General

Baylor University hosts a wide variety of summer programs, clinics, workshops, and conferences each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. For purpose of definition, this policy covers:

A. Those which include minor child participants under the age of eighteen (18) years who are here for some type of instructional program that involves use of key facilities such as the McLane Student Life Center or the Ferrell Center, dining and academic facilities.

Though it may be useful for other summer programs to abide by some or all of these policy guidelines, the policy was developed with the above groups specifically in mind.

COVID-19 Summer Program Guidelines

Primary Guidance

- **Overnight Accommodations:** No overnight camps/experiences will be approved nor can any formal arrangements with hotels or lodging providers be coordinated by the summer program.
- **Contact Tracing:** Summer program provides contact tracing support (utilizing BU staff) for all camp participants in case of a diagnosed case. This includes utilizing trained contact tracers who are coordinated by the Office of Environmental Health & Safety.
- **Quarantine/ Isolation:** Summer Program will plan for quarantine/isolation housing or has that clearly identified as the camper/family responsibility. Waiver of liability that includes COVID specific information and elements (like quarantine/isolation housing).
- **Symptom Checking:** Symptom check confirmation provided by parent/guardian/participant in writing at on-site check-in or registration. Daily temperature and symptom observation conducted by trained professional staff (professor/coach) each day for every participant.
- **Testing Protocol:** Summer Program that meet the threshold for COVID-19 risk has testing protocol for symptomatic participants not provided by Baylor medical services.
- **Maximum Participants** = 25% capacity of facility with 300 participant maximum
- **Staff Requirements:** Staff should be vaccinated or submit to regular testing due to high exposure to campers. Designated staff person who is responsible for all COVID related matters. Publicly share information for that person so campers can easily communicate symptoms.
- **Professional Support:** Required Staff to Student Ratio is 1 to 10.
- **Groups/ Pods:** Summer Programs will arrange participants in small groups that will remain intact for all or most of the activities including rehearsal/practice, meals, and meetings.
  - If a positive case emerges from a group/pod, participants from that group/pod are sent home for the remainder of the experience. Camp accounts for this in plans for refunds or impacted costs.

Secondary Guidance

- **Attendance Tracking:** Summer program has mechanism in place for daily attendance tracking.
- **Sanitation:** Limited sharing of common objects with preference to disinfect between uses. Regular disinfecting of hard surfaces. Responsibility of the camp and not BU, unless there is a sub-contract relationship with Aramark. If summer program is outsourcing or conducting its own cleaning then product requirements and guidelines will be provided by the Office of Environmental Health and Safety.
- **Outdoor Activities:** Preference for higher percentage of outdoor activities.
• **Social Distancing:** Activities include minimum of 3 ft. social distancing when possible; required for any social interactions/meals.
• **Meals & Drinks:** Summer programs encourage participants to bring their own meals or program provides individually plated/boxed meals. All hydration will be individually packaged bottled water or beverage.
• **Masks:** Masks required while not in practice/rehearsal for all participants ages 10 and up.

**Guiding Philosophy**

The intent of Baylor University is to encourage the use of its facilities, on a space available basis, for summer programs. Though such programs should not take precedence over programs designed for enrolled students, there are many important reasons why the summer program is to be encouraged by the University and its employees. Summer programs provide the following benefits for the University:

- Summer programs attract many young people to the University, many of whom will be highly qualified for future admission;
- Impressions gained by young people as a result of a summer camp experience can have a significant impact on choice of college;
- Facilities which might otherwise be relatively idle during summer months can be used in support of programs that are available to the public;
- Income resulting from summer programs provides important support for certain areas of University operations;
- Summer programs provide an excellent opportunity to acquaint a large number of people with Baylor University in a short period of time;
- The reputation of Baylor University is enhanced by effective summer programs.

**Special Care**

In many cases, summer programs attract youth under the age of 18 to campus. The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a summer program participant, even though the oldest participants are sometimes older than the youngest of Baylor’s enrolled students. It is imperative that summer program participants be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University. Baylor University and its employees should provide a safe environment for participants in the various programs sponsored by the University.
Eligibility

Any University department is eligible to conduct summer programs intended to promote the mission of Baylor University, provided they meet Health Management Team requirements for COVID-19 protocols. Eligibility will be granted on an individual camp bases through the COVID Plan for Summer Programs survey sent to camp directors by Baylor Institutional Events.

Camp Director

Specific responsibilities of the Camp Director are described on page 7 of this policy manual. All arrangements for campus support should be made by the Camp Director and all invoices associated with the program should be paid from the account of the Camp Director. The Camp Director is the individual who is directly responsible for the camp.

Request Use of University Facilities

Every Camp Director must fill out the Campus Access Proposal to request University Facilities for their summer program. Standard policy is for an incoming summer program to gain access to reserved facilities after 1 pm on the first day of the program and to release access no later than 11 am on the last day of the scheduled program. In order to be considered during the 2021 summer program season a Camp Director must submit a Summer Program COVID Plan which will be reviewed by the Health Management Team. Once a program is approved by the Health Management Team the Director will need to submit a Campus Access Proposal for each camp/program they wish to hold within one week of Health Management Team approval.

Priority for Facility Use

Priority for facility use at Baylor University will be given to internal activities, particularly academic activities that are intended for Baylor University students. Beyond that, the Baylor Institutional Events leadership and appropriate campus partners are tasked with determining which requests are given priority when there are competing demands for facilities. Every attempt will be made to arrange a mutually satisfying solution among all parties. In the event that is not possible, a decision will be made which is in keeping with the best interests of the University.
Fees for Facility Usage

Information concerning current fees for campus recreation, facilities and food services is provided in Appendix A.

Appropriate Camp Environment

In order to provide a reasonably safe environment for participants in summer camp activities, each Camp Director should ensure that certain precautions are taken. All University and campus rules and regulations and COVID-19 Guidelines are in effect. Other precautions that should be considered are:

Qualified Counselors/Staff

- Background screening must be accomplished, particularly for those who will be directly involved with children Summer Program Forms
- All counselors/staff must complete and pass the Child Protection and Abuse Prevention Training and Exam.
- Care should be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used;
- Adequate training should be provided in order that staff members are qualified to direct the activities scheduled.

Parent Awareness

- Parents should be aware of the type of activities in which their student may participate;
- Known risks associated with each activity should be clearly explained to parents and participants;
- Safety instructions should be made available and should be easily understood;

Participant Guidelines

- Current physicals are required for program involving vigorous athletic activities;
- Participants should be in appropriate physical condition for the activity in which they are participating;
- Participants should be placed in the correct skill level for the activity scheduled, and
- Questions designed to ensure a participant’s level of ability are appropriate, however questions about disabilities are not.

Participant Safety

- An adequate ratio of staff to participants (1:10) should be maintained at all times,
- Water related activities require certified lifeguards;
- Safety equipment should be inspected prior to and during program for safe conditions;
- Public safety officials should be made aware of the summer program and the daily schedule;
- Acceptable procedures for releasing participants from summer program should be followed (pay particular attention to procedures followed in accepting/releasing commuters).
- Daily attendance must be tracked
Safe Environment

- Equipment should be kept in safe condition and suitable for intended use; and
- Vehicles used for transportation should be properly inspected.
- Grounds should be inspected by programs staff prior to and during the activity for safe conditions.
- COVID safety guidelines should be followed

Disciplinary Procedures

Baylor University is committed to the idea that each summer program participant should have a positive and enjoyable experience at Baylor, and the misbehavior of one participant, or a group of participants, should not be allowed to impact negatively on the experience of others. Most summer programs are short in duration, so prompt action may be required. Parents and participants should be aware of the disciplinary policy. It is required parents sign the Disciplinary Procedures form in Appendix C to indicate they clearly understand the disciplinary procedures to be followed. This form will be automatically updated with the other required forms into your Active CCM registration.

