiting, temperature over 100.4F, head injury, breathing difficulty, loss of consciousness, and change in ability to fully participate).

Medical Treatment

In the event that a camper needs medical attention beyond the scope of the Health Care Professional and our Health Center, campers will be transported by two staff members to Madison Health in London OH, or urgent care in London, OH. Other facilities may be utilized if necessary. If it is not safe to transport a camper, or it is a life threatening medical emergency, 911 will be called. The camper's emergency contacts will be notified if a camper is in need of transport for medical treatment.

Madison Health

210 North Main Street
London, Ohio 43140
740-845-7000

Madison Health Urgent Care

371 Lafayette Street
London, Ohio 43140
740-845-7134

PREVENTING HOMESICKNESS

Parents have a vital role in helping their camper enjoy camp! Many campers, both first-time and returning, will experience some form of homesickness. These feelings are normal for campers of all ages. Homesickness can be shown through physical symptoms, strong emotions, or both. These feelings are often strongest at the beginning of the week, at mealtimes, and at rest times.

Our goal is to help your camper enjoy their time away from home. Our staff are trained to encourage camper participation in activities and are also equipped with ways to provide love, comfort, and care to campers who miss home. Campers are encouraged to write and talk about their feelings, but not to focus on them.

Preventing homesickness begins before camp! Here are some tips to help you prepare your camper and prevent homesickness.

| Do's | Don'ts |
|--|--|
| Do make sure campers know they will have a wonderful time. | Don't worry too much. Even if they are homesick, campers are having a positive experience. |
| Do talk openly about homesickness. Explain that it is normal to miss home, but you know they can handle it. | Don't tell your camper that you will call or visit during the camp week. If you are worried, you can call and talk to the Camp Director. |
| Do write encouraging and enthusiastic letters to be delivered during camp. Tell your campers that you want them to have a good time and can't wait to hear all about their new experiences. | Don't emphasize how much you will, or do miss your camper, either when saying goodbye or writing letters. Don't emphasize homesickness so much that your camper expects it. |
| For younger children, do make sure they know how to take care of their basic needs and personal hygiene. | Don't promise to pick up your camper immediately if they are homesick. |
| Do make sure your camper knows where all their items are packed. Let them gather the things they need, and you check to make sure they have everything and then let them pack the bag. | Don't let your camper have a cell phone at camp. Don't encourage your campers to call home if they aren't having a good time. This just teaches them that it is okay to break the rules and they will not give camp a chance. |

By staying at camp and participating, even when they are homesick, campers grow in confidence and independence. We make every effort to keep your camper at camp. If your

camper's homesickness is severe or disruptive to the camp environment, parents and guardians will be contacted.

| |
|---------------------------|
| COMMUNITY COVENANT |
|---------------------------|

Please review the Community Covenant with your camper. Each cabin signs a Community Covenant together on the first night of camp, and we explain behavior expectations as a large group. These norms are non-negotiable. If your camper cannot follow these norms they will be dismissed from the program, and you will be asked to pick them immediately, day or night..

**Procter Summer Camp
Community Covenant**

Camp is a community governed by respect of the **people, program and place**.

I agree to respect the **people** at camp by:

- Respecting the dignity of every person at camp, that we might be leaders in showing Christ's love to each other.
- Refraining from fighting, aggression, dangerous physical or violent behavior that may endanger me, and/or others
- Refraining from lewd, crude, or socially unacceptable behavior (verbal/physical)

I agree to respect the **program** at camp by:

- Participating in the camp program and schedule, to the best of my ability
- Engaging with fellow campers and being an active part of the community.
- Being welcoming to campers and counselors from all backgrounds and faith traditions.
- Understanding it is my counselors' job to to keep me safe, and following their direction.

Procter is holy ground. I will respect the **place** of Procter Camp and Conference Center by:

- Remaining in my assigned sleeping area or cabin after lights out/quiet time
- Adhering to boundaries communicated by the staff, not entering "off limits areas"
- Understanding that smoking is not permitted at any diocesan sponsored youth program.
- Refraining from consuming, bringing or carrying any alcohol, non-prescription drugs, firearms, knives, fireworks or weapons at any time during camp and on camp property.

