

HORIZONS - Camp

Chapter 1: General

Policies and Procedures Manual

"One Person Can Make A Difference"

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Table of Contents

MISSION AND VISION	3
INTRODUCTIONS	4
GENERAL CAMP INFORMATION	4
PROFESSIONAL EXPECTATIONS OF EMPLOYEES	4
PERSONEL POLICIES and PROFESSIONAL PRACTICES	7
HORIZONS MEDIA POLICY	8
PICTURE, MEDIA, VIDEO, & ELECTRONIC MEDIA POLICY:	8
MISUSES OF E-MAIL AND SOCIAL MEDIA	9
CELL PHONE POLICY	9
DRESS POLICY	10
RESTRICTED DUTY RETURN TO WORK POLICY	10
ACCESSIBILITY POLICY	11
ABUSE AND NEGLECT POLICY	11
HARRASSMENT POLICY	13
TRASH	15
MEDICAL PROCEDURES	16
MEDICATION	17
PROPER USE OF PROTECTIVE HOLD	17
EXTREME WEATHER EMERGENCY PROCEDURES	18
GOLF CART POLICY	18
FIRE SAFETY PROCEDURE	19

HORIZONS

MISSION & HORIZONS VISION

MISSION

The mission of Horizons is to provide high quality residential, recreational, support and work programs for people who are developmentally disabled or who have other challenging social and emotional needs.

To fulfill this mission, we are committed to continuous improvement in our programs, facilities, and staffing. We understand and respond to the changing needs of program participants, families and communities. The Horizons vision serves as a guide to our efforts.

HORIZONS VISION

We see the whole person and focus on competence and capacity. We specialize in finding the unexpected in people.

We create options based on each person's unique needs and preferences and promote their independence and success.

We learn together with the people we support and engage all of our partners, parents, staff, and the people we serve to discover what works.

We find solutions. We solve problems and overcome barriers.

We respond to the changing needs of individuals, families, and the community.

We foster outcome-based teams, which collaborate and celebrate accomplishments.

We maintain a supportive environment to exceed licensing requirements and State regulations.

We maximize resources, embrace the challenges of creative fundraising, and exercise stewardship for a positive future.

PEOPLE CHANGE TO MAKE SYSTEMS CHANGE

INTRODUCTIONS

This manual has been created in order to ensure the safety and enjoyment of each participant and staff member involved with the Summer Camp and Weekends in the Country programs.

For the purposes of this manual, please note that “Director” refers to the Director of Camp & Facilities.

“Directors” refers to the Chief Executive Officer and/or Director of Camp & Facilities and/or Director of Health & Operations and/or Director of Camp Programs and/or Director of Staff Services and/or Director of Camp Social Work and/or Director of Camp Auxiliary Programs and/or Director of Resource Development.

The Leadership Team includes all “Directors”, Head Group Leaders, Apprentice Leader, Program Leaders, and Group Leaders. Seasonal leadership team is brought on to provide direct support to cabin groups and their daily routines.

GENERAL CAMP INFORMATION

1. Address:
 - a. Our Mailing Address
Your name
Horizons, Inc.
P.O. Box 323
South Windham, CT 06266
 - b. Our Street Address
Your name
Horizons, Inc.
127 Babcock Hill Rd.
South Windham, CT 06266

PROFESSIONAL EXPECTATIONS OF EMPLOYEES

The employees of Horizons are entrusted with the responsibility of fulfilling its mission and vision. To achieve this each staff member is expected to meet certain professional expectations. Horizons believes that agency personnel will:

1. Be a stakeholder in implementing the mission and vision throughout Horizons.
2. Respect the rights and confidentiality of the individuals we support.
3. Support individuals who have developmental disabilities or other challenging social and emotional needs.
4. Maximize individual’s potential and encourage independence while working toward establishing a network of natural supports.

