



To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: April 6, 2021
Initiated By: Abbey Sonnenberg-Brooks, Recreation Administrator
CC: Matt Earman, Director of Parks and Recreation
 Tracey Gee, Director of Recreation Services
Re: 2021 Summer Camp Operations

Background

During the 2020 summer season, Dublin day camps operated with limited capacity and COVID-19 protocols as outlined in the Responsible Restart Ohio guidelines issued by the Ohio Department of Health.

These limited operations included:

- Reducing camp enrollment to accommodate recommended physical distancing requirements
- Reducing camp hours to accommodate both COVID-19 guidance and industry best practices and minimizing unnecessary staffing expenses
- Forming smaller camp cohorts consisting of two counselors for every eight campers to meet both COVID-19 guidance and industry best practices
- Eliminating field trips
- Eliminating swimming
- Reducing campsites and camp options
- Reduced camp fees

2020 camp enrollment was below available capacity for the season and may be attributed to general hesitancy to re-engage in communal activities during the pandemic, the continuing ability for many people to work from home and a flexible refund policy.

Ages 3 – 5	Ages 5 - 8	Ages 6 - 10	Ages 11 - 14
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**Availability reflects the total number of registrations available for the summer of 2020.*

Campsites	2020 Availability*	2020 Enrollment	% Full
My First Camp	cancelled		
Jr. Kidzone	cancelled		
Wyandot Glacier Ridge	576	297	52%
Wyandot Scottish Corners	248	248	100%
Wyandot Extended Weeks	64	42	67%
Discovery Camp	128	59	15%
Wyandot Next	128	42	33%
L.E.E.D. Camp	Cancelled		
Adventure Camp	Cancelled		
Total Revenue: \$87,633.24			

Recommendation

After analyzing 2020 enrollment trends, staff is planning several operational changes, listed below, for the 2021 summer camp season. Attached is also an executive summary that includes general camp operations and a detailed 2021 Summer Camp Plan. All plans comply with current City, County, State and American Camp Association guidance.

- 1) **Camp Restructure:** Enrollment trends from the past five years indicate that the greatest number of camp registrations come from children between the ages of 6 – 10 years old. With continued space and staff restrictions, staff plans to reallocate available camp spaces to meet, in the best way possible, community need while continuing to operate within all COVID-19 guidelines and industry best practices.

Staff also plans to maintain the tradition of offering a summer camp experience for children ages 3 through 14, and include an element of service-based learning for the oldest campers. Playground Adventure allows us to offer a camp opportunity for the youngest campers in the morning, accommodating with the same camp staff to offer a new, additional experience for campers in the most popular age range. Additionally, Wyandot Next has been re-imagined as a hybrid, traditional day camp/service learning opportunity providing a guest lecturer and an onsite service project each week.

A summary of camp availability and projected revenues are in the chart below.

Ages 3 – 5	Ages 5 - 8	Ages 6 - 10	Ages 11 - 14
<i>*Availability reflects the total number of registrations available for the entire summer.</i>			
Campsites	2021 Availability	Projected Revenue	
AM Playground Adventure	80	\$6,000	
PM Playground Adventure	80	\$6,000	
Jr. Wyandot @ DCRC	128	\$17,280	
Jr. Wyandot @ Kaltenbach	128	\$17,280	
Wyandot Camp @ Wyandot	896	\$134,400	
Wyandot Extended Weeks	64	\$9,600	
Wyandot Next	384	\$57,600	
Total Projected Revenue: \$248,160			

- 2) **Dublin Latchkey Collaboration:** Dublin Latchkey will provide an optional three hours of care at the conclusion of the city's camp day for those families that need more than eight hours of camp. After comparing other local municipal operation models with this plan, staff is confident that collaborating with Dublin Latchkey is the best possible solution to meet the community's need, in a financially responsible way, while adhering to all COVID-19 guidelines and industry best practices.
- 3) **Fieldtrips and Swimming:** We do not plan to offer field trips in 2021, however, swimming will resume on a limited basis for Wyandot Camp and Wyandot Next Camp.
- 4) **Contingency Planning:** The 2021 camp plan is designed to safely accommodate expansion if COVID-19 restrictions are revised. Every classroom can safely include up to eight additional campers (dependent on location) while remaining in compliance with our standard operational procedures. If COVID-19

restrictions are revised, enrollment is expanded, and restrictions are imposed again, staff has secured a secondary campsite, Scottish Corners Elementary, to provide additional physical space for campers and staff.

2021 Camp Expense and Revenue Projections

Campsite	Revenue	Staff Costs	Rents/Leases	Supplies	Misc. Expenses	Net Revenue	CR
AM Playground Adventure	\$ 6,000.00	\$ 6,529.24	\$ -	\$ 400.00	\$ 3,496.96	\$ (4,426.20)	58%
PM Playground Adventure	\$ 6,000.00	\$ 6,529.24	\$ -	\$ 400.00	\$ 3,496.96	\$ (4,426.20)	58%
Jr. Wyandot @ DCRC	\$ 17,280.00	\$ 11,837.33	\$ -	\$ 1,024.00	\$ 3,496.96	\$ 921.71	106%
Jr. Wyandot @ Kaltenbach	\$ 17,280.00	\$ 17,361.52	\$ -	\$ 1,024.00	\$ 3,496.96	\$ (4,602.48)	79%
Wyandot Camp @ Wyandot	\$ 134,400.00	\$ 104,163.20	\$ 10,085.00	\$ 7,168.00	\$ 7,486.96	\$ 5,496.84	104%
Wyandot Next	\$ 57,600.00	\$ 50,096.00	\$ 10,085.00	\$ 3,072.00	\$ 5,206.96	\$ (10,859.96)	84%
2021 Projected Totals	\$ 238,560.00	\$ 196,516.53	\$ 20,170.00	\$ 13,088.00	\$ 26,681.76	\$ (17,896.29)	93%

Camp expense and revenue projections are based upon current COVID-19 restrictions. The 2021 camp plan is designed to accommodate expansion if COVID-19 restrictions are revised, and is part of the contingency plan. Staffing, rents/leases and misc. expenses will remain fixed regardless of enrollment. Revenue will increase significantly with increased enrollment, while supply costs will increase minimally. Summaries for operating at mid-capacity (adding four campers per classroom), and full capacity (adding eight campers per classroom) are below.

