I. Summary

II. Summer Camp Coverage Information (Bollinger)

III. Science Laboratory Safety Policy from the Office of Catholic Schools

IV. Licensing Information

V. Emergency Protocols

VI. Sample Camp Parental/Guardian Consent Form & Liability Waiver

VII. Swimming Pool Rules & Procedures
   - Swimming Pool Facility Lease Template
   - Swimming Pool Safety Survey
   - Dept. of Public Health Drowning rates-safety information
   - Pool Safety

VIII. Chaperone Guidelines/Behavior Standards

IX. Inflatable Agreement
   - Use of Inflatable/Bounce Houses
   - Inflatable/Bounce House Rules
   - Vendor Hold Harmless Agreement
   - Safety Rules for Inflatable Equipment

X. Youth Ministry Quick Guide

XI. Articles-Information
   - Loose protocols lose campers
• Effective lifeguard training goes beyond certification
• Electronic media is here to stay-learn how to avoid problems

XII. Rev. David Caron-Vicar of Evangelization-Resource Information

XIII. Employees-1099-Independent Contractor vs. W-2 Employee

XIV. COVID-19 Information and Guidelines
2020 GUIDELINES FOR SUMMER CAMPS
VACATION BIBLE SCHOOL
SPORTS CLINICS

Many archdiocesan locations hold summer camps at their facilities. A few of the “camps” are educational in nature and involve Bible study and arts and crafts. This type of activity presents a relatively low risk. However, most of the camps are sports related and present a significant risk to the location and the archdiocese. Science Camps may also present a significant risk. The Archdiocese has a “Science Laboratory Safety Policy” which must be followed. Science camp counselors must obtain certification through the Flinn Scientific Certification Courses website. This certification must be renewed every three years. Information regarding Science Camps is included in this packet.

In order to manage the risk associated with summer camps, responsibility for liability coverage must first be addressed. Camp sponsorship is the determining factor.

SPONSORED CAMPS

In order to determine if a camp is parish/school sponsored and eligible for insurance coverage in the Archdiocesan Self-Insurance Program, the following conditions must be met:

1. The archdiocesan location must have full control over the group or function.
2. Any costs or fees associated with the function must flow through the location’s bank accounts.
3. The camp must be open to all members of the location.
4. The camp must facilitate learning, raise revenue for the location or provide a social service on behalf of the location.
5. The coach, teacher or leader of the camp must be an employee of or a volunteer for the location.

If anyone of the conditions is not met, the camp would not be eligible for coverage under the archdiocese.

NON-SPONSORED CAMPS

If a parish or school has a summer camp that is not a school/parish sponsored camp, the teacher, coach, other person(s), company or organization putting on the camp will need to sign a facility lease agreement (which is drafted by the Archdiocese’s attorney) and provide the necessary insurance. If an individual or company putting on the camp is charging a fee for his/her services and collecting the fee from the participants, this cannot be considered parish/school sponsored. Along with a contract, the camp sponsor will need to provide proof of insurance as follows:

...
Comprehensive general liability insurance against claims for injury or death to persons or damage to property, with combined single limits of $1,000,000 per occurrence and an aggregate limit of $2,000,000 with the parish/school and the Roman Catholic Church of the Archdiocese of New Orleans named as additional insureds, not merely as a certificate holder. The policy of insurance must be endorsed as such. The certificate of insurance would also have to include insurance for physical abuse and/or sexual misconduct by its employees, participants, agents, representatives and/or invitees in the amount of at least $1,000,000 per occurrence.

The Archdiocese’ Safe Environment training and a background check would have to be run on all employees and camp volunteers.

The person(s) putting on the camp should not have access to the buildings(s) after hours when the parish staff is not present.

**CAFETERIA USE**

School cafeteria kitchens and cooking equipment shall not be used by anyone other than a trained School Food Service Employee. If it is necessary to use the kitchen for cooking the pastor or principal must request an employee of School Food Services to oversee the use. You may request an employee through your cafeteria manager or by calling the School Food Services office at 504-596-3434. This is a paid employee of School Food Services. The cost for this employee must be paid for by your summer camp. **No person under the age of 18 shall be allowed in the kitchen area of the cafeteria or allowed to use any kitchen equipment.**

**COVERAGE EXCLUSIONS**

**PLEASE BE AWARE REBOUNDING DEVICES ARE EXCLUDED FROM LIABILITY COVERAGE. DO NOT USE TRAMPOLINE PARKS OR REBOUNDING DEVICES OF ANY KIND.**

**Rebounding Devices**

We do not pay for:

*Bodily Injury, Property Damage, Personal Injury, or Advertising Injury,* or any other type of claim or obligation resulting from the use or existence of trampolines, tumbling or similar rebounding devices including bungee type devices.

**PARTICIPANT ACCIDENT COVERAGE**

Student and Volunteer Accident coverage provided by the Archdiocese of New Orleans is available to camp participants of parish/school sponsored camps by enrollment through the Insurance Office.

A Student Accident Claim Form MUST be given to the parent/legal guardian when there is a student/camper accident with injury. The parish/school is to complete the top part of the claim.
form and the parent signs the bottom of the form. You must keep a copy of the signed claim form. The parent/legal guardian must submit the accident claim within (90) days of the accident. Claim forms are included in this packet. Please make copies of the claim form available to the camp counselors.

**Student Accident coverage is NOT available for non-sponsored camps.**

Locations must register with the Insurance Office for this coverage. Information on premiums is attached. Information is also available on the archdiocesan website starting in May of each year. Instruction on how to access are below. Any questions on this coverage can be submitted to Jesse Hamilton via e-mail at jhamilton@catholicmutual.org or by telephone at 504-527-5769.

**Summer Camp Coverage**

Accessible via archdiocesan website as follows:

1. www.nolacatholic.org
2. Click on Ministries & Offices
3. Click on Insurance Office from drop down menu
4. All documents are listed under Insurance Office address & contact information
5. 

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[Image of a webpage from the Archdiocese of New Orleans website]

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[Image of The Dameans Reunion Concert]
GENERAL GUIDELINES FOR SPONSORED CAMPS

Supervision
In the event that the camp is sponsored by the location, all supervisors, coaches or instructors must be under the control of the sponsoring location. Any compensation paid to these individuals must be reported in accordance with federal tax regulations.

In all camps, including vacation bible camps, a qualified adult should supervise all groups and age-appropriate adult-to-child ratios should be followed. Any volunteers who are coaching or assisting must be 21 years of age to be considered an “adult supervisor”. This includes members of the high school sports teams.

Orientation
General orientation should be held for all camp employees and volunteers. Develop written Operating Procedures Manual for all staff to follow. Include the following in the Operating Procedures Manual:

• Require all staff/volunteers to complete Catholic Mutual’s CMG Connect on-line training courses.
• Have an orientation meeting for all staff and volunteers at the beginning of the program.
• Ensure all staff and volunteers participate in the orientation meeting and complete required on-line training prior to the start of the program.
• Maintain good communication among staff at all times.
• Ensure staff/volunteers know where exit doors are located and conduct fire drills.
• The buddy system must be used for bathroom breaks.
• Do not allow candles to be burned in classrooms and offices.
• Do not hang decorations on or near sprinkler heads in the ceilings.
• Staff should not use chairs as stepping stools.
• An orderly system for drop off and pick up of students must be followed.

Examples of topics to discuss at the orientation meeting would include the following:

1. Transportation procedures and safety
2. Safety orientation
3. Safe Environment Training
4. Procedures in case of an accident
5. Supervision ratios of staff to campers, availability and location of health information and permission to treat forms
6. Procedures for informing staff of special needs of campers
7. Responsibilities of staff for camper health care
8. Providing emergency treatment
9. Emergency information
10. How prescription and non prescription drugs are stored at camp
11. Records kept in health log and incident reports filed
12. Camper security procedures
13. General camp safety regulations and rules
14. Procedures for camper supervision in public places off camp grounds
15. Missing persons procedures
16. Smoking policy
17. Use of cell phone policy *(prohibit while supervising children)*
18. Behavior management
19. Pre-camp staff training, training for a specific job
20. Staff camper interaction *(no picking up children)*
21. Skill verification
22. Current certification certificates for Life Guards
23. CPR Training
24. Swimming pool safety
25. Controlled access to activity areas
26. Participant competency demonstration for such things as swimming
27. Behavior management
28. Proper handling and storage of hazardous materials, i.e., cleaning agents.
29. Required general maintenance routines, i.e., cleaning, reporting maintenance problems.
30. Food preparation, storage and handling procedures.
31. Contract review by Wendy Vitter, General Counsel, Archdiocese of New Orleans for lease of swimming pools or any ancillary services.

**ON-LINE TRAINING**

Catholic Mutual has developed several on-line training courses. These courses provide valuable information to assist in reducing accidents, injuries and claims. CMGConnect is Catholic
Mutual’s Training Platform for this training. To access the on-line training classes go to www.CMGConnect.org.

All staff and volunteers must complete the following 20 minute each on-line training classes:

- Anti-Bullying Training
- Youth Ministry-Everything Matters & Everyone Has a Role
- A Safe Side of the Line
- Preventing Slip, Trips, and Falls
- Blood borne Pathogens
- Playground Safety eLearning
- Church Transportation
- Volunteer
- Be Smart Drive Safe (For employees & volunteers that may drive for employment)

SAFE ENVIRONMENT

The Charter for the Protection of Children and Young People (USCCB) and the Policy Concerning Abuse or Neglect of Minors, Archdiocese of New Orleans require all teachers, staff, and volunteers in the Archdiocese of New Orleans or related entities having on-going, unsupervised contact with minors (or attending any overnight event) to undergo Safe Environment training and criminal background screening prior to ministering with children and young people.

ALL camp directors and counselors whether they are employees or volunteers 18 years of age or older must comply with the Safe Environment requirements of the Archdiocese. They must be shown in compliance on Austin Computing Solutions before working with minors. They must read and agree to live according to the Policy Concerning Abuse or Neglect of Minors and the Principles of Ethics and Integrity in Ministry: Code of Ethics (both dated October 2011).

Minors who are employees or volunteers for the camp MUST receive Safe Environment training in the signs of abuse and what to do if there is a suspicion of abuse. A student under the age of eighteen (18) must provide letters of recommendation from current principal and teachers. All minors working for the camp must be under the supervision AT ALL TIMES of an adult who has received the Safe Environment training and completed the background screening. No one under the age of fifteen (15) may be employed or volunteer in a supervisory position over younger children or youth.

No minor may accompany a child to the restroom or be left alone with any child at any time.

At no time will the adult to child (youth) ratio exceed age appropriate numbers as set by the State of Louisiana. Three year old: thirteen (13) to one (1); Four year old: fifteen (15) to one (1); Five year old: nineteen (19) to one (1); Six year of and up: twenty-three (23) to one (1).
If you have any questions regarding Safe Environment training, please contact Sr. Mary Ellen Wheelahan, (504) 861-6278 or srmwheelahan@archdiocese-no.org.

TRANSPORTATION
SEE ARCHDIOCESE OF NEW ORLEANS TRANSPORTATION POLICY

The Archdiocese of New Orleans Transportation Policy may be found in the Insurance Section on the Archdiocese website: https://nolacatholic.org/insurance-office

Some camp activities may be held offsite at other locations. Transportation to other locales may be needed. If you are providing transportation, please consider the following:

- Vans - In accordance with Archdiocesan policy, 11-15 passenger vans may not be used, rented, borrowed or donated for the transportation of individuals.

- Personal vehicles – Although highly discouraged, if transportation is provided via personal vehicles, please keep in mind that the individual is NOT covered under the Archdiocesan program. Their personal automobile coverage would apply in the event of an accident. They should provide proof of coverage and complete a Driver Information Sheet. No one under the age of 21 should be permitted to provide transportation for camp participants.

- School vehicles - In the event that school vehicles are to be used to transport camp participants, an authorized school employee should drive them. The employee must be registered with the Insurance Office and have a current motor vehicle report on file as an authorized driver.

- Public Carrier – The best method of transportation is through lease with a public commercial carrier such as Hotard Coaches, Inc. or First Student Charter Buses. These companies carry their own insurance and should likewise provide certificates of insurance evidencing same.

INJURIES

In the event of an injury, please notify parents immediately and provide them with a student accident claim form. A school supervisor is required to complete sections 1-17. This form needs to be submitted to Bollinger within 90 days of the accident. Additionally, document the injury by completing an accident report and maintain on file for a period of two years. If the injury is of a serious nature, please report to the Insurance Office immediately by calling 504-527-5762.

STATE REGULATIONS FOR LOUISIANA

Date Revised: 03/09/2018

Governing Body:
Department of Health and Hospitals

License Required for Day Camps:  
Yes

License Required for Resident Camps:  
Yes

License Information:  
**Day and Resident Camps:**

*Louisiana Admin. Code, Title 51, Public Health - Sanitary Code, Part XVI. Campsites (pp. 229-233)*

Criminal Background Checks Required:  
No

Criminal Background Checks Information:  
*Bureau of Criminal Identification & Information*  
P.O. Box 66614, #A-6  
Baton Rouge, LA 70896  
(225) 925-6095

State Allows FBI Checks:  
Yes

State FBI Checks Text:  
An individual must fill out the [Authorization Form](#) and [General Disclosure](#) form. All forms available from the [Louisiana State Police](#).

The cost is $26.00. For FBI processing, where authorization is required, there is an additional $16.25 fee. Results are returned within 6–8 weeks.

Driving Record Checks:  
A request form is available online from the [OMV website](#).  
$16 plus $2 online fee

State Sex Offender Registry:  
*Louisiana Sex Offender and Child Predator Registry*

Minimum Wage:  
*N/A* *There is no state minimum wage law.*

*Federal minimum wage rate applies*

Minimum Wage Coverage and Exemptions:  

Subminimum Wage:  

Overtime Pay Requirements:  
No specified state-level requirements. Federal FLSA overtime pay requirements apply for those covered by Act.

Overtime Pay Exemptions:  
No specified state-level overtime page requirement exemptions. Federal FLSA overtime pay exemptions apply for those covered by Act.

Meal/Rest Period Requirements:  
Meal period: minors–30 minutes during each 5-hour work period. [Details](#).
Student Exemption from Unemployment Tax:
Yes

Student Exemption Information:
There is an exemption only when students are employed by a school, college, or university at which student is regularly attending classes. Details.

Other Wages Source:
La. R.S. 23:213, 23:486

Information obtained from: https://www.acacamps.org/resource-library/state-laws-regulations/state-regulations-louisiana

BOLLINGER IMPROVED SERVICES

Claim forms can now be accessed via our website, www.BollingerSchools.com. You can access them by clicking the "Parent" link on the orange toolbar or on the right-hand side of the main landing page labeled "Claims Info". Either of these links will bring you to the search function where you can enter "Archdiocese", pick Louisiana from the state drop down menu and then select the claim form for Archdiocese of New Orleans - Summer Camps. The claim form will download in pdf format. The claim form also includes detailed instructions for filing a claim on page 2.

Also, there is a new feature available to parents/guardians to check the status of their child's claim online. The link to this feature can also be found on the right-hand side of the main landing page under "Claim Info". Parents/guardians can register and create an account so they can view updates of their child's claim including confirmation the claim was received, payment date(s), requests for additional information, etc. Explanation of Benefits can also be printed from this site. See attached for more information.

Questions?
Give Us A Call!
SCHOOL ACCIDENTS
IMPROVING SAFETY BY KNOWING YOUR NUMBERS

Bollinger Specialty Group’s proprietary enhanced claims system revealed the top K-12 student accident activities and injuries for the 2015-2016 school year. Protecting the health and welfare of students is a concern that all school administrators face each and every day. Getting a better handle on what activities are causing the most accidents can help your school put a plan in place to reduce the potential for injuries.

By using data from our enhanced claims system, below are claims percentages from the 2015 – 2016 school year.

**ACCIDENT CLAIMS**
- Accidents During School Hours: 21%
- After School Non-Athletic/Miscellaneous: 5%
- After School Sports: 74%

**CALCULATE YOUR WAY TO SPORTS SAFETY**
These are the top 3 spots that contribute toward the total number of claims.

- Football: 31%
- Soccer: 10%
- Basketball: 9%

**DON’T DISCOUNT CLASSROOM**
21% of claims occurred during school hours and 16% of those claims were from accidents during gym class and on the playground.