5. Use positive practices to capitalize on a person's preferences and strengths, unique gifts, and desires.
6. Report abuse and neglect to a member of the leadership team
7. Be a team player.
8. Create a positive environment to support the development of relationships, and increase the respect, dignity, and competency within the agency.
9. Agree to abide by all local, state, and federal laws.
10. Not use any alcohol or drugs or other intoxicants while working or on camp grounds ever. Behavior indicative of intoxication or drug abuse is grounds for immediate dismissal.
11. Not bring any flammable or explosive materials, poisons, or weapons onto grounds.
12. Will absolutely not bring any firearms, knives, or weaponry (defined by Camp Directors) on campus at any time for any reason. Possession of such items without prior approval by Directors can result in immediate termination.
13. Not bring pets or animals on grounds unless prior approval by Directors. Approved pets must have all up to date vaccinations and provide a copy of the paperwork to Horizons.
14. Show respect for the property and facilities in which we work.
15. Be mindful of the few private residences on the property (which are off limits unless approved by a Director or an emergency situation). All other buildings and facilities are open to campers and their families and are subject to all policies and procedures.
16. Leave cars parked and locked in the 103 parking lot. No driving through campus. No staff members may go to 103 without permission from the leadership team when they are on. No staff whether on or off should be loitering in 103
17. **NO SMOKE** cigarettes, marijuana, have open flames, use chewing tobacco, e-cigarettes, vapes, or any other drug or illegal substance while ON CAMPUS.
18. Use the pond area only during program times, when a qualified lifeguard is present No one is to go to the pond after dark. To visit the pond on time off permission must be granted by a director and a swim test must be passed. Qualified lifeguard must be present.
19. Give the Directors 24 hour notice prior to any visitors.
20. Register all vehicles with the Directors so it can be recorded. All visitors and staff will sign in and list their cars.

21. Recognize all belongings are brought to camp at your own risk. Horizons is not responsible for lost or stolen items including money, laundry, electronics, etc. Personal items loaned to campers are not the responsibility of Horizons. Valuables are encouraged to be kept in a valuables envelope we provide- these are kept in a locked cabinet. A locked area is available for personal items that may not fit in an envelope.
22. Check medications in with a leadership team member or health center staff; they will be placed in a valuables envelope and locked up in the Health Center.
23. All medical, first aid procedures, and medication distribution will be handled by the Director of Health and Operations and the Nurse during camp.
24. Participate in the process of camp security. If there is a person on campus who you do not recognize, it is your job to alert the leadership team immediately.
25. Understand that your conduct outside of work, especially in local venues, reflects on the agency as a whole and will not do anything to jeopardize the agency or how it is viewed by the community.
26. Understand all behavior considered “bullying” by the Directors will not be tolerated and could result in immediate termination. All staff is required to report any questionable behavior to a member of the leadership team immediately.
27. No food can be in the cabins at any time. Only water can be consumed in the cabin. There is a lockable area in the Commons and the porch for any personal food- See a leadership team member.
28. No females in male cabins except the one they are assigned to if working with a male group. No males in female cabins.
29. We have a Social Worker (Amon Gitau) on staff who will be available at allocated times. We will also have a Director in the Commons at 7.30am each day and 15mins before and after all meals for your convenience. Multiple directors have completed mental health first aid and/or Emotional CPR training.
30. **Understand that any staff that verbally, physically, or emotionally abuse a camper; or engages in activities potentially harmful to or inappropriate for campers will be subject to immediate dismissal.**

