

Check In & Check Out Procedure:

Implement a staggering check-in and check-out system: Please arrive for your staggered check out time.

Arriving at your assigned time will ensure a faster, safer and more organized check out.

Check in Sunday:

- Individual participants will be the first phase of check-in with an assigned time frame.
- Participants from a Group Homes will be the second phase of the check-in with an assigned time frame per Group Home.
- The circle drive will be the first point of contact where the nurse will perform the health screening procedure at the participant's vehicle. If the participant is cleared to check into camp, they will be directed to park in the parking lot and start the check- in process. If the participant is showing signs of an illness they will be sent home.
- All caregivers must wear a protective mask while at a Stepping Stones facilities.
- Marked spots and arrows will be marked on the ground for caregivers to follow.
- Marked spots will be placed 6 feet apart on the "back driveway" – behind the dining hall for caregivers to stand in line for check-in.
- The dining hall back porch will have the three check-in stations; Station 1 is Sign in station, Station 2 is Dietary review and Station 3 is MARS review/Nursing number assignment.
- Caregivers will then take their loved one back to the cabin assigned and help them settle into their cabin space.
- After they get them situated in the cabin, they will come back to Dining Hall to be called on to check their loved one's medication in with the nurses.
- Nursing Waiting Area will be spread out the appropriate distance between chairs in the waiting area.
- Only one (1) caregiver will be allowed at check-in and check-out per camper.

Check Out Thursday:

Check out for the overnight staycations will begin at **4:00PM** in the designated area. We will be staggering the check-out times during the assigned times frames.

- Please pull in & have your "**Dashboard card**" displayed on your dashboard. Make sure it is visible to all staff members.
- A staff member will inform other staff via walkie talkie to let them know you are here.
- Follow signs into circle driveway. Staff will also be there to direct you on where to go.
- Staff will bring you your participant(s), luggage, medication, craft bag & anything else.
- You will then sign your participant(s) out.
- Please stay in your vehicle at all times for safety.
- Please follow exit signs on departure from Camp Allyn.