

Kica-LandSea Camp Policies and Guidelines

Welcome to Kica-LandSea! To ensure all occupants enjoy a clean, healthy, and safe environment, we require you to follow these simple camp guidelines and policies. Compliance with camp policies is a condition of your stay and failure to adhere to these guidelines or any unlawful act will result in the loss of facility privileges and eviction from site.

Camp Policies:

1. The possession or use of firearms, ammunition, hunting knives, explosives or other weapons of any kind is prohibited.
2. All Kica-LandSea Camps are alcohol and drug free facilities. Possession or use of drugs and alcohol is prohibited. Failure to comply with this policy will result in immediate removal from the camp premises.
3. Information or suspicion of illegal or prohibited substances may result in searches of guest rooms, vehicles, and personal belongings within the camp. These searches may include the use of canines.
4. We have a zero-tolerance policy regarding bullying and all forms of harassment. Reports of bullying and Harassment will be investigated via a senior management committee and may result in a loss of camp privileges, pending the outcome of an investigation.
5. Intentional damage to any camp facilities (interior or exterior) by a guest will be subject to a vandalism charge. This damage includes any alterations of any room or facility, holes in walls, stickers, tape, posters, and permanent markers. The damage will be priced and charged to the occupant or contractor.
6. All guests are personally responsible for any damages to their room. All problems or damages need to be reported as soon as possible to a Kica-LandSea staff member.
7. Keep your personal room tidy. Suitcases and other articles should not be stored under beds. Remove any items from your bed, and floor so proper cleaning may occur by the housekeeping team. Be mindful of laptops and electrical equipment cord and their placement to prevent fire hazards and difficulty for room cleaning. When you're not in your room, please unplug all devices and turn off the lights.
8. Camp accommodations will be attended to based upon the Scope of Work identified in the applicable contract. Every 7 days or upon checkout, sheets will be changed. Should your room require attention (light bulbs, etc.) please advise housekeeping attendants or camp administration.
9. Please pack up all your personal belongings and vacate your room by the posted check out time on your day of departure.
10. Kica-LandSea is not responsible for any lost, stolen, or damaged property brought to the site or otherwise kept at the camp. Any personal items left within the camp, for longer than 30 days, will be treated as abandoned and donated to charity.
11. Lost or missing room cards, keys, TV remotes, and room supplies must be returned to the front desk and are subject to a replacement fee up to \$25.00. This fee will be billed directly to the client, indicating the room number and guest associated with the missing key.
12. Pets are not permitted anywhere on site.
13. Gambling and vending of any kind are prohibited.

14. Smoking and use of e-cigarettes and vaporizers are permitted outdoors in the designated areas only. Do not litter the ground with cigarette butts. Use designated disposal stations. Non-compliance will incur an appropriate cleaning fee and/or eviction.
15. The use of candles, open flames, or flammable items are not permitted. Keep all personal belongings a minimum of 8 inches from baseboard heaters.
16. Report wildlife sightings in our area to the Camp Manager. Petting, feeding, and harassment of wildlife are prohibited onsite or within surrounding areas.
17. Streaming or downloading music, movies, non-compliance to copyright laws, or any other large formats downloads is prohibited, as these practices may lead to internet shutdown.
18. All social media should be kept personal and should not reflect personnel, location, or project. No project documents or images are permitted to be posted or shared.
19. Boots, dirty and/or wet clothing must be kept in the dry room or designated area. No work clothing including hard hats, reflective vests and coveralls is allowed in the accommodation or dining areas. Under no circumstances is clothing of any kind to be dried in individual rooms.
20. Unauthorized guests or invitees into the camp are strictly prohibited. Only residents registered at the Camp are permitted within the camp facility.
21. Guests must present at the Front Desk at Check-In, Check-Out, Time-In and Time-Out to collect/return your key or card and sign. This is imperative for accurate billing and safety. Kica-LandSea requires participation from all guests in this procedure to ensure the cam is safe and secure. Non-compliance with this rule will be reported to their immediate supervisor and camp privileges may be removed.
22. Any visitor must check in with the administrator onsite and advise if they will be present for any meals and when they are departing. Visitors must sign the casual meal sheet located in the dining room for any meals they have consumed. Visitors should conduct their visit respectfully, not interfere with the construction or camp guests and wear appropriate PPE in designated areas. Visitors should also remain in public areas, and not enter any accommodation areas without supervision from the Camp Manager or security.
23. Camp occupants that have been sick in camp (not working) for longer than 48 hours will be requested to depart camp, seek medical advice and their own lodging, or return home to recover. Camp environments are not conducive to guests who are unwell as it increases the spread of illness to other occupants. If an occupant is ill and not able to go to work, they are to inform their supervisor and the Camp Manager immediately and stay quarantined to their room. The Camp Manager can be contacted for provisions.
24. Follow posted signs at all times. Vehicles are to be parked in designated parking areas and may require a parking pass. Non-Compliance may result in towing of the vehicle at the owner's expense.
25. Quiet time is from 9pm – 5am.
26. Entrance ways, stairs, and walkways may be slippery. Proper footwear is important. Please be extremely cautious.
27. The laundry facilities will be available for camp occupants at designated intervals. Detergent and fabric softeners are supplied. Please respect the laundry hours and remove your laundry in a timely manner. Washing of work wear is prohibited unless posted on designated washers.
28. Please conserve water use and energy. All waste should be kept to a minimum and disposed of in appropriate receptacles utilizing proper recycling techniques. Only toilet paper can be flushed in toilets (no paper towels, feminine products etc.).

29. Mealtimes are posted and may vary depending on project schedule and requirements. If late plates are required, please advise camp administration or kitchen team. Adherence to the posted rules of the Dining Room is required.
30. Breakfast and dinner will consist of a hot buffet in the dining room. Packed lunch will be available to assemble and take with you during breakfast time each morning. Soup and sandwiches will be available at lunch in the dining facility for workers at the camp and for day visitors.
31. Dishes may not be removed from the dining room and all food must be consumed in dining areas.
32. All guests are to familiarize themselves with the Emergency Response Procedure posted on the back of each room door. In the event of an alarm, evacuate immediately and do not re-enter. Follow the instructions of your Fire Warden and Kica-LandSea staff at the Muster Point. Fire drills are conducted periodically, and your participation is required. Do not tamper with safety equipment or fire alarms/suppression systems.
33. Kica-LandSea is not responsible for injuries or ailments caused by the incorrect use of gym equipment or utilizing gym equipment against a physician's recommendation.
34. For your safety and ours, please use the sharps containers located in each laundry room and public washroom for any needles, razors, or blades. Improper disposal of any sharps will result in immediate loss of camp privileges.
35. ***Kica-LandSea LP., ("Kica-LandSea") and its affiliates, shareholders, directors, officers, employees, agents, successors and assigns are not responsible for and will be held harmless from and against any and all claims, actions, damages, liabilities, losses and expenses (including, without limitation, all legal fees on a full indemnity basis and disbursements) and demands of any nature whatsoever relating to lost wages, or expenses incurred as a result of a loss of camp privileges.***

By signing the Arrivals Sheet at camp, you acknowledge and agree that you have carefully read and fully understand Kica-LandSea's Camp Policies and Guidelines. You will follow the terms of this agreement. Failure to comply with camp policies or any unlawful act will result in loss of facility privileges and eviction from site.