PERSONEL POLICIES and PROFESSIONAL PRACTICES

1. A check of the National Sex Offender registry, Background Checks, and a voluntary disclosure statement will be completed upon initial hire for all camp employees and will be completed annually for year-round and returning staff.
2. Any staff whose medical condition changes prior to coming to camp or while at camp must let the nurses or leadership team know so that accommodations can be made, or necessary plan implemented. (i.e. including, but not limited to vision or hearing problems, injuries, mononucleosis, pregnancy.)
3. All staff will have a medical release form signed by a physician every two years that states their physical eligibility prior to the start of their employment.
4. All staff must have his/her own health insurance, and provide a copy of the insurance card. Horizons does not provide health insurance for seasonal employees. Worker's Compensation is provided.
5. Severance - In the event of breach of contract, a staff member will be terminated after meeting with the Director and/or Executive Director or designee. Salary will be pro-rated.
6. Performance evaluations will be completed at the end of the season by a member of the leadership team.
7. All staff under the age of 18 are considered "Juniors". This means they are considered minors under Federal and State law. All restrictions apply. In addition to general policies, "Juniors" will adhere to Junior Counselor Policies. (Chapter 5&6)
8. All incidents requiring notification of state or local authorities will be reported and may result in termination.
9. If an employee is terminated the following steps will be taken.
 - a. A written employee consultation will be completed.
 - b. Staff member will meet with members of the leadership team and review consultation.
 - c. At conclusion of meeting, staff member will be escorted by a member of the leadership team to their cabin to pack belongings. The leadership member will stay with the terminated staff member until they are packed and off campus.
 - d. All personal belongings will be given to the former staff member. All items belonging to Horizons will be returned including staff shirt, keys, name tag, etc.
 - e. The former staff member will receive a pro-rated portion of their salary, according to guidelines as stated in the staff letter of agreement (unless directed otherwise by an international agency)
 - f. The former staff member will not be re-engaged with other staff or campers once they have been terminated
 - g. Any grievances must be in writing and sent to the Chairperson of the Board of Directors.
 - h. For international staff: Their agency will be contacted prior to termination.

10. All personal information (written and verbal) is kept confidential. This includes staff and camper information on: Medical, Personal Data, Evaluations, Photos, and Videos.
11. Parents should only be contacted using the Horizons phone or email. Parents will be contacted by members of the Leadership Team in the event of any emergency, medical situation, or with regard to behavior, as determined by the Directors. Counselors assisting campers at "phone calling" time are focusing on the positive daily events of camp life.
12. There is an open door policy at camp. Staff may be observed at any time without notice to insure the safety of all.

HORIZONS MEDIA POLICY

PICTURE, MEDIA, VIDEO, & ELECTRONIC MEDIA POLICY:

(This includes but is not limited to Instagram, Facebook, You Tube, Snapchat, Twitter etc.)

Any personal videos, photographs, electronic media regarding Horizons, it's campers, or staff that are taken by staff of any aspect of Camp MUST be pre-approved and viewed by the Directors before leaving grounds, posted, or transferred. Directors reserve the right to deny use of video or personal photos. Camper's names may not be used in any posts.

Talk to the Director if you are considering responding to a camper's "request to be friends" on Facebook or other social media, as this could result in complications.

Personal Use

Use of media center to check personal E-mail by employees is allowed, but should not interfere with or conflict with business use. Employees should exercise good judgment regarding the reasonableness of personal use. This should only be done on time off or during evening breaks.

Camp Staff may check personal social media and email ect. during individual time off in the media center. Checking any social media cannot be conducted while on duty with campers.

Authorized Users of E-mail

The Horizons' Hotmail account will be used to communicate with parents. Personal email, texting and social media should not be used.

Horizons email is corporate assets and critical components of communication systems. Horizons provides the email system for employees to facilitate the performance of company work and their contents are the property of the company. Although the company does not make a practice of monitoring these systems, management reserves the right to retrieve the contents for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from a system failure.

Use of email is limited to employees and authorized vendors, temporaries, or contractors. Employees and authorized users are responsible to maintain the security of their account and their password. They

should take precautions to prevent unauthorized access to their mailbox by logging off when possible if their terminal is unattended. (Unauthorized entry to an individual's account or mailbox poses system security issues for other users.)

Although the agency does not make a practice of monitoring these systems, leadership reserves the right to retrieve the contents for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from a system failure.