Responsibilities of the Camp Director

The Camp Director will:
1. Abide by all COVID-19 Summer Program policies as listed on page 3 of this handbook
2. Coordinate arrangements for use of University facilities in accordance with University scheduling regulations;
3. Provide counselors and staff for the summer program (at a ratio no smaller than 1 counselor/staffmember to 10 campers);
4. Inspect facilities immediately prior to and after each session;
5. Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms;
6. Maintain discipline of participants;
7. Collect and have readily available Parent/Legal Guardian Release for Minor Participant for all participants;
8. Complete insurance forms at the time of treatment;
9. Be accessible in emergency situations;
10. Assist with check-in of campers;
11. Assist with check-out of campers;
12. Check on any damages reported;
13. Coordinate approval of invoices for University services and facilities
14. Must pass the Child Protection & Abuse Prevention Training
15. Ensure that all camp staff has passed the Child Protection & Abuse Prevention Training exam
16. Ensure that all camp staff has had background checks at least two weeks prior to camp
Dining Food Service

Penland Residential Dining Facility is the dining location for summer program meals, lunch will only be served from 11am-12pm each day. The current dining service rates are shown in Appendix A.

Aramark can provide boxed Chic-Fil-A lunches to be delivered or picked up, no other catering options will be available for the 2021 summer program season.

Any meals served or consumed outside of the Penland Dining Hall must be provided by the participant or served individually wrapped/boxed in accordance with COVID-19 Summer Guidelines. Participants must be socially distanced (3ft) and set only with their assigned pods for mealtimes.

Housing

No overnight camps/programs will be approved with the complexities of housing minors from multiple households in a COVID active environment. Camps cannot coordinate off-campus housing in any way. This includes negotiating hotel rates, creating room blocks or offering “preferred” hotel information to participants.

Campus Recreation

Summer Programs use of Baylor Campus Recreation Facilities must be arranged and confirmed in advance through Baylor Institutional Events.

Summer Programs desiring to use Campus Recreation Facilities, must complete and submit the Campus Recreation Request portion of the Campus Access Proposal. Usage rates are provided for use of facilities in Appendix A. Final confirmation of your request will be sent via e-mail.

Invoicing/Billing Procedures

5-Day Guarantee

Each summer program is required to provide written notification of the guaranteed number of conferees (participants and staff) at least 5 days prior to the start date of summer program.

Possible Additional Charges

- Audio-visual equipment/operator charges
- Catering and special events
- Facilities usage fee
- Restitution for any damages or excessive cleaning needed as a result of the summer program
Payment

Payment for facilities costs, campus recreation and dining hall fees for the guaranteed number of participants is due and payable in full two days into the program at the scheduled billing meeting. All summer program invoices must be paid with a departmental chart of account (COA) number (internal) or check (external).

Parking

All summer program participants are required to abide by University parking regulations while on campus. **Camp Directors** should ensure that participant, coaches, counselors, staff, volunteers, and parents are aware of pertinent parking regulations. [www.baylor.edu/parking](http://www.baylor.edu/parking) All should be advised of areas in which they should park their vehicles while on campus. If parking passes are needed for your program contact Parking Services directly to coordinate.

Security

Security will be the responsibility of the camp staff. In the event of an emergency you will need to contact Baylor Police Department. Each camp director is expected to adhere to any alerts sent out by the Baylor Police Department. During the program day, camp staff will be expected to stay with campers at all times except for specific programmatic activities in which it might not be reasonable or appropriate to remain with them; e.g., shopping at the Mall, certain types of recreational activities, etc. **If such unsupervised activities are planned, care should be taken to make sure each participants parent(s) are made aware of it and agree to have the participant participate.**

In order that Baylor University Police are aware of your program, a copy of your Emergency Contact List will be provided by the **Camp Director** no later than 3 hours after camp begins. The following information must be provided for distribution to Baylor Institutional Events and Baylor University Police Department:

- Name of the summer program / conference
- Contact persons (Camp Director, assistants, and COVID-19 designee) and phone numbers
- Daily schedule

In order to put the information in the appropriate hands, the **Camp Director** will send via e-mail the above information to Baylor Institutional Events (Amanda_schroeder1@baylor.edu). This information will allow Baylor University Police to better respond to emergency phone calls; to recognize camp participants; to inform patrols of participant’s whereabouts; and to be alert for unusual activity in the vicinity of the camps.
Office of Youth Protection Requirements

- Program Directors (summer camps) should observe the required Box Folder Requirements. Box Folders are subject to review by the Office of Internal Audit and/or Office of Compliance and Risk Services to help support compliance monitoring objectives.

- Program Directors (summer camps) should reference Program Roles and Responsibilities to determine the appropriate Education and Training that is required for staff/volunteers.

Reporting Suspected Abuse of a Minor

1. **Individual Response to Abuse.**

   i. **Reporting to State or Local Authorities.** Baylor University plays host to a number of events and facilities on its campus at which minors are present. Members of Baylor’s community who obtain knowledge of suspected child abuse or neglect are legally required to report it immediately to the appropriate authorities. Texas’ disclosure laws apply to all individuals, including health care professionals, chaplain staff, and counselors.

   Texas’ definitions of “abuse” and “neglect” are defined very broadly and include most threats to a child’s physical or mental health or welfare. Texas law does not require reporting injuries resulting from an accident or reasonable discipline by a parent or guardian that does not expose the child to a substantial risk of harm. Texas law specifies that anyone who “suspects” child abuse or neglect report it immediately to either (1) a local or state law enforcement agency; or (2) Texas’ Department of Family and Protective Services. Licensed professionals employed by the University or staff employed at Baylor’s Piper Child Development Center must report the suspected child abuse or neglect within 48 hours.

   **It is not sufficient to report the incident to another Baylor employee, such as a dean, a supervisor or manager. This policy requires immediate and direct notice to**

   **Baylor University**
   Police Department
   (254) 710-2222
   Or
   Texas’ Department of Family and Protective Services
   (800) 252-5400
   [www.txabusehotline.org](http://www.txabusehotline.org)

   Failure to make a report is a crime in Texas, punishable by up to one year in prison and a fine of up to $4,000. Texas law protects a person acting in good faith who makes a report of child abuse or neglect which does not arise from their own conduct.
ii. Internal Reporting to Baylor Administration. In addition to reporting to state authorities, all faculty members, staff members, student employees, unpaid student interns and volunteers are required to report any suspected or known abuse, neglect or exploitation of minors perpetrated by another adult directly to Baylor administrators so that immediate and proper steps may be taken to ensure the safety of victim(s) and others who may be at risk.

Accident / Medical Insurance

Camp Directors should recognize that Baylor University does not provide accident/medical insurance for camp participants. In the event of illness or injury requiring treatment, hospitalization, or surgery, family medical insurance must be used. It is required for each program to plan for emergency medical care. In case of any medical emergency Baylor Police, Baylor Institutional Events and Reggie Miller, the Child Protection Coordinator must be contacted.

Insurance Requirements

Programs that are sponsored by clients/individuals and hosted by Baylor University are not provided insurance coverage by Baylor University. The summer program shall, at its own expense, procure insurance of the kinds and limits listed below. Certificate(s) of insurance issued by the summer program insurance carrier shall be furnished to the Baylor University Risk Management. The certificate of insurance shall name Baylor University, present and past members of its Board of Regents, its officers, employees, agents and volunteers as Additional Insured on all policies. The insurance coverage required is a minimum; the requirement is not intended to limit the responsibility or liability of the summer program. If any subcontractor is used, they or the camp acting on their behalf, are required to carry the same coverage and insurance outlined herein. It shall be the Camp Sponsor/Director’s responsibility to ensure compliance of this requirement.

