



## VISITOR POLICY

This visitor policy is intended to provide guidance for folks who are visiting a YMCA of the Pines facility when program operations are taking place, such that YMCA staff are acting *in loco parentis* (in place of the parent) on behalf of youth participants. Such programs include summer camp (day and overnight), School's Out, School's Out at Camp, and other childcare-related activities.

Visitors are folks, regardless of age, who are not program participants, staff, and/or volunteers, who have an interest in being present at the facility while a program is operating. For purposes of this policy, vendors are included as visitors. Visitors are broken up into two categories: "high access" and "low access" visitors.

High access visitors are folks who are engaging directly with youth participants, and/or intermingled with youth participants, and/or present inside a facility for an extended period of time such that they could be sharing a bathroom or other isolated space with campers. Examples of high access visitors would be folks who are attending a camp meal inside the dining hall, or folks who are observing program in close proximity to campers for an extended period of time (longer than a few minutes). Folks engaging in program directly with campers are considered to be program volunteers, such that they should follow the program volunteer protocols.

Low access visitors are folks who are not engaging directly with youth participants, and are typically visiting while outside. Indoor contact with youth participants is limited and short in duration. Examples of low access visitors are vendors performing for campers, vendors making a delivery to areas where campers are not present such as the kitchen or maintenance building, folks on a property tour, folks conducting official business and/or an inspection (such as an insurance, governmental, and/or camping inspector), and other folks who may have a reason to be on site unrelated to program activities and youth participants currently on site.

Policies for both classes of visitors are defined more fully, below. None of the policies regarding visitors are meant to replace and/or supersede policies pertaining to staff and/or direct program volunteers. Rather, these policies merely provide protocols for handling visitors. Oftentimes, these are folks who are present for the purpose of observing program, conducting business on the property, providing indirect, non-program volunteer support or paid vendors.

### High Access Visitor

Only full-time staff of YMCA of the Pines may schedule a high access visitor to be present while program is operating. A high access visitor shall be scheduled to arrive at the facility sufficiently in advance so a full background check can be completed in advance of the visit. Note, the type of background check run on the visitor shall comply with the operating standards of that department. For example, for camp-related

visitors, this shall include a background check of any counties in which the individual has lived for the past 7 years, and a New Jersey full-state background check (if a current New Jersey resident).

The visitor shall also be run through the Raptor scan, and shall wear the Raptor badge so it is visible to other staff for the duration of the visit on site. Note, if the visitor comes to the facility multiple times over a period of days and/or weeks, they shall wear a badge during each visit. In the alternative, the visitor may place the Raptor badge in a laminated badge-holder attached to a lanyard and worn around their neck.

The visitor shall be escorted by YMCA staff (the full-time staff member who coordinated the visit, and/or their designee) for the duration of the visit. The visitor may not have multiple staff designated to escort them. Further, escorting the visitor shall be that staff member's sole responsibility while the visitor is present – they may not be assigned program-related tasks while escorting the visitor.

All efforts should be made for the visitor to use single-person restrooms while visiting. In the event a single-person restroom is not available, a YMCA staff member shall ensure that a bathroom is empty prior to allowing the visitor to use a multi-person restroom. Further, the staff member shall stand outside the door to prevent youth participants from entering the bathroom until the visitor has exited the bathroom.

In the event any of the above protocols cannot be complied with, the visitor shall be denied entry into a facility and/or onto the property. Further, if the protocols cannot or have not been complied with and the visitor is seen on the property, YMCA staff shall direct the visitor to leave, and escort them off the property, or contact appropriate staff to escort the visitor off the property.

#### **Low Access Visitor**

Only full-time staff of YMCA of the Pines may schedule a low access visitor to be present while program is operating. A low access visitor shall comply with the Raptor protocol such that they shall present during normal business hours to undergo an in-person Raptor scan prior to being given access to the facility.

The visitor shall wear a Raptor badge so it is visible to other staff for the duration of the visit on site. Note, if the visitor comes multiple times over a period of days and/or weeks, they shall wear a badge during each visit. In the alternative, the visitor may place the Raptor badge in a laminated badge-holder attached to a lanyard and worn around their neck.

The visitor shall be escorted by YMCA staff (the full-time staff member who coordinated the visit, and/or their designee) for the duration of the visit. The visitor may not have multiple staff designated to escort them. Further, escorting the visitor shall be that staff member's sole responsibility while the visitor is present – they may not be assigned program-related tasks while escorting the visitor.

All efforts should be made for the visitor to use single-person restrooms while visiting. In the event a single-person restroom is not available, a YMCA staff member shall ensure that a bathroom is empty prior to allowing the visitor to use a multi-person restroom. Further, the staff member shall stand outside the door to prevent youth participants from entering the bathroom until the visitor has exited the bathroom.

In the event any of the above protocols cannot be complied with, the visitor shall be denied entry into a facility and/or onto the property. Further, if the protocols cannot or have not been complied with and the visitor is seen on the property, YMCA staff shall direct the visitor to leave, and escort them off the property, or contact appropriate staff to escort the visitor off the property.