



Northeast Surfing LLC Policies and Procedures.

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General Policies: A100

- Regulatory and state licensing policy: It is the policy of Northeast Surfing that all certifications and licenses with said organizations, the Town of Hull, and the State of Massachusetts shall be kept on hand at all times.

- (NSSIA) National Surf Schools & Instructors Association policy: It is the policy of Northeast Surfing to follow all policies of the NSSIA at all times and promote their organization.

- Insurance policy: It is a policy of Northeast Surfing to keep an active insurance policy between the months of May and October at all times with no exceptions.

- Crafts i.e. Surfboards / Paddle Boards policy: It is a Northeast Surfing Policy that all equipment that is to be used during any of our academy programs is to be in good standards and working order.

- Age requirements for student's policy: Minimum age requirements is 7 years of age as long as the student meets the swimming requirements listed in our policies and procedures.

- First aid kit policy: The first aid kit must attend all the students to and from the beach on a daily basis. Wherever the majority of the students are located so should the first aid kit be present.

- Staff ratios: BY State Laws Minimum requirements are 1 Staff per 10 children over 6 years of age, 1 staff per 5 children under. Northeast Surfing policy is 6 children 7 years old and older to 1 staff member. Our goal is to have 1 staff member to every 5 children though this is not always possible.

- Interaction with any persons: While any children are attention our surfing academy it is the policy of Northeast Surfing that no communication will be allowed with any strangers outside our staff, parents and or management. This policy is to protect all students in our daily groups.

- Hours of operation policy: Northeast Surfing hours of operation is from 7:30am to 8:30pm only unless otherwise permitted by management in writing. It is the policy of Northeast Surfing not to permit sleeping or operating any programs beyond the said hours of operation.

- Students with medical needs policy: Parents or legal guardians must provide Northeast Surfing management with any medical information that is necessary to the student's health during the week academy.

- Food policy: It is the policy of Northeast Surfing to NOT provide any food or snack to any child/student for any reason unless written permission from a parent or legal guardian is provided.

- Food allergies policy: All parents or legal guardians must notify Northeast Surfing of any food allergies or allergic reactions to any foods for the means to prevent such allergic reactions from occurring.

- **Water or fluid policy:** It is the policy of Northeast Surfing to provide water only to any student when needed. Northeast Surfing promotes the use of water to keep the body hydrated during the academy hours.

- **Disaster plan policy:** In the case of an emergency or natural disaster all students will be escorted to the Northeast Surfing office where in an orderly fashion all students will take cover and wait for instructions. The staff of Northeast Surfing will take steps to provide safety and security to all the children while notifying the parents or legal guardians.

- **Lost student plan policy:** It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case of a lost student Northeast Surfing policy is to have all other student's gather under the Northeast Surfing canopy with two staff members where a count is performed. Call 911, have the remaining staff search the ocean and beach area, notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.

- **Traffic control plan policy:** It is the policy of Northeast Surfing to keep local beach and non-beach traffic down to a minimum by enforcing our pickup/drop off policies and parking policies. Promoting local parking laws and bands and informing our students, parents and customers of such laws.

- **Lost swimmer/surfer policy:** It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case of a lost swimmer Northeast Surfing policy is to have all other students gather under the Northeast Surfing canopy with two staff members where a count is performed. Call 911, have the remaining staff search the ocean and beach area, notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.

- Student doesn't show up for academy for the day policy: It is the policy of Northeast Surfing to call and notify the said parents or legal guardians of the student to confirm that they are aware of the student's location.

- Student not registered shows up for the day policy: It is the policy of Northeast Surfing to confirm that the said student is not on the roster for the day, notify the parents or legal guardian of so. Offer the parent or legal guardian a copy of their paperwork form with the correct dates and times on it. If room is available on the day in question, offer the said parents the space for the company daily rate.

- Student doesn't show up at pickup point policy: It is the policy of Northeast Surfing to keep a count at all times of all students in each class (see count policy) In the case a student is not at the pickup location and the said student has NOT been signed out. Its Northeast Surfing policy is to have all other students gather under the Northeast Surfing canopy with two staff members where a count is performed behind the Northeast Surfing office. Have the remaining staff search the area, and the walk to and from the ocean. Notify other persons on the beach with a description of the lost child and notify local authorities. Notify the said parent or legal guardian of the incident. Write a report, fill an incident report, and notify Northeast Surfing management immediately.

- Student count policy: It is the policy of Northeast Surfing to maintain a current count at the said times on a daily basis of all students that are signed into the daily program on the said day. Before walking down to the beach, once at the beach,

- Sign in and out sheets and student released policy: Students must be only released to the said parents or parent, legal guardian, or designated persons in writing.

- Contingency plans, primitive, travel and trips policy: Northeast Surfing will not allow any student to travel outside the area of the designated beach area and office of Northeast Surfing for any reason. Unless provided in writing by the parents or legal guardian of the said student or in the case of a medical emergency if treatment is

required under said laws. In this case parents should be notified with the source of the emergency care that is provided.

- Physical requirements policy: Surfing is a physically demanding sport and if you want to enjoy it, you need to keep up with its physical requirements. To surf with Northeast Surfing based on our training we require our students to be able to meet our swimming requirements, paddle with both arms and hands, and popup to feet from the lying position. Be of good sense and continuous understanding.

- Disable person's policy: Northeast Surfing's policy is to best accommodate any persons with any disabilities within our training and ability to do so in the safest manner possible.

- Groups within the Academy: Northeast Surfing's policy is to split up all children attending a week's academy into small groups of 4 to 6 per one staff member. During free surfing the groups shall stay in said groups and maintain a surf lineup. One staff member can be responsible for two groups at one time during bathroom breaks or free surfing for short periods of time or emergencies. Groups can be broken up during a week period to accommodate children with either more or less needs.

- Health and Care: At least one lifeguard per 25 students will be present and on the beach working zones to maintain safety at all times. At least two health care supervisors will be present on the beach at all times.

- Writing Itinerary: Emergency care, access to medical records, first aid contingency plans are to be provided to parents/guardians prior to departure from drop off times at camps.

■ State permitting Policy: Northeast Surfing shall abide by all state permitting requirements/rules at all times. Including and not limited to students/camper numbers/counts per class/group. Location of surf camp(s), weather, housing, State Board of Health regulations, policies of said state agency.

Weather: A101

■ Weather general: It is the policy of Northeast Surfing that if it rains we'll still have the academy or lessons. Most of the time we will be in the ocean and the rain will not affect teaching people how to surf, in fact it can make it fun. Canopy will be placed up on the beach for shelter. If winds are blowing more than 15mph with rains camp will be held at the surf shop. In this case all parents will be notified. During any pandemic or for any health reasons. Rain days in which camps can not be held, students will be sent home for the day. At no time will students be together under a closed canopy on the beaches.

■ Emergency radio policy: Northeast Surfing is equipped with NOAA two way radios policy that MUST be worn at all times. National Oceanic and Atmospheric Administration radio provides emergency notifications of weather and severe weather alerts. Smartphone application can substitute NOAA radios.

■ Storms policy: During heavy rain, thunderstorms, we don't allow surfing: It is the policy of Northeast Surfing to not allow students to surf during heavy rains or any type of thunderstorms.

■ COVID Rain days: See COVID-19 policies located COVID-19 policy: F110.

Ocean and Beach Safety Policies: A102

■ You CAN'T surf/paddleboard near swimmers: It is the policy of Northeast Surfing to be aware of Swimmers. Swimmers have the right of way. Your wave may take you right onto an innocent swimmer and cause injuries.

■ Students must NOT surf alone: It is a policy of Northeast Surfing that students shall never surf alone and shall always be under the supervision of the Northeast Surfing staff.

■ You MUST know how to swim: It is our policy that if you can't swim ten feet easily, we will not allow you to surf. You must know how to tread water for at least a minute to take one of our surfing lessons, academy's, paddleboarding lessons, or tours. We DO NOT provide life jackets, you must know how to swim.

