

MANUAL OF POLICIES AND PROCEDURES FOR THE  
H. E. BUTT FOUNDATION  
WATERFRONT PROGRAM

REV. MAY 2023

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SECTION 1  
OVERVIEW





## Mission

The Waterfront Program exists to support the Mission of the H. E. Butt Foundation, which is:

**To cultivate wholeness in people and institutions for the transformation of communities.**

The specific goal of the Foundation Waterfront Program is to:

**Support the mission of Canyon programs by providing a safe, memorable, and transformative experience.**

The Foundation Waterfront Program offers guests a collection of waterfront activities that are operated on the H. E. Butt Foundation Camps property.

## Why This Manual?

### Consistency Across Programs

This manual will ensure consistency in the Waterfront operations in the Canyon. Because of the way that our organization is structured (multiple independent programs sharing equipment and spaces), it is extremely important that the various programs are consistent in the use of these facilities. The Waterfront program offers incredible value to the Foundation Camps, LLFC, Outdoor School, LLYC, and Laity Lodge.

### Alignment with Industry Standards

Another reason for this manual is to align the Foundation Waterfront policies and procedures with industry standards and the state regulations detailed in the Texas Administrative Code. The primary industry group that sets standards for Waterfront activities is the American Red Cross.

### Setting Up Our Staff for Success

This manual will serve as a guide to the people who operate waterfront programming in the Canyon. At the end of the day, it is people who minimize the risk and make these activities enjoyable. The goal of this manual is, very simply, to help clarify to all the people involved the best way to work together to get the most from our Waterfront program.

## Description of Waterfront Activities

The Waterfront program offers several different waterfront sites and features. Because of this, protocol differs slightly between sites. These waterfronts can be broken down into 15 general sites.

### 1. Echo Valley

During the summer season, this waterfront offers a water slide, giant inflatable water toy, designated swim area, and several canoes/kayaks. The most expansive of all the waterfronts on property, the shore of this site meets a large grassy leisure area that sits under the shade of 50+ feet tall Bald Cypress trees and faces a massive canyon wall.

### 2. Pebble Beach (Echo Valley)

This is a zero-depth sloped waterfront that reaches about 4 feet in depth. The shore and entry into the water are lined with smooth river rocks. Water shoes are strongly recommended at this site. During the summer season, this site is used for full-camp swim times as well as small group activities. There are no designated swim ropes at this waterfront.

### 3. Windsong

The Windsong waterfront is used mainly by Foundation Camps throughout the year. It is equipped with several canoes and a designated swim area. The river winds narrowly along the back deck of the campsite, allowing for a shady respite.

### 4. Singing Hills

During the summer season, this waterfront offers a water slide, giant inflatable water toy, water zip line, and a designated swim area. There is very little shade here. The second deepest swimming spot on the property is behind Blue Hole, this waterfront is 8-11 feet deep throughout and has some the clearest water on in the Canyon.

### 5. Singing Hills Shallow End (Below Singing Hills Dams)

This waterfront is very popular for small groups wanting to relax and spend time in the water without having to swim or tread. It is marked with a designated swim rope and maintains a depth of 3-4 feet throughout its 15x30-foot space. This area is designated for weak and non-swimmers during the summer season.

### 6. Crazy Horse

Frequented by small groups, Crazy Horse is a narrow section of the river located off the road between the Singing Hills play field and Box Canyon. It is fully exposed to the sun and maintains 5-6 feet in depth throughout. It is a favorite spot due to its unique character and relatively infrequent use during the summer season. There is a ladder, but the swim area is not marked by ropes. This waterfront is also regularly used for fishing activities.



## **7. Laity Lodge**

This waterfront features a shoreline dock, a floating dock in the middle of the swimming area, kayaks, and stand-up paddleboards. This section of the river features rolling Canyon vistas and a picturesque view over the nearby dam. It is a focal point of the property, and is mainly reserved for guests of the Laity Lodge adult retreat program.

## **8. Family Circle**

Located off the road between Box Canyon and the Linnet's Wings campsite, this spot is used primarily for kayaking activities. The water is 6-8 feet deep and affords its guests a unique perspective of the river and the canyon walls that contain it.

## **9. Linnet's Wings**

This waterfront is marked by a floating dock and a designated swim area that stays between 6-8 feet of depth. Canoes are available at this waterfront. There is a section of the river that is more shallow at the upriver side of the camp near the dam. Linnet's Wings has a central ladder and several rock shelves for lounging, without much shade.

## **10. Headwaters**

Headwaters waterfront is primarily used by LLFC and Foundation Camps. This waterfront was created with young children in mind and includes 3 small pools that get deeper with each descent. This waterfront also features a speed slide that is always a favorite. In addition, there are several watercraft to choose from including canoes, kayaks, and SUPs. There is a designated swim area here that has a large shallow shelf ranging between 3-5 feet of depth and is deep otherwise, ranging between 10-15 feet of depth.

## **11. Blue Hole Preserve**

Blue Hole is often considered the crown jewel of the property. Known for its pristine blue water, deep sections, and remarkable Canyon vistas, this site features a very popular jump and maintains depth between 12-18 feet, excluding rock shelves, which are between 2-4 feet deep. There are no boundary ropes at this site.