Should it become necessary to send my child home for breaking of any of these community standards, I/we agree to come pick them up - day or night - upon notification from the Camp Director. We understand and accept the **non-negotiable** community regulations

Camper Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Procter Center COVID Policies and Protocols

The safety and wellbeing of our guests is of the utmost importance to us. As we enter this new phase of bringing people together again, we will all have to adjust to the new normal. We appreciate your cooperation and patience as work together to make sure everyone is comfortable and safe.

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

Procter Center employees are adhering to all guidelines present by the Diocese of Southern Ohio, ACA and CDC guidelines. These guidelines are available upon request.

INFECTION PREVENTION: Cleaning, Disinfection and Hygiene

GENERAL GUIDELINES

- Procter Center will follow local public health recommendations related to local infection activity and need for isolation and closing.
- Reinforce personal hygiene (hand hygiene and cough etiquette) throughout the center.
- Provide hygiene materials such as tissues, hand soap and hand sanitizer stations.
- Stock applicable disinfectant products.
- Closely monitor employee health.

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

If you are experiencing a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if someone you live with has been diagnosed with COVID-19, please stay home and seek medical attention.

Protocol for Guest Arrival

- Guests will be greeted at a staffed welcome table
- Guest will be required to wear masks when they are in common areas
- Staff will take the temperatures of each guest upon arrival and record on a sign in sheet
- Each guest will sign in with their phone number and email address, record their initial temperature record and received their room assignment. Pens will be sanitized between use.
- Guest will be given an instruction sheet for lobby, meeting room and dining hall social distancing guidelines

EMPLOYEES

- It is important that employees wash your hands frequently with soap and water for 20 – 30 seconds. If you cannot get to a sink, please use a hand sanitizer with at least 60% alcohol, per CDC guidelines.
- Please observe social distancing practices which is a minimum of 6 ft.
- Employees are required to wear facial covering unless they are in their own private office or are outside with ample social distancing.
- Wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.
- Self-screening at home, including temperature and/or symptoms check using CDC guidelines.
- Employees who are sick or exhibiting symptoms of COVID-19 must stay home.
- Maintain good hygiene at all times.
- Employees will be supplied with cleaning supplies and asked to clean/disinfect their own spaces (phones, doorknobs, computers, desks, etc.) each day

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GENERAL GUIDELINES

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- Provide hygiene materials such as tissues, hand soap and hand sanitizer stations.

- Stock applicable disinfectant products.
- Closely monitor employee health.

SPECIFIC GUIDELINES FOR CLEANING AND DISINFECTING

Guest Rooms

- Thoroughly clean and disinfect all hard surfaces prior to and upon guest departure

Public Areas

- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, push plates, thresholds, and hand railings
 2. Tables and chairs
 3. Reception desk
 4. Light switches
 5. Thermostats
 6. Handles

Lobby Restrooms

- Daily clean and disinfect lobby restrooms
 1. Door handles
 2. Sink faucet and toilet handles
 3. Soap dispenser push plates
 4. Light switches
- Provide alcohol-based hand sanitizer stations just outside lobby restrooms

Dining Room

- Provide alcohol-based hand sanitizer stations
- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, thresholds, and hand railings
 2. Tables and chairs
 3. Highchairs and booster seats
 4. Microwave
 5. Elevator control
 6. Light switches
- Suspend self-serve buffet style foodservice and replace with employee served foodservice
- Coffee will be served from the buffet line and bottled water will be available
- Kitchen staff will wear gloves and facial coverings and follow all health department guidelines
- Silverware will be wrapped in napkins and secured with a band

Kitchen and Back of House

- Increase cleaning and disinfecting frequency for high-touched surfaces

Meeting Rooms

- Increase cleaning and disinfecting frequency for high-touched surfaces
 1. Light switches
 2. Door handles

3. Tables and chairs
4. A/V equipment or switches
5. Coffee Bar
6. Kitchenettes will be closed

Offices

- Employees occupying office space will be responsible for the cleaning and disinfecting of their area
- Housekeeping will clean and disinfect common office areas such as the copy room and storage areas

Dining Hall Protocol for Guests

- Social Distancing will be required in the dining hall
- Seating will be allowed at 11 of the 22 tables.
- Only 4 people may sit at a table or one family unit
- Picnic tables are available outside if guests want to use them

Meeting Room Protocol for Guests

- Meeting rooms will be set up to accommodate social distancing and maximum number of people per room will be posted
- This will include spacing tables 6 ft apart and limiting the number of people seated at each table
- Extra chairs will be removed or cordoned off.
- Guests will be encouraged to wear masks while in their meetings