

# TIME OFF GUIDE FOR STAFF

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This guide was created to help staff transition between their time off and their time on. This is an especially useful guide for this summer, as most staff won't be able to leave camp for time off.

**Here is an example booklet for camps to use:**

<https://www.flipsnack.com/dayoffritual/time-off-guide.html>

Feel free to take the followings steps to a restful day off and create your own booklet or resource guide for you staff!



## STEP 1: SAY BYE TO YOUR KIDS!

The first step in having a restful day off is setting boundaries! We all know how difficult it is to take time for ourselves, and having our campers and other staff not knowing we're on our day off could potentially disrupt this time. Take some time to go say goodbye to your campers and let them know when you'll be back!

## STEP 2: MIKVEH/ HAND WASHING RITUAL

This hand washing ritual will help us be more conscious of the transition from time on/time off by being in touch with our physical bodies, and taking the time to relax and take care of ourselves.

**YOU WILL NEED:**

- A cup of water
- A bowl
- Towel (something to dry your hands)



This exercise is for **you**, so we will provide a template, but feel free to change it up to suit your needs.

Being present: <https://www.mayyimhayyim.org/wp-content/uploads/2018/11/Being-Present-in-the-Moment-Any-faith-tradition.pdf>

Towards mental health healing: <https://www.mayyimhayyim.org/wp-content/uploads/2020/09/For-Healing-Toward-Mental-Health.pdf>

### STEP 3: GRATITUDE

In order to really appreciate the beautiful space where you are, it is important to introduce our friend; Gratioad!



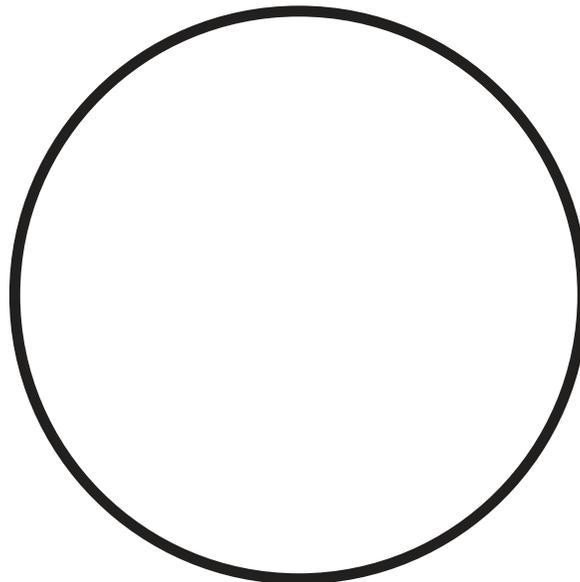
- Hello Friend! I'm Gratioad. WOW! Look at this place! Of course, you've been working so hard, you've probably not had time to appreciate it! How about you take me on a tour? Take me to your favorite place!
- Are we there yet? Imagine you're seeing this place for the first time. Look around you, what colors do you see? What can you feel? Take a deep breath, what does the air feel like? What does the ground feel like?
- Close your eyes as you think about these things. Think about what makes this place meaningful to you. Let's take 3 deep breaths together!
- I have to go now, but feel free to repeat this exercise at as many different beautiful places as you'd like :)



### STEP 4: MENTAL HEALTH PLATTER

By now, (hopefully) everyone knows about the mental health platter, and all the different ways that we can attend to our mental health. Think about the types of self-care that will help you recharge on your day off! Using this graph as a starting point, create your own diagram of how you are choosing to spend your day off!

There is an empty healthy mind platter below for space to write what needs attention and how to fulfill each slice.



### STEP 5: USE YOUR RESOURCES

This is a new year and new experience for all of us. Don't be afraid to lean on other staff! There are people at camp to help you face the challenges- old and new- of being at summer camp! Reach out, help out, we're one team getting through this!

### STEP 6: HAVE AN AMAZING DAY OFF! :)

Take this time to do things that you love, and that are good for you. Have fun!