## **12. Echo Valley Entrance**

The roadside entry to Echo Valley is a great place for campers to wade and splash in shallower water, however, the base of this part of the river is mostly loose sediment, which is mucky and difficult to find footing on. There is no designated swim area.

## **13. Singing Hills Lower Dam Overflow**

This waterfront features a shallow play area with an abundance of easily visible marine wildlife. There is no designated swim area.

## **14. Laity Lodge Dam Overflow**

This wooded and shady overflow is a shallow play area with pavers. There is no designated swim area.





## SECTION 2 POLICIES & PROCEDURES

### Safety Procedures

The following policies and safety standards should be followed in the operation of the H. E. Butt Foundation waterfronts during programming:

- Every group must be under direct supervision of a responsible adult 18 years or older at all times.
- The minimum number of certified staff, as specified in this manual, should be on duty to use a waterfront.
- Any waterfront activity requires the supervision of at least two certified Lifeguards.
- **No diving is allowed at any waterfront.**
- **Climbing to jump may only be done at the designated Blue Hole jump.**
- Swim area and watercraft areas should be separated by ropes.
- When on duty at the waterfront, all Lifeguards should have a hip pack on their person containing: pocket mask, disposable gloves, and goggles. Hip packs will be collected from, and returned to the backboard after each shift.
- Each LLYC or LLFC Lifeguard will be issued a whistle; it is the responsibility of the Lifeguard to have their whistle at all times when on duty.
- Lifeguards should appropriately carry a rescue tube. Rescue tubes are stored at each major waterfront.
- U.S. Coast Guard-approved, appropriately fitted, inherently floatable Personal Flotation Devices (PFDs) should be worn on all watercraft, at all times, by participants under the age of 18. Watercraft includes canoes, kayaks, and stand up paddleboards (when in use out of swimming zone). PFDs will be supplied and maintained by Outdoor School during the summer season and by the Foundation Camp staff during the non-summer season.
- A backboard, stocked hip packs, and a radio should be brought to a waterfront anytime it is in use.
- Use of tobacco, alcohol, or drugs by any participant or staff is prohibited at any waterfront.
- For any waterfront activity outside of one of the camp areas, a vehicle, backboard, hip packs, radio, and rescue tubes must be with the group in case of emergencies.
- Any participant whose behavior threatens the safety of themselves or others or whose behavior distracts from the goals of the experience may be immediately removed from the activity.
- A Waterfront Director or the Waterfront Program Manager may revoke or suspend the certification of any Lifeguard or Helper at any time if they have any reason to believe that the person is not able or willing to perform their job.
- Any waterfront activity must be done with minimal or no impact to the environment.
- Waterfronts may only be utilized during daylight hours.



## Job Titles and Descriptions

The Foundation Waterfront Program is run by a team of staff and contractors who work together to ensure that the participants have the highest quality experience. Each campsite has a Waterfront Team consisting of Lifeguards and a Waterfront Director. The Waterfront Director is a predetermined Waterfront-Lifeguard-certified staff person assigned to a specific campsite that works in coordination with the Assistant Director of Adventure Rec and the Program & Activities Coordinator to ensure that all waterfront maintenance needs are addressed in a timely manner, and that all waterfront protocols and procedures are adhered to. The Assistant Director of Adventure Rec is responsible for the overall management and direction of the program.

What follows is a list of the different members of the Waterfront team and the specific roles that they each play in operating the program:

### **Foundation Waterfront Program Staff**

#### ***Assistant Director of Adventure Rec:***

- Will manage the overarching aspects of the Foundation Waterfront Program
- Will oversee summer equipment needs of the Waterfront Program
- Will coordinate and supervise training, evaluation, and certification of Waterfront staff
- Will coordinate and supervise inspection needs for all Canyon Waterfronts
- Will ensure that the Waterfront Manual is relevant and up to date
- Is a certified position; the person holding this certification will have passed a skills test, written test, and have completed a Lifeguarding course

#### ***Programs & Activities Coordinator***

- Will report to the Assistant Director of Adventure Rec
- Is the lead in charge of day-to-day operations of waterfronts
- Will work closely with Activity Directors to ensure adequate lifeguard staffing
- Will work closely with Activity Directors to ensure all waterfront policies and procedures are adhered to
- Will ensure that lifeguarding in-services are documented, periodically held, and attended by all lifeguards
- Is a certified position; the person holding this certification will have passed a skills test, written test, and completed a waterfront lifeguarding course

#### ***Waterfront Directors:***

- Is a predetermined Waterfront-Lifeguard-certified staff person assigned to a specific campsite
- Will supervise and assist in the daily operation of the Waterfront Program
- Will ensure all daily setup and close-down are appropriately completed

- Will assist the Lifeguards in any emergency or rescue operations
- Will conduct in-services in coordination with the Program & Activities Coordinator
- Will report to the camp directors of the assigned camp
- Is a certified position; the person holding this certification will have passed a skills test, written test, and have completed a Lifeguarding course
- Will assist with Lifeguard coverage as needed
- Will ensure Lifeguards are stationed correctly, on time, with necessary equipment
- Will hold Lifeguards accountable
- Will oversee the administration of swim tests

