

THE Leader

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A Publication for GuideOne Insurance Church Policyholders

The Importance of Pandemic Planning

With the recent concern over the spread of the H1N1 virus, it brings to light the importance of congregations having a plan in place in case of a pandemic. In June, World Health Organization (WHO) officials formally declared a pandemic, or global outbreak, of the H1N1 virus is underway.

TO HELP YOUR CHURCH PREPARE FOR THE THREAT, CONSIDER THE FOLLOWING:

- 1. Form a Safety and Security Team in your congregation.** One of the tasks of the team should be to prepare for emergencies including the possibility of a pandemic flu outbreak.
- 2. The team should become informed about pandemic flu through reliable resources, such as the Center for Disease Control (CDC) and U.S. Department of Health and Human Services.** Stay abreast of developments concerning potential pandemic flu situations.
- 3. Be prepared for a severe pandemic flu outbreak among humans.** Develop contingency plans for your congregation that include:
 - Teaching the congregation to utilize alternative greetings, other than shaking hands and hugging.
 - Considering alternatives to using a common Communion cup and passing the offering plate or attendance pads.
 - Providing education to the congregation about the importance of sanitary practices, such as frequent hand washing, covering the mouth when coughing or sneezing and avoiding hand contact with the eyes and nose.
 - Making sure proper food practices are followed in the church kitchen. Suspend food events (particularly potlucks) during the course of a severe flu outbreak.
 - Providing ample soap, sanitizer, tissues and trash receptacles at your facility. Trash receptacles containing used tissues should be emptied frequently using latex gloves.
 - Shutting off common water fountains.
 - Sanitizing toys and equipment in the nursery and toddler areas on a regular basis.
 - Developing a plan for communication with the congregation. Consider several different methods of contact, including telephone trees, e-mail, text messaging, Web site announcements, etc. Test the methods to be sure they work.
 - Preparing to close the congregation's nursery, daycare, preschool and Sunday School programs in the event of a severe outbreak.
 - In a severe outbreak, local authorities may prohibit large public gatherings. Churches should consider contingency plans for their financial continuity in the event of such a situation.

For more information on pandemic planning, visit:

Center for Disease Control: www.cdc.gov/h1n1flu

Dept. of Health and Human Services: www.pandemicflu.gov

World Health Organization: www.int/csr/disease/swineflu/en/index.html

If you have questions on safeguarding your ministry, or any of the articles in this newsletter, call the GuideOne Center for Risk Management at 1-877-448-4331, ext. 5118, or visit our Web site at www.guideone.com.

To report a claim, call the **Guideline**[®] toll-free at **1-888-748-4326** anytime — **24 hours a day, 7 days a week.**



IMPORTANT INFORMATION

Please read this newsletter, initial below and route to others within your organization:

- ___ Pastor
- ___ Trustee chair
- ___ Treasurer
- ___ Children's coordinator
- ___ Administrator
- ___ Youth coordinator
- ___ Board chair
- ___ Secretary/Office



Church Camp Safety

Tips for choosing a safe and nurturing church camp

Each summer, young members of churches across America gear up for the outdoor fun and excitement of church camp.

While church camps are both fun and safe, it is important to make sure they are properly conducted and supervised; otherwise, they can pose a serious danger to campers.

To protect the safety of your participants, keep the following in mind when choosing a camp:

- **National Accreditation** — Two leading associations that serve the camp market include the American Camp Association (ACA) and the Christian Camp and Conference Association (CCCA). Becoming accredited in a national camp association indicates the camp has met standards established by professionals in the camping industry, particularly those related to program quality and the health and safety of campers.
- **Emergency Procedures** — Verify the camp has written emergency procedures and training of staff in place for onsite and offsite activities.
- **Health and Wellness** — The camp should have health care professionals on staff, including a registered nurse and either a resident physician or access to a physician. Written health and wellness policies and procedures should be in place covering items such as storing and dispensing of medications, food allergies and special diets.

Sanitation procedures should be in place for kitchen and bathrooms. Also, proper food preparation techniques should be taught to all food handlers.

- **Camp Staff** — The camp director should have a degree or certification with at least two years minimum experience. Counselors should have training in all high risk camp activities and ideally be 18 years of age or older. All staff should be screened through the use of criminal background checks.
- **Challenge Courses** — All challenge courses should be professionally designed and installed according to Association for Challenge Course Technology (ACCT) standards. Training and certification of challenge course staff should be done annually.

Accidents and injuries at church camps do happen. Verifying that safety policies and procedures are in place will greatly reduce the chances of children from becoming injured while attending church camp. 🌈

Safe Solutions for Group Travel

Summer is a busy month for church group trips and 15-passenger vans are a popular way to travel. However, transporting children, youths and adults for ministry-related business and events can be a risky undertaking. Please take a moment to consider the following to help improve the safety of your church travel:

- **Roadmaster Active Suspension System** — Designed to reduce the propensity of a rollover in 15-passenger vans, this system is an after-market addition for the rear leaf springs, which improves the vehicle stability and control. GuideOne policyholders qualify to order this kit for a discounted price. To place an order, contact David Arnce, National Sales Manager, at 1-800-398-5036.

- **Collins Bus Company** — Collins is the nation's premier provider of small buses and offers a safe alternative to 15-passenger vans. GuideOne policyholders receive reduced pricing on purchasing or leasing a 14-, 20-, 24-, or 30-passenger bus and also may receive assistance in selling their existing 15-passenger vans. Call 1-800-640-7430 or visit www.collinsaav.com for more information.
- **15-Passenger Van Driver Training** — Available on SafeChurch.com, this training involves watching a video, reading a short article and then completing a multiple choice quiz. It is FREE for GuideOne customers and meets our driver training underwriting requirement. To get started, contact SafeChurch customer service toll-free at 1-800-747-2154.