- Gym Class: 10%
- Playground: 6%
- Classroom/Hallway: 5%

**TALLY UP THE INJURIES**
These top 2 reported injuries make up almost half of the total claims.

- Knee/Leg: 35%
- Head/Neck: 13%

**COUNT ON A PLAN**
Now that you’ve seen the numbers, here are some steps your school can take to help reduce accidents.

1. Form a safety committee of staff and students.
2. Create a set of schoolwide safety rules.
3. Implement safety training for all students.
4. Conduct regular inspections and repair of facilities.
5. Enforce safety rules and play by the rules.

Bollinger Specialty Group offers individual reports for our school clients. Contact us today by e-mailing BollingerSpecialtyGroup@ajg.com and see how your school measures up.

Sources
- Preventing Accidents at School: http://www.ajc.com/
- Preventing Accidents at School: http://www.ajg.com/
Attachments:

1. Summer Camp Cover Letter
2. Camp Enrollment Form
3. Camp Claim Form
4. Science Laboratory Safety
5. Emergency Protocols
6. Summer Camp Parental/Guardian Consent Form & Liability Waiver
7. Swimming Pool Rules and Procedures
8. Swimming Pool Safety Survey
9. Swimming Pool Facility Lease Template
10. Swim Test Permission Form
11. Dept. of Public Health-Drowning Statistics
12. Chaperone Guidelines-Behavior Standards
13. Inflatable Lease Agreement Template
14. Safety Rules for Inflatable Equipment
15. Use of Inflatable Bounce Houses
16. Youth Ministry Quick Guide
17. Risk Reporter Articles
18. Rev. David Caron-Vicar of Evangelization-Resource Information
19. Employees-1099 Independent Contractor vs. W-2 Employee
TO:  Summer Camp Administrators

FROM:  Cheryl Harper

DATE:  May 2, 2019

RE:  2019 Summer Camp Insurance Coverage and Registration Information  
      Policy # MCB5466773  
      Coverage Term:  6/1/2019-6/1/2020

The 2019 Summer Camp Coverage for Archdiocesan Summer Camps has been renewed with Bollinger Insurance Solutions through Zurich Insurance Company for all non-sports summer camp participants for all activities and recreational sports excluding tackle football. **Anyone with tackle football camps will need to contact us for additional coverage.** Summer Football practice for high school teams is included in your regular Student Accident coverage. Coverage for the Summer Camps outlined below.

**PRIMARY EXCESS OVER $100**
Benefits are payable for the first $100 of covered expenses, without regard to other insurance. Thereafter, benefits are payable for covered expenses above $100 that are not recoverable from another Plan Providing Medical Expense Benefits to the applicable maximum. The benefit period is for (5) five years. If the insured is not covered by another Plan Providing Medical Expense Benefits, the excess provision shall not apply and benefits are payable at first dollar.

Coverage limits are as follows:

- $1,000,000 Maximum Medical Expense for Each Injury
- $20,000 Loss of Both Hands, Both Feet or Sight of Both Eyes
- $10,000 Loss of One Hand, One Foot or Sight of One Eye
- $5,000 Loss of Life

Please complete the attached registration form once you know your enrollment numbers, **make your check payable to the Archdiocese of New Orleans** and mail to Catholic Mutual Group, 1000 Howard Avenue, Suite 1202, New Orleans, LA 70113. If you have any questions on the Summer Camp Coverage, please contact Jesenia Hamilton at 504-527-5769. All forms must be turned in by August 30, 2019.
IN THE EVENT OF INJURY
*School/Parish complete numbers 1-17 on claim form. Keep a copy for your records. Give claim form to child’s legal guardian.

* Advise them the form must be submitted with (90) days.

*Claim Forms are attached for your use in case there are injuries. Please feel free to make copies.

ch
Attachments
LOCATION:

ADDRESS:
This form will serve as your registration form. Fill in the number of participants and number of weeks, (whole weeks only) per category, compute the amount due and send your check, PAYABLE TO THE ARCHDIOCESE OF NEW ORLEANS, with this form by 8/1/2019. CATHOLIC MUTUAL GROUP, 1000 Howard Avenue, Suite 1202, New Orleans, LA 70113.

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GRAND TOTAL
### PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING

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<th>7. Telephone:</th>
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<tr>
<th>8. Home Address:</th>
<th>9. City/State/Zip Code:</th>
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<tr>
<th>10. Email address of Parent of Guardian:</th>
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<tr>
<th>11. Check activity in which student was involved when injured:</th>
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<tbody>
<tr>
<td>□ Interscholastic Sports</td>
</tr>
<tr>
<td>OR:</td>
</tr>
<tr>
<td>01 □ Physical Ed. Class</td>
</tr>
<tr>
<td>02 □ Classroom or Hallway</td>
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<tr>
<td>03 □ Playground (NDT Phys. Ed.)</td>
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<tr>
<th>15. Where Did Accident Occur?</th>
<th>16. Part of Body Injured:</th>
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I certify that the activity checked above is school sponsored and supervised and is covered under a policy applied for and purchased by the policyholder.

Signature of School Official ___________________________ Title ___________________________ Date ______________

### AUTHORIZATIONS AND STATEMENT OF OTHER INSURANCE MUST BE COMPLETED BY PARENT OR GUARDIAN

**MEDICAL AUTHORIZATION:** I authorize the release of any medical or other information necessary to process this claim, including all data covering this and/or previous confinements and/or disabilities.

**PAYMENT AUTHORIZATION:** I authorize payment of medical benefits directly to the providers rendering services.

<table>
<thead>
<tr>
<th>SIGNED</th>
<th>DATE</th>
<th>SIGNED</th>
<th>DATE</th>
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<tr>
<th>1. Father's Name:</th>
<th>2. Name and Address of His Employer:</th>
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<tr>
<th>3. Mother's Name:</th>
<th>4. Name and Address of Her Employer:</th>
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| 5. □ No, we do not have any personal or group medical insurance. I have enclosed a letter from my employer verifying this. |
| 6. □ Yes, we do have other insurance. (Please complete #7). |

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<tr>
<th>7. Names of other Insurance Companies</th>
<th>Address</th>
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| 8. □ We have no other insurance. We are (please check one): |
| □ Self-employed | □ Unemployed | □ Disable |

| 9. □ We have a government funded plan (Medicaid, TriCare, etc) |

I hereby certify, swear and affirm that the information given above is true and accurate. I fully understand that any willful misrepresentation made by me in an attempt to collect benefits under this policy constitutes fraud and is punishable by law.

Parent or Guardian's Signature: ___________________________ Date ______________
PARENTS' INSTRUCTION FOR FILING A CLAIM:

The Accident Insurance coverage purchased by the Board of Education/School provides coverage on a **PRIMARY EXCESS BASIS.** This means that for those claims where the total of all medical expenses incurred exceeds $100 that those expenses which are **NOT** covered by your own personal or group insurance are eligible for coverage, up to the limits of the policy.

MAIL THIS CLAIM FORM TO BOLLINGER WITHIN 90 DAYS OF THE DATE OF THE ACCIDENT

Please follow these instructions when filing a claim:

I. FOR CLAIMS TOTALING LESS THAN $100
   1. IMMEDIATELY submit Itemized Bills for all medical expenses to Bollinger, Inc. We cannot accept balance due bills.
   2. Please write claimant's name, policy number and date of accident on all bills.

II. FOR CLAIMS TOTALING $100 or MORE:
   1. The statement of other insurance section on the other side of this form must be fully completed. If either (or both) parent(s) is employed but have no insurance, please complete a statement of verification from the employer(s) or their letterhead.
   2. After your primary insurance has paid the medical expenses up to the policy limits, submit Itemized Bills (CMS-1500 from physicians, UB-04 from hospitals, and ADA Dental claim form J430 or its equivalent for dental injuries) AND copies of the Explanation of Benefits from your primary insurance company as you receive them and mail to the address shown below. We can-not accept balance due bills.
   3. Please write the claimant's name, policy number, and date of accident on all Bills and Explanation of Benefits. **A new claim form is not necessary.**
   4. Please keep a copy of this claim form, all bills and primary insurance Explanation of Benefits for your own records.
   5. If you need further information call 866-267-0092 or contact us on our website at: www.BollingerSchools.com. **DO NOT CALL THE SCHOOL.**

MAIL THIS CLAIM FORM TO BOLLINGER WITHIN 90 DAYS OF THE DATE OF THE ACCIDENT.

Thank you for your cooperation.

Please keep a copy of this Claim Form, all bills and primary insurance Explanations of Benefits for your records.

---

Network Provider:

www.multiplan.com

PLAN ADMINISTRATION AND CLAIM SERVICE BY:

Bollinger Specialty Group

BOLLINGER, INC., A SUBSIDIARY OF ARTHUR J. GALLAGHER & CO.

F.O. BOX 1346, MORRISTOWN, N.J. 07962 • TELEPHONE 866-267-0092

www.BollingerSchools.com
Science Laboratory Safety Policy

All Archdiocese of New Orleans (parish elementary schools and archdiocesan high schools) teachers who teach one or more science classes are required to earn science laboratory safety certification through Flinn Scientific Certification Courses; certification must be renewed every three years. Failure to complete certification could result in the termination of a school teaching contract.

The training and certification includes an overview of Chemical Hazard Communication, the American National Standards Institute, and Occupational Safety and Health Administration standards.


Please go to the following website and click on the laboratory safety course button to begin the certification process: www.flinnsci.com.

All school principals must have on file either the “Flinn Scientific High School Laboratory Safety Course Certificate of Completion” or the “Flinn Scientific Middle School Laboratory Safety Course Certificate of Completion” for each pre-k 4 through 12th-grade teacher who teaches one or more science classes before August 1st of each school year. Furthermore, teachers shall be required to review the Archdiocese of New Orleans Science Laboratory Student Safety Agreement with all students and to provide a copy to each student to be signed by the student and/or parent. The school principal shall be responsible to see that the signed copies are returned to the school.

Principal

Date

7887 Walsley Avenue
New Orleans, LA 70125
(504) 866-7916
Fax: (504) 861-6260
http://ocs.arch-no.org
Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING AGREEMENT.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.
Science Laboratory Student Safety Agreement

Name of Student__________________________________________

Questions

1. Do you wear contact lenses? ___Yes ___No
2. Are you color blind? ___Yes ___No
3. Do you have allergies? ___Yes ___No
   If so, list specific allergies________________________________

Teacher Agreement

I, ____________________________________________, have reviewed the Archdiocese of New Orleans Science Laboratory Student Safety Agreement with all of my students and agree to adhere to this safety agreement.

_________________________  _________________
Teacher Signature           Date
Grades 5-12 Agreement

I, ________________________________, have read and agree to follow all of the safety rules set forth in this agreement. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety agreement that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

______________________________  __________________________
Student Signature            Date

Dear Parent(s) or Guardian(s):

We believe that you should be informed regarding the school’s effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this agreement is signed by the student and parent(s)/guardian(s) and is on file with the teacher. Your signature on this agreement indicates that you have read this student safety agreement, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

______________________________  __________________________
Parent(s)/Guardian(s) Signature  Date

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.
Grades Pre-k 4 – 4 Agreement

Dear Parent(s) or Guardian(s):

We believe that you should be informed regarding the school’s effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this agreement is signed by the parent(s)/guardian(s) and is on file with the teacher. Your signature on this agreement indicates that you have read this student safety agreement, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

____________________________________  ______________________________________
Parent(s)/Guardian(s) Signature        Date

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.
We have been including our 3 and 4 year old children in our school summer camps. These camps are run by the individual schools and basically an extension of the school year. Since non-public schools are able to serve three and four year olds without being licensed during the school term, it is our intention to extend this into the summer months and continue to include these children in our school summer programs. Please advise.

- Based on R.S. 17:407.35(A) and R.S. 17:24.8(B)(1), a camp operated by a nonpublic elementary school during summer months as an extension of the school year may include children who are “three years old by September 30th” and four years old.
  - R.S. 17:24.8 (B)(1): The governing authority of any approved nonpublic elementary school may develop and offer prekindergarten instruction. The youngest age at which a child may enter prekindergarten provided for by this Subsection shall be three years old by September thirtieth of the year in which the child enrolls in prekindergarten.
  - R.S. 17:407.35(A): Public and nonpublic day schools serving children in grades kindergarten and above, including any prekindergarten programs attached thereto, as well as camps, and care given without charge, shall be exempt from the provisions of this Part.

If a building or individual classroom is considered a licensed facility from August through May, can this same facility or classroom be used for other non-licensed programs during June and July? The teachers and staff would not be the same as those employed for the licensed program.

- The answer to this question depends on the terms of the license for the building or individual classroom.
  - If the building or individual classroom is only licensed from August through May, then it may be used by other programs during the summer months when it is not licensed.
  - If the building or classroom is licensed year round, then the building or individual classroom shall be used exclusively by children in care and center staff during hours of operation.

**BULLETIN 137- LICENSING REGULATIONS**

- §1903. Physical Environment
  - Exclusive Use of Space. Indoor and outdoor space shall be used exclusively by children in care and center staff during hours of operation.
    - Exceptions are allowed only for schools or churches regarding the shared use of kitchens, dining rooms, restrooms and outdoor space.
    - If a center is located in a school or church, the center shall have time designated for exclusive use of the outdoor play area.
Parish Post-Emergency/Crisis Protocol

- In an emergency/crisis situation, the first call made should be to the authorities.
- The pastor should be immediately informed of the incident if he is not on-site.
  - If there is a Parish School, the principal at the parish schools should also be made aware of any emergency/crisis situations or incidents as soon as possible whether dealing directly with the school or not.
- After the emergency or crisis is under control and any danger is no longer present, the pastor or a designated representative should be in contact with the archbishop or vicar general to inform them of the incident and steps taken.
- The archbishop or vicar general will then be in touch with the Director of Communications for the Archdiocese of New Orleans to inform him/her and discuss how to handle any media inquiries.
- Following the emergency/crisis situation, a communication should be sent to parishioners as soon as possible confirming the incident, reporting on the outcome and, if applicable or possible, any follow-up actions.

School Post-Emergency/Crisis Protocol

- In an emergency/crisis situation, the first call made should be to the authorities.
- The principal should be immediately informed if not on-site, and the principal should be in communication with the pastor and the Superintendent of Catholic Schools as soon as possible.
  - In the case of a high school overseen by the Office of Catholic Schools, the school principal or president should be in communication with the Superintendent of Catholic Schools as soon as possible to inform him/her of the situation and current status.
- The superintendent should be in contact with the archbishop or vicar general to inform them of the incident and steps taken.
- The superintendent, in consultation with the archbishop or vicar general and school leadership, will be in touch with the Director of Communications for the Archdiocese of New Orleans to inform him/her and discuss how to handle any media inquiries.
- Following the emergency/crisis situation, a communication should be sent to the parishioners, parents and school personnel as soon as possible confirming the incident, reporting on the outcome and, if applicable or possible, any follow-up actions.

Religious Order and Sponsored Schools Post-Emergency/Crisis Protocol

- The Archdiocese of New Orleans also stands ready to assist to the best of our ability those schools sponsored by religious communities, and makes the following suggestions to them with regard to these situations.
- In an emergency/crisis situation, the first call made should be to the authorities.
- After following their own established protocol, the principal or president of a school sponsored by a religious community should be in communication with the Superintendent of the
Archdiocesan Office of Catholic Schools as soon as possible to inform him/her of the situation and current status.

- The superintendent should be in contact with the archbishop or vicar general to inform them of the incident and steps taken.
- The superintendent, in consultation with the archbishop or vicar general and school leadership, will be in touch with the Director of Communications of the Archdiocese of New Orleans to inform him/her and discuss how to handle any media inquiries.
SUMMER CAMP PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant’s name (child): ________________________________
Birth date: ___________________________ Sex: __________
Parent/Guardian’s name: ________________________________
Home address: _________________________________________
Cell phone: ___________________________ Emergency Contact: ________________________________

I, ___________________________________ grant permission for my child, ____________________________
(Parent or guardian’s name) (Child’s name)
to participate in ____________________________
(Name/type of camp or event)
This activity will take place under the guidance and direction of parish employees and/or volunteers
from ____________________________
(Name of parish/school)

A brief description of the activity follows:
Type of event: ________________________________
Location of event: ________________________________
Individual in charge: ________________________________

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the
above named minor (“participant”).