#### ***Waterfront Lifeguard:***

- Is responsible for the operation of any of the waterfronts in the Canyon
- Responsibilities include surveillance, performing rescues, fitting lifejackets, enforcing rules, and anything else necessary to ensure that all participants have an ultimately safe and enjoyable waterfront experience.
- Will perform all operations with a “safety first” mentality
- Will report to the Waterfront Director on duty
- Is a certified position; the person holding this certification will have passed a skills test, written test, and have completed a Lifeguarding course
- Is responsible for making sure all equipment is at the waterfront prior to Swim Time
  - » Backboard (stored in Ranch House during non-Swim Times)
  - » Paddle board (available exclusively to lifeguards at all times)
  - » Hip packs that have required supplies
  - » Whistle

#### ***Waterfront Helpers (Helpers):***

- Is a camp staff person
- Are responsible for supervising the supplemental equipment when in use, such as zip-lines, water toys, slides, or watercraft
- Are responsible for supervising participants who remain out of the water
- Will perform all operations with a “safety first” mentality
- Will report to the Lifeguards on duty

#### ***Note:***

- All staff must be at least 16 years old and physically capable of performing duties.
- All staff must have a staff application, health form, and criminal background check on file
- All staff must notify on-duty Waterfront Director when taking any prescribed medication

## Outside Contractors

### Outside Lifeguards

- Must hold a current Lifeguarding certification
- Should present proof of certification to the Asst. Dir. of Adv. Rec

### Third-Party Lifeguarding Trainer

- Is a certified Waterfront and Waterpark Lifeguarding Instructor who teaches the lifeguard course onsite at H. E. Butt Foundation Camps

## Training and Certification

To ensure the highest level of risk management for our guests, all Waterfront staff must go through a rigorous training and evaluation process before they may participate as a staff member in a waterfront activity. What follows are the requirements necessary to become a certified staff member:

### Waterfront Director:

- Must complete 4-day course in Waterfront Lifeguarding within the last 2 years (certification needs renewal after 2 years)
- Must pass written exam and hands-on skills test
- Have an understanding of the Foundation's philosophy and goals and understand how the waterfront experience supports this mission
- Exhibit common sense, good judgment, and safety awareness at all times
- Be able to demonstrate sensitivity and maturity appropriate to the ages and skill levels of the participants
- Are expected to perform rescues and should be familiar with the procedures listed in the Emergency Action Plan (EAP) on p. 24

### Waterfront Lifeguard:

- Must complete 4-day course in Waterfront Lifeguarding within the last 2 years (certification needs renewal after 2 years)
- Must pass written exam and hands-on skills test
- Have an understanding of the Foundation's philosophy and goals and understand how the waterfront experience supports this mission
- Exhibit common sense, good judgment, and safety awareness at all times
- Be able to demonstrate sensitivity and maturity appropriate to the ages and skill levels of the participants
- Are expected to perform rescues and should be familiar with the procedures listed in the Emergency Action Plan (EAP) on p. 24

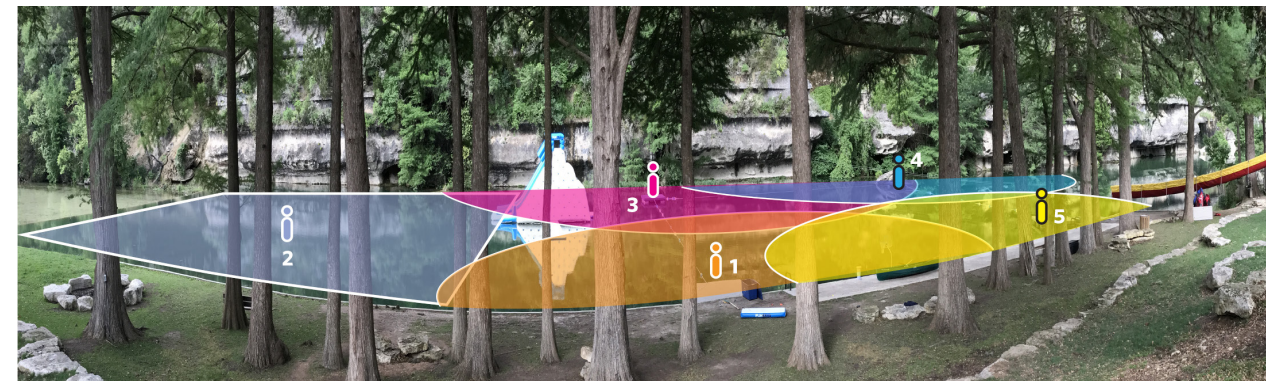
- Seasonal staff certified off-site will be required to complete training which certifies them as Red Cross Lifeguards. Other certifications such as Ellis and Associates will need to be sent to Asst. Dir. of Adv. Rec for review, and all outside certifications must remain on file and current throughout the term of employment

### Waterfront Helpers (Helpers):

- Must complete training appropriate to their skill level
- Must demonstrate competency to Waterfront Director
- Have an understanding of the Foundation's philosophy and goals and understand how the waterfront experience supports this mission
- Exhibit common sense, good judgment, and safety awareness at all times
- Be able to demonstrate sensitivity and maturity appropriate to the ages and skill levels of the participants
- Assist in rescues as designated in the Emergency Action Plan (EAP)