MISUSES OF E-MAIL AND SOCIAL MEDIA

Misuse of E-mail/Social media can result in disciplinary action up to and including termination. Examples of misuse include the following:

1. Horizons prohibits obscene, profane or offensive material from being transmitted over a computer. This includes but is not limited to accessing erotic materials, messages, jokes, or inappropriate materials which violate our harassment policy or create an intimidating or hostile work environment.
2. Use of agency computers to set up personal businesses is prohibited.
3. Confidential agency messages should be distributed to personnel only. Forwarding to locations outside is prohibited.
4. Accessing copyrighted information in a way that violates the copyright is prohibited.
5. Breaking into the system, hacking, or unauthorized use of a password/mailbox is prohibited.
6. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters is prohibited.
7. Solicitation to buy or sell goods or services is prohibited.
8. Posting pictures, personal information, or identifying information about a camper on social media is prohibited. This includes but is not limited to Facebook, Instagram, Snapchat, Tumblr, Twitter, etc.

CELL PHONE POLICY

Horizons expects employees to use their cellphones prudently during working hours. **We ask our employees to turn off or silence their phones when working.** Employees should **NOT**:

1. Play games on their phone during working hours.
2. Use headphones, earbuds, or any other personal music playing device while working
3. Use their phones for any reason while driving an agency vehicle.
4. Use their cell phone's camera or microphone to record confidential information.

5. Download or look at inappropriate, obscene, profane or offensive material while using the agency's internet connection. This includes but is not limited to accessing erotic materials, messages, jokes, or inappropriate materials, which violate our harassment policy or create an intimidating or hostile work environment.

Employees can use their phones during breaks or time off. If a staff member needs to take a phone call they should inform a member of the leadership team so coverage can be arranged for their group.

DRESS POLICY

- ❖ Dress policy (applies to all staff) It is important to dress professionally and practically while working.
- ❖ For all intake days staff will wear their Horizons staff shirt. All clothing needs to be free from holes or rips.
- ❖ For daily camp life please wear appropriate clothing (shorts and t-shirts in the summer and pants and long sleeve in the winter) that are neat, appropriately covering, clean and fitting properly.
- ❖ Any writing or symbols on clothing will not include profanity, nudity or inappropriate sayings that could be misunderstood by campers or anyone on grounds. Body piercing is restricted to your ears or where it cannot be readily seen, while on duty.
- ❖ An appropriate covering and fitting bathing suit is necessary when swimming with the campers. Females should have an appropriate covering **one** piece for swimming with the campers.
- ❖ Appropriate covering clothing should be worn in the cabins at all times.

RESTRICTED DUTY RETURN TO WORK POLICY

Policy

It is the policy of Horizons to provide restricted duty work in some part of the agency to employees who have been injured while in the course and scope of their employment.

Purpose

The purpose of this policy is to define procedures to ensure all employees who sustain work related injuries are able to return to temporary light duty assignments if medically able to do so.

All employees of Horizons are eligible for temporary light duty assignments.

Responsibilities

- A. Employee: An employee is expected to follow the medical care plan for accidents and injuries covered under Connecticut Worker's Compensation Law (see employee instruction sheet given to employees at the time of injury).

As soon as reasonably possible, the employee is responsible for notifying his/her supervisor, with proper notification from physician, of his/her ability to perform light duty work. An employee who refuses to perform a light duty assignment may jeopardize their continued Worker's Compensation benefits.

- B. Supervisor: Upon knowledge of light duty clearance, the supervisor will make immediate accommodations to place the employee in a work assignment consistent with his/her restrictions.

Payroll Process

An employee returned to restricted duty will be paid his/her regular rate for time worked.

As necessary, the CHA Workman's Compensation Trust will supplement the difference between present wages and earnings prior to injury up to the statutory payment required.

