

Adult Supervisor Guide

Updated 3/23/21

We will continue to update this information as we receive the latest information from the CDC and the MN Department of Health.

◆ Cabin Responsibilities & Hints ◆

Upon arrival...

*Please maximize building space by having students spread out and to sleep head-to-toe. It is strongly suggested to create as much ventilation as possible by having windows cracked and fans blowing air out. ***Cannot have fans on and start a wood fire, one or the other.*

Every morning, your responsibilities may include:

- To wake students, suggested time is **7:00 a.m.**
- To guide the students in completing “**Daily Cabin Cleaning**” as described below.
- To remind students about **masks, handwashing, sanitizing of hands and physical distancing.**
- To remind students to attend the **Weather Station** before breakfast and before supper.
- To remind students to **bring workbook, bag, and pencils, mask, and hand sanitizer** to all meals and academic classes.
- Gather with your students on the assigned benches before **7:40 a.m.** to do temperature checks, morning medications, and wellness check. Remain on benches until breakfast.

Upon completion of the evening program or when students can be in the cabin, you are responsible...

- We ask that you **remain in your assigned cabin** with the students for whom you are responsible as good supervision is very important during this time.
- Showers will be open during this time *until 9:30 p.m.*, schools maybe assigned a time – see Shower Supervision.
- We suggest that students are to be in and out of the **washroom and ready for bed before 9:30 pm.** Showers and restroom will be **closed for cleaning between 9:30 p.m. and 10:00 p.m.** Restroom areas will open again at 10:00 p.m.
- We suggest out of respect in community living that students **pick up all personal belongings before bed.**
- Out of respect, remind students that the cabin should be **quiet between 10:00 p.m. and 7:00 a.m.** as not to disturb other schools or cabin groups.
- **Due to safety, we ask that students stay in their own cabins** and are not to enter another school’s cabin if more than one school is participating in the program.
- To enforce the food, candy, gum, and pop policy which is to turn these items in to be returned or lose them to donation or disposal.
- *Hint:* Turn lights out and read to the students for 15 to 20 minutes – wonderful way to relax a group.

◆ Daily Cabin Cleaning ◆

Community living requires cooperation and responsibility in caring for one’s cabin. We ask the cabin group (students and adults) to be responsible for this daily task. Suggestions are as follows:

- **Sweeping:** The floors of the cabin should be sand free - sweep well going under furniture. Sweep outside steps too.

- **Personal Gear:** All personal gear, such as clothing and shoes, should be stored in the provided shelves or locker or in one's suitcase. Suitcases must be placed against the wall or on top of the lockers to keep the aisles free for safety. Please do not place shoes in shelves, rather keep them in the bottom of the lockers.
- **Clotheslines:** Please place all wet clothing on the clotheslines provided outside the cabin. Bring dry clothing in before retiring at night. *Rafters and ladders on bunk beds are not designed for clothing and towels.*
- **Beds:** Sleeping bags should be neatly straightened and sheets tucked in.
- **Firewood/Kindling:** We strongly suggest keeping firewood boxes supplied with 4 to 6 pieces of wood and the smaller kindling box full to start fires.
- **Trash:** Empty in large green receptacles located near the bathrooms.
- **Disinfecting/Sanitizing:** Adults are responsible for disinfecting door handles, light switches, bunk railings and ladders in cabin at least daily. Cleaning supplies will be provided.

◆ Wood & Kindling ◆

- **Kindling** can be gathered by picking up sticks from the ground around the cabin or in nearby woods. Do not break twigs off trees. Sticks that are good for burning have a "snap" to them. Dead pine needles are not the best kindling - they smoke a lot.
- If in need of **newspaper or matches**, please ask a Foley Staff Member.
- The **firewood boxes** are to remain in their original locations in the cabin. Please do not move them. The **tile area** around the stove should remain free of wood, paper, clothing, shoes and other items to prevent fires.
- **Cut firewood** is taken out of the open shed by the Storage Center. In being respectful of the boys' privacy, girls need to retrieve any necessary wood after meals. Adults should be present when students are retrieving wood from the shed.