Minimum Insurance Requirements:

Commercial General Liability:

- General Aggregate $2,000,000
- Products/Completed Operations Aggregate $2,000,000
- Each Occurrence $1,000,000
- Personal/Advertising Injury $1,000,000
- Medical Payments (any one person) $5,000
- Sexual Abuse and Molestation Insurance $1,000,000
- Proof of Traumatic Brain Injury (TBI) Insurance
- Damage to Premises Rented to You (any one fire): $50,000 short term lease, $500,000 commercial lease

Commercial Property:

- Limits should equal value of tenant's property
Umbrella Liability (needs to be over CGL, Auto, Employer's Liability, Sexual Abuse and TBI):

- Each Occurrence $1,000,000
- General Aggregate $1,000,000
- Proof of Abuse and Molestation Insurance
- Proof of Traumatic Brain Injury (TBI) Insurance
- Products/Completed Operations Aggregate $1,000,000

Commercial Automobile Liability (only if transportation is involved):

- Bodily Injury/Property Damage (CSL, Each Incident) $1,000,000
- Personal Injury Protection (PIP) $5,000
- Other Requirements/Considerations: all owned, non-owned, rented, hired and leased autos must be included. Coverage for "Any Auto" is recommended.

Workers' Compensation/Employers Liabilities:

- Workers' Compensation Statutory
- Employers Liability (Each Accident $1,000,000/Policy Limit by Disease $1,000,000/Each Employee by Disease $1,000,000

Other Requirements/Considerations:

- Baylor University, present and past members of its Board of Regents, its officers, employees agents and volunteers are listed as additional insured on all policies. A Waiver of Subrogation in favor of Baylor is required. A copy of the endorsement to policy must be submitted to Baylor’s Insurance Program Manager prior to commencement of any work or service pursuant to any contract. Non-subscribers may be required to provide proof of financial strength by providing a letter of credit from a financial institution or other such proof of financial assurance. Self-Insured entities will be required to provide a copy of their Certificate of Authority to Self-Insure as provided by the appropriate governmental regulating authority (in Texas, the Texas Department of Insurance, Division of Workers’ Compensation). All polices are required to be primary and noncontributory.

In Addition the:

- Policy must be written on an occurrence basis.
- Policy must cover all activities to be performed by the vendor, including athletic/physical activities.
- Policy must not contain any exclusion for intentional acts performed by the contractor.
- Policy must not contain any exclusion for abuse from sexual, emotional or physical actions. If such exclusions are included, separate coverage must be purchased.
- Insurance should be provided by a carrier with a minimum A.M. Best rating of A-.

Due to the nature of some activities, Baylor University reserves the right to require additional limits of liability coverage.
Weather Safety

Alerts
- All programs must adhere to any weather alert sent out by the Baylor Police Department.

WEATHER GUIDELINES FOR ALL
CAMPUS RECREATION OUTDOOR ACTIVITIES
AND FACILITIES

Guidelines for Parker Brothers & Campus Recreation Fields:

Heat
No activity is permitted if Temperature + Humidity is over 170 or if Heat Index is over 100 degrees.

Cold
No activity is permitted if Temperature is below 40 degrees and/or the Wind Chill is below 35 degrees.

Rain*
No activity is permitted if a steady rain is falling. *

No activity is permitted if there are standing puddles on the surface of the fields or if water “sponges” up around your feet when you walk on the field. *

Fields will be evaluated for safety if ground is muddy and soil clumps or clings to shoes.*

Tornado
The Parker Brothers Fields will be closed for the duration of a Tornado Watch. If it is announced while games or practices are in progress, the staff will sound the air horn and ask patrons to get off of the fields. The Field Manager and staff will promptly close down the fields and ask everyone to be alert and prepared to move to a safe location in the event a Tornado Warning is issued. The Field Manager should listen to the NOAA weather radio for updates and be in contact with SLC front desk. TORNADO WARNING: The fields should already be closed before we get to this point.

Thunderstorm and Lightning
Intramural Staff or Game Manager will clear the fields of all activity upon confirmation of lightning within a range of 8 miles. All participants will be encouraged to seek shelter. Activity may not resume until 30 minutes have elapsed since the last lightning strike within this range. Managers will utilize a hand held lightning detector or the Telnet system for lightning detection and monitoring.

*The call will be made no later than 2:00pm the day of scheduled activities.

Guidelines for Marina and Water Based Activities:
(Includes Water Ski, Wake Board, Sailing, and Crew.)
**High Wind**
When the wind is consistently at/over 30mph, no watercraft is allowed on the water at the Marina. When the wind is consistently at/over 20mph Sailboats are not allowed to set sail.

**Cold Water**
When the water temperature is below 60F there will be no on water activity for the day, unless the air temperature is greater than 60F. Combined air and water temperatures must be at least 120°F to conduct water activities at the Baylor Marina or at the location of water based event.

**Precipitation**
If the ambient air temperature is 50F and it is raining all on water activities will be suspended until the rain stops. In the event of freezing rain, sleet, or snow the Marina will close all indoor and outdoor operations.

**Cold Weather Closure**
In the event that the air temperature is going to be below 50F and the combined water and air temperature is less than 120F the manager will suspend all water activities. The beach and bike shop may remain open down to 45F.

**Hot Weather Closures**
In the event that the Heat Index (combined air temperature and humidity) is greater than 105F the marina manager will suspend water and beach activities. Staff and participants are encouraged to go inside in the shade. The manager may choose to do a postponed opening. If the Heat Index will be higher than 105F for the entire shift the marina will close for the day.

**Heat Index**

<table>
<thead>
<tr>
<th><strong>90–105 °F</strong></th>
<th><strong>Warning</strong></th>
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<tbody>
<tr>
<td>Extreme caution: heat cramps and heat exhaustion are possible. Continuing activity could result in heat stroke.</td>
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<tr>
<th><strong>105–130 °F</strong></th>
<th><strong>Warning</strong></th>
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<tbody>
<tr>
<td>Danger: heat cramps and heat exhaustion are likely; heat stroke is probable with continued activity.</td>
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<tr>
<th><strong>Over 130 °F</strong></th>
<th><strong>Warning</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme danger: heat stroke is imminent.</td>
<td></td>
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</tbody>
</table>

**Tornado**
The Marina will be closed for the duration of a Tornado Watch. If it is announced while already open, the staff will sound the air horn and ask patrons to get off of the water. The Manager and staff will promptly close down the Marina and ask everyone to be alert and prepared to move to a safe location in the event a Tornado Warning is issued. Manager should listen to the NOAA weather radio for updates and be in contact with SLC front desk. TORNADO WARNING: The Marina should already be closed before we get to this point.
**Thunderstorm and Lightning**
Marina Staff will monitor NOAA weather radio, weatherbug.com and weather.com for updates. At the first sign of Lightning or Thunder or if lightning is reported on NOAA weather radio or weatherbug.com within 30 miles of the Marina, staff will direct patrons to paddle back to shore. The patrons can go inside the Marina building and attempt to wait 30 minutes for the last sound of thunder and until lightning is greater than 30 miles and moving away from Marina or go home. If the lightning cannot be seen but thunder is present, treat it the same; do not resume water or beach activity for 30 minutes. The manager at their discretion may close the facility early if it appears that lightning will be in the area for the entire shift or remainder of the shift.

Weather conditions/readings per the US Weather Service.