Other Issues

- A. Time Limitations: An employee will be re-evaluated in the light duty job at least every week to determine if restrictions remain necessary up to a maximum of three months or the completion of their contract. At the end of this time the employee will be re-evaluated by a doctor listed in the medical provider directory to determine if he/she is able to return to his/her original job. Following this evaluation, the appropriate supervisor will determine if a restricted duty assignment will be continued.

- B. Employee Conduct and Discipline:
An employee performing restricted duty assignments is expected to perform such duties within established company guidelines. The progressive discipline policy remains applicable.

IMPORTANT PHONE NUMBERS:

Camp	860-456-1032
Camp Administrative Assistant	860-456-1032 x111
Portable Phone	860-456-1032 x 144
Crossroads (Health Center)	860-456-1032 x 140
Scott (Cell)	203-218-6709
Michelle (Home)	860-742-6497
Michelle (Cell)	860-450-2331
Amon (Cell)	860-455-6216
Steve (Cell)	860-771-3992
Nicki (Cell)	860-617-0278
Kyle (Cell)	860-771-8368
Victoria (Cell)	860-937-7266
Chris (Cell)	860-450-6704

ACCESSIBILITY POLICY

In accordance with the Buildings, Grounds and Fundraising Committees' 5 year plan to raise funds to improve and maintain a viable camp facility, the following policy has been developed.

Any new sleeping cabins built after January 2010 will be designed to accommodate people in wheelchairs including: access to building, wheelchair accessible shower and toilet.

ABUSE AND NEGLECT POLICY

Anyone who observes abusive treatment or neglect of a person with a developmental disability shall intervene immediately on that person's behalf and shall immediately report the situation according to procedures established in this policy.

Staff members who report suspected incidents of abuse shall not be subject to any penalty of reprisal by leadership or supervisory staff for that report.

Definitions:

- ◆ “Abuse”: Any physical, sexual, or verbal action by a caretaker leading to or causing injury or harm to an individual. The term also includes the use of offensive language or acts to provoke or upset a person or to subject him or her to humiliation or ridicule. Doubts as to whether a particular situation constitutes abuse should be resolved in favor of treating it as such.
- ◆ “Assault”: Intentionally causing physical injury or harm to a person who is developmentally disabled.
- ◆ “Caretaker”: A person who has responsibility for the care of the person who is developmentally disabled.
- ◆ “Mistreatment”: The use of offensive language or acts to provoke or upset a camper or to hold him/her up to ridicule.
- ◆ “Neglect”: the deprivation of care, services or proper attention to the needs of people who are developmentally disabled because of carelessness, failure or oversight, or purposeful negligence to provide.

Procedure

Handling Abuse Incidents

- A. If a camper is engaging in sexual behavior that is socially unacceptable or potentially interferes with rights of others the leadership team shall be notified, and the activity shall be interrupted immediately and the person shall be provided with counseling.
- B. Campers who appear or claim to have been abused, neglected, or injured shall be referred to the Leadership team immediately and the person shall be referred immediately for medical evaluation and/or treatment. The person

said to be abused should be examined for evidence of sexual intercourse and contact with a sexually transmitted disease by medical professionals.

- C. A camper who is a victim of suspected acts or abuse shall receive professional counseling to ensure that he or she understands what has and will occur. Staff should be sensitive to the individual's questions and expressions of concern.
- D. The leadership team should ensure that a parent, guardian, family member or advocate be contacted to give support to the camper as needed. In the absence of such a person, a leadership team member who has a close relationship with the person should be given the opportunity to support him or her.

Reporting and Notification

Reporting Requirements--Witness to suspected abuse:

1. Employees who have witnessed or have knowledge of suspected acts of abuse and/or neglect shall immediately make a verbal report regarding the matter to the leadership team.

Investigation

Any employee accused of abuse shall be relieved of duty pending an internal investigation

HARRASSMENT POLICY

Horizons strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of Horizons should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of Horizons. For that reason, Horizons will not tolerate unlawful discrimination or harassment of any kind.