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold
harmless and defend ____________________, its officers, directors,
(Name of parish) employees and agents, and the Arch/Diocese of ____________, its employees and agents, chaperons,
or representatives associated with the event, from any claim arising from or in connection with my
child attending the event or in connection with any illness or injury (including death) or cost of
medical treatment in connection therewith, and I agree to compensate the parish, its officers,
directors and agents, and the Arch/Diocese of ____________, its employees and agents and chaperons,
or representative associated with the event for reasonable attorney’s fees and expenses which may
incur in any action brought against them as a result of such injury or damage, unless such claim
arises from the negligence of the parish/diocese.
Signature: ____________________________ Date: ________________

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good
health, and I assume all responsibility for the health of my child. (Of the following statements
pertaining to medical matters, sign only those that are applicable.)
Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: ____________________________
Phone: ________________ Family doctor: ________________ Phone: ________________
Family Health Plan Carrier: ________________________ Policy #: ________________
Signature: ______________________________________ Date: ________________

PHOTO RELEASE

Permission to Use Photograph

Event: ____________________________
Location: ____________________________

I grant to [insert name or organization], the right to take photographs of ____________________________ in connection with the above-identified event. I authorize [insert organization], its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that [insert name or organization] may use such photographs of ____________________________ with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Parent/Guardian Signature __________________________________________

Printed name __________________________________________

Address __________________________________________

Date __________________________________________
Catholic Mutual...“CARES”

SCHOOL SAFETY

SWIMMING POOL RULES AND PROCEDURES

The responsibility for the safety of all individuals engaged in activities scheduled to take place in the swimming pool is vested in the principal at whose school the swimming pool is located.

1. The principal or his designee shall establish and enforce the safety rules, schedule the pool for instruction, co-curricula after school activities, and recruit and select fully qualified lifeguards.

2. The principal shall ensure that all instructors who utilize the pool for instruction be qualified with an American Red Cross Senior Lifesaving Certificate, and ensure that all lifeguards also possess current American Red Cross Senior Lifesaving Certificates.

3. The principal shall provide in-service training programs at their schools in the areas of first aid and cardiopulmonary resuscitation, as well as provide an update on the essential safety regulations for the pool and its equipment.

4. The principal shall establish pool security measures to ensure that no unauthorized person or persons use the pool.

5. The principal shall establish an emergency call system by which the school nurse and any other designated person may be called to the pool in an emergency.

6. The principal shall establish sanitary rules and regulations which will be followed by all persons utilizing the pool.

7. The principal shall establish safety rules regarding the conduct of swimmers and observers at special events.

(Revised 12/2018)
SWIMMING POOL FACILITY LEASE

This lease and indemnification agreement, (hereinafter “Agreement”), is entered into by INSERT NAME OF COUNTRY CLUB/POOL OWNER (hereinafter “Lessor”) and INSERT NAME OF SCHOOL/CHURCH/AGENCY, ADDRESS, CITY, STATE, ZIP CODE (hereinafter “Lessee”) regarding the Facility described as INSERT ADDRESS OF COUNTRY CLUB/POOL OWNER as described herein.

1) Purpose: The Facility shall be used by Lessee for swimming by Lessee’s summer camp attendees, use of the restroom facilities during the term of the lease, including activities normally ancillary thereto.

2) Term of Agreement: The Agreement term shall commence on INSERT MONTH, DAY, YEAR and shall terminate on INSERT MONTH, DAY, YEAR.

3) Facility: The facility subject to lease consists of INSERT DESCRIPTION OF POOL AREA, i.e. POOL 1 AND POOL 2 at INSERT NAME OF COUNTRY CLUB/POOL OWNER and restroom facilities.

4) Rent: As rent, Lessee shall pay Lessor the sum of $INSERT DOLLAR AMOUNT per day for the foregoing INSERT NUMBER OF DAYS/MONTHS, ETC. for a total rent of $INSERT TOTAL DOLLAR AMOUNT.

5) Condition of Leased Facility: During the term of the agreement Lessor shall keep the Facility in reasonable repair. The Lessor will perform any necessary repairs to insure that the Facility is in safe operating condition during the term of the lease. Lessee is not responsible for the condition of the Facility or for any damages that result from the condition of the Facility. If any part of the Facility is inaccessible due to mechanical failure, equipment failure or unsafe chemical imbalance, the parties agree that the Lessee will be reimbursed rent paid for that period of time.

6) Lifeguard Supervision: Lessor agrees that the Lessee’s campers will be properly supervised at each pool by at least one Red-Cross certified lifeguard for each 15 children at all times during the term of the lease who will be employees of Lessor. The cost of two such lifeguard(s) is included in the hourly rental rate. If there is a need for additional lifeguards on any day, Lessor shall obtain those lifeguards and subsequently bill the Lessee at a rate of $INSERT RATE per hour for each additional lifeguard obtained.

7) Defense, Indemnity and Hold Harmless:

Lessor agrees to defend, indemnify and hold harmless Lessee and The Roman Catholic Church of the Archdiocese of New Orleans from any and all claims, causes of action, and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from Lessor’s performance of
and/or failure to perform its duties under this contract and/or from the negligence and/or intentional acts of Lessor, its employees, contractors, agents and/or representatives.

Lessee agrees to defend, indemnify and hold harmless Lessor from any and all claims, causes of action, and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from Lessee’s performance of and/or failure to perform its duties under this contract and/or from the negligence and/or intentional acts of Lessee, its employees, contractors, agents and/or representatives.

Notwithstanding the foregoing, neither party shall be liable to the other party for consequential damages.

8) **Insurance:** Lessee participates in the self-insurance program of the Archdiocese of New Orleans. Lessee shall provide and maintain liability insurance against claims for property damage, bodily injury or death. Lessor shall be named as an additional covered entity. Lessee shall provide Lessor with a certificate of such insurance within thirty (30) days of the execution of the Agreement. The self-insurance described in the Certificate of Insurance shall not be cancelled or materially altered by Lessee without ten (10) days prior written notice to Lessor.

Lessor shall maintain at all pertinent times of this lease at its own cost and expense general liability insurance, including but not limited to premises liability insurance, in the amount of $1 million per occurrence and $2 million aggregate. Such insurance shall name St. Edward the Confessor Roman Catholic Church, Metairie, Louisiana, and The Roman Catholic Church of the Archdiocese of New Orleans as additional insureds, not merely certificate holders, and the policy or policies of insurance shall be endorsed as such. Lessor shall provide Lessee with such certificate of insurance that is evidence of the foregoing prior to INSERT MONTH, DAY, YEAR. Such policy or policies of insurance shall contain no waiver of subrogation. Such policy or policies of insurance shall not be canceled or materially altered by Lessor without ten (10) days prior notice to the Lessee. Otherwise, this agreement shall be null and void, and, further, Lessee shall be entitled to a return of any funds and/or deposits previously provided to Lessor and shall not be responsible for any further costs and/or expenses.

Lessor further agrees during the term of this agreement to maintain at its own cost and/or expense all necessary insurance for its employees, including but not limited to workers’ compensation, employer’s liability, disability and/or unemployment insurance.

9) **Notice:** Any notice, declaration, demand or communication to be given by a party to this Agreement to the other shall be in writing and transmitted to the other party by personal service or certified U.S. mail, return receipt requested, postage fully prepaid, addressed as follows:
To Lessor:  INSERT NAME OF COUNTRY CLUB/POOL OWNER
INSERT ADDRESS OF COUNTRY CLUB
INSERT CITY, STATE, ZIP CODE

To Lessee:  INSERT NAME OF LESSEE
INSERT ADDRESS OF LESSEE
INSERT CITY, STATE, ZIP CODE

Attn: FOSTER, PRINCIPAL, AGENCY ADMINISTRATOR

With a copy to:

Most Rev. Shelton J. Fabre
Vicar General
Archdiocese of New Orleans
7887 Walmsley Avenue
New Orleans, LA 70125

The mailing and certifying of any such notice as herein provided shall be sufficient service thereof. All notices given in compliance with this section shall be deemed effective two (2) business days following the deposit thereof in the U.S. mail, irrespective of the date of actual receipt of such notice by the addressee. Either party may change its address by notice.

10) Legal Relationship: The parties to this Agreement execute the same solely as a Lessee and a Lessor. No partnership, joint venture or joint undertaking shall be construed from these presents, and except as herein specifically provided, neither party shall have the right to make any representations for, act on behalf of, or be liable for the debts of the other. All terms, covenants and conditions to be observed and performed by either of the parties hereto shall be joint and several if entered into by more than one person. Unless otherwise specifically provided herein, no third party is intended to be benefitted by the Agreement.

11) Applicable Law: This Agreement shall be governed and interpreted in accordance with laws of the State of Louisiana.

12) Entire Agreement: The Facility Lease contains the entire agreement of the parties hereto and supersedes all of the previous understandings and agreements, written and oral, with respect to the transaction. Neither Lessor nor Lessee shall be liable to the other for any representations made by any person concerning the Facility of regarding the terms of the Agreement, except to the extent that the same are expressed in this Agreement. This Agreement may be amended only by written agreement executed by Lessor and Lessee.

This Agreement is made effective on the day of INSERT MONTH, DAY, YEAR.
Catholic Mutual...“CARES”

SWIMMING POOL SAFETY SURVEY

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate fencing/enclosure around pool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gates or doors kept secured when not being used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water depth marked on sides of pool and on pool deck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water clear/tested per local health standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No sharp edges around pool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkway around pool not slippery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drain properly covered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifeline (rope) installed — should be 1 to 2 feet from grade break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool rules posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“No Diving” rules for depths less than 9 feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid kit available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency plan posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ring buoy and shepherd’s hook displayed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate lighting for night swimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All receptacles near pool equipped with ground fault interruption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handrails, steps and ladders secure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diving boards, slides and railings secure and in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment room locked and vented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifeguards required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Insurance obtained when rented/used by others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: __________________________________________________________

(Revised 12/2018)
POOL SAFETY

Did you know drowning is the second leading cause of accidental deaths of children under 14?

Sunscreen application

- Apply water-resistant sunscreen at least 30 minutes before going outside, and use sunscreen even on cloudy days. The SPF should be at least 15.
- Stay in the shade whenever possible, and avoid sun exposure during the peak intensity hours - between 10 a.m. and 4 p.m.
- Use a sunscreen with an SPF (sun protection factor) of 15 or greater. Be sure to apply enough sunscreen - about one ounce per sitting for a young adult.
- Reapply sunscreen every two hours, or after swimming or sweating.
Heat stress in exercising children

- The intensity of activities that last 15 minutes or more should be reduced whenever high heat and humidity reach critical levels.
- Before prolonged physical activity, the child should be well-hydrated. During the activity, periodic drinking of water should be enforced, e.g., each 20 minutes, 5 oz of cold tap water or a flavored sports drink for a child weighing 88 lbs, and 9 oz for an adolescent weighing 132 lbs, even if the child does not feel thirsty.

Supervision/Lifeguards

- An experienced certified lifeguard with current certifications by the American Red Cross must be present whenever children are in or around the pool.
- It is recommended that there be one certified lifeguard for every 20 children.
- The lifeguard does not take the place of adult supervision. It is recommended that there be one adult chaperone for every 10 children.

Pool safety

- Never leave children alone in or near the pool, even for a moment.
- Children under the age of 6 will be required to be within arm’s length of a guardian over the age of 16. Children under the age of 6 who are involved in “free play” or not in a supervised swim class will be encouraged to wear flotation devices.
- Campers must be swim tested for ability before they are allowed to roam the pool freely.
• 15 minute swim breaks are recommended on the hour, every hour that the pool is in use. During each 15-minute swim break, all children under the age of 18 should take a break and leave the pool. This is a good time to reapply sunscreen.

• The only floatation devices allowed in pool during camp hours are the arm floats, which must be furnished by the parent.

• Go over pool rules before use of pool each day.

• Any camper that continues to break the pool rules should be removed from pool.

• Strictly enforce swimming pool safety rules such as no running, no pushing or no eating in the pools.

• The No-running-rule is implemented because the surrounding environment is generally wet and doing so may increase the risk of accidental slips that may cause brain injuries.

**Hygiene**

Good hygiene is a required swimming pool safety rule. If an individual who is a carrier of E-coli failed to wash his or her hands after going to the washroom, he or she may then contaminate the pool spreading e-coli to others. The same is true if a child has diarrhea.

Tell all children not swallow to water when swimming or playing in the water.
Keep child out of the water if he/she has diarrhea, pink eye, hepatitis A, cold, runny nose or other contagious diseases/illness.

- Don’t let child in the water if he has an open wound, since it could become infected.
- Don’t let child in the water if he has a draining wound, especially MRSA, since it could infect others.
- Don’t share pool or beach towels.
- Encourage all children to take a shower or bath before swimming.
- Require all pool users to wash his/her hands after using the bathroom, especially if he/she is going to get back in the water.
- Take younger children to the bathroom frequently so that they are less likely to have accidents in the water.
- Keep in mind that swim diapers and swim pants are not leak proof and may seep germs into the water. So check and change them frequently for your infants and toddlers who aren’t yet potty trained.
- Don’t change diapers by the pool. Instead, take your child to the bathroom to change his diaper and then wash your child’s bottom well and wash your hands too.

**Parental Permission Form for Swimming**

Parents must complete the attached form before their child is allowed to swim.

If your child does not know how to swim please indicate that on registration form.

**See Form On Next Page...**
SWIM TEST PERMISSION FORM FOR SUMMER CAMP

Every child takes a mandatory swim test before they are allowed to go in the deep end of the pool. The children who do not prove themselves able to swim must wear a bracelet and will be limited to the shallow end of the pool. Awareness of the child’s swimming ability is a serious issue. If you feel your child/children does not have the experience or ability to swim in the deep end of the pool, please let us know.

Check the appropriate boxes:

☐ Knowing my child's swimming ability, I feel my child should wear a bracelet and not swim in the deep end of the pool.

☐ I am requesting that my child wear arm floats while in the pool. (Arm floats must be provided by parent.)

Please check that you have read and understand the following:

☐ I understand that I must provide a bottle of sunscreen with an SPF of 15 or greater to send with my child for swim camp.

☐ I understand that I must keep my child home from camp if he has a fever, flu like symptoms, cold, upset stomach, diarrhea, pink eye, runny nose, hepatitis A or other contagious illness.

My child ______________________ has my permission to participate in the summer swim camp program.

Child________________________

Age ______________________

Parent signature_________________________ Date__________________
Dear Camp Directors,

With the summer months now upon us, many Louisianans will be looking to enjoy their time and cool off through a variety of water activities. Whether it is jumping in a pool, or perhaps swimming or boating in a natural waterway, it is important to always keep in mind water safety, especially when it comes to children.

This is vitally important to our state as Louisiana has the highest drowning rate for children 1-14 years in the United States. Further, drowning remains the 2nd leading cause of death for Louisiana children in this age group. (CDC WONDER 2014-2016)

To combat these trends, the Louisiana Child Death Review Panel (CDRP) has made drowning prevention a priority for 2018. Our request is simple; please help us elevate the importance of water safety in Louisiana communities to prevent needless injuries and fatalities. You may join us in spreading the word about water safety by sharing the following ready-to-use resources from the following websites. These include free resources for both professionals and community members, available in English and Spanish.

- **Pool Safety (Poolsafety.gov)** - A national public education campaign launched by the U.S. Consumer Product Safety Commission to reduce childhood drownings, submersion and other injuries. This site includes brochures, tip cards, fact sheets, social media tools, videos, press releases, and much more.

- **Children's Safety Network** - ([https://www.childrenssafetynetwork.org/injury-topics/drowning-prevention](https://www.childrenssafetynetwork.org/injury-topics/drowning-prevention)). CSN facilitates a national initiative dedicated to improving child safety. This site includes infographics, resource guides, data, and links to other resources.

We also encourage you to share safety tips such as ensuring environmental protections such as pool fences are in place; direct supervision is provided by a lifeguard and/or a parent or guardian at all times; and safety equipment such as life jackets are used appropriately. In addition, the CDRP encourages teaching children how to swim and respective parents and guardians cardiopulmonary resuscitation (CPR) to reduce the likelihood of a drowning and potential fatality from such events.

On behalf of the Louisiana CDRP, I thank you in advance for all your efforts in sharing water safety tips with your colleagues and partners in the community. Let's work together to make the summer of 2018 one the safest and most enjoyable for all.

Sincerely,

Parham Jaberif MD, MPH
Chair, Child Death Review
Assistant Secretary/Assistant State Health Officer
DROWNING
It happens more often than you think...