■ We enforce surfer etiquette: It is the policy of Northeast Surfing to enforce surfer etiquette.

■ There is NO hanging in the white water: It is the policy of Northeast Surfing to not allow students to hang out in the white water where other surfer/paddleboarders are finishing their waves, this area is called the inside, and it's a dangerous place to be.

■ You MUST be alert: It is the policy of Northeast Surfing to make sure students are always alert and know where you are and where others are around them. If you are paddling out and there is white water coming towards you, don't let go of your board if there are people behind you. Even if the white water is very big and you will take a beating, better to take a beating than letting someone else get hit with a loose board!

■ Surfboard and Paddleboard leashes: All surfers and paddleboards must have leashes strapped to their back foot and attached to the surfboard or paddleboard at all times while in the ocean.

■ You MUST be in control: It is the policy of Northeast Surfing to make sure students is always in control of their surfboards. A loose board becomes a dangerous projectile that can cause major injury or death, yes death, get hit in the head in the wrong place and it could happen.

■ Safety MUST come first: It is the policy of Northeast Surfing to make sure when students are paddling for a wave and there is someone directly in front of them and you or them have little chance to get out of the way, the student cannot paddle for that wave by our policy, it's better to miss a wave than to hit someone.

■ You MUST not surf waves that are too big: It is the policy of Northeast Surfing to make sure when students are safe by not allowing them to surf waves that are too big for them to handle. If the waves are big and they are too big for you to handle, sit and watch.

■ You MUST watch the surfers/paddleboarders: It is the policy of Northeast Surfing not to allow other students to take someone else's wave away from them. This shows disrespect to fellow surfers and that you have no respect for the waves, and can be dangerous.

■ **Illness while in the ocean or on the beach:** If you become sick, are bleeding, or have other injuries, come out of the water. It is the policy of Northeast Surfing not to allow anyone to surf if they are ill or injured. You can make things worse for yourself. When that happens is that you could risk even more serious injury and someone will have to rescue you from the water. You must notify a staff person immediately. The said staff person must notify management who will notify the said parent or legal guardian. Staff members involved must fill out an incident report by the end of their shift on the same day. See COVID-19 for more illness policies.

■ **We MUST talk with lifeguards:** It is the policy of Northeast Surfing to work together with the lifeguards. Ask questions about rules and safety on surfing the area. A lifeguard can give you the best area to surf and weather conditions. Lifeguards can also tell you about the areas to avoid when surfing. Northeast Surfing must provide at least one lifeguard per 25 students during all camps. Lifeguards provided by Northeast Surfing must stay on the beach and lifeguard as per their training.

■ **You MUST learn about the area you want to surf:** It is the policy of Northeast Surfing to talk to local people about conditions. Paddle out into the water and study the wave patterns before surfing. This gives you a heads up to what it will be like when surfing. Try this for at least 20 minutes so you get a good feeling for the area to be surfed.

■ **You CAN'T surf if you have doubts:** It is the policy of Northeast Surfing to make sure student(s) does not surf above their own abilities. It could get you injured. It's probably a good reason as to why that is happening. Trust your gut instinct and stay out of the water.

■ **You MUST Surf with a partner:** It is the policy of Northeast Surfing to never allow a student to surf alone in the ocean. Something could happen to you and no one would be there to help. It ensures everyone's safety in the ocean.

- You MUST follow the instructor's directions: It is the policy of Northeast Surfing that every student follows and listens to our surfing instructors or any Northeast Surfing Staff Member.

- You MUST not disrupt the class: It is the policy of Northeast Surfing that every student behaves in an orderly fashion, students who disrupt any class or clinic will be given one warning only.

- Children in Groups who Cannot SWIM: If for some reason a student who is attending one of our surfing academy's, or lesson, does not meet the swimming requirements, the student will be given a bracelet notifying staff that the student is NOT allowed in the ocean. Other activities will be provided for children who are not allowed in the ocean. It is our policy not to leave out said children though safety must come first.

- Weather while in ocean: During heavy rain, thunderstorms, we don't allow surfing: It is the policy of Northeast Surfing to not allow students to surf during heavy rains or any type of thunderstorms.

- Camp vs. Surfing Academy Policy: Recreational Camp for Children means any day, primitive or outpost, residential, sports, travel or trip camp conducted wholly or in part for recreation or recreational instruction which: (1) operates for profit or philanthropic or charitable purposes, whether or not a fee is charged; (2) serves five or more children who are not members of the family or personal guests of the operator; and (3) operates for any period of time between June 1 and September 30 of any year or not more than 14 consecutive days during any other time of the year. (4) Recreational Camp for Children shall also mean any program, which promotes or advertises itself as a camp, even if it does not meet the criteria listed above. Provided that it is not promoted or advertised as a camp, none of the following shall be deemed to be a recreational camp for children. Northeast Surfing is a Surf Academy who allows students to attend NOT campers, though by Massachusetts State Law we are a camp and follow all State Camp Laws.

Massachusetts Christian's Law: A104

■ Massachusetts General Law c. 111, §127A1/2, commonly referred to as Christian's Law, was enacted on July 12, 2012. The Massachusetts Department of Public Health (Department) is working to develop regulations for presentation to the Public Health Council to implement requirements in the law to have a system in place for having Coast Guard approved personal flotation devices (PFDs) available to non-swimmers and at-risk swimmers at municipal and recreational programs and camps. Some provisions of the law however, are in full effect and therefore mandatory this summer for all municipal and recreational programs and licensed camps. The Department is issuing this guidance document to supplement the "Frequently Asked Questions" (FAQ) document to assist in compliance with important aspects of Christian's Law.

■ Christian's Law, in part, requires that municipal and recreational programs and licensed camps make a determination of each participating minor's swimming ability at the first swimming session conducted at a Massachusetts fresh or saltwater beach, in order to identify and classify non-swimmers and at-risk swimmers. These participants must then be confined to swimming areas consistent with the limits of their swimming skills or to swimming areas requiring lesser skills than those for which they have been classified.

■ The Department recommends that swim testing, to classify each minor's swimming ability, at the first swimming session prior to participation, be conducted by trained staff who hold appropriate certifications from nationally recognized swim instructor programs. These include the American Red Cross (ARC) and the YMCA. The Department will continue to assess other potential equivalent certifications.

■ Specifically, the Department, in consultation with representatives for the ARC and the YMCA, recommends that staff conducting swim test determinations hold either current ARC Water Safety Instructor (WSI r.09) or YMCA AQ711B - Lifeguard 2011 training certifications.

Furthermore, as guidance, the Department suggests that a “non-swimmer” be defined as a program participant who at testing does not meet criteria for a Red Cross Level 3 swim rating or a YMCA Minnow, and that an “at-risk swimmer” be defined as a program participant who may have met the criteria for a Red Cross.

- Level 3 swim rating or the YMCA Minnow, but has been determined to have a physical, psychological, medical or cognitive disability that could negatively impact on his/her swimming ability.

- Christian’s Law also requires that municipal and recreational programs and licensed camps accept from a parent or legal guardian a PFD for their child to use when these programs or licensed camps conduct swimming (excluding closely supervised swim lessons) at fresh or saltwater beaches. In addition, municipal and recreational programs or licensed camps should strongly consider providing all classified non-swimmers and at-risk swimmers with a PFD. In all cases PFDs shall be United States Coast Guard (USCG) certified according to type (I, II, III) for size and buoyancy. All PFDs must always be in a serviceable condition prior to use and properly fitted to each individual.

- Information on the types of PFDs, size selection, and tips for determining & maintaining a PFD in serviceable condition is available directly from the USCG website at: Finally, the Department recommends that in every case in which a PFD is used by a minor, either when one is provided by a program/camp or when one is dropped off by a parent or legal guardian, that staff at municipal and recreational programs and licensed camps conduct a fit test to determine that the PFD is the correct size, and check each minor’s PFD prior to every water entry to ensure that the PFD is properly fitting and securely fastened.

