



2023 TRYON FOREST ADVENTURES COVID-19/ RSV POLICY & GUIDELINES

With the help and safety for our participants, volunteer and friends in mind, Friends of Tryon Creek (FOTC) has created a procedural policy to mitigate the risk of Covid-19 exposure. Our policy was designed through research of CDC recommendations, and we are adhering to the guidelines of the Oregon Health Authority (OHA).

FOTC recognizes that we cannot eliminate risk entirely, however, by practicing proper procedures and guidelines we can reduce our risk of transmission and exposure. We ask families and participants to make their own choices regarding acceptable risk. Please note that this policy may change due to updated recommendations from the CDC and OHA. As statewide policies change, we will update our policy to reflect those changes and to keep campers and parents informed.

Before the Program Starts

All participants will receive via email and required to sign the following forms:

- Emergency Contact Information Form
- Medical Consent Waiver
- Medical Authorization Form

Health Reporting During Program

We are asking guardians of participations to report any Covid-19 symptoms or exposure to all individuals with Covid-19 symptoms **prior to the first day of camp.**

Symptoms include: fever higher than 100.4, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea/vomiting, diarrhea.

All individuals will monitor for symptoms, including taking temperatures, 24 hours prior to the start of their program and throughout the length of program. **Any symptomatic, feverish or positive tested participants will need to be canceled from attending the program.** Contact program staff at **(503) 707-0256.**

Symptoms, Positive Tests and Notifications

If symptoms arise when participants are in the program, staff will isolate the individual and remain with them while their parent/guardians are contacted. If the participant tests positive, they will need to stay home 5 days from the date of the test and test negative before returning.

If any participant tests positive up to 5 days after attending the program session, we ask parent/guardians to please let us know. If any staff person tests positive, they will not return to the program for 5 day and need

to test negative before returning.

If either of these scenarios occurs, FOTC will inform all participants in that session that they may have come in contact with an individual who has tested positive for Covid-19. The name of the symptomatic person will not be shared. Cancellation and refund options are available and will be determined on a case by case basis.

Group Sizes/Drop off/Pick Up

- No more than 80 students per session.
- 10-15 participants per 2 instructor and support staff.
- Staggered drop off times limit large group gatherings.

Mask Recommendations

- Staff and instructors are encouraged to wear properly fitted masks indoors.
- Participants are encouraged to wear a properly fitted mask indoors.
- Staff will encourage all campers to wear their masks indoors as much as possible.
- Masks are optional when outside unless parents/guardians prefer they keep them on. We support parental decisions to keep masks on always.

Indoor and Outdoor Locations

- Programs will be split 60% indoors and 40% outdoors during the winter season.
- Group sizes will be limited when inside.
- Staff and instructors will maintain a clean indoor space.

If you have any questions about the above policies, please contact **Education Programs Manager Jonathan Hayden at (503) 707-0256 or adventures@tryonfriends.org**



2023 TFA/TEA CAMP ADVENTURES

CHECK IN & PICK UP PROCEDURES

In an attempt to minimize large group sizes here is an outline of daily check in and pick up procedures. Families will receive group assignments in an email the week prior to your session start date.

Location

Parents, guardians, or caregivers are to check in and pick up at the same designated area, located at the Nature Center Classroom.

Staggered Times

Groups 1-3

- Check In Time: 8:30am
- Start of Session 8:45am
- Check Out Time: 4:00pm
- Pick up by: 4:15pm

Groups 4-5

- Check In Time: 8:45am
- Start of Session: 9:00am
- Check Out Time: 4:15pm
- Pick up by: 4:30pm

Guidelines for Check-in and Pick Up:

- Children must be escorted by parents, guardian, caregiver, or authorized adult and be received by staff/instructors.
- Staff will check photo ID and record the name of any person dropping off or picking up.
- Staff will confirm all required forms and information before the student is received.
 - Emergency Contact Form
 - Medical Authorization Form
 - Snack/water/lunch
- Prior to student departure with staff/instructors, they will ensure that participants:
 - Have secured their personal belongings
 - Clean up any space or work area

Occasionally parents, guardians or caregivers of participants do not show up by the end of dismissal. Should this occur, participants remain with authorized staff, while staff try to reach the emergency contact.



2023 Tryon Forest Adventures Parent/Guardian Code of Conduct

To ensure all camp program participants have a safe and enjoyable experience, all participants must demonstrate good behavior and respect for themselves as well as others. We are asking for all parents/guardians to read the following Code of Conduct:

1. Parents/Guardians must respect each other and other campers. Bullying of any kind will not be tolerated.
2. Parents/Guardians must keep their hands to themselves, no pushing, hitting or inappropriate touching; they must use appropriate language when talking to campers, and camp staff.
3. Parents/Guardians shall refrain from physical or verbal contact with any child in the camp other than their own.
4. Parents/Guardians are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/Guardians who need dialogue with other parents regarding their children while physically at camp, require mediation; any dialogue or mediation must involve the camp director or camp coordinator.
6. When on site, parents/guardians should allow camp staff to lead and manage their group. Parents should not interfere with the leadership or instructions of the staff or assistant counselors:
 - Allow camp staff to lead the group.
 - Allow camp staff to manage a child's behavior.
 - Privately, inform camp staff of any concerns you may notice about a camp participant, but do not engage the camper.
7. Parents/guardians must respect and follow the instructions of all camp staff and volunteers.

Parents/Guardians are expected to follow the Code of Conduct as outlined above. Any parent/guardians who refuse to follow these guidelines will be removed from camp, may possibly be removed from Tryon Creek State Natural Area or depending on the offense, law enforcement may be contacted.

If you have questions regarding this policy, you may email Jonathan Hayden, the camp director via email at jonathan@tryonfriends.org.



2023 FOREST ADVENTURES FEES & REFUND POLICY

Cancellation Refunds & Fees

Friends of Tryon Creek updated our cancellation policy to improve the overall sustainability of our programs. Cancellations have associated costs, like transaction fees and staff time, to our program.

The refund and fees policy is as follows:

Late Fees

- A \$20 late fee will occur 15 minutes after your determined pick up time, and \$5 each additional minute thereafter.

Nonrefundable

- \$25 processing fee for each registered session.
- Membership donations, if applicable.
- Participants asked to leave due to behavioral issues will not receive a refund.

Cancellations

- More than 30 days before the session start date – 100% refund
- 30 days before the session start date – 75% refund
- Between 29 and 15 days of session start date - 50% refund
- 14 days of session start date – no refund

There are exceptions to this policy if a child gets sick before or during camp and cannot attend the full session. Please feel free to contact us with cancellation/refund request due to extraneous or COVID related circumstances.