Louisiana had the **highest rate of drownings in the U.S.** for children ages 1-14 years.\(^1\)
Drowning was the **2nd leading cause of death** for Louisiana children of this age group (2014-2016).\(^1\)

Drownings occur most frequently in swimming pools. Almost 1 out of 4 drownings happened in natural water.\(^2\)

| Swimming Pools 44% | Other* 34% | Natural Water 22% |

\*This **OTHER is a big deal.** Almost 1/3 of drownings happened in something other than a pool or natural water:\(^2\)

- Bathtub
- Canal
- Bucket
- Pond
- Sewer
- Fountain
- Storm drain
- Other

Near drowning is also serious. Each year about 28 children ages 1 – 4 are hospitalized because of near drownings, which can lead to life long disabilities.\(^3\)

**ALL DROWNINGS ARE PREVENTABLE!**

**Let’s SWIM!**
Let’s do what we can to prevent drownings.\(^4\)

**Watch kids at all times, near all water.**

**Surround pools with fences.**

**Learn water safety skills.**


Prepared by: Bureau of Family Health, Office of Public Health, Louisiana Department of Health
Catholic Mutual...“CARES”

CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones should be at least 25 years of age. It is fine to have “helpers” ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible.

Regular daily responsibilities will include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students’ rooms at any time with or without the students’ permission.
11. Check luggage before the trip.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. “Buddy systems” should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 “adult” and 1 individual 18-24 is fine also).
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

(Revised 02/2019)
SAMPLE ONLY.
Please email Wendy Vitter at wvitter@arch-no.org for copies or call 504-861-6277.

INFLATABLE AGREEMENT

WHEREAS The Roman Catholic Church of the Archdiocese of New Orleans as owner and operator of INSERT YOUR CORPORATE LEGAL NAME, [OR JUST INCLUDE SEPARATE LEGAL PARISH NAME IF ENTITY NOT OWNED BY ARCHDIOCESE] hereinafter “Lessor,” desires to rent an inflatable for its INSERT NAME OF EVENT/PARTY/FAIR on INSERT MONTH, DAY, YEAR, from INSERT NAME OF INFLATABLE COMPANY, hereinafter “Lessor,” on the terms and conditions contained herein; and,

WHEREAS, the persons signing this agreement on behalf of the Lessee and Lessor hereby affirm and acknowledge by his/her signature, his/her authority to act and legally bind Lessee and Lessor, in consideration of the mutual premises herein contained and for other good and valuable consideration, on this INSERT DAY #, day of INSERT MONTH, YEAR.

Lessee and Lessor hereby agree as follows:

Lessor agrees to lease to Lessee the following: [LIST EQUIPMENT] on the following date: INSERT DAYS OF WEEK, MONTH, DATE AND YEAR.

In consideration of the foregoing, Lessee agrees to pay to Lessor $ INSERT DOLLAR AMOUNT.

Lessee may cancel this lease upon five (5) days’ written notice to Lessor.

INDEMNITY PROVISIONS

Lessor agrees to defend, indemnify, and hold harmless Lessee and The Roman Catholic Church of the Archdiocese of New Orleans and its related entities, their members, directors, officers, archbishops, bishops, pastors, priests, principals, employees, agents, insurers, self-insurers and self-insurance administrators and reinsurers and from any and all claims, causes of action and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from the negligence, fault or willful or intentional misconduct of Lessor during and/or in performance of and/or failure to perform its obligations under this agreement, including but not limited to any such claims that may arise from delivery, setup and/or defects in the leased equipment, and to pay reasonable attorneys’ fees related thereto.

Lessee agrees to defend, indemnify and hold harmless Lessor from any and all claims, causes of action and/or lawsuits, including but not limited to any such claims, causes of action and/or lawsuits alleging bodily injury, including but not limited to personal injury, pain, mental anguish and/or death, and/or property loss or damage arising from the negligence, fault or willful or
intentional misconduct in Lessee’s performance of and/or failure to perform its obligations under this agreement, including the supervision of the operation of the leased equipment, and to pay reasonable attorneys’ fees related thereto.

INSURANCE

At all times during this agreement, Lessor agrees to maintain in full force and effect a policy or policies of general liability damage insurance in the amount of $1,000,000.00 per occurrence and $2,000,000.00 aggregate that provide coverage for the performance as provided in this contract. Such policy shall name as an additional insured, not merely as a certificate holder, The Roman Catholic Church of the Archdiocese of New Orleans and INSERT YOUR CORPORATE NAME IF SEPARATELY INCORPORATED FROM ARCHDIOCESE and the policies of insurance shall be endorsed as such. All such policies shall be primary to any insurance of The Roman Catholic Church of the Archdiocese of New Orleans, and/or self-insurance program of and/or in which The Roman Catholic Church of the Archdiocese of New Orleans and INSERT YOUR CORPORATE NAME IF SEPARATELY INCORPORATED FROM ARCHDIOCESE may participate. Further, the insurance must not require waivers of subrogation of any kind. At the time of the signing of this agreement, Lessor shall provide a certificate of insurance that evidences the foregoing; otherwise, this agreement shall be null and void.

APPLICABLE LAW

This contract, and any breaches thereof by either party, shall be subject to laws of the State of Louisiana. In the event of breach of contract, by either party, said party agrees to pay reasonable attorney’s fees to the other. This Agreement is intended to supersede any previous agreements. In the event of any conflict between signed agreements, parties agree that this agreement shall be controlling.

NOTICE

Any notice shall be by U.S. Mail and/or hand-delivery at the addresses listed below for the parties.

LESSEE:
INSERT YOUR CORPORATE NAME

BY: __________________________

Printed Name

Phone

LESSOR
INSERT NAME OF INFLATABLE COMPANY

BY: __________________________

Printed Name

Address

Phone
Safety Rules for Inflatable Equipment

- Never let adults use any of the equipment.
- Always have adult supervision while in use.
- Never mix age groups.
- Only one child at a time should be allowed on slide type equipment.
- Never allow children to slide on their stomachs. Children should only slide in the upright sitting position.
- Never use bungee or rebounding type equipment.
- Never use slip-n-slide type equipment.
- Never use equipment in the rain.

You should not use a water slide with the access from the rear as you will need supervision from the front as well as the rear of the slide.

We recommend a waterslide with front access only. It should also include mesh guard to help ensure children sit first before sliding.
This is an example of a bungee type device. This type of inflatable and all equipment with bungee type cords, rebounding devices and/or trampolines are EXCLUDED from coverage.

This is another example of a bungee type device. This type of inflatable and all equipment with bungee type cords, rebounding devices and/or trampolines are EXCLUDED from coverage.
We do not recommend the use of Slip-N-Slide type play equipment as it has a high incident of neck breaking if child hit the ground at the wrong angle.
Catholic Mutual..."CARES"

USE OF INFLATABLES/BOUNCE HOUSES

Inflatables have become a popular choice for entertainment provided at parish festivals. They are also used for school carnivals or as a special reward for class achievements. There is a large variety of inflatables offered in the marketplace today. Most can be used relatively safely when proper safety precautions are taken. However, there are several inflatables that Catholic Mutual Group recommends against using. These include (but are not limited to) the Bungee Run, Boxing Ring, Gladiator Arena, Jousting Arena, Velcro Wall, Water Slide and the “Wet Slip and Slide”. If you have questions on a particular inflatable that is not mentioned, please contact the Risk Management Department.

Most rental companies require the parish/school to sign an agreement/contract when renting an inflatable. Many of these agreements/contracts contain hold harmless, indemnity, or similar insurance wording and should be reviewed by Catholic Mutual. These contracts/agreements could contain hold harmless and indemnity wording that requires the parish to pay for any type of claim which happens during use of the inflatable. Your insurance program does not provide automatic insurance coverage for any type of claim that happens at any time. These agreements/contracts may also require the parish/school to be responsible for any damage that occurs to equipment which is rented. In these instances, the parish/school agrees to pay for damage to the equipment regardless of how it happens, even if the damage was due to natural causes such as wind or lightning. Your insurance program does not provide automatic insurance coverage for another organization’s property. Considering this, the parish would be responsible for the damaged equipment.

A parish/school should never sign an agreement/contract which contains wording described above. It is only acceptable to take responsibility for claims or property damage which the parish would be legally responsible for in the absence of the agreement/contract. Remember that no matter how small an agreement/contract may be, if it contains unfavorable hold harmless, indemnity or reimbursement language, the parish/school is risking severe financial exposure if a liability claim or property damage occurs.

If the inflatable will be provided by a vendor that will be responsible for setting up and taking down the equipment as well as providing the staff to supervise use of the equipment, the attached Vendor Hold Harmless/Indemnity Agreement should be signed by the vendor. Since the vendor would have full control over the use of the equipment, they would also need to provide a Certificate of Insurance naming the parish/school and the (Arch) Diocese as “additional insured”.

Catholic Mutual Group’s Risk Management Department is available to answer any questions you have regarding the type of inflatable you wish to use or to review your agreement/contract with the rental company. To ensure safe operation of the equipment, the attached “Inflatables/Bounce House Rules” should be followed.

(Revised 5/08)
INFLATABLES/BOUNCE HOUSE RULES

1. Unit must be operated over a smooth surface such as grass or a hard top surface. Do not operate on rough surfaces such as rocks, bricks, glass or any jagged object(s).
2. Unit must be anchored prior to use and deflated in high winds or gusts.
3. Do not allow unit to be located within five feet of any fixed object such as a wall or pole.
4. Make sure air intake has no obstructions or kinks as this could cause collapse of unit.
5. Do not set unit up next to rides or equipment that uses diesel, gasoline, or propane fuel.
6. Always have an adult present to screen and supervise riders.
7. Do not allow anyone to jump or play on a partially-inflated unit.
8. Do not allow riders to play or climb on outside walls, sides, or roof of unit.
9. Do not allow riders to hang on or pull netting or columns.
10. Do not allow flips, horseplay, or roughhousing on unit.
11. Always follow number of riders listed on rental agreement as each inflatable is different in size.
12. Compatible age groups must play on equipment at same time. Age groups must not be mixed.
   - Recommended groups:
     o Age 3-4
     o Age 5-7
     o Age 8-12
     o Age 9-16
     o Age 6 and older
12. ALWAYS follow contract operation guidelines for numbers allowed in each group according to size of unit rented.
13. All riders must remove shoes, eyeglasses, and other sharp objects before entering unit. SOCKS MUST BE WORN.
14. Do not plug or unplug blower repeatedly as it will cause overheating and damage.
15. NEVER put a hose or water on the unit.
16. In case of rain, remove riders immediately. Jumping source is slippery and dangerous when it becomes wet. Unplug motor from electrical source. After deflated, fold unit upon itself to keep play area dry.
Balancing ministry and fun - The key to a successful Youth Ministry program is finding an effective, yet safe way to reach kids today while still making it fun.
Activity Selection

- Think about safety....think about risk....
- Good idea vs. bad idea
- Assess the risk - Is it necessary for a successful ministry?

Examples of what might be too risky:

- High Ropes Course
- White Water Rafting
- Rock Climbing/Rappelling
- Paintball
- Water Skiing
- Off-Road (Jet Skis, Snowmobiles, Dirt Bikes, ATV's)

When planning any activity, be sure to contact the (Arch) Diocese or your local Catholic Mutual Office prior to scheduling.
HOW DO WE ROLL?

TRANSPORTATION SELECTION

- Review (Arch) Diocesan Transportation Policy
- View Church Transportation Is it Necessary & Ministry Based? online training.
- Preferred Methods
  - Meet at location
  - Wheels for hire
  - Approved volunteer drivers
  - Drivers should take Be Smart-Drive Safe online course

NEVER

- Allow anyone under the age of 21 to drive
- Permit unapproved drivers
- Use 11 (including driver) -15 passenger vans
A chaperone/volunteer must:

- Complete Safe Environment requirements
- Review "CARES" Chaperone Guidelines
- Be 21 years of age or older
- View *Youth Ministry: Everything Matters and Everyone Has a Role* online training
- Attend required meetings
- Know the activity
- Understand his/her responsibilities
Details, Details, Details

- Obtain contact information for parents
- Obtain Youth Ministry Registration Packet from each youth member
- Ensure (Arch) Diocese reviews any contract/agreement associated with activity
- Make an advance visit to off-site activity location to help foresee any potential risks
- Create plan of action for potential emergencies
- Obtain Parent Permission Slips and Adult Chaperone Liability Waivers
- Obtain Volunteer Driver Form
Parents must

- Know activity
- Know transportation mode
- Know destination
- Know timeframe
- Have read/signed all forms

Parents should:

- Attend planning meetings
- View *Youth Ministry: Everything Matters and Everyone Has a Role* online training
- Be involved
GET THE WORD OUT

- Communication (text, blogs, email, social networking, etc.) must be
  - Appropriate
  - Monitored

- Communication from Youth Ministers should:
  - Be open & transparent
  - Be sent to all youth (i.e. text, blog, email, etc.)
  - Include copy to parents
  - NOT be done privately with an individual youth

- If a social network site is established for Youth Ministry, it must be monitored on a regular basis. Any inappropriate material should be deleted immediately.
- Code of Conduct - covenant between all participants and the Church: to agree to behave appropriately and safely

- View the Youth Ministry: Everything Matters and Everyone Has a Role online training
Loose protocols lose campers

"A camper is missing."

Few words strike more fear in the hearts of camp directors and staff members than those. Effective protocols — both to avoid a lost camper and find the camper quickly — are critical to camper safety and your camp’s reputation.

**Take preventive measures**

**Address areas of vulnerability.** "Look for areas where it would be easy for a child to walk off or someone with bad intentions to take a child," said Tom Madeyski, executive director for the YMCA of San Diego County. "Have an outside expert do an audit and address their findings."

**Don’t let campers travel alone.** "We’ve gone to trudges (three people) instead of buddies (two people)," Madeyski said.

In addition, instruct campers to speak with a counselor before leaving a group. Campers also "should alert a leader if they notice someone’s missing," said Donna A. Lopiano, Ph.D., president of Sports Management Resources, a sports program consultancy, and co-author of the "Athletic Director’s Desk Reference."

**Monitor.** Teach leaders to constantly scan and do head counts of their group. "Transitions between activities are one of the trickiest times," Madeyski said. "Handoffs should always be at a central location. Each leader should have a sign for their group, do a check-in and determine where any stragglers are before going to the next activity."

Minimize periods of idleness — these are times when children are more likely to wander away.

**Have clear policies for public activities.** "Many camps spend a day in a public place," Madeyski said. "Identify campers with a wristband or T-shirt, have a clear set of procedures for public places regarding behavior and what to do if you’re lost, and review them ahead of time."

**Take steps to improve safety on the trail.** Send two leaders on every hike. "One should lead and one should be in the sweep, or rear, position," Madeyski said.

Before a hike begins, sit down with the group and discuss the day’s activities. "Review the route — what you’ll pass, elevation changes and anticipated hazards and risks," said Drew Leemon, director of risk management at the National Outdoor Leadership School, or NOLS, in Wyoming. "Everyone in the group should have a basic feel for the route."

When setting up camp, create boundaries that campers shouldn’t go beyond and encourage campers to be aware of their surroundings. "Situational awareness is critical," Leemon said. "Campers should always be thinking: Where is the sun? Where is the river we’ve been following? How far am I from the last tent?"

*(See Protocols, Page 2)*
(Protocols)

One of the biggest problem areas for campers on the trail is wandering away to go to the bathroom. "Campers go off in the morning and don't tell anyone," Leemon said. "They think they're not going that far, but they get disoriented and can't find their way back."

Prepare campers ahead of time. From the first day at camp, instruct campers on steps to take if they think they're lost. "The general wisdom is "Stay where you are, and we will find you,"" Madeyski said.

Role-play. "Work with the kids on scenarios — get them involved in actively discussing solutions," Leemon said. "Don't just tell them what to do if they're lost."

Even on a day hike, each camper should carry the "10 essentials." This list of essentials was originally created in the 1930s by The Mountaineers, an organization for climbers and outdoor adventures, according to REI. The recently updated list includes a map and compass; sun protection; insulation (Leemon recommends a large plastic garbage bag that can be worn poncho style); headlamp/flashlight; first-aid supplies; tools, including a pocket knife, and a repair kit for patching inflatable items; food and water.

Leemon also recommends every camper carry string, duct tape, a pencil and paper for making notes, a mirror for signaling and a whistle — the sound carries much better than yelling. Teach campers to stay positive and calm, so they don't make mistakes, he said.

If campers will be out on a trail, NOLS teaches them to do the following if lost:
- Find a comfortable place to spend the night — long before dark. Spots under evergreen trees and overhangs, higher on hills and out of the wind work best.
- Be obvious to searchers. Light a smoky fire, stay in open areas, mark an area with bright clothing and stay on or close to trails.
- Look for water.
- Keep warm. Leaves and pine boughs can create pockets of warmth.

A camper is lost: What should happen next?