- Northeast Surfing has policies that are in compliance of Christian’s Law. Northeast Surfing will provide a mandatory Company Liability Disclaimer Form to all parents or legal guardians to confirm that each student and or camper meets the basic swimming requirements of the NSSIA, State of Massachusetts and Northeast Surfing. Northeast Surfing will provide a Massachusetts certified Water Safety instructor who meets the

State of Massachusetts Christian's Law requirements, and will confirm that each student or camper meets the swimming requirements listed above by law. For those students that do not meet the swimming requirements as of Northeast Surfing policy the said student(s) will NOT be allowed in the ocean at any time. Christian's Law does NOT state THAT any municipal and recreational programs and licensed camps by law have to allow students or campers to participate in water or ocean activities that do NOT meet the said requirements to do so.

- Certified Water Safety Instructor: A persons who through video and hands-on skill building, attended a course that's includes all the water safety and drowning prevention tools and information needed to plan and conduct courses in American Red Cross Swimming and Water Safety program, including Parent and Child Aquatics, Preschool Aquatics, Learn-To-Swim, Longfellow's WHALE Tales, Safety for Swim Coaches, six water safety presentations and two water safety courses.

Staff Qualifications and Staff Policies: A106

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2. SORI Checks.
3. CPR Certification.
4. NSSIA Certification.
5. Staff Orientation Training.
6. Staff Application.
7. Concussion Certification.

■ Day Camp or Academy director policy: It is the policy of Northeast Surfing that any manager or director must have one of the following. At least 21 years completed the course in camp administration, or at least 2 seasons experience.

■ Day Camp or Academy director substitute policy and lead surf instructor: It is the policy of Northeast Surfing that any manager, lead surf instructor or director substitute must be one of the following. At least 21 years, completed the course in camp administration, or at least 2 seasons experience. All lead surf instructors, managers or directors shall report directly to the surf academy director and or owners of said company. While on location any lead surf instructor, manager or substitute director is responsible for all students and or children, staff and equipment. Such persons shall always maintain a safe atmosphere for all and shall never leave the location where the academy is taking place. In the event of an emergency all staff shall be notified and appropriate measures shall take place. During and or after any programs or academies such managers, lead surf instructors or director substitutes. Shall report directly to said owners or academy director, follow orders and accommodate changes in programs or scheduling. Act in a professional manner at all times and obey commands.

■ Day Camp or Academy Consular and Jr. Consular policy: It is the policy of Northeast Surfing that any Day Camp or Academy Consular and Jr. Consular (Consular 18 + and Jr. Consular 16 +) must be at least 3 years older than the oldest student or camper.

■ Staff travel with student's policy: It is the policy of Northeast Surfing that no camper or students shall travel with any staff within a vehicle at any times unless approved by ownership.

■ CPR, Lifeguard qualifications, Healthcare Supervisors policy: All staff employees, volunteers or subcontractors must have a current CPR certification from certified state regulated organizations. At least one staff per shift must be a certified lifeguard. At least two staff per shift must be a healthcare supervisor.

■ Background Checks policy: It is the policy of Northeast Surfing to perform background checks on all employees, volunteers and sub-contractors yearly. All employees, volunteers and sub-contractors MUST have a criminal background check; CORI and SORI check performed every year.

■ Hiring policy: It is the policy of Northeast Surfing that when hiring a new employee, volunteer or sub- contractor that Northeast Surfing conducts/requests the following. Background check, CORI and SORI check, request three references, state and out of state criminal background checks, conduct new hire orientation class of not less than 2 days or 8 hours. Northeast Surfing LLC is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presents of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

■ Discipline policy: It is the policy of Northeast Surfing to enforce a discipline policy to maintain a safe productive and fair working environment for all.

■ Late for shift policy: First offence is a verbal warning, second offence writing warning, third offence is suspension for not more than one week or 40 hours and not less than 4 hours, and forth offence is termination.

■ General behavior policy: It is the policy of Northeast Surfing that all staff, employees, volunteers and sub-contractors behave in a professional manner at all times. The following is against company policy. Disorderly conduct, unprofessional behavior or behavior that disrupts the surrounding area, not following orders, engaging in bad attitude, not following written policy, state or federal laws, acting unbecoming, being dishonest, stealing from a company.

■ Company personal affairs: At no times will any Northeast Surfing private company affairs be discussed around any of the students, parents or legal guardians at any time during the operations of the academy and before or after hours. At no time will any company business or affairs shall be revealed to any persons who are not employed in any fashion by Northeast Surfing. Nor shall any information in regards to employee, volunteer or sub-contractor compensation for services be discussed between any staff at any time.

■ Staff dress code: It is the policy of Northeast Surfing that all staff, employees, volunteers and sub- contractors dress appropriate during any shift. All staff will wear beach attire that covers most areas of the said body and appears to be professional in nature. It is mandatory for any person of any gender to keep the mid-section of the said body up to just below the neck covered at all times during the shift. It is a policy that all staff should wear either the provided Northeast Surfing t-shirts or rash guards while on duty during the shift. Rash guards should be worn outside of the wetsuit while in the ocean at all times.

■ Working past your schedule shift policy: It is the policy of Northeast Surfing not allow any employee, volunteer or sub-contractor to work past the time their shift ends without permission from management. Any employees, volunteers or sub- contractors who work past their shift without permission will not be paid for that time. At no such time shall any person work more than 16 hours in a 24 hour period. It is the policy of Northeast Surfing that no such staff shall show up for their schedule shift 15 minutes before or stay more than 15 minutes after.

■ Lunch break and 15 minute breaks: It is the policy of Northeast Surfing not allow any employee, volunteer or sub-contractor to work more than 6 hours without receiving a one hour non-paid lunch period. It is the policy of Northeast Surfing that any employee, volunteer or sub-contractor shall receive a 15 minute break for every 3 hours of work.

■ Abuse and neglect prevention/reporting procedures: Northeast Surfing has policies in place to protect our students. Each State has a system to receive and respond to reports of possible child abuse and neglect. Professionals and concerned citizens can call statewide hotlines, local child protective services, or law enforcement agencies to share their concerns. To report abuse or neglect, call the Child-at-Risk Hotline anytime of the day or night at 800-792-5200. Any reports shall be reported to Northeast Surfing management 24 hours a day at 617.297.7873.

■ (NSSIA) National Surf Schools & Instructors Association policy: It is the policy of Northeast Surfing staff to follow all policies of the NSSIA at all times and promote their organization. At least one lifeguard must be on the beach at all times.

■ Staff Healthcare Supervisor: Supervisors can be determined by the camp operations. The health care supervisor may have additional non-health related duties, but shall at all times be available at the camp to render emergency first aid. Said individual shall possess at least current certification in Red Cross Standard First Aid, or its equivalent.

Sexual Harassment policy: A107

■ Northeast Surfing is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Department determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

■ What Is Sexual Harassment? Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct.
2. The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
3. Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.
4. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of them meet the definition of sexual harassment or contribute to a hostile work environment.
5. Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail; Verbal abuse of a sexual nature.
6. Touching or grabbing of a sexual nature.
7. Repeatedly standing too close to or brushing up against a person.
8. Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize).
9. Giving gifts or leaving objects that are sexually suggestive; Repeatedly making sexually suggestive gestures.
10. Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;

■ A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department. (See sexual harassment NSSIA policy for more details)

■ Violation of policies: If any employee, volunteer or sub-contractor violates any of said policies or procedures of Northeast Surfing disciplinary action will be taken. Discipline action may include but not limited to verbal warning, suspensions or termination.

Camp Medical Policies: A108

- A hard copy of a current Northeast Surfing Consent & Medical Release Form is required for EVERY CAMPER attending camp.

- Consent & Medical Release Form to be kept on file in designated First Aid areas during the camp and are to be turned in to Northeast Surfing at the conclusion of the camp.

- Medical Form to be reviewed prior to or at the onset of the retreat/camp to ensure awareness of the medical condition(s) of campers, whether or not they necessitate medication(s).