**On-site evaluation will be weighted more heavily than online evaluation for the conditions mentioned in this Guideline document. Calls may be made jointly with on-site staff and Campus Recreation personnel.**

**Emergency Situations**

In any emergency situation your first action must be to call Baylor Police, 254-710-2222.
Food Service Guidelines

Groups needing Dining Service for summer camps must complete the Campus Access Proposal listing their requested dining dates.

The initial estimate for a camp will be the number submitted in your Campus Access Proposal. A revised estimate, your Guarantee Number, is required at least 5 working days prior to camp. In the event a Guarantee Number is not provided, your initial estimate number will become the guarantee. You will be charged the Guarantee Number or actual number of participants who eat each day – whichever is higher.

Every attempt will be made to accommodate groups by coordinating meal times to meet their schedule or needs, however lunch time for summer programs will be exclusively from 11am-12pm. In the event there are conflicts for breakfast or dinner times, Baylor Dining Services will work with groups to coordinate amended meal times. Adhering to scheduled meal times will be the responsibility of each Camp Director. If a group arrives at other than their scheduled time, they may be required to wait for other groups. The unscheduled group will NOT be allowed to pre-empt another group from a previously arranged meal time.

- In addition to the regular entrees, lunch and dinner will include a salad bar and dessert bar. All meals include vegetarian options.
- Furniture in the dining room is set to adhere to social distancing guidelines and cannot be moved.
- Camps/Programs will be given designated seating areas in the dining hall. Participants and Staff CANNOT sit anywhere other than the designated seating areas. Camp staff are required to be in the dining hall with participants at all times at a ratio of 1:10.
- Guests must dispose of all trash associated with their meals. Camp Directors and staff should ensure tables are cleaned before exiting the dining hall.
- Appropriate apparel is required within the dining room. Shoes are required. Clothing must be worn over sports bras and swimsuits. No balls or bags are permitted in the dining room. Personal drink bottles are prohibited.
- Masks will be required at all times in the dining hall, other than when seated and actively consuming food/drink.
- Common courtesy and respect is expected of all participants. Those failing to meet minimum standards of behavior will be asked to leave.
In the event of a fire alarm, severe weather, or other emergency, the Dining Services staff will direct guests to the proper locations. It is the responsibility of all guests to immediately comply with all requests in a supportive manner.

The group must follow all University policies, regulations, guidelines, and all local, state, and federal laws concerning healthy, safety, and public order.

Baylor Campus Recreation Facility Reservation and Usage Policy

Facility Reservation Statement
Summer groups will be charged based on documented reservation times. Reservation times can be modified at no charge if done 7-days prior to the start of the camp or conference. However, these changes must be submitted in writing to and approved by the Department of Campus Recreation. Once the summer program begins, groups will be charged based on documented reservation times. Exceeding scheduled usage times will result in additional charges.

Additional facilities may be requested during your visit; however additional fees will apply should the facility be available. If the facility requested requires a change in staffing, a minimum of three business days is required for consideration of the request.

Campus Recreation reserves the right to deny any facility request based on Baylor student usage, availability of appropriate staffing and programming needs.

General Facility Usage Policies
1. Participation is at your own risk.
2. Use of the weight room and fitness areas by campers is strictly prohibited.
3. No smoking, chewing tobacco or alcohol is allowed at any Campus Recreation facility.
4. No food, gum, or beverages (other than water) are allowed in the activity areas.
5. Appropriate attire for each activity area is required.
6. Baylor is not responsible for lost or stolen articles.
7. Entrance and exit of the facilities must be through the designated entrance and exit only.
8. The Department of Campus Recreation reserves the right to take whatever action necessary to preserve the safety and integrity of the facilities and programs and the safety of other patrons.
9. All campers and counselors are expected to conduct themselves in a manner that does not distract from or disrupt the recreational pursuits of others. Should a Baylor staff member determine that a camper or counselor’s conduct is distracting or disruptive; the staff member may impose the immediate removal of that person from the recreation facility. Access privileges may be removed without refund and administrative fees may also be charged.
10. While using Campus Recreation facilities, camps must maintain a ratio of no more than 10 campers to 1 counselor/adult sponsor. Counselors must stay with the campers at all times. Without proper adult accompaniment, campers will not be allowed to use the facilities.
11. Failure to abide by the policies outlined herein may result in the immediate loss of facility privileges.
12. Without exception, additional fees will be assessed for any misuse or damage to facility areas or equipment. This includes but is not limited to housekeeping fees and facility services costs.
SLC Café and Lounge Areas –
1. These areas are not available for reservation or use by camp groups. They are to remain open and available for Baylor constituents.
2. Summer Programs may not use these areas for meals or meetings. There are outside areas available for group meals & meetings should be limited to the approved reservation areas.

Conference and Classroom Room Use
1. Room use is only available by prior reservation through the Baylor Institutional Events Department. Groups must come and go only at their scheduled times.
2. Room set-up and clean-up is the responsibility of camp staff. Upon departure, room must be returned to its original configuration and all camp items must be removed.
3. Food and drinks are not permitted in the rooms without authorization from Baylor Institutional Events in agreement with the Department of Campus Recreation.
4. Many groups use the building at the same time. If a scheduled activity is going to involve music, singing, or other activity that may disturb other groups, this should be noted at the time of scheduling.
5. Audio-visual equipment requests must be made through the Baylor Institutional Events Department prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.

Fields: Intramural Complex, SLC Field, South Russell Lawn, Edgefield
1. Field use is only available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.
2. All equipment requests must be made through Department of Campus Recreation prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.
3. Schedule for the use of lights at the Intramural Sport Complex MUST be communicated through the Department of Campus Recreation prior to camp arrival on the Baylor campus.
4. Lining of fields may be available, however additional fees will be charged. All requests MUST be submitted at least two weeks prior to camp arrival to campus and include a detailed drawing and description.
5. No activity that may damage the fields is permitted. All questionable activities must be approved, in writing, by the Department of Campus Recreation.
6. Digging or driving stakes in the ground is prohibited without Baylor authorization and on-site supervision.
7. No vehicles are permitted on any of the fields.
8. Group is responsible for field clean-up and putting all trash in proper containers.
9. Water games are ONLY permitted on SOUTH RUSSELL LAWN.
10. Cleats are NOT permitted on EDGEFIELD or the SLC Field.
11. SLC Fields, Edgefield and/or Intramural fields may not be available for use depending on field maintenance schedules.
Gymnasiums: Marrs McLean, Russell and Student Life Center
1. Gym use is only available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.
2. All equipment requests must be made through the Department of Campus Recreation prior to camp arrival on the Baylor campus. Camps will be charged for any missing or damaged equipment.
3. Non-marking court shoes are required on all court surfaces.
4. Batons, baseballs and other potentially damaging equipment are prohibited.
5. Tables and chairs may NOT be set-up on any hardwood floor.
6. Dunking is allowed on the SLC basketball courts ONLY. However, excessive hanging on the rim damages equipment and is NOT permitted on any goals.
7. Group is responsible for gym clean-up and putting all trash in proper containers before they leave the facility.
8. Use of the weight equipment and tumbling strip in Russell Gym is strictly prohibited.
9. Use of volleyball equipment in either Russell or Marrs McLean Gym must be approved by the HHPR Department and/or Baylor Volleyball.
10. Availability of Russell and Marrs McLean Gyms is dependent on HHPR class schedules; classes will not be displaced for camp use.
11. Use of the Student Life Center gym is limited primarily to athletic camps only and more than 3 courts may be reserved for camp use at any time.

Locker Rooms
1. The Locker Rooms may be used for the restrooms and showers only.
2. Locker usage is not permitted.
3. Locker Rooms must be staffed by camp personnel anytime that campers are in the facility.