◆ Departure Day ◆

The Night Before Suggestions

- Encourage the students in your cabin to begin to pack.
- Be sure to keep aisles free from suitcases, etc.

The Morning of Suggestions

- Students do not need to visit the Weather Station. Temperature readings and wellness checks do need to be done prior to breakfast.
- As students finish packing, they **bring their gear** to the designated area for their school and then return to the cabin to help others pack or help in cleaning the cabin.
- Once everyone's personal belongings are out of the cabins, do a run through of **checking** lockers, shelves, behind shelves, around mattresses, clothesline and under beds for lost belongings. Bring unclaimed items to the dining room area.
- Bring all **items on loan** from Foley to table outside of dining room.
- Do a **final cabin cleaning** with the students helping. Sweep well, check to make sure there are about 6 pieces of firewood, a full box of kindling, and an empty wastebasket.
- Wastebaskets are emptied in the green trash cans located in the cabin living areas.

◆ Academic Class Responsibilities◆

How It Works

- At each Class Block, there is an assigned Foley instructor for that class. Your **role is like a teacher's aide**, to assist the leader to the best of your ability.
- Your role is to properly supervise, ensure appropriate behavior, and take care of the students. We ask that all adult supervisors attend the classes of their assigned group.
- All Block Classes **depart from the benches** in front of the dining hall after roll is taken.
- You **follow the Block Class** that you are assigned.

Responsibilities for All Classes

- Meet students at benches and take roll. Help to get classes off to designated areas on time.
- Help to keep students attentive and on task during classes.
- Assist students who are struggling with specific tasks or need encouragement.
- Provide spirit and genuine interest in what is being taught.
- Be another set of eyes to ward off problems - safety or disciplinary ones.
- Assist with disinfecting equipment at end of Block Class.
- Work with students in washing hands or sanitizing upon arrival and departure of each Block Class and prior to departing.
- Use of masks as required, physical distancing.
- Instructor at the class will inform you of how you can help at each class specific to the activities involved.

◆ Waterfront Lookout◆

When at Aquatics (Hidden Lake) or on Whitefish Lake (Rec Time Canoeing), your Lookout responsibilities are as follows:

1. Assisting Foley Staff Member in putting canoes into the water, sizing up paddles, checking that lifejackets are worn correctly, etc.
2. Assisting with getting canoes in and out of the water.
3. Maintaining constant surveillance; counting the students and number of canoes.
4. With inclement weather, check with Foley Staff Member, as to procedures and responsibilities.
5. Assist in supporting buddy system if students are swimming.
6. Ready to call for additional help – Camp Office 218-543-6161 or Marie 218-330-8105

◆ Recreation Time Responsibilities◆

During Recreation time or evening program, you will remain with your cabin group as assigned to a location. In addition to supervising, you will also help to disinfect used equipment. Some possibilities include:

Cabin Time: In your own cabin

Archery: Assisting a Foley Staff Member with equipment and safety.

Volleyball, basketball and tennis –supervising area and perhaps participating with the students; distributing and storing of equipment.

Human Foosball & 9-Square - supervising games, returning balls for storage.

Field Games - supervising area and perhaps participating with the students; distributing and storing of equipment. Games could include kickball, ultimate frisbee, softball or whiffle ball, etc.

Camp Store: If school collects money from students, would be responsible for the handling of these funds at the camp store.

◆ Shower Supervision & Cleaning◆

It is strongly suggested that there be **double coverage** in the shower rooms. Adults supervising the showers maybe assisting with adjusting the water, moving students through the showers so that everyone has hot water, checking for ticks, and cleaning the showers using the directions posted on the wall in the shower room. At end of your shower time, please remove all personal items.