## Staffing Requirements

For the sake of safety and efficiency, a minimum number of staff are required to operate each waterfront. The minimum numbers required to fully open each waterfront are:



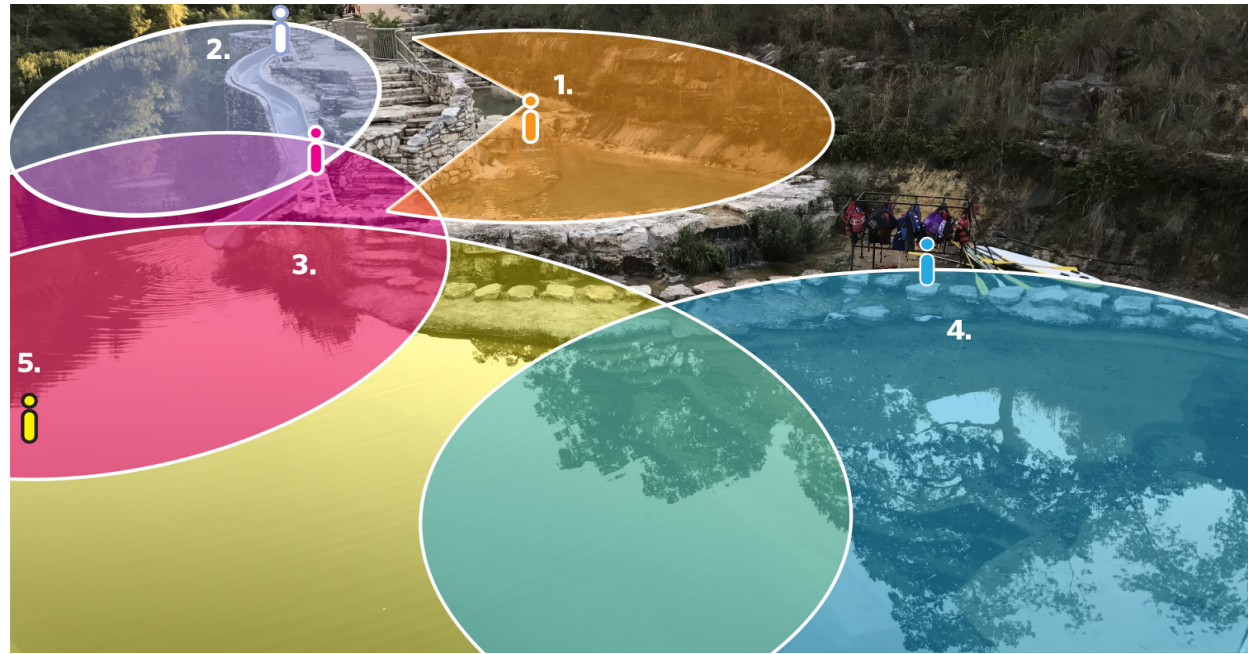
### Echo Valley – minimum of five (5) certified Lifeguards\*

*\*when all aspects of waterfront are in use*

- **Position 1** — floating dock near Ranch House
- **Position 2** — on paddleboard on dam side of glacier
- **Position 3** — floating dock closest to dam
- **Position 4** — floating dock by boulder
- **Position 5** — floating dock by water slide surveying water

If the **water slide** is in use, post a Waterfront Helper at the top to maintain order on the slide.

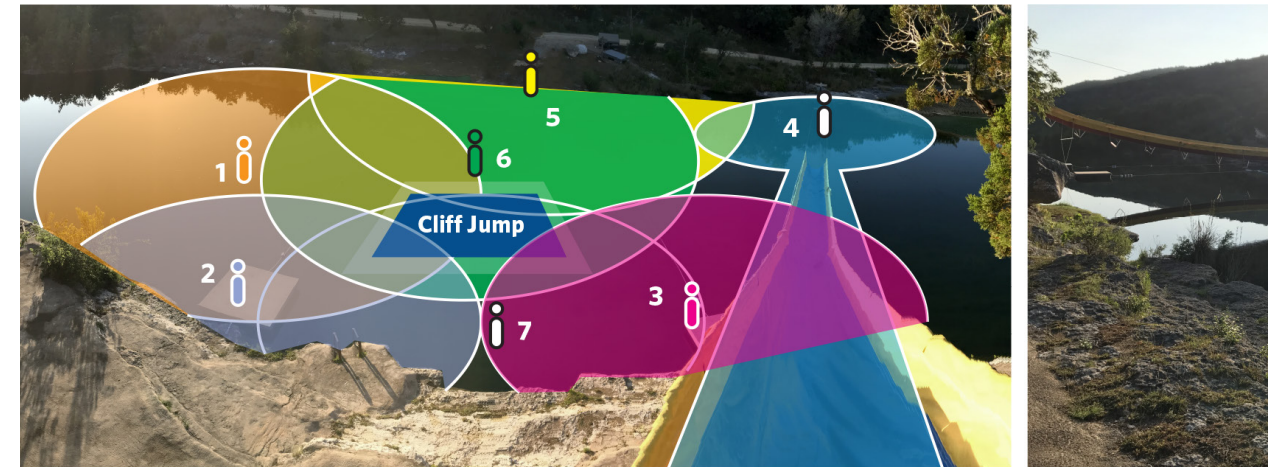




**Headwaters — minimum of five (5) certified Lifeguards**

- **Position 1** — shallow pools
- **Position 2** — lifeguard chair
- **Position 3** — lifeguard chair
- **Position 4** — rock shelf by the watercraft area
- **Position 5** — floating across from the slide

Post a Waterfront Helper at the **watercraft area** to assist campers with getting into and out of boats and ensure all PFDs are fitted appropriately.



