

## Check-In Procedures

### 1<sup>st</sup> Stop at Entrance of Camp

- You will be asked your name and confirm the check-in time.
  - o If you are early, you will be asked to wait in the overflow lot until your designated check-in time.
- You will be asked if you have a **PRINTED** copy of your vaccination card or **PRINTED** proof of a negative Covid test. You would not be required to show it at this time, just if you have it with you.
  - o If you do not have a **PRINTED** copy of vaccine card or negative COVID test, you will be asked to return to town to retrieve and arrive at late check-in at 6:15 PM.
- If you arrive at your designated time and confirm you have brought a printed copy, you will be sent into Camp to the next stop

### 2<sup>nd</sup> Stop – Sticker Station

- At this station, you will receive a sticker for your campers. We will confirm you have your health history form and store money.
  - o Store money must be deposited before your arrival. We are not accepting store money on site in 2021. You will be able to add store money on Monday, after your camper is checked-in Sunday, by calling the downtown office at 509 720-5630.
  - o If your health history is not complete, you will be asked to complete one while waiting for check-in.
- Camp will Staff reconfirm you have a printed copy of a vaccine card or negative covid test at this station.

### 3<sup>rd</sup> Stop – Lane direction

- At this stop, a Camp Reed staff member will confirm all of your paperwork is completed including store money, health history, covid test/vaccine card, and pre-health screening. If all requirements are met, your car will be directed to the express lane for sign-in
- If you are missing a health history form, pre-health screening, or need to turn in meds, you will be directed towards the nurse line to turn in all appropriate paperwork and sign your camper in.
- Camp will Staff reconfirm you have a printed copy of a vaccine card or negative covid test at this station.

### 4<sup>th</sup> Stop – Sign In/Nurse Station

- If you are in the express lane, you will show proof of vaccine/negative test, pre-health screening, temperature check, and sign your camper in.
  - o You will then be directed to pull ahead, where campers will get out of the car.
- If you are in the nurse's line, you will submit medications, a health history form (if incomplete), submit covid test/vaccine card, and a pre-health screening. Campers will receive a temperature check. Then you will sign your camper in and pull forward where campers will get out of the car.

### 5<sup>th</sup> Stop – Camper Enters Camp

- At the final stop, campers will exit the vehicle and be escorted into camp by a Camp Reed Staff member. Parents will stay in the vehicle.

## Check-out Procedures

- You will follow the same driving path into camp, where you will be greeted by a Camp Reed Staff member who will ask for your name, sign your campers out, and your campers will be brought to you to exit camp.