Next steps will often depend on the following:
- Location — in the campground or on the trail
- Point where last seen
- Age and experience of the camper and group leaders (on trail)
- Physical or emotional considerations
- If the camper is alone
- Weather conditions
- Time of day
- Presence of wild animals

"Obviously, the younger and less experienced the camper is, combined with whether they're alone, where they were lost and conditions like waning daylight and being in bear country, would all drive a faster and more urgent response," Leemon said.

Madeyski recommended a three-tier approach to an in-camp search:

Tier 1: A camper is reported missing. All activities continue while an immediate staff member alerts the director and radios all staff members to determine if the camper is simply in another place. Campers in the missing child's immediate group are asked where and when they last saw the camper.

"About 99 percent of the time, the camper is found at this stage," Madeyski said.

If there is any evidence of a person on campgrounds who doesn't fit into the environment, report this immediately.

Tier 2: If the camper isn't found in the first step, search his or her cabin and all other cabins and living areas; staff uses vehicles to travel all roads leading out of camp. "Provide information about the camper to all searchers: hair color, age, size, weight, description of (his or her) clothing and how long since the camper was seen," Lopiano said.

Tier 3: If the camper still hasn't been found, ring the camp bell to signal an emergency. All activities cease and all campers and staff members report to a central area. Each cabin taxes roll, and staff members begin to quiz campers in other cabins.

"The entire camp population will be in one area, and this frees your staff to begin a coordinated search," Madeyski said. "Implement your formal emergency procedures."

The American Camp Association missing person procedures states that a camper should be presumed lost and a public search instituted at the 20-minute mark of an internal extended search.

"When you call in outside help, simultaneously alert parents," Lopiano said.

"You don't want to alarm parents during the internal search process, but you'd rather over inform than under inform," Madeyski said. "You want parents to hear about the situation from you."

Expect the media to become aware of the situation at this point. "Have one spokesperson," Madeyski said. "Be careful to give out facts only, not opinions. Staff should know what is and isn't appropriate in terms of social media, and you should have clear consequences for any employee who's posting about this situation."

Learn from an incident. "It's critical to learn from an event and update your policies to reflect the experience," Lopiano said.

- Resource: For more in-depth recommendations on responding to a lost group or person in a trail setting, visit the NOLS website at www.nols.edu.
Managing Your Risks

Sweep hazards out of kitchens
Spring is a good time to conduct a thorough self-inspection of your commercial kitchen operations to ensure equipment and appliances are properly installed and in good working condition. Finding and correcting potential hazards ahead of time will help enhance the safety and security of your staff, campers and guests.

You should inspect all commercial cooking and kitchen equipment at least once a month. Your checklist should include the following actions:

- Remove grease buildup on appliances, walls and floors to reduce the chance of fire and the risk of slips and falls.
- Ensure cooking equipment is installed on a noncombustible floor surface with adequate clearances and away from combustible materials.
- Equip exhaust hoods with removable filters if frequent cooking takes place and install explosion-proof lights above the cooking equipment. Hoods, filters and exhaust ducts should be cleaned regularly to remove excess grease residue, a common cause of fires.
- Maintain fully charged automatic extinguishing systems within exhaust hoods and have them inspected twice a year by a qualified servicing contractor.
- Ensure electrical outlets near sinks are equipped with ground fault circuit interrupter-type—GFCI-type—receptacles to help reduce the potential for an electrical shock.
- Ensure flexible gas and electrical connections are properly hooked up to equipment and protected from damage.
- Provide appropriate fire extinguishers for cooking environments and make them readily available. Train staff on proper use of the extinguishers.

Church Mutual provides a Self-Inspection Safety Checklist for Camps and Conference Centers to help guide you through the process of inspecting your kitchen and other parts of your camp or conference center. To view and download a copy, visit www.churchnet.com, click on “Safety Resources” and then “Camps and Conference Centers.” Once there, scroll down and select the Self-Inspection Safety Checklist.

Edward A. Steele
Risk Control Manager

Seasonal Spotlight

Effective lifeguard training goes beyond certification
Roughly 10 people accidentally drown every day — and two of the victims are 14 or younger.1 “You never get over a death at your camp,” said Terri Lees, a veteran member of the Aquatic Subcouncil of the American Red Cross Scientific Advisory Council who helped create the United States Lifeguard Standards.

The following can help minimize the risk of a swimming-related tragedy.

Hire an experienced lifeguard manager. “Your lifeguards must be evaluated, hired, trained and managed by a skilled lifeguard who’s a proficient trainer and supervisor,” Lees said.

Create a lifeguarding plan. “Each camp venue is unique,” Lees said. “Have a plan that’s specific to yours and hire and train based on it.”

Recognize and address the inherent challenges of beaches. “Beaches require a lot more underwater swimming, strength and endurance,” Lees said. “You might have to run the length of the beach, swim out and surface dive — often multiple times — and be comfortable searching in murky water.”

Require certification . . . but don’t stop there. There are four typical certification programs for lifeguards: Red Cross, YMCA, Ellis & Associates and StarGuard. Camps tend to use the first two. “Your lifeguards should all be certified, certainly. This establishes they’ve gone through the training steps, but it simply means they were able to perform the required skills on test day,” Lees said. “You need to test them too.”

Try to assess prospects’ mindsets in a crisis. “None of us know how we’d react in a crisis until it happens,” Lees said. “Talk to prospects about emergency situations and how they deal with it. You want someone whose reaction is to go toward danger — not away from it.”

Conduct initial and ongoing training. “Ideally, I like to see three days of aquatic training before camp starts to ensure lifeguards have venue-specific skills — provide remediation if necessary — know the camp’s emergency action plan and have exceptional CPR skills,” Lees said.

Continue training throughout the season. “It takes an amazing amount of strength and energy to swim out, bring a drowning casualty in and perform CPR,” Lees said. “Keep working with lifeguards so they have the strength and skills they need. Focus on leg strength, core strength and endurance.”

http://www.cdc.gov/injury/wisqars

Great programs and facilities are essential to a camp's success, but the best camps are those with exceptional employees — staff members who understand and share the camp's goals and make them come alive for campers.

As your camp prepares to head into the busy summer season, it is critical to prioritize good hiring and have an effective orientation plan in place. On-site orientation typically spans five to seven days — or fewer — and includes everything from skills training to team building. Risk Reporter recently spoke with Greg Cronin, a camp consultant and staff trainer with more than 30 years of camp experience, about how to best prepare your staff members for the summer ahead.

**Risk Reporter:** How can camps improve their hiring?
**Greg Cronin:** Recognize how critical it is to your camp’s success. Whoever’s hiring must be able to articulate the mission of your camp and have a careful, predetermined interview process. Hire for character, skills and intelligence but focus on character. You can’t teach that. Hire extra people. You’ll always have dropouts and this helps avoid poor, last-minute hires.

**Risk Reporter:** You stressed using the months that fall between the actual hiring process and the day camp begins for orientation. Would you elaborate?
**Cronin:** By the time staff members arrive at your camp, they should have a clear idea of your camp’s mission, what their role will be and what orientation will include. People buy into things they helped create. Connect staff members — both old and new — and start building a team before they arrive. Orientation isn’t just about sharing information — it’s about emotions, understanding your role and fitting in.

**Risk Reporter:** What should happen on the first day of orientation?
**Cronin:** Whoever hired staff members should be there to greet them, make people feel at ease and connected. Don’t start off with the swimming test. People have body issues, and they’re uncomfortable. Their first interaction with new co-workers shouldn’t be in their swimsuit. Make introductory activities inclusive, not skill-based. Keep it neutral. Don’t ask people to share personal information. There’s no comfort zone yet.

**Risk Reporter:** What role should returning staff members play?
**Cronin:** They’re a critical asset. Use them! Let them run activities, demonstrate skills and give tours. Encourage them to bond with new staff members.

**Risk Reporter:** What are some general tips for sharing information?
**Cronin:** Plan ahead. You have a lot of information to share in a short time, and you can’t wing it. Stress the ABCs: audience before content. Get away from the classroom lecture model — be interactive. This is hard work and takes preparation. Many people aren’t that experienced at this, but it’s critical to put in the time and energy. Professional organizations can be good resources. Pay attention and be aware of information overload.

**Risk Reporter:** You mentioned that real training happens when campers arrive.
**Cronin:** It’s all theoretical until then. Administrators must be extremely hands on during the first days to support and guide staff, especially new staff members. They’re uncertain and uncomfortable, and administrators must help them. Let staff know it’s OK to fail, so they’re not afraid to try something new.
Electronic media is here to stay: learn how to avoid problems

Facebook, Twitter and YouTube. Emails, Instagram, texts and blog posts. Campers and staff now have more ways than ever to talk about your camp and communicate with each other year-round. It’s a reality that’s both exciting and more than a little intimidating, given how popular and powerful these channels are—and how difficult they can be to monitor and control.

It’s vital to be proactive in this area. Even if you opt not to use electronic and social media, that doesn’t mean that your campers and staff won’t. The following can help your camp avoid problems involving these communication tools.

Educate yourself, staff, parents and campers

“Electronic channels are 24/7. You can’t spend all your time policing, so you’ve got to educate,” said Gabe Chernov, owner and director of Birch Trail Camp in Minong, Wis., who researched and developed social media policies for the Association of Independent Camps. “Don’t couch your discussions around the word ‘can’t’ but around ‘here’s why.’ Educate, don’t dictate, and people are more likely to do the things you ask.”

“I will never be able to teach kids or staff about every single scenario, but if I can convey the spirit of what we’re trying to accomplish, they’ll have a better chance of knowing when a situation isn’t right,” said Jennifer Selke, PhD, who’s on the faculty at the University of California, Berkeley, affiliated with the Berkeley Center for New Media, and is the director of Strawberry Canyon Youth Programs.

Help staff and campers understand the lifespan of anything they post online—which is potentially forever—and that unless they’re very knowledgeable about privacy settings, they could be sharing information with a much broader world than they think. “I tell them to assume that nothing is private,” said Selke.

Create a social media team

These are the staff members who monitor and administer your electronic channels and will likely be your point people in the event of negative press or an emergency. Rely on them to keep abreast of changing technology and to ensure your policies and procedures are up to date. Note that seasonal staff should not be used to fill such roles.

(See Electronic media, Page 2)
(Electronic media)

Develop written policies and require sign-offs

Create written policies for electronic media use that reflect current understandings of employment law and free speech and have them reviewed by your legal team. Spell out behaviors that won’t be tolerated and consequences if they occur and follow through if they do.

Have parents and staff sign off on your written policies. “This will give you some legal protection if you run into a problem down the road, though it will vary by state,” Chernov said. “And know that the legal standards of where an employee is from, not just your camp location, can affect you.”

Develop policies for each of the following:

- **Your social media team (including crisis management).** Spell out the direct responsibilities of your social media team plus crisis steps: who will respond in a crisis — it should generally be someone besides the camp director who will be handling the event — whether the response will be public, whom your camp needs to communicate with (which will likely depend on the type of crisis) and which tools you’ll use to get the message out.

  “With negative press, staff, campers and families might think they’re doing you a favor by going online to defend you,” Selke said. “There has to be absolute lockdown: only your social media team should respond. But give the media access to appropriate information instead of forcing them to scrounge for it.”

- **Online communities.** If you use Facebook or have a blog, state your postings policies and the consequences of posting crude language, offensive images, etc., on the web page.

- **Camp staff.** The main issues these policies should cover are appropriate interaction with campers (more below) and what staff is allowed to do in relation to the camp brand, such as posting images on their own website or Facebook page or making official statements about camp online.

- **Parents/campers.** Before camp starts, send parents written communication about social networking, cellphones, cameras, cyberbullying and out-of-camp contact between staff and campers. Encourage parents to review this with their child and cover it at camp too.

Restrict one-on-one staff/camper contact

The fun and friendly nature of camp means that staff and campers often form a special bond, but camps should do everything they can to limit one-on-one contact.

“Teach your staff to never be alone with a camper, either physically or virtually,” Selke said. “They shouldn’t have pictures of campers on their phones or Facebook; they shouldn’t text, instant message or email campers; and they shouldn’t ‘friend’ campers. If everyone understands the rules, campers and staff immediately know when something isn’t right, and it gives them permission to report it.”

“During the summer, your counselors are generally conscious of being role models; they know campers are their top priority, they’re supervised and they have a support network if there’s a problem,” Chernov said. “When they leave, their priorities are different and so is their mindset. If they’ve been emailing a camper who shares a deep problem with them (abusive behavior, thoughts of suicide, etc.) that the counselor doesn’t know how to handle, ignores or misses, the consequences could be disastrous for everyone.”

Chernov cautions counselors to limit contact with campers to the official, public Facebook page, where camp staff can monitor interaction. If a staff member needs to email a camper, copy another adult staff member on the email.

Church Mutual’s safety video Abuse At Camp discusses additional staff/camper contact concerns as they relate to electronic media. Visit www.churchmutual.com, click “Safety Resources” and select Videos (DVDS).

Be social media savvy

Understand privacy and permissions settings. “Educate yourself or you might be giving away things that you hadn’t intended to,” Chernov cautioned. “Recognize that privacy and permissions settings for some of the sites — especially Facebook — change all the time. Go to the FAQs if you have questions.”

Trademark your camp’s name, logo, etc. “It’s easy, relatively inexpensive and protects you if someone tries to use your name or logo or set up a website for your camp,” Chernov said.

Add disclaimers to your site. Social media disclaimers are typically used to explain that the views of a commenter aren’t necessarily the views of the camp. Have your disclaimers reviewed by legal counsel and be sure to monitor all comments on your website, Facebook page, etc. Chernov recommended including a disclaimer in your written policies too, so it’s part of the official sign-off by parents and staff.

Limit who controls your online channels. Grant access to the director and the social media team only. “The tighter the controls the better,” Chernov said.

Use monitoring tools. Use Google Alerts and Twitter and Facebook searches to find out what people are saying about your camp. “Create a sense of community and ask parents, campers and staff to let you know if they see something about you on social media,” Selke said. “You’ll be able to leverage good press and address problems more quickly.”

- **Resource:** Gabe Chernov and the AIC have created a comprehensive collection of Internet policies for campers, parents and staff. For a sample, contact gabe@birchtrail.com.
Remember the silent killer as you prepare for busy season

Preventing carbon monoxide (CO) poisoning should be a top priority as you gear up for the next busy season. CO exposure often results from the improper installation or maintenance of gas-fired furnaces or heaters. Additional dangers, such as fire and explosion, can also occur because of improper heating system maintenance.

It is extremely important to use the knowledge of qualified heating, ventilating and air conditioning (HVAC) service representatives to inspect gas-fired furnaces and heaters to make sure they are maintained in accordance with manufacturers' specifications.

Springtime provides an excellent opportunity for camps — especially those that have been shut down for the winter — to have an HVAC service representative conduct a thorough inspection of every gas-fired heating device. Don't forget gas-fired cooking stoves or ovens, water heaters, clothes dryers and fireplaces too.

Faulty fresh air intake systems, improperly adjusted burners, damaged or corroded heat chambers and exhaust vents and plugged exhaust vents are common contributors to the harmful buildup of CO. Thorough inspections will help detect heating/exhaust system deficiencies before it's too late.

CO and smoke detectors should be installed in accordance with manufacturers’ recommendations and/or local laws and regulations. Test them monthly to ensure they are operating properly. Replace batteries per manufacturers' recommendations. If you find your detectors are being tampered with or batteries are being removed, use detectors with tamper-resistant features.

Check the warranty for the life span of the brand and model of each smoke and CO detector used at your facilities. Replace detectors in accordance with manufacturers' instructions. Record the purchase date with a marker on the inside of each detector, so you will know when to replace them.

Edward A. Steele  
Risk Control Manager

Seasonal Spotlight

Maintenance staff must have safety mindset

As your camp gears up for its busiest season, repair and maintenance tasks will be top of mind. Safety training, advanced planning and proper equipment are all critical, but one thing is even more important: the right attitude about safety.

"Too many times people think an accident can’t happen to them," said Dr. Charles Wallace, director of Lake Logan Episcopal Center in Canton, N.C.

Often, these feelings are exacerbated by camp staffing issues. "If you’re short of staff, it’s not always easy to find that secondary person to hold the ladder," Wallace said. "Staff think, ‘I’ll do it alone, just this time, and it will be OK.’ But sometimes, it’s not.”

What can camps do to change this mindset?

Schedule regular safety training. Staff should receive ongoing training on the following: the appropriate use of safety and personal protective equipment (PPE), proper lifting, measures against Hantavirus, lockout/tagout procedures and best practices for equipment inspection and use. There should also be policies regarding when it’s necessary for a second person to be involved in a task — for example, when there’s heavy lifting, working on gas lines, in high/tight spaces or on a major truck repair, etc.