**Singing Hills — minimum of eight (8) certified Lifeguards\***

*\*when all aspects of waterfront are in use*

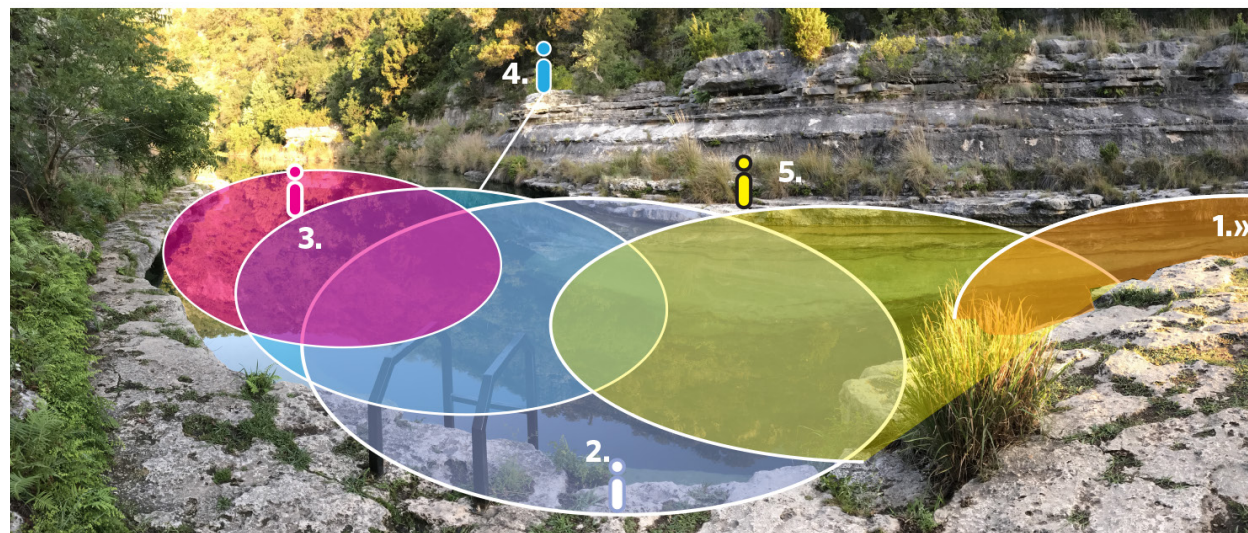
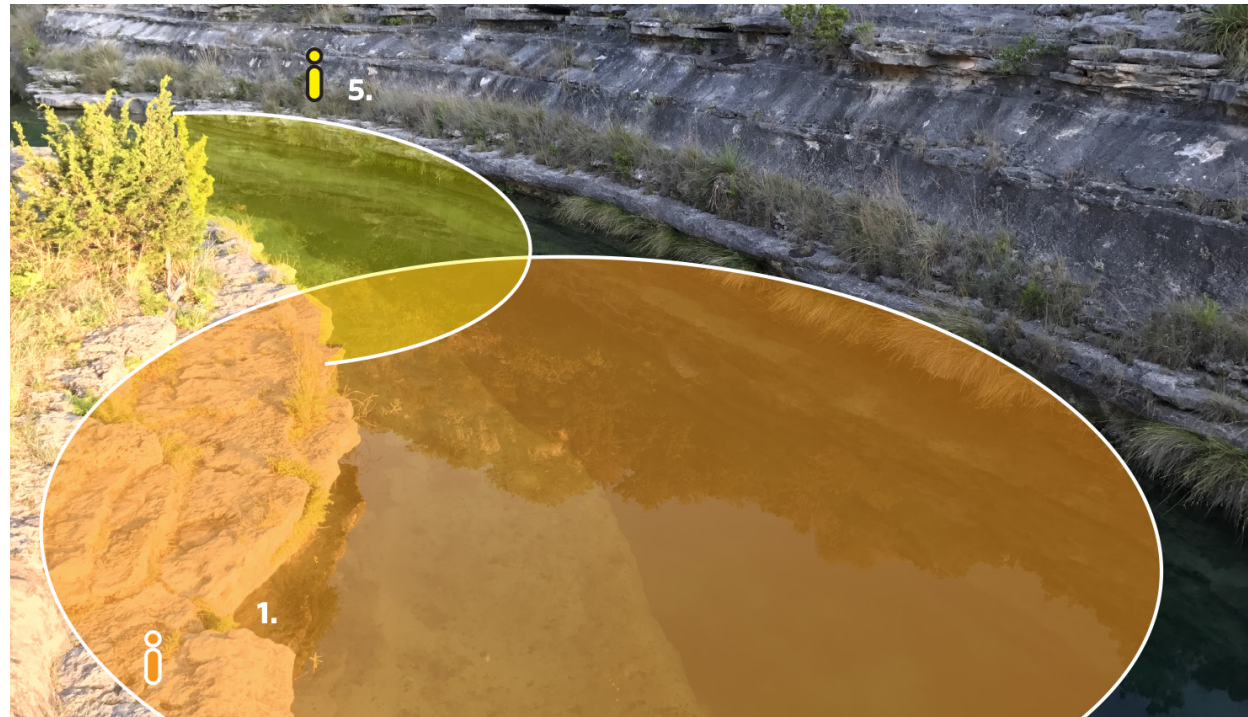
- **Position 1** — floating up river from the water toy
- **Position 2** — on the floating dock on the left
- **Position 3** — on the floating dock on the right
- **Position 4** — in water at the end of the slide and zip
- **Position 5** — opposite side in the lifeguard chair
- **Position 6** — on SUP next to water toy jump
- **Position 7** — on SUP on SH side of toy
- **Position 8** — (if running shallow swim area)