All employees, regardless of their positions, are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy.

Prohibited Conduct Under This Policy

Horizons, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Horizons' policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. **Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.**

Harassment

Horizons prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker or any person working for or on behalf of Horizons. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Horizons' anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.

- Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and **are not exclusive** when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

As stated above, Horizons prohibits harassment of any kind, including sexual harassment. Any reports from an employee who feels uncomfortable due to the actions of another staff member will result in individuals being separated (meaning either persons could be removed from the group) and could lead to termination of employment or the involvement of the authorities.

Any concern should be reported to the Director of Staff Services and Director or Human Resources.

TRASH

Recycling Dumpster:

Recyclable items included plastic cups, glass, metal and plastic.

Cardboard boxes should be broken down. Items with food/ grease ect (i.e. pizza boxes, take out containers) should go into the garbage dumpster as they cannot be recycled.

Garbage Dumpster:

Everyday trash that cannot be recycled.

We are able to recycle and redeem soda cans, so they should be separated from other recyclables, and go into designated containers that are labeled in the Commons. Please use the blue recycle container in your cabins for cups and other recyclable items.

MEDICAL PROCEDURES

- ❖ The nurses, health center staff, and directors will be responsible for all medical care.
- ❖ If you suspect ANY abnormality with a camper, bring the camper to the health center immediately. Make sure the rest of your group is covered by another staff member. If it is evident that the camper should not be moved, send a responsible individual (not a camper) to the nurse's station to get assistance, or call for help. It is the nurses' or authorized staff's job to deal with any blood spills. Other staff are not to treat any incidents involving blood.
- ❖ Make sure you know which of your campers are seizure prone, have diabetes, a heart condition or any other life threatening conditions, and understand the protocols for the specific camper.
- ❖ Body checks should be done at shower time. This is the time to check for bumps, bruises and ticks. If any abnormalities are found the nurses should be informed.
- ❖ All body fluids should be treated as though they contain potentially infectious agents. Washing hands and wearing gloves is indicated when dealing with any body fluids and any clothing or sheets which have been soiled.
- ❖ The medical staff and/or Directors will make unannounced visits to inspect camper cabins for health and safety concerns.
- ❖ If any camper has fallen, the nurse/first aid staff should be notified immediately by calling for help. The camper should not be moved until checked.
- ❖ If any camper reports that they have fallen or been injured in some fashion, follow up and documentation must occur as if the event was witnessed. The camper must be seen by the health center staff and the occurrence reported to leadership team and documented in the communication log.
- ❖ It is the counselor's responsibility to follow up with the nurses and write it in the communication log. Follow up should be made with the nurses for a recheck on the day following any injury, illness, fall or visit to the health center.

MEDICAL INFORMATION COVERED AT STAFF ORIENTATION

INFECTION CONTROL:

Handwashing, especially around meals
Cleanliness, especially concerning bathroom
Close living
Gloves

LYME DISEASE/WEST NILE VIRUS:

Symptoms and detection
Prevention
Follow-Up

EVALUATION OF CAMPERS:

Symptoms vs. Behavior
Lethargy
Eating changes

INJURY PREVENTION:

Safety of Camp
Sun & Heat Stroke (Hydration)

POLICIES & PROCEDURES:

Counselor's role vs. Nurse's role
Counselor administered medications
First Aid
Emergencies

COUNSELOR HEALTH:

Nutrition
Rest
Emotional Health

CHOKING: Protocol

SEIZURE: Protocol

SPECIAL DIETS:

Diabetes
Low Fat
Gluten Free
Lactose Free
Modified Consistency

MEDICATION

- ❖ Medications are collected from parents or providers when campers arrive at camp on intake day.
- ❖ The designated trained intake staff is responsible for seeing that the medications are in the original containers, and that dosages are indicated and prescribed for the camper with matching documentation, that enough medication has been sent and that the kardexes and envelopes are properly written.
- ❖ Medications are kept in the Health Center in a locked cabinet or other double locked area as determined by a Director. All controlled medications are under double lock. Only the Health Center staff and trained Leadership team members have keys to this area.
- ❖ All medications will be distributed by the nurse, and certified camp health center staff.
- ❖ Any medication errors will be reported to the Leadership team immediately.