Conduct regular inspections of all equipment. Follow manufacturers’ recommended maintenance schedules, with additional care if equipment has been used for unusually demanding tasks.

Ensure adequate supplies of safety equipment. Staff need ready access to goggles, safety masks, gloves and other PPE and should wear steel-toe shoes when appropriate.

Wallace also recommended the following:

Have maintenance staff oversee training. "Pick the safety-conscious person on the team who everyone trusts and respects and have them do the training. It will be twice as effective as having administration do it."

Get out from behind your desk. "You’ve got to be out and about to understand what your staff is dealing with and why they might not take the time or effort to follow your safety training."

Share stories. "People are more willing to listen to stories than lectures. I have one that I like to share about a back injury I suffered. Staff had left expensive tools out in the rain, and I picked up a tank that was much too heavy and fell down a slippery slope. I was young and immortal, I was mad and I paid the price. It’s a good story that could happen to anyone.”

Model safe behavior. Your actions speak much louder than your words. Make sure you follow your own policies and safety procedures.
Risk Reporter: Tell us how the game is played.
Chris Guerin: Typically, 20 to 30 kids are inside an octagon-shaped pit — the shape creates more interesting bounce angles. It's played with a big, soft foam ball that the kids hit with an open hand. The goal is to hit other players with the ball somewhere either below their waists or their knees, depending on players' ages. When you hit other players in this region they're out; if you hit them above the target area, you're out. You're also out if you hit the ball out of the pit or up in the air. The kids leave the pit when they're hit; the game is over when one player is left.

Risk Reporter: Why do you think it's become so popular?
Chris Guerin: It's fast and fun — kids don't equate it with exercise — and anyone can be good at it. There's no advantage for physical size or strength, and it doesn't require any special skills or experience. Even kids with some level of physical limitations can play. It goes really fast: a typical game only takes three or four minutes. If you're out, you know you'll be back soon. The pit is the only equipment, and it takes up little space: for 10 to 15 percent of the space of a basketball court, you get three times as many kids playing in a gaga pit at the same time.

Risk Reporter: Tell us about the pit.
Chris Guerin: Our pits are made of linear low-density polyethylene — the same material as many play structures. The official pit is 26 feet by 26 feet; a junior pit is 22 feet by 22 feet. The pieces interlock like a giant set of LEGO® blocks, and they're easy to assemble/disassemble, though they're fairly heavy. The standard pits cost $4,500 to $4,900. Some camps choose to build their own pits, but that often creates additional concerns regarding the safety of the materials used.

Risk Reporter: What factors should be considered when setting up the pit?
Chris Guerin: You need a level surface. Avoid asphalt or concrete surfaces; most camps put the pit on grass. Don't set up in puddles, sand or mulch — the impact of the ball could send things flying into kids' eyes. Indoors, it's best to set up on a wooden, rubber or plastic floor.

Risk Reporter: Any safety concerns?
Chris Guerin: Before play begins, go over the rules and stress where the ball is allowed to hit. The size of the pit means kids don't tend to build up a lot of speed, lessening the blow if they run into each other. The most typical problem is scraped knuckles. The surface you set up on can help with that. The soft ball also limits injuries. Look for pits that fit together cleanly with no gaps, sharp edges or brackets.
May 1, 2019

Dear Camp Director,

Each year, the Clarion Herald, the newspaper for the Archdiocese of New Orleans, lists the significant number of Bible Camps, School Camps, and athletic-related camps and clinics in its “Summer Activities” section. Faith-based camps are important for parents who are not only looking for opportunities that provide fun and adventure for their child or young adult, but also that provide foundations of the Catholic Christian faith. Catholic summer camps are important for youth to attend in order to gain crucial social skills, obtain lasting memories, and deepen their faith in Jesus Christ; to become disciples and witnesses.

With that in mind, I, as the Vicar of Evangelization for the Archdiocese of New Orleans, wanted to provide you with a resource to assist you in to further introduce your campers to the Lord. Please visit this link (www.adw.org/forming-disciples/) from the Archdiocese of Washington, D.C. entitled “Forming Disciples for the New Evangelization.” At the bottom of the page you will find links, in an age-appropriate format, suggesting six key elements to living a Catholic life. These elements will help young disciples in formation realize the intimate connection between their Catholic faith and their life. I see this as an important way of engaging parents who sometimes do not practice their faith. They are evangelizing opportunities.

Thank you for considering some faith ideas to be sprinkled in with your fun and creative activities and ideas. At a faith-based camp, one goal should be to give youth the confidence and the strength they need to continue their faith journey and to help them foster healthy vocations. At the conclusion of your sessions may your campers return home with a desire to live their faith more joyfully and to with confidence assist God in building His kingdom.

Please let me know how else we, in the Office of Evangelization, can assist you.

Sincerely,

Very Rev. David G. Caron, O.P., D.Min.

Very Rev. David G. Caron, O.P., D. Min.
Vicar of Evangelization
Understanding Employee vs. Contractor Designation

FS-2017-09, July 20, 2017

The Internal Revenue Service reminds small businesses of the importance of understanding and correctly applying the rules for classifying a worker as an employee or an independent contractor. For federal employment tax purposes, a business must examine the relationship between it and the worker. The IRS Small Business and Self-Employed Tax Center on the IRS website offers helpful resources.

Worker classification is important because it determines if an employer must withhold income taxes and pay Social Security, Medicare taxes and unemployment tax on wages paid to an employee. Businesses normally do not have to withhold or pay any taxes on payments to independent contractors. The earnings of a person working as an independent contractor are subject to self-employment tax.

The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work, not what will be done and how it will be done. Small businesses should consider all evidence of the degree of control and independence in the employer/worker relationship. Whether a worker is an independent contractor or employee depends on the facts in each situation.

Help with Deciding

To better determine how to properly classify a worker, consider these three categories – Behavioral Control, Financial Control and Relationship of the Parties.

**Behavioral Control:** A worker is an employee when the business has the right to direct and control the work performed by the worker, even if that right is not exercised. Behavioral control categories are:

- Type of instructions given, such as when and where to work, what tools to use or where to purchase supplies and services. Receiving the types of instructions in these examples may indicate a worker is an employee.
- Degree of instruction, more detailed instructions may indicate that the worker is an employee. Less detailed instructions reflect less control, indicating that the worker is more likely an independent contractor.
- Evaluation systems to measure the details of how the work is done points to an employee. Evaluation systems measuring just the end result point to either an independent contractor or an employee.
- Training a worker on how to do the job – or periodic or on-going training about procedures and methods -- is strong evidence that the worker is an employee. Independent contractors ordinarily use their own methods.

**Financial Control:** Does the business have a right to direct or control the financial and business aspects of the worker's job? Consider:

- Significant investment in the equipment the worker uses in working for someone else.
- Unreimbursed expenses, independent contractors are more likely to incur unreimbursed expenses than employees.

Opportunity for profit or loss is often an indicator of an independent contractor.
Services available to the market. Independent contractors are generally free to seek out business opportunities.
Method of payment. An employee is generally guaranteed a regular wage amount for an hourly, weekly, or other period of time even when supplemented by a commission. However, independent contractors are most often paid for the job by a flat fee.

**Relationship:** The type of relationship depends upon how the worker and business perceive their interaction with one another. This includes:

- Written contracts which describe the relationship the parties intend to create. Although a contract stating the worker is an employee or an independent contractor is not sufficient to determine the worker's status.
- Benefits. Businesses providing employee-type benefits, such as insurance, a pension plan, vacation pay or sick pay have employees. Businesses generally do not grant these benefits to independent contractors.
- The permanency of the relationship is important. An expectation that the relationship will continue indefinitely, rather than for a specific project or period, is generally seen as evidence that the intent was to create an employer-employee relationship.
- Services provided which are a key activity of the business. The extent to which services performed by the worker are seen as a key aspect of the regular business of the company.

**Consequences of Misclassifying an Employee**

Classifying an employee as an independent contractor with no reasonable basis for doing so makes employers liable for employment taxes. Certain employers that can provide a reasonable basis for not treating a worker as an employee may have the opportunity to avoid paying employment taxes. See Publication 1976, Section 530, Employment Tax Relief Requirements for more information.

In addition, the Voluntary Classification Settlement Program (VCSP) offers certain eligible businesses the option to reclassify their workers as employees with partial relief from federal employment taxes.

The IRS can help employers determine the status of their workers by using Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding. IRS Publication 15-A, Employer's Supplemental Tax Guide, is also an excellent resource.

Workers who believe an employer improperly classified them as independent contractors can use Form 8919 to figure and report the employee's share of uncollected Social Security and Medicare taxes due on their compensation.

The IRS Small Business and Self-Employed Tax Center provides a multitude of resources for small businesses as well as self-employed independent contractors.

**Additional Resources:**

- Publication 15-A, Employer's Supplemental Tax Guide
- Form 1040-ES, Estimated Tax for Individuals
- Publication 505, Tax Withholding and Estimated Tax
- Publication 535, Business Expenses
- For information on eligibility for a voluntary program to reclassify workers as employees with partial relief from federal employment taxes, visit Voluntary Classification Settlement Program (VCSP).
The State of Louisiana has been focused on following the guidance of experts in public health when making decisions about the reopening of facilities and resumption of activities statewide. Louisiana’s plan for reopening outlines a set of phases that are initiated once certain public health criteria are met. Throughout these phases, restrictions will be gradually relaxed, allowing greater flexibility, including as it relates to the operation of summer programming in schools.

In Phases 1, 2, and 3, summer activities on K-12 campuses may occur with certain restrictions in place. The Louisiana Department of Education (LDOE), in consultation with the State of Louisiana Office of Public Health, offers the following supporting guidance in order to assist K-12 schools in adhering to public health guidelines and ensuring the health and safety of their children and staff.

NOTE: Guidance may change in accordance with updates from the Centers for Disease Control (CDC) and Louisiana’s Office of Public Health.

CHECKLIST FOR SUMMER CAMPS, SUMMER SCHOOL, AND EXTRACURRICULAR ACTIVITIES

The following sections contain both required actions and supportive guidance for keeping children and staff healthy and safe at summer camps, summer schools, and in extracurricular activities.

Required actions that must be taken for safe operations per the guidance issued by the State Office of Public Health are contained in this memorandum. All other content is non-binding guidance to support schools in keeping students and staff well.

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<td>Implement social distancing strategies</td>
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<td>2.</td>
<td>Change parent drop-off and pick-up processes to limit contact</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Ensure extracurricular and athletic activities follow established safety and hygiene protocols</td>
</tr>
<tr>
<td>Symptom Monitoring</td>
<td>4.</td>
<td>Require sick students and staff to stay home</td>
</tr>
<tr>
<td></td>
<td>5.</td>
<td>Screen students for sickness upon arrival</td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>Implement isolation measures if a student becomes sick, and follow with a cleaning and disinfecting processes</td>
</tr>
<tr>
<td></td>
<td>7.</td>
<td>Address vulnerable individuals</td>
</tr>
<tr>
<td>Environmental Cleaning and Personal Hygiene</td>
<td>8.</td>
<td>Ensure healthy personal hygiene</td>
</tr>
<tr>
<td></td>
<td>9.</td>
<td>Intensify cleaning and disinfecting efforts</td>
</tr>
<tr>
<td>Additional Operating Considerations</td>
<td>10.</td>
<td>Ensure healthy food preparation and meal service</td>
</tr>
<tr>
<td></td>
<td>11.</td>
<td>Ensure transportation staff are following safety and hygiene protocols</td>
</tr>
</tbody>
</table>
GROUP SIZE AND PHYSICAL STANDARDS

NUMBER 1: IMPLEMENT SOCIAL DISTANCING MEASURES

Establish and maintain static groups for the maximum duration of any summer school, camp, or extracurricular program.

<table>
<thead>
<tr>
<th>Group size</th>
<th>Phase 1: 10, including adults</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Phase 2: 25, including adults</td>
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<tr>
<td>Phase 3:</td>
<td>50, including adults</td>
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</tbody>
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Groups

- Groups convene indoors in rooms enclosed by walls or partitions
- Groups do not convene in shared indoor spaces unless they are cleaned before and after the group’s use
- Groups are separated outdoors but do not require a physical barrier
  - Phase 1 and 2: refrain from contact sports
  - Phase 3: contact sports are allowable within defined groups
- Groups are separated in pools by lane lines or ropes
- Groups pass singly through entry and exit points

NUMBER 2: CHANGE PARENT DROP-OFF AND PICK-UP PROCESSES TO LIMIT CONTACT

Establish **curbside drop-off and pick-up** to limit direct contact between parents and staff members.

- The plan for curbside drop-off and pick-up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If children must be met outside, an assigned staff member from the child’s static group should escort the child into the facility they arrive.
- Consider staggering arrival and drop-off times to manage the flow of students into and out of the facility.

Establish **hand hygiene stations** at the entrance to the facility so that children can clean their hands before they enter.

- If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol and supervise its use.

Keep hand sanitizer out of the reach of children before and after use.

NUMBER 3: ENSURE EXTRACURRICULAR AND ATHLETIC ACTIVITIES FOLLOW ESTABLISHED SAFETY AND HYGIENE PROTOCOLS

In Phase 1 and Phase 2, students should refrain from contact sports. In Phase 3, students may engage in contact sports **within their static group**. It is important to clean sporting equipment after each group’s use.

There is no evidence that COVID-19 can be spread to humans through the water. Proper operation, maintenance, and disinfection (with chlorine or bromine) of pools should kill COVID-19. Individuals participating in organized water activities must be separated in pools by lane lines or ropes.
SYMPTOM MONITORING

NUMBER 4: REQUIRE SICK STUDENTS AND STAFF TO STAY HOME

Individuals who have a fever of 100.4°F or above, or other signs of illness, must not be admitted to the facility.

- Communicate to parents the importance of keeping children home when they are sick, the steps being taken to ensure the health and safety of their children, and other important information related to limiting COVID-19 exposure.
  - See this sample letter to families. The letter to families should outline all health and safety precautions taken by your facility.
  - Another sample can be found from Child Care Aware of America.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with school leadership if or when they start to feel sick.
- Follow procedures to ensure that children and staff who come to summer camps, summer school, or extracurricular activities sick or who become sick while at your location are placed in isolation and sent home as soon as possible. See Section 6 for guidance on how to manage a student who becomes sick while at your location.

NUMBER 5: SCREEN CHILDREN FOR ILLNESS UPON ARRIVAL

Individuals who have a fever of 100.4°F or above or other signs of illness must not be admitted to the facility. Participants must be screened for fever upon arrival as well as throughout the day.

- Ask the parent/guardian to confirm that the student has not taken fever reducing medication in the last 24 hours and does not have shortness of breath, sore throat, or a cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or, in young children, extreme or unusual fussiness.

Examples of how to conduct temperature screenings are listed below.

Example 1: Reliance on Barrier/Partition Controls

1. Stand behind a physical barrier, such as a glass or plastic window or partition that can protect the staff member’s face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
2. Conduct temperature screening, following steps below
   - Perform hand hygiene.
   - Put on disposable gloves.
   - Check the child’s temperature, reaching around the partition or through the window.
   - Make sure your face stays behind the barrier at all times during the screening.
   - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned between each check.
   - If you use disposable or non-contact thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
   - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child. You can reuse the same wipe as long as it remains wet.
Example 2: Reliance on Personal Protective Equipment

1. If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within six feet of a child.

2. Upon arrival wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.

3. Take the child’s temperature.
   » If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned between each check.
   » If you use disposable or non-contact thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
   » If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
   » After each screening, remove and discard PPE, and wash hands.

NUMBER 6: IMPLEMENT ISOLATION MEASURES IF A STUDENT BECOMES SICK, AND FOLLOW WITH A CLEANING AND DISINFECTING PROCESSES

It is important to establish a space to isolate students who become sick, and be prepared with a cleaning and disinfecting process.

- Create an isolation room or area, such as a cot in a corner of the classroom, a small office, or an empty classroom that can be used to isolate a sick student. Ensure proper adult supervision of an isolated child as needed and based on age.
- Follow CDC guidance on how to disinfect the building if someone is sick.
- If a sick child has been isolated in the facility, clean and disinfect surfaces in the isolation room or area after the sick child has gone home.

If COVID-19 is confirmed in a student or staff member:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in those areas.
- Wait up to 24 hours, or as long as possible, to allow respiratory droplets to settle before cleaning or disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
- If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.
- Follow CDC Guidance on home isolation.

NUMBER 7: ADDRESS VULNERABLE INDIVIDUALS

Federal guidance indicates that elderly individuals and those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer, might be at higher risk for severe illness from COVID-19.