Lost and Found
1. Campus Recreation is not responsible for lost or stolen articles.
2. Campus Recreation staff members are not allowed to hold valuables or bags for participants.
3. Found items should be turned in at the Student Life Center front desk.
4. Inquiries regarding items lost on that day should be made at the specific location. On the following day inquiries should be made at the front desk of the McLane Student Life Center.
5. Any items found which appear to be of significant monetary value will be locked up immediately. Those items can be claimed at the front desk of the McLane Student Life Center.
6. Lost and Found items will be held no longer than two weeks.

Equipment
1. All equipment requests must be made through the Department of Campus Recreation prior to camp arrival on the Baylor campus.
2. A variety of recreational sports equipment is available, but quantities are limited. Instructional camps and groups needing a large quantity of sports equipment should make other arrangements prior to arrival on campus.
3. When on campus, camps will work through the Department of Campus Recreation to secure their equipment.
4. Camps are responsible for the care and return of all borrowed equipment and will be charged for any missing or damaged items.
**SLC Pool**
1. Pool use is only available by prior reservation through the Department of Campus Recreation. Groups must come and go only at their appointed times.
2. Summer camps will NOT have exclusive use of the pool and should understand that other camp groups as well as Baylor students, faculty, staff and their families may be in the pool as well.
3. All campers should be accompanied and closely supervised by camp counselors at a ratio of no more than 10 campers to 1 adult. Without adult accompaniment, campers will not be allowed to swim. Group will still be charged for the reservation.
4. No more than 150 campers may swim at any one time and reservations are limited to a maximum of 2 hours.
5. All users must shower before entering the pool.
6. Diving is NOT permitted.
7. Running, pushing, and all forms of horseplay are prohibited.
8. People with open wounds or infectious diseases are not permitted in the pool.
9. Gum and adhesive bandages are NOT allowed in the pool area.
10. Standing on, sitting on or jumping from the islands is prohibited.
11. Food or drink is NOT permitted in or near the pool or spa.
12. Electronic items are not allowed within 10 feet of the pool.
13. Lifeguards will be in place for the safety of the participant and have final authority when enforcing the rules of the pool area. Camp Counselors are asked to respect the position of the lifeguards and defer to their knowledge and discretion in these situations.
14. Pool closes 30 minutes before the posted facility closing time.
15. For the safety of the participants, the pool will close during severe weather.
16. Use of the pool by camp groups is dependent on the availability of lifeguard staff.

**Student Life Center Spa**
1. Maximum numbers of users is 13.
2. All users must shower before entering.
3. Please enter and exit slowly and cautiously.
4. Children must be supervised at all times. Children under the age of 12 are NOT permitted in the spa.
5. People with heart disease, abnormal blood pressure, epilepsy, or emotional disorders should not use the hot tub, as it may place them in physical danger.
6. People with open wounds or infectious diseases are not permitted in the spa.
7. Electronic items are not allowed within 10 feet of the pool.
8. For the safety of the participants, the spa will close during severe weather.

**Sand Volleyball and Outdoor Basketball Courts**
1. Courts use is only available by prior reservation through the Department of Campus Recreation. They require a separate reservation and do not automatically accompany a pool reservation.
2. Equipment for use on these courts can be checked out at the SLC Front Desk and must be returned at the end of the reservation time. Camps will be charged for any missing or damaged equipment.
3. Climbing on the fences and walls is prohibited. Always report a ball over wall to lifeguards or another Campus Recreation staff member.
4. Volleyballs hit on the roof are considered lost.
5. Sand is to be washed off outside prior to re-entering the main facility.
Rock Climbing
1. Prior reservations to climb must be made through the Department of Campus Recreation.
2. Summer Programs will NOT have exclusive use of the rock and should understand that other camp groups as well as Baylor students, faculty, staff and their families may climbing as well.
3. Group capacity is limited to 15 climbers/hour.
4. Climbers must be belayed by an approved Campus Recreation staff member. Solo climbing is not permitted and all climbers must be protected by a top rope belay.
5. Climbers are required to use the ropes and belay anchors and harnesses provided by Campus Recreation.
6. Non-marking shoes must be worn on the climbing surface and by the belayer. Bare feet, boots, or sandals are not permitted.
7. Harnesses must be double-backed at the waist and at the leg loop when worn by the climber and belayer.
8. Always check, double check, and triple check the climbers’ knot, harness, and the belaysystem before each climb.
9. Proper climbing/belaying commands should always be used.
10. The use of chalk is limited to bison balls or other confined chalk. Loose or colored chalk is NOT permitted.
11. No loose jewelry may be worn by the climber or belayer.
12. No food or drink is permitted near the Rock.
13. Only instruction provided by the Rock climbing staff is permitted.
14. The adjustment or rearrangement of holds is not permitted. The holds are changed periodically by the Rock climbing staff.
15. Climb with caution and at your own risk.
Important Telephone Numbers

- Emergency - Police/Fire/Ambulance: (254) 710-2222
- Baylor University Police: (254) 710-2222
- Baylor University Operator (Monday – Friday 8:00 am – 5:00 pm): (254) 710-1011
- Baylor Institutional Events: (254) 710-4105
- Baylor Catering: (254) 710-4762
- Baylor Parking and Transportation Services: (254) 710-7275
- Baylor Department of Campus Recreation: (254) 710-7542
- Baylor Copy Services: (254) 710-1914
- Baylor Mail Services: (254) 710-1310

Questions

Any questions concerning general policies covered in this manual should be addressed to Amanda Schroeder with Baylor Institutional Events at amanda_schroeder1@baylor.edu.

Any questions concerning COVID-19 policies covered in this manual should be addressed to Matt Burchett at matt_burchett@baylor.edu.

Appendix A: Summer Program Fees
See following pages 23-28

Appendix B: Summer Programs Required Forms
See following pages 29-36

Appendix C: Summer Programs COVID-19 Guidelines
See following pages 38-40
Baylor University Summer Programs
General Policies & Rates for External
Programs Summer 2021

RATES: *Note: Taxes may be applied to any services rendered.

<table>
<thead>
<tr>
<th>Dining</th>
<th>Rates</th>
<th>Notes</th>
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<tbody>
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<td>Daily Rate</td>
<td>$30.50</td>
<td>Includes breakfast, lunch, dinner each day</td>
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<tr>
<td>Breakfast</td>
<td>$8.00</td>
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<tr>
<td>Lunch</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$12.50</td>
<td></td>
</tr>
</tbody>
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<td>See attached Campus Recreation Usage Fees</td>
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<td></td>
<td>Special equipment or operator services may be charged regardless of the day and time</td>
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</tbody>
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<th>Additional Charges</th>
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</thead>
<tbody>
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<td>Background Checks</td>
<td>Billed directly from Human Resources at Baylor for Baylor related programs</td>
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<tr>
<td>Excessive Cleaning</td>
<td>TBD</td>
<td>Per hour cleaning costs charged back as a result of excess dirtiness caused by the summer program</td>
</tr>
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IMPORTANT:

5 DAY GUARANTEE:
Each summer program is required to provide written notification of the guaranteed number of conferees (participants and staff), 5 business days prior to the start date of the summer program.