PROPER USE OF PROTECTIVE HOLD

Horizons recognizes that situations may arise in which an individual's behavior is potentially harmful to himself or herself or others and that protective hold may need to be applied to protect the individual or others. If a camper is displaying these behaviors get assistance. All Leadership Team members receive PMT training prior to camper sessions.

Horizons accepts the use of protective hold when it is according to the following guidelines:

- a. Protective hold is used to protect an individual from harming himself or herself or others and for the minimum length of time necessary.
- b. Protective hold is used after non-aversive measures have been tried and failed. It is understood that where there is a risk of immediate danger to an individual or others, that protective hold may need to be the first alternative.
- c. The protective hold used is the least restrictive, most appropriate approved alternative.
- d. The person(s) applying the protective hold is trained to do so safely.
- e. The individual and his or her team (except for initial uses of emergency protective hold) plan the use of protective hold.
- f. The individual has positive, proactive programming that is designed to assist him or her in continued growth and development.
- g. When there is an immediate threat to the health or safety of a person, all staff members have an obligation to use the least intrusive methods possible to reduce the danger.

EXTREME WEATHER EMERGENCY PROCEDURES

- ❖ In the event of extreme weather, such as high winds, severe lightning and thunder or a tornado, the Director(s) will alert the Leadership team via the walkie talkies and go to each program area or cabin (depending on time of day) to alert staff of the situation. All campers and staff will stay in their cabins, the Commons or program area until the danger has passed or moved to those areas. No electrical appliances should be used and no showers should be taken during these times. Staff must remain with their groups.
- ❖ Campers and staff members need to not cross the field and shelter in place.
- ❖ If there is sufficient warning of pending extreme weather, activities will be planned for or moved to the dining hall/gym whenever possible.

GOLF CART POLICY

- ❖ Employees must be trained on each type of golf cart prior to usage
- ❖ Training will include but is not limited to: specifics of each piece of equipment, policies and procedures, pre-operation checks, periodic maintenance, safety equipment, safety zones, mandatory requirements, reporting problems, fatigue of operator, appropriate clothing
- ❖ Golf cart operating keys will only be issue to trained staff
- ❖ To drive a golf cart an individual must:
 - have a legal driving license
 - at least 21 years of age
 - received the golf cart in-service
- ❖ pedestrians always have the right of way
- ❖ passenger load may not exceed the number of seats provided
- ❖ drivers may not use any hand held devices while driving
- ❖ all golf carts should be parked away from pedestrian traffic

- ❖ drivers should never leave the keys in the ignition while not in operation
- ❖ golf carts should maintain a speed of 5 MPH or below, if found speeding your privileges will be revoked
- ❖ golf carts can only be operated on horizons grounds
- ❖ golf cart operator should never be intoxicated or under the influence when driving the vehicles

FIRE SAFETY PROCEDURE

- ❖ Know the location of fire extinguishers and exits in your designated cabin and/or program area.
- ❖ If smoke or fire assist campers to closest exit. Yell HELP, for more assist. All staff members assist campers to exit. Each cabin has a minimum of two exits.
- ❖ Do not attempt to put out fire. Your number one priority is to get all campers out of the cabin.
- ❖ Once outside the cabin do a camper and staff head count and give information to leadership team.
- ❖ Bring campers towards the field or Commons building. Campers and staff will be evaluated by nurse.
- ❖ 911 will be called and leadership team will assist getting emergency vehicles on campus.

I understand that by signing below, I completely understand and agree with the statements made above.

EMPLOYEE SIGNATURE DATE

PRINTED NAME

SUPERVISOR SIGNATURE DATE