- Check medications listed on Medical Forms with medications turned in upon camper arrival. The Medic must inquire with campers about medications listed that were not turned in. Conversely, the Medic must ensure that checked-in medications are listed on the Medical Forms. He/she must resolve any discrepancies between checked-in medications and the Medical Forms in order to ensure that NO medications are in camper lodging facilities and to ensure that Medical Forms accurately reflect the medications on hand.

- The Medic is to obtain and have on file contact information for both a male and a female sponsor for each church attending the camp/retreat for communication purposes related to medical and nursing care.

■ **Communication:** To obtain specific, current information about the camper from both camper and his/her family. Review all pertinent information for changes/updates since submission of health history. Focus on any significant changes/new information concerning health status, treatment or medications since submission of the health history.

■ **Medication Pick Up/Drop Off:** Name tag provided, Confirm assignment; Confirm pick-up by parent or alternate person; Pick-up Authorization form must be signed if parent is not picking up camper; Reconfirm contact(s) information in case of emergencies; Remind parent of pick-up time; Camper/family sent to Medical Station. (A location set up on the beach.)

■ **Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.**

■ **Medication prescribed for campers shall be kept in a secure manner (e.g., locked storage or in the controlled possession of the individual responsible for administering them, according to American Camp Association Standard HW.19). Medications requiring refrigeration shall be stored at temperatures of 36° to 46°F in accordance with Massachusetts Board of Registration in Pharmacy guidance regarding proper storage of refrigerated and frozen medications.**

■ Medication shall only be administered by the health care supervisor or by a licensed health care professional authorized to administer prescription medications. If the health care supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant shall acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

■ Collect all medications brought from home. Make Sure Each is properly labeled:

1. Child's name.
2. Name of the medication.
3. Dose.
4. Times the medication is to be taken.

■ Review blood sugars, ketones and insulin dose record 5. If necessary, refer to a registered Dietitian for prior week. Refer to staff physician /ARNP/PA/RN for Incoming Health Screening (see sample)

■ Medication check out: A member of the health care team should discuss the record of what transpired medically during camp with the parent/legal guardian when the camper is picked up and a written copy provided. However, this may not be possible for campers who go home by bus or car pool; in these instances, the record should be sent with the camper or by mail to his/her family. A written record of the Blood glucose values.

■ Insulin doses (Campers should be advised to return to their pre-camp regimen once they are home, unless the alterations appear to significantly improve glycemic control. In this circumstance, the family should be advised to seek the guidance of their primary diabetes team. Individual camps may also choose to provide a suggested transition schedule for returning to their pre-camp regimen.)

- Other medical care provided at camp.
- Recommendations for any follow-up care.

■ An additional copy of this written record for the family to share with their primary diabetes team (if they choose), should be available to the family at the end of camp.

■ Youth Only – Immunization Records: Written documentation of immunization “Camp / School / Sports form” shall be required for all campers, or a medical note clearing said camper(s). Religious Exceptions. If a camper or staff member has religious objections to physical examinations or immunizations, the camper or staff member shall submit a written statement, signed by a parent or legal guardian of the camper, to the effect that the individual is in good health and stating the reason for such objections. [read more here](#). All paperwork is due the first day of camp. Children ages are confirmed. All ages of students are confirmed and enforced by the board of health policies. A COVID TEST or VACCINE may be required to attend camps. We are not sure yet.

■ Healthcare Staff Supervisors: A designated Massachusetts licensed physician, certified nurse practitioner, or physician assistant having documented pediatric training, as the camp's health care consultant. The consultant shall:

1. Review and approve the policy initially and at least annually thereafter;
2. Approve any changes in the policy;
3. Review and approve the first aid training of staff;
4. Be available for consultation at all times; and
5. Develop and sign written orders, including for prescription medication administration, to be followed by the on-site camp health care supervisor in the administration of his or her health related duties; and
6. Provide training as required by law to the health care supervisor(s) and other camp staff.
7. Camp health care supervisor; the name, address, and phone number of the camp health care consultant required by state law.
8. Each full time staff member shall receive a copy of the policy and shall be trained in the program's infection control procedures and implementation of the policy during staff orientation.
9. Prior to admitting a child to the camp, parents and guardians shall be provided a copy of the policy pertaining to the care of mildly ill campers, administration of medication and the procedures for providing emergency health care. A complete copy of the policy shall be furnished to parents and guardians upon their request. (see policy Infection Control COVID-19: F110.)

■ HealthCare Supervisors 2021:

1. Ronald Lees Jr - 617-297-7873 28 P st, Hull, MA, 02045.
2. Hannah Lees -
3. Grace Grosso -

■ HealthCare Consultant 2021:

1. To be named.

■ Health Care Supervisors Qualifications: At least two health care supervisors must be present during camp at all times, these supervisors can be determined by the camp operations. The health care supervisor may have additional non-health related duties, but shall at all times be available at the camp to render emergency first aid. Said individual shall possess at least current certification in Red Cross Standard First Aid, or its equivalent.

Diabetes Education:

■ Purpose: To enhance the child or adolescent's diabetes self- management skills and integrate healthy lifestyle behaviors into daily living.

■ Responsibility: All camp staff. Procedure: Medical and counseling staff will promote self- management skills and behaviors through guidance, demonstration, teaching, and example. Potential focus areas include but are not limited to the following: Blood Glucose Monitoring, Recognition and management of hypoglycemia, hyperglycemia, and ketosis, Insulin Injection Techniques, Carbohydrate Counting, Insulin Dosage Adjustment Based On Nutrition and activity schedules. Insulin Pump Issues. The Importance Of Balanced Diabetes Management. Healthy lifestyle issues including integration of healthy eating, physical activity, and relaxation.

■ Problem solving skills for caring for diabetes at home versus camp

1. Life skills for independent living

2. Sexual health and preconception issues
3. Diabetes complication
4. New therapies and technologies

■ Reporting: Based on the child's current diabetes skills inventory in Camp Brain and skills the parent would like to see the child learn, progress toward these skills should be noted in the child's file and shared with the parent at checkout.

Tick Disease Policies:

■ Deer ticks/the blacklegged tick (*Ixodes scapularis*), the American dog tick (*Dermacentor variabilis*), the brown dog tick (*Rhipicephalus sanguineus*) and the lone star tick (*Amblyomma americanum*) are all found throughout Massachusetts. Each can carry their own complement of diseases. Anyone working in tick habitats (particularly, wood-line areas, forested areas, and landscaped areas with ground cover) should check themselves regularly for ticks while practicing preventative measures.

■ The UMass Laboratory of Medical Zoology is capable of testing the tick for the presence/absence of many tick-borne diseases and can provide you with invaluable information to provide to your medical doctor.

■ For information about managing ticks in landscapes, among other topics, please visit the following publication from the Connecticut Agricultural Experiment Station: "Tick Management."

Ways to Reduce Exposure to Ticks:

- **Avoid tick habitats:** when possible, take care when spending time in wooded, brushy, or grassy areas. This is not to say that these environments are to be avoided entirely, however know that in these locations, your risk of encountering a tick increases. When in these areas, take the following steps to reduce tick-associated risks:

- **Use insect repellent:** products containing the active ingredient DEET (N,N-Diethyl-m-toluamide) may be applied directly to the skin; products containing a pyrethroid, such as permethrin, may be used on clothing. Follow all label instructions for any product used! A URI study found that individuals wearing permethrin-treated sneakers and socks were *73.6 times less likely* to be bitten by a tick than those wearing untreated footwear.

- **Wear protective clothing:** when possible, wear long-sleeved shirts and pants when in tick habitats. Tuck pants into socks and wear light-colored clothing to make it easier to spot any ticks trying to hitch a ride.

- **Shower after outdoor activities:** use this as an opportunity to do a thorough tick-check all over the body and in your hair. Check everywhere. Ticks have no reservations about violating privacy.