PAYMENT:
100% payment for General Services is due within two days of camp ending. Baylor Departments will provide a departmental chart of account (COA) number. All other programs will pay with a valid check made out to Baylor University for the full amount billed. Excessive cleaning and damage charges may be post billed.
Baylor University Campus Recreation
Facility Usage Rates for Summer Programs
(Updated April 2021)

All facilities must be requested through Baylor Event Services and are subject to availability. Campus Recreation reserves the right to deny facility requests based on Baylor student usage and programming needs. Please note that groups will be charged based on documented reservation times. Exceeding scheduled usage times will result in additional charges. If reservation times are reduced or eliminated, written documentation must be received 7 days prior to the camp start date to avoid being charged.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>USAGE FEE</th>
<th>NOTES</th>
</tr>
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<tbody>
<tr>
<td><strong>FIELD SPACES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td>Edgefield</td>
<td>$50/hour</td>
<td>Dimensions: 123 yds. x 74 yds. No water activities permitted.</td>
</tr>
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<td>$50/hour</td>
<td>Water activities permitted.</td>
</tr>
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<td>Bear Park (South Russell)</td>
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<td>Dimensions: 110 yds. x 50 yds. No water activities permitted.</td>
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<td>SLC Fields</td>
<td>$100/hour</td>
<td>Dimensions: 197 yds. x 188 yds. No water activities permitted.</td>
</tr>
<tr>
<td>Parker Brothers Sport Complex</td>
<td></td>
<td>Four regulation soccer fields with lights. No water activities permitted.</td>
</tr>
<tr>
<td>Day: $50/field/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night: $100/field/hour</td>
<td></td>
<td></td>
</tr>
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| **GYM SPACES**                  |                   |                                            |
| Marris McLean Gym               | $50/hour          | One full size basketball court. Equipment needs must be noted at time of camp registration. Use of Fitness equipment is **strictly** prohibited. |
| Russell Gym                     | $50/hour          | Two full size basketball courts. Equipment needs must be noted at time of camp registration. |
| SLC Gym                         | $35/court/hour    | Availability of space is limited. Curtains may be dropped for privacy or segregation of activity. 3 court limit. Score tables and scoreboards are not included in reservation rate. |
## AQUATICS FACILITIES

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<tr>
<th>FACILITY</th>
<th>USAGE FEE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marina</td>
<td>$100/hour</td>
<td>Equipment available: kayaks, canoes, stand-up paddle boards, sand volleyball, slack line</td>
</tr>
<tr>
<td></td>
<td>Minimum: 2 hour reservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limited to 40</td>
<td></td>
</tr>
<tr>
<td>SLC Leisure Pool</td>
<td>$200/hour</td>
<td>Maximum number of swimmers: 150 non-exclusive use</td>
</tr>
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<td>Group reservations are limited to a maximum of 2 hours and availability is dependent on staffing</td>
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<td>Lazy river, vortex pool, Jacuzzi spa, water basketball, lap lanes</td>
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## INDOOR RECREATION

<table>
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<tr>
<th>FACILITY</th>
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<tbody>
<tr>
<td>SLC Racquetball</td>
<td>$10/court/hour</td>
<td>Use of Racquetball courts and equipment, limit of 5 courts.</td>
</tr>
<tr>
<td></td>
<td>Minimum charge $50</td>
<td></td>
</tr>
<tr>
<td>SLC Rock</td>
<td>$100/hour</td>
<td>Non-exclusive use of climbing wall.</td>
</tr>
<tr>
<td>SLC Table Tennis</td>
<td>$25/hour</td>
<td>Use of tables and equipment, limit of 3 tables.</td>
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## OUTDOOR RECREATION

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<tr>
<th>FACILITY</th>
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<tr>
<td>SLC Back Porch</td>
<td>$100/hour</td>
<td>2 Sand Volleyball Courts, 1 Basketball Court and picnic tables</td>
</tr>
<tr>
<td>Tennis Courts: Marrs McLean</td>
<td>$5/court/hour or</td>
<td>Marrs McLean: 10 courts</td>
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<td></td>
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## EQUIPMENT & PREPARATION FEES

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<td>Scoring Console &amp; Table, Team Benches</td>
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<td>For use in SLC Gym only. Includes set-up &amp; tear down</td>
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<td>Soccer Goals</td>
<td>$50/field</td>
<td>Includes goals/net set-up and removal. For use at Parker Brothers Sport Complex Only. Two week prior notice required.</td>
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<tr>
<td>Volleyball Net</td>
<td>$50/set/day</td>
<td>No charge when used in SLC gym</td>
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<tr>
<td>Field Lining</td>
<td>$300/field</td>
<td>Requires two weeks prior notice. Fee covers paint and labor.</td>
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Baylor University Summer Programs
General Policies & Rates for Internal
Programs Summer 2021

**RATES:** *Must be run through Departmental account.*

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<tr>
<th>Dining</th>
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<td>Daily Rate</td>
<td>$28.18</td>
<td>Includes breakfast, lunch, dinner each day</td>
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<td>Breakfast</td>
<td>$7.39</td>
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</tr>
<tr>
<td>Lunch</td>
<td>$9.24</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
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<th>Possible Additional Charges</th>
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(Updated April 2021)

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<td>Capacity of 10 -15 climbers/hour.</td>
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<td>Volleyball Net</td>
<td>$50/set/day</td>
<td>No charge when used in SLC gym</td>
</tr>
<tr>
<td>Field Lining</td>
<td>$300/field</td>
<td>Requires two weeks prior notice. Fee covers paint and labor.</td>
</tr>
</tbody>
</table>
Appendix B: Summer Programs Required Forms

This section of the Baylor University Summer Program Policy Manual provides forms that are appropriate for use by those conducting Baylor University Summer Program. These forms will all be automatically uploaded into your Active CCM online registration, with the exception of the Summer Program Participant COVID-19 Symptom Check. The Symptom Check form should be completed by each camper on the first day of camp and these forms do not need to be submitted but should be kept with the Camp Director. The remaining forms should not be removed from Active CCM for any reason. This will ensure your camp and campers are in compliance with the University’s requirements. See Attached forms for physical versions. Institutional Events will not accept paper forms for any camp attendees in 2021.

1) Summer Program Participant COVID-19 Symptom Check (Physical form – not in Active CCM)
2) Summer Program Participant Behavioral Expectations (Day Camp)
3) Baylor University Summer Program Disciplinary Procedures
4) Medical Form
5) Form D or E (depending on participants age)
6) Form A
SUMMER PROGRAM PARTICIPANT COVID-19 SYMPTOM CHECK

☐ I understand that it is my responsibility to self-screening daily for COVID-19 symptoms prior to arrival at camp.

Screen yourself each day for any of the following new or worsening signs or symptoms of possible COVID-19:

• Cough
• Shortness of breath or difficulty breathing
• Chills
• Repeated shaking with chills
• Muscle pain
• Headache
• Sore throat
• Loss of taste or smell
• Diarrhea
• Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
• Known close contact with a person who is lab confirmed to have COVID-19

Please report any of the above symptoms to your coach/camp director immediately.

☐ I have received a negative COVID-19 test in the past week.
*not all programs require pre-testing. Please confirm with the program director regarding the requirement for your program.

Participants Name (Printed) ________________________________
Camp: ________________________________ Date: ________________
1. Campus regulations prohibit the use of alcohol, tobacco, and illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks.

2. Participants must remain on campus and attend all workshops, classes, and planned social or recreational activities. Participants cannot leave early without the express permission of the camp director and a parent or guardian.

3. Any individual found tampering with university safety & security equipment (i.e. fire extinguishers, fire alarms, smoke detectors, security systems, locks, etc.) may be subject to immediate dismissal from camp.

4. Participants must abide by rules and guidelines set by the instructors for each Baylor facility in use.

5. Vandalism and pranks will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
BAYLOR UNIVERSITY SUMMER PROGRAM DISCIPLINARY PROCEDURES

Participants Name (Printed) ____________________________
Camp: ____________________________ Dates: ______________

Baylor University is committed to the idea that each participant should have an enjoyable experience while on campus, and the misbehavior of one participant, or a group of participant’s should not be allowed to impact negatively on the experience of others. Most summer programs are short in duration, so prompt action is required when problems occur. Parents and campers should be aware of the disciplinary policy.