- Remind students to **bring as little as possible** with them to the showers – there is limited space to set items while showering.
- Remind students to **wash their legs** after muck walking and **to check for ticks**.
- Deer Ticks are removed and bagged – see Ticks
- Wood (Dog) Ticks are placed on the masking **tape** located on the walls in the showers.
- The last group is asked to close showers up as directed on the signage.

◆ Dining Room Responsibilities ◆

To reduce illness and serve safe food, the camp kitchen is off limits to our guests.

Before the Meal

- Arrive and gather your cabin group on assigned benches.
- If eating inside, proceed with your cabin group to your assigned table.
- Check to see if you **have all the students** – let your teacher know if missing someone.
- Masks are to be on when entering the dining room or when not seated.

During the Meal

- Meals are served buffet style and masks are to be worn when getting food.
- Students **remain** at their tables or benches until dismissal by Foley staff.
- The adult is responsible for **scraping** all dishes, putting dirty silver in white container and all used dishes into grey tub. This is carried to the dirty dish counter by the adult.
- Adult wipes off table with green bucket.
- If a student is on a special diet, make sure he/she is getting plenty to eat.

After the Meal

- If inside, one adult per cabin remains and helps with sanitizing tables and chairs and sweeping.
- If outside, one adult per cabin remains, picks up trash on ground and sanitizes benches & tables.

◆ Medication & Emergency Care ◆

The school has primary responsibility for the care of its students. The Directors (Marie and Alli) will support the schools in this care. Several Foley Staff are certified in CPR and First Aid. We can also call into local clinic and hospitals for assistance. If medical attention is needed, a decision will be made to call 911 for transport or to use school or camp transportation. An AED is in the outer office.

It is the responsibility of the school to handle mediations that accompany their students per school policy. We strongly suggest that medication belonging to adults or students is not stored in the sleeping cabins except for rescue inhalers and EpiPens. We firmly suggest that all medication (prescription and over-the-counter) is kept in the locked cabinet in or near the dining room when not in immediate possession of the one administering the medication. It is strongly suggested that an adult does not administer any of their personal medications (Tylenol or a decongestant) to any student that is not their biological child.

A First Aid Kit containing common over the counter medication is in the Dining Room for the school's use. Other supplies are available upon request from Marie or Alli.

In case of an incident and/or injury, adult supervisors may be requested to complete Incident & Injury reports.

If a student or adult is displaying any of the symptoms of COVID-19, he or she is immediately isolated, emergency number is called for individual to be picked up within 6 hours.

◆ Ticks ◆

Wood (dog) ticks and deer ticks do exist at the Center. In helping to prevent tick-borne diseases, we ask adults to remind and assist the students with the following prevention hints while maintaining a calm and relaxed atmosphere so that learning can continue in the outdoors.

- Dressing: Wear light colored clothing to find ticks more easily. Tuck pants into socks, shirts into pants, etc. since ticks will crawl upward.
- Checking: **Every evening**, adults and students should do a routine **check for ticks**. You are responsible for reminding and guiding students through a tick check.
- Removing: Remove **wood ticks** by grasping the tick and gently pulling the tick out with your fingers. Place ticks on the masking tape provided. Deer ticks **not** attached to the skin can also be placed on the tape.
- Suspected Deer Tick: If a suspected **deer tick** is found that is attached to the skin, remove the deer tick following the procedures under Tick Removal.

◆ Tick Removal ◆

If you DO find a tick attached to the skin, there is *no need to panic*. Not all ticks are infected, and studies of infected deer ticks have shown that they begin transmitting a tick-borne disease on an average of 36 to 48 hours after attachment. Therefore, your chances of contracting a tick-borne disease are greatly reduced if you remove a tick within the first 48 hours. Remember, too, that nearly all early diagnosed tick-borne disease cases are easily treated and cured. Adults are asked to remove ticks following the procedure taped to the cover of the "Tick Kits" or ask a Foley staff for assistance.

"Tick Kits" are in the Dining Room and in the Staff Bathrooms in the Mid-Washo and West Washo.

◆ Blood borne Pathogens ◆

As a volunteer, you need to protect yourself against blood borne pathogens. Following are brief guidelines to assist you.

