



EVANS CHRISTIAN OUTFITTERS
Thurman, Ohio

CAMP GUIDELINES

Along with all requirements of the signed contract, please follow these camp guidelines to make your stay most enjoyable.

EVANS CHRISTIAN OUTFITTERS

“HOUSEKEEPING GUIDELINES”

Each floor of Evans Lodge has a closet with a cleaning cart stocked with cleaning supplies, trash bags, etc. There also is a vacuum cleaner on each floor in these closets. Other supplies (soaps, feminine products, towels, toilet paper, etc.) are in the upstairs hallway closets. We expect your group to be respectful of the facilities and perform appropriate cleanup. We suggest you do daily cleanup, especially in the bathrooms! We encourage recycling. For your convenience, there are recycling containers in the kitchen.

A \$75.00 recharging fee will be assessed to any group whose members unnecessarily discharge a fire extinguisher.

Fireplace Usage:

FIRE PLACE CAN ONLY BE USED BY ADULTS

If you use the fireplace make sure the fire is completely out.
Any firewood left behind needs to be stacked outside to prevent bugs.
Clean up area after each usage.

Group leader or designee should use the following check-off list prior to leaving camp:

Sleeping Areas

- ___ Sweep all floors, including hallway
- ___ Take out trash and refill cans with new bag.
- ___ Clean out all bedroom closets & lockers
- ___ Pick up trash from behind the headboards and under beds
- ___ Wipe out headboards (upstairs)
- ___ Make sure windows are closed and locked
- ___ Place all beds and mattresses to the proper position
- ___ Dump the water in the dehumidifiers and leave it turned on (downstairs)

Bathrooms

- ___ Sweep and mop floors (should be done after each shower time)
- ___ Wipe down sinks and counters and mirrors
- ___ Make sure toilet paper, towels & soap have been replenished (located in upstairs hall closet)
- ___ Take out the trash and refill with new bag
- ___ Make sure shower & sinks do not drip water

Meeting Rooms

- ___ Wipe off all tables
- ___ Take down folding tables and chairs and place in racks or against wall
- ___ Make sure all other furniture is returned to its proper place
- ___ Make sure windows are closed and locked
- ___ Pick up all trash
- ___ Take out the trash and refill with new bag

Downstairs Kitchenette (if used)

- ___ Wipe off counter top
- ___ Sweep Floor
- ___ Take out the trash and refill with new bag

General Rules

- ___ All fans turned off and unplugged
- ___ Pick up all trash
- ___ Make sure all sports equipment is put back in the hall closet
- ___ Make sure all clothes are taken with you (anything left will be thrown away)
- ___ Take all trash to the dumpster in the parking area
- ___ Make sure all windows are closed and locked
- ___ Make sure all doors are closed and locked
- ___ Turn out the lights

EVANS CHRISTIAN OUTFITTERS

“KITCHEN GUIDELINES”

The kitchen in Evans Lodge is full service. There is a large oven, grill, convection oven and microwave. A small ice maker is also located in the dining room (depending on group size you may need to also bring ice.) There are numerous pots and pans and a variety of utensils. The first drawer in the kitchen will have a notebook with the duplication of instructions posted on using appliances and the location of items for the kitchen. One refrigerator and one upright freezer are provided for food storage. A pantry is provided for dry storage. Two five-gallon coolers are provided for mixing powdered drinks. The closet in the dining room has a variety of plates, platters, cups, pitchers, bowls and silverware. Informational signs are posted throughout the kitchen, please read and follow them.

Remember to bring your own:

Food, spices, oils, etc.-Dish towels/dish clothes-Bags of ice-Specialized food prep items

Person in Charge of kitchen for each group must be ServSafe Certified.

Certification can be done through- www.servsafe.com

Please make sure a copy of the certification is brought to camp

- All food workers must wash hands when entering kitchen
- Everyone handling/preparing/serving food must wear a hat or hairnet and plastic gloves (Hairnets and gloves are located above the sinks and in the pantry)
- Wash, rinse and sanitize the cutting blade on the can opener after each use
- Read the directions posted for operating the commercial dish washer
- Read the directions posted for operating the convection oven (turn on/off button, turn on air, set temperature) *Warning-* Convection ovens bake quicker than a traditional ovens so check food during bake time
- When using the three section sink for washing dishes follow all the steps posted (You must use bleach or sani-tabs for sanitation)
- Be observant of the location of pots, pans, utensils etc. so they are returned to their original storage area (pots and pans are to be placed upside down under the counter)
- Date mark all opened food containers being stored in the refrigerators
- Plastic buckets and sponges located under the stainless steel countertop are for washing down dining tables after meals with bleach or disinfectant in the water. Daily sweep and mop the kitchen floor.
- Please take advantage of the recycling containers placed in the kitchen
- Turn off and wipe down the steam table after use for meals
- Return all items used from dining room closet clean and dry (Store utensils upside down)
- Wipe down all tables in dining room and vacuum daily (vacuum in hall closet)
- Take trash to the dumpster located in the upper parking lot or place in the wheeled cart outside kitchen door (animals will rummage through trash if not properly disposed)