- **Put clothes in the dryer:** particularly after spending time in tick-favored habitats, place all clothing within the dryer. Ticks are prone to desiccation (drying out) and this will kill any attached to the clothing. The CDC (Centers for Disease Control and Prevention) suggest tumble dry on high heat for 10 minutes to kill ticks on clothing. If the clothing is damp, additional time may be required. If the clothing needs to be washed prior to drying, use hot water. If this is not possible, tumble dry on low heat for 90 minutes or high heat for 60 minutes or until clothes are completely dry and warm following a wash.

How to Properly Remove an Attached Tick:

- Use pointed tweezers: disinfect the tweezers with rubbing alcohol as well as the area the tick is attached to.
- Grasp the tick as close to your skin as possible: place the tweezers on the tick as close to the skin where it is attached as possible.
- Pull the tick straight out, firmly: the mouthparts of the tick are perfect for gripping tightly to (and in) the skin. Therefore, they are often difficult to remove. Grasping the tick tightly, close to the skin, and pulling slowly upward with the tweezers will achieve the best results.
- Disinfect the skin: once the tick has been removed, disinfect the area again with rubbing alcohol.
- Consider visiting your physician: consider visiting your physician following a tick bite, particularly if you develop a rash, fever/chills, or aches and pains. Do not rely on a rash *alone* to make the determination to visit your doctor. With Lyme disease, for example, the rash (known as erythema migrans or EM) associated with this disease only occurs in 70-80% of persons infected with Lyme disease and may take 3-30 days to develop.

How NOT to Remove a Tick:

- Painting the tick: some myths about coating attached ticks with petroleum jelly or nail polish still exist. DO NOT do this. The goal is to remove the tick as quickly as possible. Increased time attached to your body means an increased chance that the tick could transmit a disease. Note: depending upon the disease, the amount of time needed for transmission varies.

- Burning the tick: some myths about burning the tick with a match or other object still exist. DO NOT do this. Remove the tick with pointed tweezers. (See above instructions.)

- Freezing the tick: some myths about freezing an attached tick still exist. DO NOT do this. Again, your goal is to remove the tick as quickly as possible. (See above instructions.)

Applying Insect Repellent Policies:

- Applying the Product: Read and follow the label directions to ensure proper use; be sure you understand how much to apply. Apply repellents only to exposed skin and/or clothing. Do not use under clothing. Do not apply near the eyes and mouth, and apply sparingly around ears. When using sprays, do not spray directly into the face; spray on hands first and then apply to the face. Never use repellents over cuts, wounds, or irritated skin. Do not spray in enclosed areas. Avoid breathing a spray product. Do not use it near food. Other Safety Tips. Check the label to see if there are warnings about flammability. If so, do not use around open flames or lit cigarettes. After returning indoors, wash treated skin and clothes with soap and water. Do not use any product on pets or other animals unless the label clearly states it is for animals. Most insect repellents do not work against lice or fleas. Store insect repellents safely out of the reach of children, in a locked utility cabinet or garden shed.

Meningococcal Disease Camp Attendees Policies:

- What is meningococcal disease? Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-1,200 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become hard of hearing

or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

- How is meningococcal disease spread? These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

- Who is most at risk for getting meningococcal disease? People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the stereotypes.

- Are camp attendees at increased risk for meningococcal disease? Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

- Is there a vaccine against meningococcal disease? Yes, there are 3 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older. Quadrivalent meningococcal polysaccharide vaccine (Menomune) is recommended for people aged 56 and older with certain high- risk conditions.

- Should my child or adolescent receive meningococcal vaccine? Meningococcal vaccine is not recommended for attendance at camps. However, these vaccines may be

recommended for children with certain high-risk health conditions, such as those described above. MDPH strongly recommends two doses of quadrivalent meningococcal conjugate vaccine: a first dose at age 11 through 12 years, with a second dose at 16 years.

- Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions age 10 or older (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency, and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) may be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

- How can I protect my child or adolescent from getting meningococcal disease? The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

- Wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);

- Cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trashcan; or if they don't have a tissue, cough or sneeze into their upper sleeve.

- Do not share food, drinks or eating utensils with other people, especially if they are ill. If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

Using Medical Epipens Pen's Policies:

■ The two most common symptoms of a severe allergic reaction are:

1. Hives, and welts on the skin
2. Other symptoms can include.
3. Swelling of the throat, lips, tongue, or around the eyes.
4. Difficulty breathing or swallowing.
5. A metallic taste or itching in the mouth.
6. Sudden reddening of the face or flushing, itching, or redness of the skin.
7. Abdominal cramps, nausea, vomiting, or diarrhea.
8. Rising heart rate, or Low blood pressure and paleness
Sudden weakness.
9. Anxiety, or an overwhelming sense of doom.
10. Fainting.

Any delay in recognizing the symptoms of a severe allergic reaction can be life-threatening.

■ Within minutes, an allergic reaction may turn into a life-threatening severe allergic reaction. Sometimes the reaction can occur in two phases, with another reaction occurring up to 38 hours after the initial reaction.

Fatal reactions are due to airway obstruction or a collapse of blood vessels.

- Every second counts: Using epinephrine (the medicine in EpiPen®) immediately after exposure to an allergy trigger can help reverse the symptoms of a severe allergic reaction...and could help save a life. You may not always have predictable reactions and sometimes there may not be enough warning signs before a serious reaction occurs. Don't hesitate: If you are unsure whether or not you are experiencing a severe allergic reaction, it is generally better to use EpiPen®.

- Some side effects from using EpiPen® may include rapid heart rate, paleness, dizziness, weakness, tremors or headache.

- EpiPen® is for emergency treatment only and does not replace seeing a healthcare provider or going to the hospital.

- Anaphylaxis and asthma: Use EpiPen® first.

- If someone who has severe allergies and asthma is having an asthma attack, but you're uncertain whether it's an asthma attack or a severe allergic reaction, use EpiPen first.

- After using epinephrine, follow medical instructions for controlling asthma. Remember, antihistamines have not been proven to stop a severe allergic reaction and should not be used before EpiPen®.

- Seek emergency medical attention even after you use EpiPen to treat a severe allergic reaction. The effects of EpiPen may wear off after 10 or 20 minutes. You will need to receive further treatment and observation.

- Before using EpiPen a second time, tell your doctor if your first injection caused a serious side effect such as increased breathing difficulty, or dangerously high blood pressure (severe headache, blurred vision, buzzing in your ears, anxiety, confusion, chest pain, shortness of breath, uneven heartbeats, seizure).

How should you use an EpiPen:

- Use EpiPen exactly as prescribed by your doctor. Follow all directions on your prescription label. Do not use this medicine in larger or smaller amounts or for longer than recommended.

- EpiPen is injected into the skin or muscle of your outer thigh. In an emergency, this injection can be given through your clothing.

- Your medicine may also come with a "trainer pen." The trainer pen contains no medicine and no needle. It is only for non-emergency use to practice giving yourself an EpiPen injection. Do not use a trainer pen to treat an allergic reaction.

- The auto-injector device is a disposable single-use system that comes with patient instructions for safe and effective use. Do not self inject this medicine if you do not understand these instructions.

- Do not remove the safety cap until you are ready to use the auto-injector. Never put your fingers over the tip when removing the safety cap or after the safety cap has been removed.

To use an EpiPen auto-injector:

- Form a fist around the auto-injector with the black tip pointing down. Pull off the safety cap.

- Place the black tip against the fleshy portion of the outer thigh. You may give the injection directly through your clothing. Do not put your thumb over the end of the unit.
 - Hold the leg firmly when giving this injection to a child or infant.

- With a quick motion, push the auto-injector firmly against the thigh. This will release the spring-loaded needle that injects the dose of EpiPen. Hold the auto-injector in place for a few seconds after activation.

- Remove the auto-injector from the thigh. Carefully re-insert the used device needle-first into the carrying tube. Re-cap the tube and take it with you to the emergency room so that anyone who treats you will know how much EpiPen you have received.