- Avoid direct contact with any bodily fluids, especially those with blood.

- Help teach self-help skills to the students. Twelve-year-olds can wash, dry and put a Band-Aid on a minor cut by themselves. They can also hold the compress and apply direct pressure while medical help is sought for a more major abrasion.
- Don't wipe up a blood spillage; cover with newspaper if necessary and inform Marie or Alli.
- If you do come in contact, you must notify Marie or Alli immediately for the next steps.

◆ Discipline Policy ◆

Students are expected to behave within the guidelines of their school and the Foley Environmental Center. If an Adult Supervisor is having difficulties with a student, seek the advice of their teacher. The teacher will oversee disciplining the student in accordance to their school's policy. Foley Staff Members can assist the teachers and adult supervisors in discipline problems.

◆ Emergency and Safety Procedures ◆

- At the sound of the bell continuously ringing everyone reports immediately to the benches in front of the dining room for instructions. It is imperative that you come quickly with the students while maintaining a sense of calm. Do not excite students unnecessarily.
- All adults and students will remain with their respective school or academic groups until dismissed or directed to another location depending on the emergency.

◆ Intruders ◆

Generally, unknown individuals in camp are there out of curiosity or to see someone. Those people will gladly go to the office if dealt with politely and directed to the office. Never lead an unknown individual to a student they request to see. Always accompany these individuals to the office, or, if you are busy with students, visually ascertain that these individuals do go to the office. Vendors and service individuals should be in areas that are appropriate for their task. Deal with camp intruders in the following manner:

- Identify yourself and ask if you can be of help. If they are visiting or need assistance direct to the office.
- Try to keep these people in “neutral” camp areas, like the center of camp. Discourage unknown people from moving into cabin areas.
- Try not to leave intruders alone, if possible.
- If an intruder refuses to identify themselves, depart, or go to the office, notify a Director immediately.

◆Homesickness ◆

The degree to which students are affected by homesickness varies greatly. Homesickness does happen and, as most of us have suffered from it, we should be able to sympathize with these newly afflicted individuals. Every homesick child needs to be dealt with individually, but all are away from home, often for the first time. All children must find a way to be happy when separated from their family. The ways of making the child happy represent the treatment of homesickness.

It is highly suggested that Adult Supervisors first check in with the child's teacher before promising that a child can call home.

What the adult can do

- Check in with the student's teacher for helpful information.
- Be "upbeat" and expect them to have a good time.
- Keep the students busy - try to involve the student by engaging him or her into activities.
- *Do not* ridicule, shame or belittle a homesick student. Let them know that homesickness is a common experience for persons away from home.
- Try to ignore hysteria as it usually needs an audience.
- Use your sense of humor! If you can get the student to laugh and smile, they are not able to cry, try as they may – reinforce the opposite behavior.
- Acknowledge their feelings but give the student a message of confidence in his or her ability to cope.
- Keep the student's teacher informed. Teachers can discuss with Marie or Alli about other options.

◆ Phone/Adult Restrooms ◆

- Ideally, we are asking that you "unplug" for your time at Foley. Cell phones may be used – by adults only – out of sight and hearing of the students. Avoid placing phone calls in any cabins or washrooms as well. Please turn off the ringers when around the students, as to not disturb their learning. We ask that students are not on cell phones. If you need to use an electronic device, please use it out of sight of the students. To support the "disconnect" we do not have Internet available for our guests.
- For emergencies at other times find one of the Foley's Directors or Assistant Directors.
- There is one adult restroom for women and one for men (complete with a shower) for use.

◆ Evening Support ◆

Until 10:00 p.m. Foley Staff Members can be found on the facility – closing the dining room, securing the grounds or visiting with students and adults. For emergencies after 10:00 p.m. adults will be given a phone number to call if a need would arise. To provide a safe and secure environment, please be where you are supposed to be! You are needed! If you need assistance, call Marie **218-330-8105**.