



A NOTE ABOUT ZOOM

We take safety seriously at *Camp Encourage* and wanted to reassure you by providing details of the measures our staff will be taking to ensure safety during our virtual programming through Zoom.



Before the Zoom gathering

- Each participant is required to register. We confirm that each participant is part of our camp “family” before accepting and sending the log in information.
- Our staff enables *Waiting Rooms* which means participants are not allowed to join until the hosts (our staff members) approve and accept.
- Our gatherings require a password which adds further security.

During the Zoom gathering

- Two Camp Encourage staff members are always present.
- Participants are not able to join the Zoom gathering before the host.
- Each gathering starts with friendly tips to keep in mind during the Zoom gathering (to ensure kindness, love, respect, and safety is the focus). These will be encouraged and enforced.
- A host (our staff) can:
 - place a participant on hold (which would momentarily place a hold on his or her video and audio connections).
 - remove a participant if warranted. Should that occur, he or she would not be able to rejoin.
 - turn a participant's video off to block unwanted, distracting, or inappropriate gestures.
 - mute / unmute individual participants or all at once. When entering the Zoom gathering, each participant is muted upon entry so that we can closely monitor the initial auditory input.
 - Lock the meeting so that once all anticipated participants have arrived, no others can join.
- The possibility of transferring files (designed for business meetings) has been disabled by Zoom and is no longer a feature.
- The choice of chatting privately with other participants has been turned off. In fact, at first, the option to add comments or “chat” will not be an option. Should we decide to open the chat option, all comments will only be viewable to the hosts (our staff members). Should participants want to connect outside of the Zoom gathering, we are happy to help them get connected in other ways.
- Screen sharing will be disabled for participants. Only a host can share his or her screen.
- We do not have intentions of recording the Zoom gatherings. If there ever was reason to do so, participants would know (as Zoom would alert each participant at that time and as would our staff).