First Offense: Participants failing to adhere to summer program rules, or exhibiting behavior clearly intended to annoy or endanger others, will be privately and formally warned by a Camp Sponsor/Director and informed that subsequent misbehavior will result in formal counseling by the Camp Director.

Second Offense: Subsequent misconduct will result in counseling by the Camp Director and a warning that further misconduct will result in removal from campus. At this point, the Camp Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the student up from campus if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in counseling by the Campus Sponsor of the camp and expulsion from camp.

[NOTE: EVERY EFFORT IS MADE BY BU TO SEE THAT EACH PARTICIPANT IS SUCCESSFUL. ANY STEPS OUTLINED ABOVE MAY BE SKIPPED OR REPEATED AT THE DISCRETION OF CAMP STAFF. PARTICIPANTS DISMISSED FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID.]

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a camp, but is not so egregious as to warrant immediate dismissal. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or university regulations. A serious disciplinary problem is defined as one in which the summer program staff determines that a participant is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, others, or camp staff member’s safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

Parent and Participant Pledge: I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from camp without any refund of fees paid to attend. We pledge to abide by all camp rules and to exercise good behavior and proper respect for others.

PARTICIPANT SIGNATURE ______________________________________

PARENT/GUARDIAN SIGNATURE ______________________________________
Medical Information & Release  
2021 Baylor University Summer Camp  
Minor or Adult Participant  
(Please complete form in Blue or Black ink)

Participant’s Name: _________________________________

Address: ____________________________

E-mail Address: ____________________________ Date of Birth: ________________

INSURANCE INFORMATION: (please attach a photocopy of your current Health Insurance Card)

Insured Member’s Name: ____________________________ Member ID ____________________________

Health Insurance Provider: ____________________________ Group ID ____________________________

Health Insurance Provider Phone Number (Include an international number if possible): ____________________________

Personal Physician:

Address: ____________________________

Emergency Contact:

Address: ____________________________

Phone:

GENERAL HEALTH INFORMATION: (if necessary, attach additional copies of information which address participant health concerns.)

List any health information that would be relevant to an attending physician in the case of an emergency:

List any Chronic or Recurring Illnesses or Diseases:

List any Food, Medicine, or other Significant Allergies:

List any medications being taken at present:

☐ Check this box if you acknowledge that the Participant’s immunizations are current.

I or MY CHILD plan to attend a Baylor University Summer Camp, hereinafter referred to as “CAMP”. I fully realize that injury or illness could result from or during MY or MY CHILD’S participation in the CAMP. In case of accident or illness, I give my permission to Baylor to provide to ME or MY CHILD medical treatment as deemed appropriate, including transportation, by ambulance if necessary, to a hospital or emergency room. I understand that Baylor will not be responsible for any medical expenses incurred in providing treatment, and I will assume responsibility for any medical expenses incurred in providing treatment to ME or MY CHILD, including expenses that are not covered by insurance.

ADULT PARTICIPANT’S SIGNATURE OR PARENT/LEGAL GUARDIAN’S SIGNATURE  PRINTED NAME
FORMD
2021 Event Services/Summer Camp
PARENT/LEGAL GUARDIAN RELEASE FOR MINOR PARTICIPANT

MINOR (Under Age 18) PARTICIPANT'S NAME: __________________________ DATE OF BIRTH __/__/____

CAMP NAME: __________________________

EMERGENCY CONTACT: __________________________ PHONE __________________________

BY SIGNING THIS DOCUMENT, YOU ARE WAIVING CERTAIN LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING.

GENERAL RELEASE AND INDEMNITY AGREEMENT

I hereby represent that I am the parent or legal guardian of ________________________ "PARTICIPANT," who is under the age of 18. For and in consideration of Baylor University permitting PARTICIPANT to participate voluntarily in BAYLOR UNIVERSITY EVENT SERVICES/SUMMER CAMP to be held during 2021 in Waco, Texas, hereinafter referred to as "EVENT SERVICES/SUMMER CAMP," I hereby expressly assume all the risks (e.g. inherent with EVENT SERVICES/SUMMER CAMP outdoor and indoor activities) associated with the EVENT SERVICES/SUMMER CAMP, and I release Baylor University, its regents, officers, employees, students, and agents ("RELEASED PARTIES") from all claims, demands, suits, causes of action, or judgments which PARTICIPANT or I ever had, now have, or may have in the future or which our heirs, executors, administrators, or assigns may have, or claim to have against RELEASED PARTIES, arising out of or in any way connected with the EVENT SERVICES/SUMMER CAMP, for all personal injuries, known or unknown, property damages, or claims for wrongful death, caused by the ACTS, OMISSIONS OR NEGLIGENCE of RELEASED PARTIES. I understand this waiver does not apply to injuries caused by Baylor University's intentional or grossly negligent conduct.

I further agree to indemnify and hold harmless RELEASED PARTIES from all claims, demands, suits, causes of action, or judgments which participant or I ever had, now have, or may have in the future or which our heirs, executors, administrators, or assigns may have, or claim to have against RELEASED PARTIES, arising out of or in any way connected with the EVENT SERVICES/SUMMER CAMP, for all personal injuries, known, or unknown, property damages (including lost or stolen property), or claims for wrongful death, caused by the acts, omissions or negligence of RELEASED PARTIES, and on Baylor's behalf and in Baylor's name defend at my own expense any such claims, demands, suits, causes of action or judgments described above. I also agree to be responsible for any property damage or personal injuries that participant or I may cause by intentional or negligent acts while participating in the EVENT SERVICES/SUMMER CAMP.

COVID-19 ADDENDUM: By signing this form, I consent to my child being screened for SARS-CoV-2 (COVID-19) by Baylor University at Baylor's discretion. I also acknowledge and understand that test results will be stored by Baylor and may be shared with me or another parent, guardian or designated persons, and with others at Baylor who have a need to know such information, including but not limited to: camp counselors, dormitory personnel and contact tracers for purposes of public health. I further acknowledge, understand and consent that my child will be quarantined or isolated in the event he/she is exposed and/or is infected with COVID-19 until such time as I or another parent or guardian takes him/her home.

PHOTO RELEASE

I hereby grant to Baylor University the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images of PARTICIPANT for use in connection with the activities of the university or for promoting, publicizing or explaining the school or its activities. This grant includes, without limitation, the right to publish such images in the university's student newspaper, alumni magazine, publications on the university's Web site, and public relations/promotional materials. These images may appear in any of the wide variety of formats and media now available to the school and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos taken are without compensation to PARTICIPANT. All electronic or non-electronic negatives, positives, and prints are owned by the university.

I have read and executed this document with full knowledge of its legal significance.