Speak to the parents of children with health conditions to ensure that participation in the summer camp is approved by the child’s physician.
PERSONAL HYGIENE

NUMBER 8: ENSURE HEALTHY PERSONAL HYGIENE

Adults and children, as able, should wear cloth masks. Children under two years old and individuals with severe breathing difficulties should not wear masks.

All children and staff must engage in hand hygiene at least every two hours and at the following times:

- Arrival and exit of the facility and after breaks
- Before and after using outdoor play equipment
- Before and after preparing, eating, or handling food or drinks, or feeding children
- Before and after administering medication or medical ointment
- After using the bathroom or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60 percent alcohol can be used if soap and water are not readily available.

- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing who cannot wash hands alone. After assisting children with handwashing, staff should also wash their hands.

ENVIRONMENTAL CLEANING

NUMBER 9: INTENSIFY CLEANING AND DISINFECTING EFFORTS

- Every hour, clean and disinfect surfaces, bathrooms, and objects that are frequently touched, such as doorknobs, light switches, classroom sink handles, and countertops.
- Schedule and follow additional procedures for cleaning and disinfecting, including cleaning and sanitizing toys and other shared materials. All cleaning materials must be kept secure and out of reach of children.
- Do not share toys among static groups unless they are cleaned and sanitized before and after each group’s use.
- Clean and sanitize toys.
  » Reduce the number of toys in classrooms.
  » Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
  » Children’s books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
OPERATIONAL STANDARDS

NUMBER 10: ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE

- Serve meals in classrooms, rather than in cafeteria or group settings. If meals are typically served family-style, plate each student’s meal to serve it so that multiple students are not using the same serving utensils.
- Sinks used for food preparation should not be used for any other purposes.
- Teachers must ensure that children wash hands prior to and immediately after eating.
- Teachers must wash their hands before preparing food and after helping children to eat.

For school food and nutrition professionals and volunteers working in meal preparation or distribution at a summer school or camp, potential sources of exposure include close contact with others on site with COVID-19 and touching one’s nose, mouth, or eyes after touching surfaces or handling items that others infected with COVID-19 have touched. Currently, there is no evidence to support transmission of COVID-19 through food.

Food and Nutrition staff should:

- Notify a supervisor and stay home if having symptoms.
- Follow CDC-recommended steps if sick. Staff should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Follow CDC recommended precautions and notify a supervisor if living with a family member with COVID-19.
- Limit close contact with others and maintain a distance of at least six feet, when possible.
- Wear a cloth face covering. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.
- Clean, sanitize, and disinfect frequently touched surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts, and trays, throughout the day. Follow the directions on the cleaning product’s label and clean hands afterwards.
- Practice proper hand hygiene. This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60 percent alcohol can be used, but not as a substitute for cleaning hands with soap and water.
- Key times to wash hands include:
  » Before and after work shifts
  » Before and after work breaks
  » After using the restroom
  » Before eating or preparing food
  » Before putting on and after taking off disposable gloves when preparing food
  » After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
  » After blowing your nose, coughing, or sneezing
  » After putting on, touching, or removing cloth face coverings
- Avoid contact with body fluids.
- Do not touch eyes, nose, or mouth.
- Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash, and then wash your hands.
NUMBER 11: ENSURE TRANSPORTATION STAFF ARE FOLLOWING SAFETY AND HYGIENE PROTOCOLS

THE CDC has issued guidance for bus operators. For bus operators, potential sources of exposure include having close contact with a bus passenger with COVID-19, by contacting surfaces touched or handled by a person with COVID-19, or by touching one’s mouth, nose, or eyes.

- Limit close contact with others by maintaining a distance of at least six feet, when possible.
- Seat passengers six feet away from the bus driver.
- Avoid touching surfaces often touched by passengers.
- Use gloves if required to touch surfaces contaminated by body fluids.
- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator.
- Proper hand hygiene is an important infection control measure. Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60 percent alcohol.

- **Key times to clean hands, in general, include:**
  » Before, during, and after preparing food
  » Before eating food
  » After using the toilet
  » After blowing your nose, coughing, or sneezing

- **Additional times to clean hands on the job include:**
  » Before and after work shifts
  » Before and after work breaks
  » After touching frequently touched surfaces, such as fare boxes and handrails
  » After putting on, touching, or removing cloth face coverings

- Avoid touching your eyes, nose, or mouth
Coronavirus Disease 2019 (COVID-19)

Considerations for Youth and Summer Camps
Updated May 19, 2020

As some communities in the United States begin to convene youth camps, CDC offers the following considerations for ways in which camp administrators can help protect campers, staff, and communities, and slow the spread of COVID-19. Camp administrators can determine, in collaboration with state and local health officials, whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which camps must comply.

Guiding Principles to Keep in Mind

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows:

- **Lowest Risk:** Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community).
- **More Risk:** Campers mix between groups but remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Even More Risk:** Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are not from the local geographic area (e.g., community, town, city, or county).

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions youth camp administrators can take to help lower the risk of COVID-19 exposure and spread during camp sessions and activities.

Promoting Behaviors that Reduce Spread

Camp administrators may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
  - Educate staff, campers, and their families about when they should stay home and when they can return to camp.
    - Actively encourage employees and campers who are sick or have recently had a close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
    - Employees and campers should stay home if they have tested positive for or are showing COVID-19 symptoms.
    - Employees who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
    - CDC’s criteria can help inform when employees should return to work:
      - If they have been sick with COVID-19
      - If they have recently had a close contact with a person with COVID-19

- **Hand Hygiene and Respiratory Etiquette**
  - Teach and reinforce *handwashing* with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
  - Encourage staff and campers to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older campers who can safely use hand sanitizer).

- **Cloth Face Coverings**
  - Teach and reinforce the use of *cloth face coverings*. Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp. Face coverings should be worn by staff and campers (particularly older campers) as feasible, and are **most** essential in times when physical distancing is difficult.
    - Information should be provided to staff and campers on *proper use, removal, and washing of cloth face coverings*.
      - Note: Cloth face coverings should **not** be placed on:
        - Babies or children younger than 2 years old
        - Anyone who has trouble breathing or is unconscious
        - Anyone who is incapacitated or otherwise unable to remove the cover without help

*Cloth face coverings* are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- **Adequate Supplies**
  - Support healthy hygiene 🛑 by providing supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

- **Signs and Messages**
  - Post **signs** in highly visible locations (e.g., camp entrances, dining areas, restrooms) that promote everyday protective measures 🛑 and describe how to stop the spread 🛑 of germs such as by *properly washing hands* and *properly wearing a cloth face covering* 🛑.
  - Broadcast regular announcements on reducing the spread of COVID-19 on PA system
  - Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff and families (such as on camp websites, in emails, and through camp social media accounts).
  - Find free CDC print and digital resources on CDC's communications resources main page.

**Maintaining Healthy Environments**

Camp administrators may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
  - Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the camp facility and in any *shared transportation* vehicles at least daily or between use as much as possible. Use of shared objects (e.g., art supplies, nap mats, toys, games) should be limited when possible, or cleaned between use.
  - Develop a schedule for increased, routine cleaning and disinfection.
  - If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for *bus transit*.
  - Ensure **safe and correct use** and storage of **cleaners and disinfectants** 🛑, including storing products securely away from children. Use products that meet *EPA disinfection criteria* 🛑.
  - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
  - Use gloves when removing garbage bags or handling and disposing of trash. *Wash hands* after removing gloves.
• **Shared Objects**
  - Discourage sharing of items that are difficult to **clean, sanitize, or disinfect**.
  - Keep each camper's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.
  - Avoid sharing electronic devices, toys, books, and other games or learning aids.

• **Ventilation**
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to campers using the facility.

• **Water Systems**
  - To minimize the risk of **Legionnaires' disease** and other diseases associated with water, **take steps** to ensure that all water systems and features (e.g., sink faucets, drinking fountains, showers, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and campers to bring their own water to minimize use and touching of water fountains.

• **Modified Layouts**
  - Space seating at least 6 feet apart.
  - If nap times are scheduled, ensure that campers' naptime mats are assigned to individual children, are **sanitized** before and after use, and spaced out as much as possible, ideally at least 6 feet apart. Place campers head-to-toe to ensure distance between their faces.
  - Prioritize outdoor activities where social distancing can be maintained as much as possible.
  - Create **social distance** between campers on school buses (e.g., seat children one child per row, skip rows) when possible.

• **Physical Barriers and Guides**
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one way routes” in hallways).

• **Communal Spaces**
  - Close shared spaces such as dining halls and playgrounds with shared playground equipment, if possible; otherwise stagger use and **clean and disinfect** between use.
  - Follow CDC’s considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19.

• **Food Service**
  - Have campers bring their own meals as feasible, and eat in separate areas or with their smaller group, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.
  - Use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
  - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of children with food allergies.

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**Maintaining Healthy Operations**

Camp administrators may consider implementing several strategies to maintain healthy operations.

• **Protections for Staff and Campers who are at Higher Risk of Severe Illness from COVID-19**
  - Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit exposure risk (e.g., telework and modified job responsibilities).
- Offer options for campers at higher risk for severe illness that limit exposure risk (e.g., virtual learning opportunities).
- For staff and campers: Limit camp attendance to staff and campers who live in the local geographic area (e.g., community, city, town, or county) to reduce risk of spread from areas with higher levels of COVID-19.
- Put in place policies that protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

- **Regulatory Awareness**
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

- **Identifying Small Groups and Keeping Them Together (Cohorting)**
  - Keep campers together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day.
  - Limit mixing between groups if possible.

- **Staggered Scheduling**
  - Stagger arrival and drop-off times or locations by cohort (group) or put in place other protocols to limit contact between cohorts and with other campers’ guardians as much as possible.
    - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

- **Gatherings, Visitors, and Field Trips**
  - Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.
  - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
  - Avoid activities and events such as field trips and special performances.
  - Pursue options to convene sporting events and participation in sports activities in ways that minimize transmission of COVID-19 to players, families, coaches, and communities.

- **Designated COVID-19 Point of Contact**
  - Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them.

- **Communication Systems**
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the camp administrators if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable privacy and confidentiality laws and regulations.
    - Notifying staff and families of camp closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

- **Leave (Time Off) Policies**
  - Implement flexible sick leave policies and practices that enable employees to stay home when they are sick, have been exposed, or caring for someone who is sick.
    - Examine and revise policies for leave, telework, and employee compensation.
    - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
  - Develop policies for return-to-camp after COVID-19 illness. CDC’s criteria to discontinue home isolation and quarantine can inform these policies.

- **Back-Up Staffing Plan**
  - Monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.
• Staff Training
  o Train staff on all safety protocols.
  o Conduct training virtually or ensure that social distancing is maintained during training.

• Recognize Signs and Symptoms
  o If feasible, conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and campers (if feasible) safely and respectfully, and in accordance with any applicable privacy laws and regulations.
    • Camp administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening campers and CDC's General Business FAQs for screening staff.

• Sharing Facilities
  o Encourage any organizations that share or use the camp facilities to also follow these considerations. and limit shared use, if feasible.

• Support Coping and Resilience
  o Encourage employees and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  o Promote employees and campers eating healthy, exercising, getting sleep, and finding time to unwind.
  o Encourage employees and campers to talk with people they trust about their concerns and how they are feeling.
  o Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

Preparing for When Someone Gets Sick

Camp administrators may consider implementing several strategies to prepare for when someone gets sick.

• Advise Sick Individuals of Home Isolation Criteria
  o Sick staff members or campers should not return to camp until they have met CDC's criteria to discontinue home isolation.

• Isolate and Transport Those Who are Sick
  o Make sure that staff and families know that they (staff) or their children (families) should not come to camp, and that they should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
  o Immediately separate staff and campers with COVID-19 symptoms (such as fever, cough, or shortness of breath) at camp. Individuals who are sick should go home and or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for yourself or others who are sick.
  o Work with camp administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. If the camp has a nurse or other healthcare provider, they should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
  o Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

• Clean and Disinfect
  o Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
  o Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

• Notify Health Officials and Close Contacts
  o In accordance with state and local laws and regulations, camp administrators should notifying local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the
Americans with Disabilities Act (ADA) [2].

- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Special Considerations for Overnight Camps

In addition to the considerations listed above, sleep away camps may also consider:

- Limit camp attendance to staff and campers who live in the local geographic area (e.g., community, city, town, or county).

- Align mats or beds so that campers and staff sleep head-to-toe at least 6 feet apart.

- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds, especially when they cannot be at least 6 feet apart.

- Monitor and enforce social distancing and healthy hygiene behaviors throughout the day and night.

- Clean and disinfect bathrooms regularly (e.g., in the morning and evening, after times of heavy use) using EPA-registered disinfectants [2].

- Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.

- Work with camp administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. If the camp has a nurse or other healthcare provider, they should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

- Staff and campers with symptoms (fever, cough, or runny nose) at camp should immediately be separated and sent home and referred to their healthcare provider. Families of sick campers may follow CDC Guidance for caring for oneself and others who are sick.

- Staff and campers who have had close contact with a person who has symptoms should be separated and sent home as well, and follow CDC guidance for community-related exposure. If symptoms develop, families should follow CDC guidance for caring for oneself and others who are sick.

- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility in an emergency.

- Take steps to ensure any external community organizations that share the camp facilities follow these considerations.

**Other Resources**

<table>
<thead>
<tr>
<th>Latest COVID-19 Information</th>
<th>Face Coverings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning and Disinfection</td>
<td>Social Distancing</td>
</tr>
<tr>
<td>Guidance for Businesses and Employers</td>
<td>COVID-19 Frequently Asked Questions</td>
</tr>
<tr>
<td>Guidance for Schools and Childcare Centers</td>
<td>Persons at Higher Risk</td>
</tr>
<tr>
<td>Guidance for Park Administrators</td>
<td>Managing Stress and Coping</td>
</tr>
<tr>
<td>Shared and Congregate Housing</td>
<td>HIPAA and COVID-19 [2]</td>
</tr>
<tr>
<td>COVID-19 Prevention</td>
<td>CDC Communication Resources</td>
</tr>
<tr>
<td>Handwashing Information</td>
<td>Community Mitigation</td>
</tr>
</tbody>
</table>

*Page last reviewed: May 19, 2020*
Cleaning and Disinfecting Buildings

Due to the rapid spread of COVID-19, there is a lot of information and misinformation regarding the cleaning and disinfecting of buildings. In addition, you may have questions on the use of commercial cleaning companies and the type of cleaning services that are being offered. This document was created to help you determine what is recommended and identify what to watch out for and be wary of.

The CDC has issued guidance and recommendations on the cleaning and disinfection of households, schools, community locations and businesses with confirmed COVID-19. https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html. These recommendations are aimed at limiting the survival of the virus in these environments.

You should practice routine cleaning of frequently touched surfaces (i.e. tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for these surfaces. All cleaning products contain instruction labels for the safe and effective use of the cleaning product, including precautions you should take when applying the product.

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer’s instructions for cleaning and disinfection products used. Wash hands for 20 seconds immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water, or
      - 4 teaspoons bleach per quart of water
  - Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

(Revised 05/2020)
• For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  o Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

• For your safety, please take precautions to ventilate each room while disinfecting. This will help reduce the potential of excess inhalation of fumes from the cleaning products. Should you feel you have been affected by the fumes, leave the area and seek medical advice.

Clothing, towels, linens and other items that go in the laundry

• Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Wash hands for 20 seconds immediately after gloves are removed.
  o If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  o If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  o Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
  o Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Commercial Cleaning Services
If you are able to follow the Cleaning and Disinfecting guidelines set forth above by the CDC and EPA, then the need for an outside cleaning vendor to come in to clean and disinfect your building is not necessary. If you do not have the capabilities in regards to proper cleaning supplies and/or the staff to thoroughly clean and disinfect your buildings, then you may need to contract with a reputable cleaning service. Be very cautious of anyone coming up to you offering special cleaning programs that you are not familiar with. A reputable cleaning service should complete the attached Addendum to Service Contract.

(Revised 05/2020)
Watch out for Scams!
Many State Attorney Generals offices are on the lookout for scammers going door-to-door selling coronavirus tests and cleaning supplies. You should be wary of anyone that comes by offering these supplies.

Here are a few example of the scams that you need to watch out for:

- People offering duct cleaning services or deep cleaning services to rid your home or business of the virus *(this is not necessary, traditional cleaning is enough).*
- Disregard calls where people who claim to be from the health department saying someone you know has been infected and you can pay to have a kit mailed to you. *(There is no current process where you can order a kit and have it sent to you.)*
- Government agencies will not charge for any services, so be wary of people claiming to be from a governmental agency.