- Seek emergency medical attention after any use of epinephrine to treat a severe allergic reaction. The effects of epinephrine may wear off after 10 or 20 minutes. You will need to receive further treatment and observation.

- Use an auto-injector only once, then throw away in a puncture-proof container (ask your pharmacist where you can get one and how to dispose of it). Keep this container out of the reach of children and pets.

- Do not use the EpiPen if it has changed colors or has any particles in it, or if the expiration date on the label has passed. Call your doctor for a new prescription.

- Store EpiPen at room temperature away from moisture, heat, and light. Do not refrigerate this medication, and do not store it in a car.

Camper Sunscreen Policies:

- Parents/guardians should provide sunscreen for use during the day. Sunscreen sent to Camp should be placed in a sealed plastic bag and labeled with the child's first and last name. Pursuant to careful research and the recommendations of the American Academy of Dermatology.

- Day Camp families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day. Upon receipt, counselors will place sunscreen in their backpacks that will be in their possession throughout the day. Any remaining sunscreen will be sent home Friday, the last day of camp. During the camp day, Camp Scully staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin– including the face, the tops of ears, and bare shoulders, arms, legs, & feet– prior to campers' participation in outdoor programs. Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. When staff notices these reactions, they will report them to the Health Director who will contact the camper's family. If, for any reason, counselors cannot apply sunscreen on a camper, the camper may be limited in their participation in outdoor activities. If parents/guardians have more than one camper attending camp, we ask each camper have their own supply of sunscreen so that it is readily accessible throughout the camp day.

- Camp strongly recommends that campers that parents/guardians provide a UV rated swim shirt for use at the waterfront and a hat for use throughout the day. All shirts and hats should be labeled with the camper's name. Counselors can spray sunscreen on a camper only and cannot touch the campers or place any sunscreen lotions on any camper at any time.

Infection Control COVID-19 Policies:

■ **Description:** The more camper or staff members 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).

■ **General Information and Training:** 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.

■ **Northeast Surfing will Promote 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.
- 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.

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.

■ **Masks Information:** Northeast Surfing must teach and reinforce the use of masks. Masks may be challenging for campers (especially younger campers) to wear in all-day settings such as camp. Masks 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 masks.

■ Masks should NOT be placed on:

1. Babies or children younger than 2 years old
2. Anyone who has trouble breathing or is unconscious
3. Anyone who is incapacitated or otherwise unable to remove the cover without help

■ Masks offer some protection to the wearer and are also meant to protect those around the wearer, in case they are infected with the virus that causes COVID-19. Masks are not surgical masks, respirators, or other medical personal protective equipment.

■ Adequate Supplies: Northeast Surfing must have accessible sinks and enough supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, a way to dry hands, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), disinfectant wipes, masks (as feasible), and no-touch/foot pedal trash cans (preferably covered).

Northeast Surfing Staffing and Operations During COVID-19:

1. NO Visitors (including parents) are not permitted.
2. Designate a senior staff person responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
3. Make enrollment capacity decisions based on the ability to consistently maintain 6 ft of distance.
4. Ensure adequate staffing to supervise sick campers and to accommodate cleaning requirements.

■ Northeast Surfing must have at least two Health Care Supervisors present at all times. Staff members must receive training in COVID-19, must be vaccinated (if possible) and fully understand their role in providing a safe COVID-19 environment for the company and Camps. Responsibilities also include but are not limited to:

1. Review medical information submitted by parents and reach out to parents of high-risk children to discuss whether additional protections are necessary, and what supports can be offered to best help their child.
2. Update plans to address new health and safety requirements associated with COVID-19 and provide parents with information on the policies for preventing and responding to COVID-19.
3. Must include plans into Staff Training and Orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures
4. Develop a tested communication system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services. Obtain parents email addresses and home, work, and mobile phone numbers so that staff can reach them at any time.
5. Must provide campers with an orientation at the start of camp to review new COVID protocols, encourage and educate on reporting of symptoms and not coming to camp if sick, and how to request a replacement mask if needed.
6. Must have a plan for handling camp/program closings and staff absences. Consider flexible sick leave policies and promote the importance of staff not coming to work if they are sick.
7. Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods unless doing so creates a hazard.
8. Ensure water systems and features (e.g., cooling systems) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Northeast Surfing Cohort Size:

1. Staff must be assigned to the same cohort for the duration of the program session. Cohorts must not be combined at any time and staff must not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff.
2. May have multiple cohorts of campers and counselors in the same area, but must maintain separation between cohorts and comply with the Governor's most recent Gathering Order.
3. Ensure campers/staff belongings are stored in a manner to prevent groups congregating.
4. Stagger use of communal spaces, such as game rooms and recreation halls, to reduce congregating and disinfect in between uses.
5. Must develop safe pickup /drop off procedures to maintain physical distancing and prevent the mixing of campers. These procedures must be explained to parents prior to the first drop off.
6. Cohort size limited to 25 campers. Staff are not counted as part of cohort size. Social distancing must be maintained within each cohort.
7. May not congregate staff/campers in a way that does not allow for 6 feet of physical distancing between individuals; limit activities to those that can maintain social distancing.

Personal Protective Equipment (PPE) and Face Masks/Coverings Information:

1. Staff and campers must wear face masks/coverings as required by the Governor's most recent Order on Face Coverings in Public.
2. Masks and cloth face coverings should be routinely washed or replaced.
3. Masks/face coverings should be provided by the camper/parent, but camps should have a sufficient supply of reusable or disposable masks to provide to campers or staff when requested.
4. May schedule times and locations for mask breaks, which should be outdoors if possible, or with windows open. During this time ensure 6 feet of distance is maintained between all individuals.

5. Staff must wear appropriate gloves during food preparation and screening activities that require contact.

Screening and Monitoring:

1. Northeast Surfing will screen children and staff that includes daily screening checks, location of screening activities, and identify designated staff responsible for conducting screenings.
2. Must verbally confirm their child and anyone in their household has not experienced any COVID-19 symptoms in the last 24 hours and that their child is not required to be in COVID-19 isolation or quarantine.
3. Must sign a written attestation regarding any household contacts to someone with COVID-19 symptoms or if they have given their child any fever reducing medication.
4. Health check responses must be recorded and maintained on file on the beach checklist daily.
5. COVID vaccination must be noted with other immunization records.
6. Staff must actively monitor children throughout the day for symptoms of any kind. Camps/programs must have a non-contact or temporal thermometer on site to check temperatures. These items must be located in a secure location.
7. Keep track of individuals that staff and campers come into contact with during the course of the day in the potential case of exposure.

Cleaning, Disinfecting and Sanitizing:

1. Northeast Surfing must disinfect all equipment used by the campers/students, during camps whenever said camper/student is finished using. Wetsuits, surfboards, etc shall be sanitized with environmentally safe products. Any surfaces that are used, touched, or occupied must be sanitized as well. Campers/students are not to trade equipment at any time without that equipment being sanitised.
2. All sanitizing and disinfecting solutions must be labeled properly to identify the contents, stored in a locked closet or compartment, and stored separately from food items.

3. Cleaning and disinfection of shared and personal equipment shall be in accordance with EEA standards on Amateur Sports Activities and CDC Guidance for Childcare.
4. Clean and disinfect PFDs supplied to campers in accordance with US Coast Guard guidance.
5. If a program suspects a camper or staff member was present at camp while infectious, close off and increase ventilation to the area(s) and wait 24 hours or as long as practical to begin cleaning and disinfecting the area(s), frequently touched surfaces and shared equipment potentially used by the ill person.
6. Camps/programs shall follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease.

Prior to starting camp with Northeast Surfing, campers are expected to:

1. Monitor and document temperature and symptoms of communicable disease for 7 days prior to arrival.
2. Take steps to limit exposure to coronavirus while traveling to camp, including frequent hand washing, avoiding touching eyes, nose and mouth, maintaining a 6 ft distance between self and others, wearing a mask when in public, carrying and using hand sanitizer and sanitizing wipes to clean surfaces, covering coughs and sneezes, and avoiding dine-in restaurants during travel.