If the **water slide** is in use, post a Waterfront Helper at the top to maintain order on the slide.

If the **water zip-line** is in use, a Waterfront Helper should be posted at the top to assist campers and maintain order.

If the **water toy** is in use, a Waterfront Helper should be posted at the top to assist campers and maintain order.





**Blue Hole — minimum of five (5) certified Lifeguards**

- **Position 1** — bottom of the stairs at water’s edge
- **Position 2** — to the right of the ladder
- **Position 3** — on a SUP floating outside of cliff jump landing zone
- **Position 4** — at the top of the cliff jump
- **Position 5** — rock shelf directly across from ladder on canyon wall side

**Linnet’s Wings, Pebble Beach, Crazy Horse, Windsong, Laity Lodge (when visited by Summer Staff) — recommended minimum of two (2) Lifeguards for up to 40 swimmers, and 1 additional lifeguard for each additional 20 swimmers.**

CANYON LIFEGUARD-TO-SWIMMER RATIO IS 1:20			
FOR EVERY	20 SWIMMERS	YOU NEED AN ADDITIONAL	1 LIFEGUARD
	40 SWIMMERS		2 LIFEGUARDS
	60 SWIMMERS		3 LIFEGUARDS
	80 SWIMMERS		4 LIFEGUARDS
	100 SWIMMERS		5 LIFEGUARDS
	120 SWIMMERS		6 LIFEGUARDS
	140 SWIMMERS		7 LIFEGUARDS









### SECTION 3 FACILITATOR GUIDE



## Swim Test for LLYC:

Each camper will be tested at the beginning of each session to determine their swimming skills.

**Echo Valley** — tested two cabins at a time. Four Lifeguards should be stationed on 3 docks and one in water along swim route.

1. Swim from the (dam-side) dock by concrete shoreline to the opposite dock, then diagonally across to camp shoreline side dock by slide.
2. Tread water for one minute by the concrete shoreline.
3. Lifeguard or designee will record the campers who do not pass. Anyone who does not pass the first time or decides not to attempt the test will be given a second opportunity. Lifeguard or designee will coordinate second test. Those who either do not pass or choose not to complete the swim test must wear a PFD at all times when in the water. During LLYC programming, Counselors will ensure that these participants wear PFDs.

**Singing Hills** — Buddy cabins tested together. Lifeguards stationed on each dock and in water along swim route.

1. Swim from concrete shoreline to opposite bank and back unassisted.
2. Tread water for one minute by concrete shoreline.
3. Lifeguard or designee will record the campers who pass. Anyone who does not pass the first time or decides not to attempt the test will be given a second opportunity. Lifeguard or designee will coordinate second test. Those who either do not pass or choose not to complete the swim test must wear a PFD at all times when in the water. During LLYC programming, Counselors will ensure that these participants wear PFDs.

## Swimming Activity Guide

### LLYC Active Swimming at Echo Valley and Singing Hills:

#### Camper Count

- Counselor is responsible for head count of campers while at waterfront.
- One long whistle blast will signal all swimmers to exit water and check in with Counselor for camper head count.
- Counselors should account for all campers in cabin periodically throughout the designated swim time.
- Once Lifeguards have rotated to their posts, one long whistle blast will signal that the waterfront has re-opened.
- Lifeguard rotations continue every 30 minutes until swim time is over.



## **LLFC Swimming at Headwaters:**

### ***HW Waterfront Procedures***

- Everyone under the age of 14 must have an adult present when lifeguards are not present.
- No running.
- When jumping in, enter the water feet first.
- All watercraft (kayaks & paddleboards) must stay downriver of swim area.
- Everyone under 13 must WEAR a lifejacket while on watercraft.
- 14 and older must HAVE a personal floatation device on board watercraft.
- Under 14 must be accompanied by an adult while on watercraft.
- Slide is only available when lifeguards are present and you must go feet down the slide first.

Note: At the end of facilitated swim time, the lifeguards will blow their whistle, ask everyone out of the water, do a water scan, and then tell swimmers to find their parents before leaving.

### ***Blue Hole Preserve procedures***

- When jumping in, enter the water feet first.
- Those under 48" tall must wear a life jacket if jumping from the cliff.