If someone comes up to your home or office and they claim to be a government official and they want to come in and check if you have the coronavirus or want more information to do a survey, do not let them in. The Health Department is not going to be going door-to-door to check to see if you have the coronavirus or not.

If you would like to have more information, please contact your Risk Management Representative.
ADDENDUM TO SERVICE CONTRACT

GENERAL LIABILITY INSURANCE: While CONTRACTOR/SERVICE PROVIDER is performing operations at PARISH, CONTRACTOR/SERVICE PROVIDER shall maintain general liability insurance in the amount of not less than one million dollars ($1,000,000) per occurrence. It is further agreed that the CONTRACTOR/SERVICE PROVIDER agrees to protect, defend, indemnify, and hold harmless the PARISH against and from any claim or cause of action arising out of or from any negligence or other actionable fault of the CONTRACTOR/SERVICE PROVIDER, or its employees, agents, members, or officers.

WORKER'S COMPENSATION INSURANCE: CONTRACTOR/SERVICE PROVIDER shall maintain worker's compensation insurance as required by law.

EVIDENCE OF INSURANCE: CONTRACTOR/SERVICE PROVIDER agrees to provide evidence of the above insurance coverage to the PARISH.

NO WAIVER OF SUBROGATION: PARISH does not waive or limit any rights of recovery against the CONTRACTOR/SERVICE PROVIDER for any damages resulting from the negligent acts of the CONTRACTOR/SERVICE PROVIDER associated with the contract. PARISH and CONTRACTOR/SERVICE PROVIDER agree that CONTRACTOR/SERVICE PROVIDER'S financial responsibility is limited to the amount of CONTRACTOR/SERVICE PROVIDER'S liability insurance in the event CONTRACTOR/SERVICE PROVIDER causes damage or loss to PARISH.

CONTRACT OVERRIDE AND SEVERABILITY PROVISION: CONTRACTOR/SERVICE PROVIDER and PARISH agree that this addendum overrides any and all portions of previous agreements between CONTRACTOR/SERVICE PROVIDER and PARISH that contain language in contradiction with this contract. If any portion of this Addendum to Service Contract is deemed or is determined to be in conflict with local or state or national statutes, both CONTRACTOR/SERVICE PROVIDER and PARISH agree that the portion of the Addendum to Service Contract which is in conflict with the statute will be stricken from the Addendum to Service Contract with the remainder of the Addendum to Service Contract remaining binding for both parties.

CONTRACTOR/SERVICE PROVIDER: 
_______________________________________
BY: ____________________________________
NAME ___________________________________
DATE _________________________________

PARISH: 
_______________________________________
(PARISH is understood to include the (Arch)/Diocese of ____________________________)
BY: ____________________________________
NAME ___________________________________
DATE _________________________________

START DATE OF CONTRACT (Understood to be date signed if left blank): ________________

Instruction to Parish (Parish Use Only): This Addendum to Service Contract stands on its own as a legal contract between PARISH and CONTRACTOR/SERVICE PROVIDER should this addendum not be incorporated or attached to a contract.

(Revised 05/2020)
EPIDEMIC, PANDEMIC AND OUTBREAK PREPAREDNESS

What is an Epidemic?
An epidemic occurs when an infectious disease spreads rapidly to many people. For example, in 2003, the Severe Acute Respiratory Syndrome (SARS) epidemic took the lives of nearly 800 people worldwide.

What is a Pandemic?
Pandemics include global disease outbreak – such as HIV/AIDS and influenza pandemics – such as Spanish Influenza, Asian Influenza and Hong Kong Influenza.
An Influenza Pandemic occurs when:
- A new subtype of virus arises. This means that humans have little to no immunity to it. Everyone is at risk.
- The virus spreads easily from person to person, such as through sneezing or coughing.
- The virus begins to cause serious illness worldwide. With past flu pandemics, the viruses reached all parts of the globe within six to nine months.

What is an Outbreak?
A disease outbreak occurs when a disease occurs in greater numbers than expected in a community or region or during a season. An outbreak may occur in one community or even extend to several countries. It can last from days to years.

On January 30, 2020 the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared an outbreak of a respiratory disease by a new coronavirus that has now been detected in 37 locations internationally, including cases in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated COVID-19).

Monitoring of Epidemics, Pandemics, and Outbreaks
The WHO provides a pandemic alert system, with a scale ranging from Phase 1 (a low risk of flu pandemic) to Phase 6 (a full blown pandemic).
- **Phase 1**: A virus in animals has caused no known infections in humans.
- **Phase 2**: An animal flu virus has caused infection in humans.
- **Phase 3**: Sporadic cases or small clusters of disease occur in humans. Human-to-human transmissions, if any, is sufficient to cause community level outbreaks.
- **Phase 4**: The risk for pandemic is greatly increased but not certain.
**Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.

**Phase 6:** Community level outbreaks are in at least one additional country in a different WHO region from Phase 5. A global pandemic is under way.

**Coronavirus (COVID-19) Symptoms**
The Centers for Disease Control and Prevention (CDC) believes (at this time) the symptoms of COVID-19 may appear as few as 2 days or as long as 14 days after exposure. This information is based on what has been seen previously as the incubation period of MERS-CoV viruses. Reported illnesses range from mild symptoms to severe illness and death and include but is not limited to: fever, cough, sore throat, loss of taste and smell and shortness of breath.

**How Coronavirus 2019 is Spread**
Current understanding (February 2020) of how coronavirus 2019 is spread is largely based on what is known about similar coronaviruses.

Coronavirus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within 6 feet).
- Via respiratory droplets produced when an infected person coughs or sneezes (this is why it is vital that anyone coughing or sneezing do so into tissue or their elbow). These droplets can land into the mouth, nose, or eyes of people who are nearby.

However, it may be possible that a person can get Coronavirus 19 by touching surfaces or objects that has the virus on it and then touching their own mouth, nose, or eyes.

**Preventing Coronavirus**
The CDC recommends everyday preventative actions to help prevent the spread of respiratory illnesses such as Coronavirus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze into a tissue or your elbow vs. your hand (you can spread germs when touching items after coughing or sneezing into your hand).
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC’s recommendations for using a facemask.
- Wash your hands for a minimum of 20 seconds before eating, or after blowing your nose, coughing, and sneezing. If soap and water is not readily available, use an
alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

**What to Do if You Become Sick**
Seek emergency care right away if you have: trouble breathing, pain or pressure in your abdomen or chest, sudden dizziness, confusion, and severe vomiting.

**Treatment for Coronavirus**
Currently (February 2020) there is no vaccine to prevent Coronavirus 2019. Clinical trials to treat Coronavirus are currently underway but there are no specific approved treatments by the Food and Drug Administration (FDA).

**Pandemic Preparation**
A pandemic can cause economic and social disruption due to high rates of illness and worker absenteeism. This is especially true if absenteeism affects key services such as transportation, communication, or power.

Here are a few things you can do:

- Store a two week supply of water and food.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medication, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- See if you can work from home in the event of a pandemic.
- Plan home learning activities if school is closed.
Interim Guidance for Employers to Plan and Respond to Coronavirus 2019

Interim guidance from the CDC is based on what is currently known about Coronavirus 2019. It is important to monitor the CDC website (www.cdc.gov/coronavirus/2019-nCoV) as they update guidance as needed and as additional information becomes available.

Additionally, to prevent stigma and discrimination in the workplace, use only the guidance described to determine risk of Coronavirus 2019. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection.

Recommended strategies for employers to use now include:

- Actively encourage sick employees to stay home:
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are fever free (less than 100.4 F) for at least 24 hours without use of a fever reducing medication.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
  - Maintain flexible policies that permit employees to stay home and care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than usual.

- Separate sick employees:
  - The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:
  - Place posters that encourage staying home when sick, cough and sneeze etiquette and hand hygiene around the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch trash cans for use by employees.
- Instruct employees to clean their hands with alcohol based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds.
- Provide soap and water and alcohol based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

**Perform routine environmental cleaning:**
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Provide disposable wipes so that commonly used surfaces (i.e doorknobs, keyboards, desks) can be wiped down by employees before each use.

**Advise employees before traveling to take certain steps:**
- Check the CDC's Travelers Health Notices [https://wwwnc.cdc.gov/travel](https://wwwnc.cdc.gov/travel) for the latest guidance and recommendations for each country to which they will travel.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting to travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.

**Additional measures in response to currently occurring sporadic importations of Coronavirus 19:**
- Employees who are well but who have a sick family member at home with Coronavirus 19 should notify their supervisor and refer to the CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have Coronavirus 19 infection, employers should inform fellow employees of their possible exposure to Coronavirus 19 in the workplace but maintain confidentiality as required by the Americans Disabilities Act (ADA). Employees exposed to a co-worker with confirmed Coronavirus 19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
Planning Considerations for a Possible Coronavirus Outbreak:

- Coordination with state and local health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operation resides. Since the intensity of an outbreak may differ according to geographic location, health officials will be issuing guidance specific to their communities.

- Assess your essential functions and the reliance that others and the community have on your Church services, ministries and office operations. Be prepared to change your mode of operation if needed to maintain critical operations (e.g. handling and counting collections, identify alternative volunteers for specific ministry needs, temporarily suspend various ministries and functions, (e.g. public and private conferences, RCIA, Home Visitation, etc.) Follow all directives from the Bishop on celebration of the Mass and Sacraments. There may be a need to make some changes to how the Mass is celebrated. In the early stages, after a pandemic has been declared, you may have to make the following adjustments:
  - Communion should not be distributed under the form of wine.
  - Communion on the tongue is strongly discouraged.
  - Collection baskets should not be passed.
  - Instead of shaking hands, bow to each other at the Sign of Peace.

- **If the pandemic progresses to a more serious stage,** you may need to make more changes:
  - Seating should be in alternate rows (as much as possible).
  - The “box” confessionals should no longer be used.
  - Holy Water fonts should be emptied; bottles of Holy Water should be made available.
  - There may need to be a limit on the number of attendees to baptisms, weddings, or funerals.
  - Large parish/school gatherings or events may have to be canceled.
  - Public school districts and communities will be reactive if the pandemic becomes more serious. Catholic Schools should follow what is being done by the public school districts.

- Many parishes/schools may have pilgrimages or mission trips planned outside of the U.S. If there is evidence of a pandemic (i.e. Coronavirus 19) outbreak in one of the countries being visited, it is recommended that the trip be postponed or canceled until the threat of the virus has subsided. Keep up-to-date on the travel guidance posted by the CDC at [www.cdc.gov/travel](http://www.cdc.gov/travel).
For more information on Coronavirus 19, you can call the CDC Hotline at 800-CDC-INFO (800-232-4636) or email questions to cdcinfo@cd.gov.

Additional Resources:
https://www.cdc.gov/coronavirus/2019
https://www.ready.gov/pandemic
https://www.webmd.com/cold-and-flu/what-are-epidemics-pandemics-outbreaks#3
Return to Work

The following guidance is based on what is currently known about the coronavirus respiratory illness that can spread from person to person. You are strongly encouraged to coordinate your Return to Work process with the CDC and State/Local health officials so timely and accurate information can guide you to appropriate actions. Keep in mind, your local conditions may influence the decisions that public health officials make regarding community level strategies for returning employees to the workforce. Your procedures should focus on the prevention of any communicable illness so you maintain a healthy workforce when it comes time to return to usual work environments and routines. When beginning the return to work process, consider doing so in phases. Other items to consider:

- Employees who are sick or experiencing symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) should not report to work and should avoid contact with others. Employees who come to the office and appear ill should be sent home immediately. If employees have any concerns about COVID-19, advise them to seek medical advice for an evaluation. Furthermore, employees who have been sick should be fully recovered per medical advice before returning to work.
  - We recommend not requiring a doctor's note to validate the need for sick leave or returning to work.
  - Allow flexibility for employees who have sick family member(s) to care for or lack of childcare due to schools/daycares being closed.
- If an employee is known to be caring for an individual with symptoms of COVID-19, they should not return to work until such care is completed and they are certain not to be infected with the illness.
- When considering your return to work, be aware that some employees may be at higher risk for developing more serious complications from COVID-19 such as persons with chronic medical conditions (i.e. heart/lung disease, diabetes or other underlying conditions). Please consider special accommodations for members of this vulnerable population. All special accommodations must be in compliance with HIPAA rules pertaining to privacy.
- Social distancing is an important element to maintaining a safe workplace and should be practiced by all employees whenever possible.
- There may be work activities where social distancing is a challenge therefore, consider limiting the duration of these activities or implementing the repositioning of workstations to create more distance and/or installing barriers (i.e. plexiglass shields), between workstations.
• Ensure employees have access to PPE, including disposable gloves and masks if needed.

• The use of facemasks is recommended, if not mandated by civil authority. Employees should be asked to wear facemasks in any shared spaces such as elevators or stairwells.

• Clean and disinfect frequently touched items regularly using the following CDC guidelines in this link: https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911

This would include the following areas:
  o Entry/exit ways into buildings, offices, rest rooms, classrooms, including doorknobs, handles, push plates
  o Drinking fountains
  o Restrooms: soap dispensers, paper towel dispensers, locks/handles on stalls, grab bars, faucet handles, restroom partitions, toilets
  o Breakroom: counters, tabletops, refrigerator door handles, microwave door handles, faucet handles, light switches, coffee pot handles
  o Phones, copy machine, fax machines
  o Stair handrails, elevator buttons, light switches

• Provide workforce accessibility to sanitizers, disinfectant sprays/wipe which they can apply to surfaces they have touched throughout the office (i.e. toilet handles, door knobs etc.) When possible, consider the installation of automatic flush toilets, paper towel dispensers and sinks.

• Social distancing should be maintained in break rooms/lunch rooms. Employees may need to take breaks or eat lunch at their desks/offices.

• Efforts should be made to maintain social distancing in elevators/stairwells and community rooms (i.e. workrooms).

• Send notice out to employees of any visitors/vendors in the building so they can adjust and limit their movement throughout the building(s).

• Display posters and reminders around the office/restrooms which reiterate infection control procedures following CDC guidelines to reduce the spread of illnesses. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

• For the time being, we recommend avoiding any non-essential travel.

• If available, encourage employees to utilize your employee assistance program (EAP) resources or other community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the care or death of a loved one.
Stay up-to-date on governmental guidance from local, state and federal authorities. The following link may assist you with your Return to Work process.


Should you have any questions or need further assistance, please contact your Risk Management Representative.
Covid-19 Daily Health Screening Questions

Follow the question steps:

A. Do you have any of the following symptoms?
   - [ ] YES  [ ] NO 1. Fever of 100.4 degrees or higher? (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available)
   - [ ] YES  [ ] NO 2. Cough? (excluding chronic cough due to a known medical reason other than COVID-19)
   - [ ] YES  [ ] NO 3. Shortness of breath?
   - [ ] YES  [ ] NO 4. Sore throat?

B. Have you travelled internationally or outside of Louisiana in the last 14 days, excluding commuting from a home location outside of Louisiana? For purposes of this order, commuting is defined as traveling between one’s home and work on a regular basis.
   - [ ] YES  [ ] NO

C. Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?
   - [ ] YES  [ ] NO
ARCHDIOCESE OF NEW ORLEANS  
PARENTAL/GUARDIAN COVID-19  
CONSENT FORM AND LIABILITY WAIVER

Participant’s name: ______________________________________________________

Birth date: ________________________________________ Sex: __________________

Parent/Guardian’s name: ___________________________________________________

Home address: ___________________________________________________________

Home phone: ________________________ Business phone: ______________________

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. __________ Parish/School will follow state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of COVID-19 at its Parish/School activity (including but not limited to summer camp). However, even though such standards will be followed and reasonable measures put into place, _________________ Parish/School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Parish/School activity could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by participating in the parish/school activity and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at __________ Parish/School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Parish/School employees, volunteers, and program participants and their families.

Considering the foregoing, however, I, __________________________, grant permission for my child, __________________________, to participate in this parish activity that may require transportation to a location away from the parish site, notwithstanding the risks associated with the COVID-19 virus and group activities.

I confirm that there are no necessary changes to the Medical Information Consent form for my child that I previously submitted. If there are any necessary changes, I will complete another Medical Information Consent form.

I further agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to release, indemnify, and hold harmless _________________ Parish/School and The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, employees, agents and representatives (“Indemnitees”) associated with the event arising from or in connection with the negligent acts or omissions of the Indemnitees ONLY in regard to prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE TO THE FOREGOING.

Signature: ___________________________________________ Date: _____________________

CYO/Youth Ministry 2020