Prior to starting camp, campers are required to adhere to the following:

1. Campers will NOT TRAVEL to camp if they have COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell), have in the past 14 days been in close contact with someone suspected or confirmed as having COVID-19, or have been suspected as confirmed or having COVID-19 in the past 14 days.

2. Parents must notify us if their camper's health status changes after submission of a camper's health forms and before arrival to camp.

Northeast Surfing has the following policies during camps:

1. Health Screening. We'll have health screening checks upon camper arrival and check-in and throughout our days together at camp. These health checks will include asking questions about how campers are feeling and recent contact with anyone who is known or suspected to have COVID-19, checking for symptoms, and taking temperatures.
2. Face Masks. Campers will bring their own cloth face masks to camp, and we will wash and dry them in rotation throughout camp as they are needed and used.
3. Hand Hygiene. We will increase frequency and staff monitoring of hand washing for 20 seconds with soap and water and use of alcohol-based hand sanitizers. Staff will also teach and monitor proper cough and sneeze etiquette to prevent the sharing of germs during camp.
4. Cohorting. Our camp groups will not exceed 8 people, and for summer 2021.
5. Sanitizing. Campers will bring their own microfiber cleaning cloths and small hand sanitizer to camp (we'll provide CDC approved disinfectant to fill the bottles), and will use them to regularly sanitize touchable surfaces such as shared group gear, etc. Campers will not share personal objects (water bottles, personal gear, chapstick, etc.) and any shared items will be cleaned and disinfected between uses.
6. Physical Distance. There will be times when physical distancing will be required, such as when campers first arrive to camp before everyone is checked-in, or if someone in our group is showing signs or symptoms of illness, or anytime it is appropriate to conditions presented during camp (at staff's sole discretion).

■ What happens if Northeast Surfing cancels camps because of COVID-19? This is addressed in the COVID-19 EXCEPTION TO NORTHEAST SURFING STANDARD PROVISION ABOVE section of the Registration Terms: If Northeast Surfing must cancel

your camp before it starts because of COVID-19, Northeast Surfing will provide you a full credit of payments you have made that never expires.

- What happens if a student can't join camp because of COVID-19? This is addressed in the NON OR LATE ARRIVAL OR EARLY DEPARTURE section of the Registration Terms: Northeast Surfing will not refund or reduce tuition if, for any reason (whether voluntary or involuntary), a camper does not attend, arrives late or leaves the program in progress (including but not limited to voluntary withdrawal, dismissal from the program, illness, injury or any other reason).

- What about COVID-19 testing and vaccination? Northeast Surfing will require testing of campers to be carried out within 72 hours of arrival at camp. Campers may also be temperature must be taken upon arrival at camp and during camp.

- What if a student develops symptoms of COVID-19 during camp? They will be isolated from the group (in a tent or other location separate from others), and camp staff will provide the student/camper with care and will seek outside medical advice and follow COVID-19 illness guidelines, which may include evacuating the student/camper from the camp.

- COVID Traffic control plan policy and arrival: It is the policy of Northeast Surfing to keep local beach and non-beach traffic down to a minimum by enforcing our pickup/drop off policies and parking policies. Promoting local parking laws and bands and informing our students, parents and customers of such laws. DUE TO COVID-19 Parents will not be allowed to exit their vehicles. Patents will pull up to the camp location and communicate with staff from at least ten feet away. Students names, ages, medical conditions, etc. Students/campers will then proceed to the camp location for temperature checks and will stay in small groups, with students they have arrived in the

same vehicle together. Until otherwise instructed. Parents will be notified of all COVID-19 policies before arriving at camps.

■ Healthcare Consultant Name: _____.

■ Healthcare Consultant Sign: _____.

Company Employee Structure: F111

1. Ronald E Lees Jr - Camp Director, Healthcare Supervisor, Lifeguard.
2. Hannah S. Lees - Manager, Assistant Camp Director, Healthcare Supervisor, Lifeguard.
3. Staff Members - CPR, CORI, SORI, Surf Instructors.

Child Abuse Identification, Documentation and Reporting

Mandatory Reporter:

- As childcare providers through our camp program, we are a mandatory reporter – individuals who are required by law to report cases of suspected child abuse or neglect.
- We are required to report any alleged physical or sexual abuse that takes place at camp. Also, if a camper shares that he or she is being abused at home, this must also be reported.
- Mandated reporters are required to immediately make an oral report followed by a written report to the State Protective Services or appropriate agency within 24 hours after the allegation is made known. Any allegation of abuse prior to a camper's arrival at camp is to be reported within 8 hours, with a written report within 72 hours.
- Each Northeast Surfing camp must have the phone number for the appropriate Child Protective Services agency for that state/county posted in the Medical Facility. The

specifics for timely reporting may differ from state to state and county-to-county so this should be verified with your appropriate Child Protective Services agency.

Immunity for Reporters:

- Every state, the District of Columbia, and the U.S. territories off American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands, provide some immunity from liability for persons who in good faith report suspected instances of abuse or neglect under the reporting laws. Immunity statutes protect reporters from civil or criminal liability that they might otherwise incur. Several states provide immunity not only for the initial report but also during any judicial proceedings arising from the report.

Child Abuse and Sexual Misconduct Complaint Procedures:

- If the inappropriate behavior is witnessed or there are suspicions of inappropriate behavior, the Northeast Surfing Camp Director and Medical Director should be notified immediately.

- The Northeast Surfing Camp Director and Medical Director will immediately investigate the allegations and notify the American Diabetes Association staff contact for the camp. All parties will be interviewed in a calm, non- accusatory manner. All allegations, actions taken by camp personnel and information provided during these

interviews should be documented. All information should be kept strictly confidential.

- The accused staff member will be removed from contact with campers pending the outcome of the investigation. Allegations of abuse are very serious and will be handled in a serious and professional manner to protect the campers in our care and rights and reputation of both the staff member and the camp program.

- Whether the incident or alleged offense takes place on or off camp property – during the camp session or throughout the year – it will be considered job related due to the childcare nature of camp. This child abuse and sexual misconduct policy and complaint procedures apply to allegations made of inappropriate behavior between campers and camp personnel – both paid and volunteer.

- The Northeast Surfing staff person for the camp or the staff member to whom the child disclosed in conjunction with the Northeast Surfing staff person will report the incident to Protective Services or the appropriate agency according to state and county law. The Northeast Surfing staff person for the camp will notify the camper's parents in accordance with directions received from the appropriate officials.

- Protective Services staff will determine if allegations are founded and what further action is required.

- If allegations are found to be unsubstantiated, the camp staff member will be returned to active service.

Allegations of Abuse by campers against non-camp personnel:

- If a camper divulges information about abuse which has occurred prior to camp (at home, school or in the community) to any camp staff member that staff member will

immediately notify the Camp Director and or Medical Director.

- In the event the allegation is made concerning an adult involved with the camper prior to camp (the alleged abuse occurred outside of camp) the Camp Director will console the camper and inform them that Protective Services must be notified. The Camp Director will notify the ADA staff person responsible for camp, who in turn will notify Protective Services.

Determining Medical Cause for Behavioral Issues:

- Purpose: To identify children who may have behavioral issues that may impact the camping experience for other children or themselves who are attending diabetes camp. Early recognition of potential issues will allow the staff to be prepared to accommodate any special needs or determine in advance if they can not safely accommodate a child in the camp setting.

- Assist: To assist staff at camp in determining whether an inappropriate behavior is a result of a medical problem (hypoglycemia) or a behavioral issue

- Responsibility: Prior to camp the medical director or designated staff and ADA staff will screen all applications with special attention given to those applications that include indications that a child has behavioral issues.