BY: __________________________

PARENT/LEGAL GUARDIAN SIGNATURE (in INK) DATE __________________________

Parent/Legal Guardian Name Printed __________________________

Minor Participant's Mailing Address: __________________________

Zip __________ Street Address __________ City/State __________

If you are a Baylor employee or a dependent of a Baylor employee, this release shall not be construed to deny any valid direct or first party insurance claims which you or PARTICIPANT may have relating to possible death or to any injuries you or PARTICIPANT may sustain while participating in the EVENT. (00050878-1 )/Form D Revised 5/5/2021
FORME

2021 EVENT SERVICES/SUMMER CAMP
ADULT PARTICIPANT OVER AGE 18 RELEASE

Camp Name: ________________________________ DATE OF CAMP ______________

BY SIGNING THIS DOCUMENT, YOU ARE WAIVING CERTAIN LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING.*

GENERAL RELEASE AND INDEMNIFICATION AGREEMENT

For and in consideration of Baylor University permitting me, "PARTICIPANT", to participate voluntarily in a BAYLOR UNIVERSITY EVENT SERVICES/SUMMER CAMP to be held during 2021 on Baylor University campus in Waco, Texas, hereafter referred to as "EVENT SERVICES/SUMMER CAMP", I hereby expressly assume all the risks (e.g. inherent with EVENT SERVICES/SUMMER CAMP outdoor and indoor activities) associated with the EVENT SERVICES/SUMMER CAMP, and I release Baylor University, its regents, officers, employees, students, and agents ("RELEASED PARTIES") from all claims, demands, suits, causes of action, or judgments which I ever had, now have, or may have in the future or which my heirs, executors, administrators, or assigns may have, or claim to have against Baylor University, its RELEASED PARTIES, arising out of or in any way connected with the EVENT SERVICES/SUMMER CAMP, for all personal injuries, known or unknown, property damages, or claims for wrongful death, caused by the ACTS, OMISSIONS, OR NEGLIGENCE of Baylor University, its RELEASED PARTIES. I understand this waiver does not apply to injuries caused by Baylor University's intentional or grossly negligent conduct.

I further agree to indemnify and hold harmless RELEASED PARTIES from all claims, demands, suits, causes of action, or judgments which participant or I ever had, now have, or may have in the future or which our heirs, executors, administrators, or assigns may have, or claim to have against RELEASED PARTIES, arising out of or in any way connected with the EVENT SERVICES/SUMMER CAMP, for all personal injuries, known or unknown, property damages (including lost or stolen property), or claims for wrongful death, caused by the acts, omissions or negligence of RELEASED PARTIES, and on Baylor's behalf and in Baylor's name defend at my own expense any such claims, demands, suits, causes of action or judgments described above. I also agree to be responsible for any property damage or personal injuries that participant or I may cause by intentional or negligent acts while participating in the EVENT SERVICES/SUMMER CAMP.

COVID-19 ADDENDUM: By signing this form, I consent to being screened for SARS-CoV-2 (COVID-19) by Baylor University at Baylor's discretion. I also acknowledge and understand that test results will be stored by Baylor and may be shared with me and with others at Baylor who have a need to know such information, including but not limited to: camp counselors, dormitory personnel and contact tracers for purposes of public health. I further acknowledge, understand and consent to be quarantined or isolated in the event I am exposed and/or infected with COVID-19.

PHOTO RELEASE

I hereby grant to Baylor University the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images of PARTICIPANT for use in connection with the activities of the university or for promoting, publicizing or explaining the school or its activities. This grant includes, without limitation, the right to publish such images in the university's student newspaper, alumni magazine, publications on the university's Web site, and public relations/promotional materials. These images may appear in any of the wide variety of formats and media now available to the school and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos taken are without compensation to PARTICIPANT. All electronic or non-electronic negatives, positives, and prints are owned by the university.

I have read and executed this document with full knowledge of its legal significance.

By: ________________________________ / ________________________________ DOB DATE

Participant's mailing address: ________________________________

Street Address ________________________________

City/State Zip ________________________________

*If you are a Baylor employee or a dependent of a Baylor employee, this release shall not be construed to deny any valid direct or first party insurance claims which you may have relating to possible death or to any injuries you may sustain while participating in the EVENT SERVICES/SUMMER CAMP.

{00050879-1 }/Revised 5/5/2021
## Form A
2021 Summer Programs
Camper Contact Information

### Camper Information

<table>
<thead>
<tr>
<th>Camper’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Intended Graduation Year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State, Zip Code</th>
</tr>
</thead>
</table>

### Parent Information

<table>
<thead>
<tr>
<th>Mother's Name</th>
<th>Father’s Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mother's Email</th>
<th>Father’s Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP Code</th>
<th>City, State, ZIP Code</th>
</tr>
</thead>
</table>
Executive Summary for Summer Program Covid-19 Guidance

The Health Management Team has outlined the following criterion for summer programs to be safely and efficiently executed by campus departments, colleges, schools, or divisions. Please review and respond with a departmental plan to meet or exceed the guidelines noted in the planning document.

In advance of formal approval, all summer programs will commit to providing independent COVID supports and infrastructure. Baylor University resources will be limited due to support of Orientation and Baylor Line Camp as well as our commitment to provide staff preparation time for a return to normal this fall.

Summer Programs that cannot provide their own COVID supports and infrastructure will be encouraged to operate in a virtual format or forego the summer experience for 2021.

Criteria:

The items listed below are consistent with CDC guidance for Summer Programs/Experiences https://www.cdc.gov/coronavirus/2019-ncov/downloads/camp-planning-tool.pdf

Primary Guidance

- **Overnight Accommodations**: No overnight camps/experiences will be approved nor can any formal arrangements with hotels or lodging providers be coordinated by the summer program.
- **Contact Tracing**: Summer program provides contact tracing support (utilizing BU staff) for all camp participants in case of a diagnosed case. This includes utilizing trained contact tracers who are coordinated by the Office of Environmental Health & Safety.
- **Quarantine/Isolation**: Summer Program will plan for quarantine/isolation housing or has that clearly identified as the camper/family responsibility. Waiver of liability that includes COVID specific information and elements (like quarantine/isolation housing).
- **Symptom Checking**: Symptom check confirmation provided by parent/guardian/participant in writing at on-site check-in or registration. Daily temperature and symptom observation conducted by trained professional staff (professor/coach) each day for every participate.
- **Testing Protocol**: Summer Program that meet the threshold for COVID-19 risk has testing protocol for symptomatic participants not provided by Baylor medical services.
- **Maximum Participants** = 25% capacity of facility with 300 participant maximum
- **Staff Requirements**: Staff should be vaccinated or submit to regular testing due to high exposure to campers. Designated staff person who is responsible for all COVID related matters. Publicly share information for that person so campers can easily communicate symptoms.
- **Professional Support**: Required Staff to Student Ratio is 1 to 10.
- **Groups/Pods**: Summer Programs will arrange participants in small groups that will remain intact for all or most of the activities including rehearsal/practice, meals, and meetings.
  - If a positive case emerges from a group/pod, participants from that group/pod are sent home for the remainder of the experience. Camp accounts for this in plans for refunds or impacted costs.
Secondary Guidance

- **Attendance Tracking**: Summer program has mechanism in place for daily attendance tracking.
- **Sanitation**: Limited sharing of common objects with preference to disinfect between uses. Regular disinfecting of hard surfaces. Responsibility of the camp and not BU, unless there is a sub-contract relationship with Aramark. If summer program is outsourcing or conducting its own cleaning then product requirements and guidelines will be provided by the Office of Environmental Health and Safety.
- **Outdoor Activities**: Preference for higher percentage of outdoor activities.
- **Social Distancing**: Activities include minimum of 3 ft. social distancing when possible; required for any social interactions/meals.
- **Meals & Drinks**: Summer programs encourage participants to bring their own meals or program provides individually plated/boxed meals. All hydration will be individually packaged bottled water or beverage.
- **Masks**: Masks required while not in practice/rehearsal for all participants ages 10 and up.

Waiver of Liability Language

OGC provided the following statement to be included in all waivers: By signing this form, I acknowledge that and consent to my child being screened for SARS-CoV-2 (COVID-19) by Baylor University at Baylor’s discretion. I also acknowledge and understand that test results will be stored by Baylor and may be shared with me or another parent, guardian or designated persons, and with others at Baylor who have a need to know such information, including but not limited to: camp counsellors, dormitory personnel and contact tracers for purposes of public health. I further acknowledge, understand and consent to my child being quarantined or isolated in the event he/she is exposed and/or is infected with COVID-19 until such time as I or another parent or guardian takes him/her home.