## **Foundation Camp Guidelines:**

- You must provide your own lifeguards; we do not provide lifeguards. All waterfront activities must be attended and supervised by two lifeguards who hold a current American Red Cross Lifeguard certification or its equivalent. A certificate must be presented at camp to the Guest Services Manager. A minimum of two lifeguards per 40 swimmers is required and one additional lifeguard for each additional 20 swimmers.
- Your Waterfront Director is responsible for procedures of waterfront safety and must ensure that they are strictly enforced. Waterfront staff must not engage in any other duties or activities that would prevent their attention or response to those in their charge.
- Swim tests should be used to determine each child's swimming ability. Participants must then be confined to areas suitable to their respective swimming skills or wear U.S. Coast Guard-approved PFDs.
- A method of checking swimmers in and out of the water should be established and enforced.
- Some life-saving equipment (rescue tube and backboard) is provided at your campsite swimming area. Your certified Waterfront Director is responsible for providing all other equipment, including a first-aid kit, pocket mask, and whistle and determine that it is operational and immediately available for use in case of an emergency.
- U.S. Coast Guard-approved PFDs are provided at your campsite for watercraft. Each occupant of a watercraft must wear a properly fitted PFD at all times while in the watercraft.
- We do not provide flotation devices for swimmers.
- Docks are to be used by the lifeguards on duty and swimmers needing assistance only.

- **No diving is allowed at any waterfront.**

- Any waterfront activity must be done with minimal or no impact to the environment.
- Waterfronts may only be utilized during daylight hours.

**Cross check to ensure all safety policies have been covered.**

## **Water Amusements:**

**Echo Valley** — The Echo Valley water toy will be open for two (2) cabins at a time for 15-minute blocks of time during Frio Fiesta and Cabin Time. A Lifeguard or designee will keep time and direct glacier rotations. Slide will be open continuously during Frio Fiesta, and will require a Counselor to serve as a Helper at the top of the slide to manage safety.

**Singing Hills** — The Singing Hills water toy, slide, and water zip-line will be open for two (2) cabins at a time for 15-minute blocks of time during open Swim Time. A Lifeguard or designee will keep time and direct Singing Hills water toy rotations.

### **Zip-Line (Singing Hills)**

- Lifeguards must be on duty before anyone uses the zip-line.
- Only one (1) person at a time is allowed on the zip-line.
- Hang on with hands only.
- Immediately clear landing area towards ladder after using zip-line.
- Maximum of one (1) Waterfront Helper and two (2) participants permitted on the zip tower at a time.
- No diving from zip platform is allowed.
- Waterfront Helper is required to staff the top of the zip-line while in use.

### **Water Slide (Singing Hills & Echo Valley)**

- One person allowed on slide at a time.
- Immediately clear landing area after using slide.
- Walking up slide is not allowed.
- Waterfront Helper is required to staff the top of the slide while in use.

### **Headwaters — Water Slide will be open when there is lifeguarded open swim.**

- One person allowed on slide at a time.
- Immediately clear landing area after using slide.
- Walking up slide is not allowed.
- Feet first only.
- Wait for Lifeguard okay to proceed.







**SECTION 4  
APPENDICES**

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**Emergency Action Plan (EAP)**—This flow chart guides staff through emergency procedures.

**Definitions** — This is a list of the terms used in this manual and the specific way that the terms are used.

**Equipment Needed by Site** — This is an inventory of specifically what equipment is needed to operate the specific Waterfront elements. The inventory list is sub-divided by where the equipment is stored.