Procedure In reviewing the camper's medical information, the Northeast Surfing:

- A staff person responsible for camp and the camp medical leadership should identify any medical conditions besides diabetes that may contribute significantly to inappropriate behaviors. These should be brought to the attention of the camp director. Staff training for counselors should include appropriate techniques for dealing with

behaviors. Medical staff can instruct counselors as to what behaviors to expect as a result of medical conditions other than diabetes.

- When in doubt as to the cause of the behavior, staff should be instructed to test a camper's blood glucose as the first step to see if either a low or high blood sugar is the cause of non-compliance or unacceptable behavior.

- When counselors suspect that the behavior is due to another medical condition, he or she should bring the camper to the medical staff for care.

- The medical staff will make the determination as to whether or not there is a medical reason for the behavior. If blood sugar or another medical condition is not a factor, then the counselor should deal with the behavior using techniques approved for camp or consult the camp director.

- If the behavior is unmanageable regardless of the cause i.e. the child is a danger to himself or others, then the parents or guardians should be contacted to pick up the child.

- Reporting: Any behavior that results in harm to another child or staff member should report as an "incident report." Any behavior issues should be documented in the child's medical record and reported to the parent at check out.

Fire Safety Policy: G100.

■ The fire and life safety responsibility of assembly occupancies lie solely in the hands of the Northeast Surfing, staff and managers. As a way to assist with these responsibilities, the following information is being presented as a guideline for a Fire Safety and Evacuation Plan. The Plans are now being required by the Hull Fire Department, State Board of Health, for all camps in Massachusetts located on a beach, parks, etc.

■ Fire Safety and Evacuation Plan: The goal of a Fire safety and Evacuation Plan is to provide a safe environment for people in any place of assembly during camps. The assembly safety plan shall be prepared by management in accordance with the requirements of the local fire department and applicable codes. Management shall distribute to their employees/staff and have a copy readily available on site.

■ The safety plan shall incorporate the following two primary components:

1. Fire Safety Plan
2. Fire Evacuation Plan (including map.)

■ Fire Safety Plan – components of the Fire Safety Plan should include:

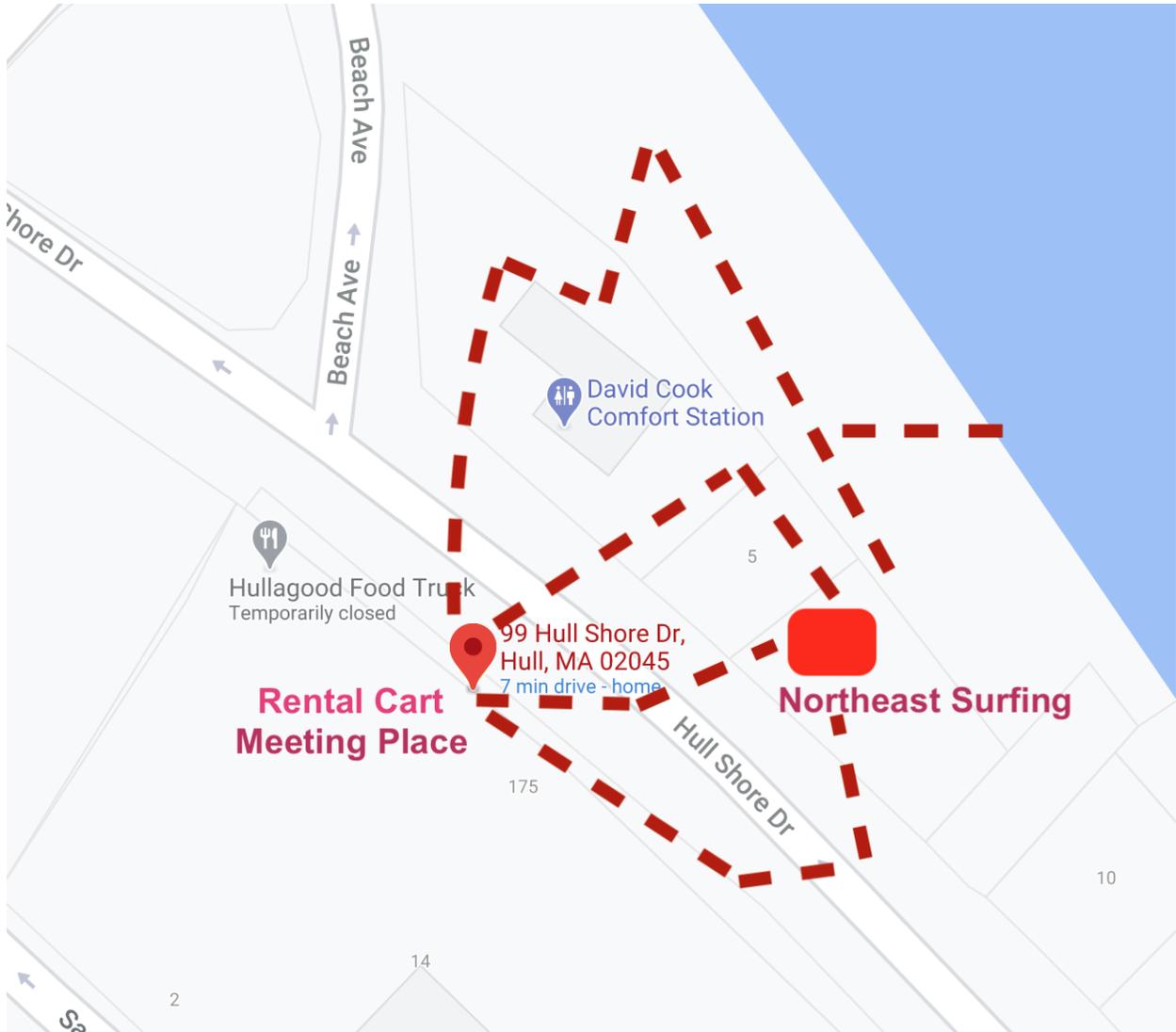
1. Identification and assignment of personnel who can be contacted for further information or explanation of the duties under the plan.
2. Identification and assignment of personnel responsible for maintenance of any Northeast Surfing equipment.
3. Identification and assignment of personnel responsible for beach maintenance, lifeguards and or responsible for controlling hazard sources.
4. The procedure for reporting a fire or other emergency. Sounding the fire alarm when possible, notifying the fire department with a company phone.
5. The procedures for notifying, relocating, or evacuating occupants, campers, students to a safe location.
6. The procedure for crowd management and evacuating occupants, including special provisions for persons requiring assistance.
7. A procedure for accounting for employees and occupants after evacuation has been completed.
8. The training of supervisory staff and instruction of other occupants/campers in their responsibilities for fire safety weekly.
9. The procedure for preventing, confining, controlling and extinguishing the fire when possible and safe.
10. Staff shall be familiar with any fire alarms and evacuation signals, their assigned duties in the case of an emergency, evacuation routes, area of refuge, exterior assembly areas and evacuation procedures.
11. Employees shall know the location and proper use of fire extinguishers if available.
12. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and beach procedures.
13. The provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof in the area.
14. Describe procedure and frequency for testing of additional nearby life safety components. List personnel responsible. Any emergency exit signs, emergency lighting.
15. Describe the procedures for performing life safety checks before setting up camp for the day and safety walks throughout the end of camp.

- Fire Evacuation Plan – components of the Fire Evacuation Plan should include: The Fire Safety and Evacuation Plan shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the camps.

- The Fire Safety and Evacuation Plan shall be available during the camps for reference and review by employees/campers and copies shall be furnished to Hull Fire Prevention Department, State Board of Health.

All employees shall be trained in the fire emergency procedures described in this Fire Safety and Evacuation Plans. This training shall be done at the time of hire.

- Fire Evacuation Plan Route: Each Staff will take 5 to 8 campers and head to the routes below safety crossing the street and to the rental cart. A count will be conducted before and after of all students. The route will be taken based on the location of the fire or hazard. Crossing the street will provide more safety. Although it is important that the staff advise the campers to walk not run, and cross the street as a group.



Fire Department Sign Off: _____