Kitchen Check-Out Checklist

- ___ Take home or throw away all food that is left over from your stay at camp
- ___ Empty the kitchen trash cans and put in clean trash bags
- ___ Take trash stored in wheeled cart outside the kitchen door to the dumpster located in the upper parking lot (daily if needed during stay)
- ___ Wipe out the refrigerator, walk-in cooler.
- ___ Unplug all appliances (toasters, coffee pot, microwave and steam table in the dining hall)
- ___ Drain the dish washer after use on day of departure (lever located on right inside wall) and clean out the drain tray
- ___ Wipe down all counters tops and stove top and wipe out ovens if necessary (standard, convection and microwave ovens)
- ___ Return cleaned pots, pans, dishes, utensils to proper storage areas (store upside down)
- ___ Take home camp owned dirty dish towels and return laundered to camp (or leave in pile)
- ___ Sweep and mop the kitchen floor
- ___ Wipe off tables in dining room and take down tables and chairs and place them in the carriers provided and/or against the wall.
- ___ Vacuum dining room floor and take out trash and replace liners
- ___ Lock the kitchen door unless otherwise advised
- ___ Turn off all lights
- ___ Try to leave all areas cleaner than when you arrived!

**If leaks or maintenance problems are observed, please call:
Chris Burnette 740-740-645-0633 or
Tom Weaver 740-339-2543**

EVANS CHRISTIAN OUTFITTERS

“OUTSIDE RECREATION GUIDELINES”

Please show appreciation and demonstrate good stewardship by avoiding damage to trees and trails and by leaving wildlife for others to enjoy. Dispose of all litter and trash in proper containers.

Boathouse/Lake Area- Read and obey all posted signs related to swimming and boating. Groups must provide a certified lifeguard when using the swim area. When leaving the area:

- Return all life jackets to the rack inside boathouse
- Secure all paddleboats to dock
- Store all fishing equipment correctly inside boathouse
- Pick up all trash and place inside appropriate reciprocals

Sporting Equipment- Equipment found in hallway closet in Evans Lodge. After completing activity:

- Return all equipment neatly to closet
- Bring weather sensitive games indoors during bad weather (corn-hole, carpet-ball)
- Leave areas used in better condition than when arrived

Shelter Houses - Pick up all trash, take trash bag with you on each occasion. Do not leave trash around shelter houses overnight. Replace all tables and fire ring benches under shelter if moved.

Fires - Only burn in designated fire rings. Fires may only be started by adults. Saturate fire when finished, empty ashes from fire places once cool. Buckets provided. Wood Only! Please do not burn any plastic or styrofoam at Evans Christian Outfitters.

Outdoor Chapel - Please be respectful to Altar and the entire worship space. Please pick up any trash or personal belongings. Remember, this is our sanctuary, please treat it like yours.

Parking – Vehicles shall be driven and parked in designated areas only (gravel areas.) Please drive carefully.

The Basics of Universal Precautions: Teaching staff to avoid infection

by Kerry Brown and Janet Squires, M.D.

Universal precautions refers to infection control measures that all health care workers and child care providers follow with the goal of protecting themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as if infected with HIV, hepatitis B virus, and other bloodborne pathogens. The camp experience includes many activities where children explore nature and interact with others, so both minor and major injuries can be expected. In very rare circumstances, contact with blood or other body fluids can be a means of infection transmission. Thus, universal precautions should be considered an important component of staff and volunteer training and education. All people who work in a camp setting must understand the proper precautions to take to prevent the spread of infection.

The Basic Principles

Following are the basic principles of universal precautions.

Contact with blood must be avoided

If a camper scrapes a knee or cuts himself, camp staff should be sure that no other child touches the blood. In the administration of first aid, there must be a barrier between the person helping the child and the blood. Examples of barriers include towels, a t-shirt, a bandana, bandages, or whatever is accessible. Surgical gloves may not be readily accessible in the outdoors, but should be provided throughout the camp where cleansing may be needed and at every activity area.

All body fluids (except sweat) should be considered potentials for infection

Blood is the major risk for transmission for the serious bloodborne infections like HIV and hepatitis B. Contact with urine and stool should be avoided, because other pathogens (such as CMV or diarrhea causative agents) can be spread via these fluids. Saliva and spit and nasal drainage are major ways respiratory viruses are spread. Tears are not a major source for infection, and sweat is not considered a risk.

Universal Precautions Applies to Everyone

The term "universal precautions" emphasizes that infection control measures apply to everyone, staff and campers. Many persons can harbor infectious agents and be asymptomatic and unaware. Confidentiality mandates that camp staff may not be aware of an individual camper's diagnosis. Universal precautions assures that all persons are treated equally. Further, the actions of the staff can be powerful teaching tools to teach children that infection prevention measures are easy and expected.

Specific examples of prevention measures are the following.

- *Injury involving bleeding:* Do not touch the blood; use a barrier to stop the bleeding and cover the injury. Use gloves at the medical facility if significant first aid is indicated (make sure to inquire about latex allergy first).
- *Wet bed or loss of stool or vomit:* Do not touch urine, stool, or vomit. Clean up child and area as appropriate. If the environment needs cleaning, wear gloves and use a cleaning solution. Put soiled clothes and sheets where others will not touch them.
- *Use of restroom:* Staff should wash hands with soap for 30 seconds after use of restroom or helping a child use the restroom.
- *Equipment:* Such equipment should include: gloves in every cabin and activity area, antibacterial soap at all sinks, and a mouth shield with a one-way valve for each lifeguard.