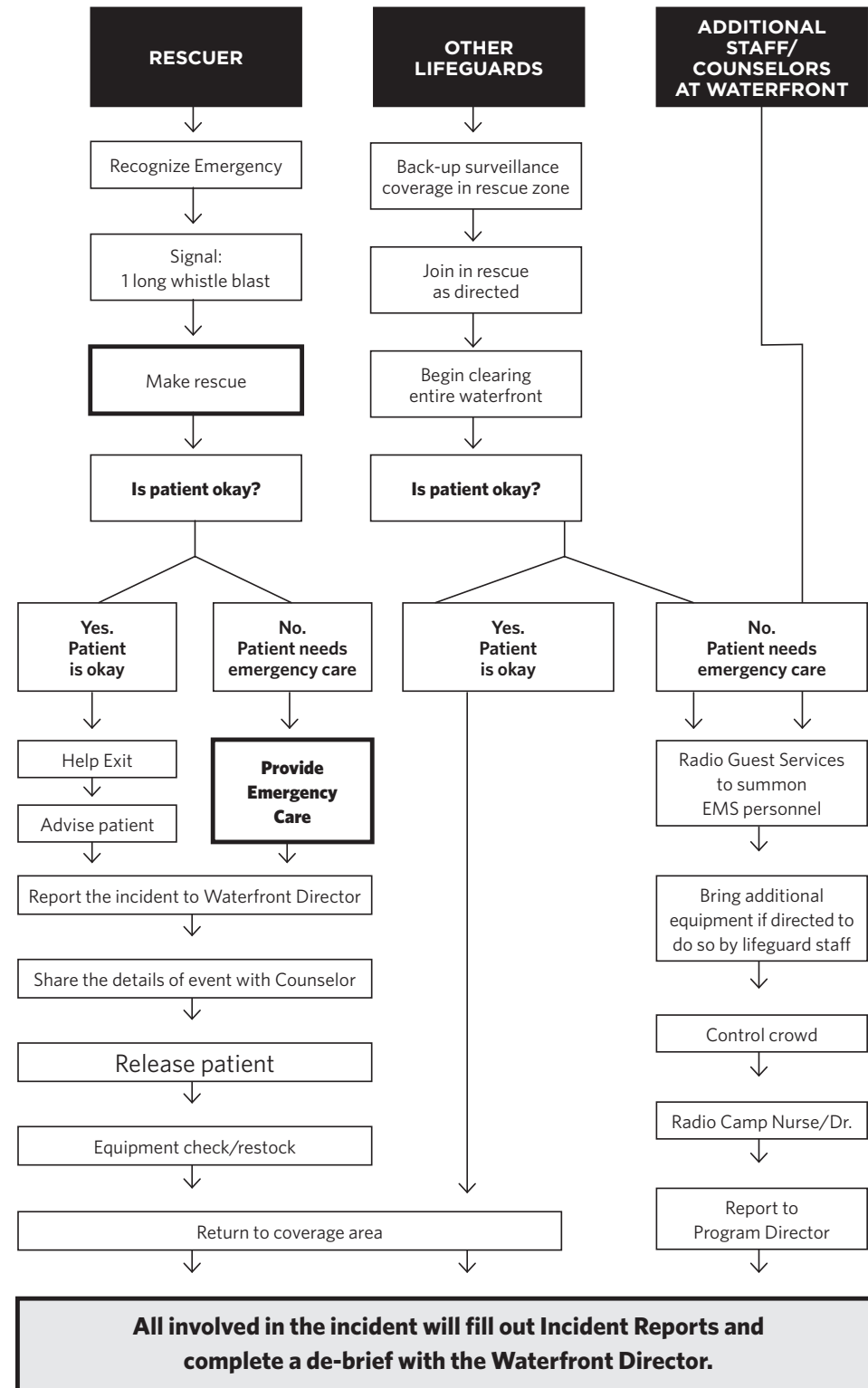
**Incident Report Form** — This is a form to fill out after responding to an accident.



# Emergency Action Plan (EAP):

Upon recognition of an emergency, we will activate the EAP using one long whistle blast. Life-threatening emergencies will also require a radio call to Guest Services for Emergency Services, followed by a call to the Camp Doctor and Nurse.

## Foundation Waterfront Program Emergency Action Plan



# Definitions

**American Red Cross** — This organization offers Waterfront Lifeguarding courses for certification and is considered the standard in the industry. We adhere to the guidelines and updates as specified by this organization.

**Fecal Releases** — Fecal releases will result in immediate closure of the waterfront until the Waterfront Manager deems the area safe.

**Incident Reporting** — Following any incident, Lifeguards, Waterfront Directors, and the Waterfront Program Manager will meet to complete an incident report form and de-brief the incident.

**Inclement Weather** — Waterfront will be closed for 30 minutes from the last seen lightning strike or the last heard thunder. In the event of high winds, high water flow, or poor water quality, the Waterfront Director may close the waterfront.

**Participant** — a guest in the Canyon that chooses to participate in a waterfront activity.

**SUP** — Stand Up Paddleboard

**Waterfront Activity** — any specific use of a waterfront or equipment.

**Waterfront Lifeguard** — a certification level. People who have trained and certified to this level are the operators of the waterfront equipment in the Canyon. Waterfront Lifeguards manage risks for swimmers at each site.





## Waterfront Equipment List

### Echo Valley, Singing Hills, Headwaters, Linnet's Wings, and Windsong Campsites

- Variety of PFDs (ranging from infant to adult XL) — equal to or greater than number of watercraft seats at the campsite
- Lifeguard buoy for each lifeguard on duty
- Backboard, straps, and neck immobilizer
- First-aid kit
- Lifeguard hip pack for each lifeguard on duty containing gloves and rescue breath barrier
- Radio (or other method of communication) with which to alert Director/Group Leader of emergencies
- Appropriate watercraft (canoe/kayak TBD by Foundation Camp staff)
- Rescue SUP at both Echo Valley and Singing Hills during summer season



## Covid Protocols for Waterfronts

The H. E. Butt Foundation is carefully monitoring the latest updates from the Centers for Disease Control and Texas Health and Human Services regarding the ever-changing landscape of the pandemic. The protocols herein were designed with these federal- and state-level recommendations as guiding principles.

### All Waterfronts — Echo Valley, Singing Hills, Headwaters, and any other swimming area with LGs on duty

#### Transportation

- All participants must ride in the back of the people hauler truck (none in the cab)
- Staff that ride in cab of people hauling truck must be spaced out as much as possible and have their masks on for the duration of the ride
- All windows of people hauler truck must be down to allow ventilation during transportation

#### At the waterfront

- Maintain 6' away from all involved as often as possible
- Masks are not required in the water
  - » <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
  - » LGs should enforce that swimmers maintain 6' physical distance as often as possible

#### Upon completion of activity

- All LG equipment is sanitized and returned to its designated storage area
- Everyone sanitizes hands before leaving activity