2021 Projections	Revenue	Staff Costs	Rents/Leases	Supplies	Misc. Expenses	Net Revenue	CR
Mid Capacity (12 campers/room)	\$ 356,400.00	\$ 196,516.53	\$ 20,170.00	\$ 19,552.00	\$ 26,681.76	\$ 93,479.71	136%
Full Capacity (16 campers/room)	\$ 472,320.00	\$ 196,516.53	\$ 20,170.00	\$ 25,856.00	\$ 26,681.76	\$ 203,095.71	175%

Recommendation

Staff plans to implement the above Operating Plans for the 2021 Summer Camp season and recommends approval of the associated subsidization of the cost recovery as projected under current State, County and Local guidelines.



SUMMER CAMP OPERATIONS UPDATE EXECUTIVE SUMMARY

UPDATED 3/11/2021

Introduction

This document summarizes 2021 summer camp operations. This document is subject to change as COVID-19 guidance and best practices change and/or as situational circumstances dictate.

Dates of Operation

Standard Camp Season / June 7 – July 30, 2021
 Extended Camp Weeks / August 2 – 13, 2021

Locations, Hours of Operation and Fees

Camp Name	Ages	Location	Hours	Days	Fees
Playground Adventure Camp	3 – 5 yrs	DCRC	9 AM – Noon	Mon – Fri	\$75/week
Playground Adventure Camp	6 – 8 yrs	DCRC	12:30 – 3:30 PM	Mon – Fri	\$75/week
Jr. Wyandot Camp	5 – 8 yrs	DCRC & Kaltenbach Park	9 AM – 4 PM	Mon – Fri	\$135/week
Wyandot Camp	6 – 10 yrs	Wyandot Elementary	7:30 AM – 3:30 PM 3 – 6 PM aftercare*	Mon – Fri	\$150/week \$50/week
Wyandot Next Camp	11 – 14 yrs	Wyandot Elementary	7:30 AM – 3:30 PM 3 – 6 PM aftercare*	Mon – Fri	\$150/week \$50/week

*Aftercare is available as an **option** and provided by Dublin Latchkey for an additional \$50/week (\$3.50/hour).

Staff Ratios and Placement

The Ohio Department of Health currently requires day camps to staff at a maximum 1:9 ratio with each counselor/camper cohort isolated from the others. Counselors and support staff are advised to serve only one cohort throughout the day. The American Camp Association, our accrediting agency, strongly recommends that isolated camper groups always contain at least two adults for safety and liability reasons. Consequently, we will staff our camps at a 2:8 ratio to adhere to both COVID-19 guidelines and ongoing industry best practices.

Safety Protocols

- All campers and staff are required to wear a mask/facial covering while entering, exiting and participating in a recreation services program (unless engaged in active exercise, eating, or drinking).
- Campers will be required to maintain a six-foot distance from other campers and staff whenever possible.
- To promote social distancing, campers are grouped into cohorts of two staff to eight campers per classroom and assigned outdoor space.
- Camp Staff will provide campers with information and demonstrations on the

preventative practices all camp members should abide by to prevent the spread of COVID-19.

- Camp staff will be required to clean and disinfect communal spaces, shared items and frequently touched surfaces daily, after each use and at the end of the camp day.
- Parents/guardians are prohibited from entering our campsite based on guidance from the Ohio Department of Health (except for emergency purposes).
- Camp drop-off and pick-up is curbside and managed by a camp supervisor. Parents are required to wear a mask or alternate face covering while interacting with camp staff.
- If a COVID-19 case is confirmed or suspected, camps will follow our communicable disease plan and will report all confirmed cases to Franklin County Public Health.

COVID-19 Refund Policy

Refunds will be granted to participants advised by a healthcare provider or a Federal, State or Local order to self-quarantine or isolate due to concerns related to COVID-19, or if participants are caring for an individual who is subject to Federal, State or local order to self-quarantine or isolate due to concerns related to COVID-19. A copy of the quarantine order or physician's note must accompany the refund request.



2021 SUMMER CAMP PLANS DETAILED

UPDATED 3/11/2021

Purpose

Using guidance and best practice recommendations from the American Camp Association, Franklin County Public Health, State of Ohio and CDC, the City of Dublin established protocols to operate all City of Dublin summer camps. These protocols supplement the City of Dublin COVID-19 Safety Protocols and serve as the rationale and foundation for all operational plans.

Requirements to Operate

Staff Ratios and Placement

The Ohio Department of Health currently requires day camps to staff at a maximum 1:9 ratio with each counselor/camper cohort isolated from the others. Counselors and support staff are advised to serve only one cohort throughout the day. The American Camp Association, our accrediting agency, strongly recommends that isolated camper groups always contain at least two adults for safety and liability reasons. Consequently, we will staff our camps at a 2:8 ratio to adhere to both COVID-19 guidelines and ongoing industry best practices.

ODH's guidance that limits counselors and support staff from serving more than one cohort throughout the day, and prohibits cohorts from mingling with other cohorts, affects our non-pandemic staffing model that includes large group activities staffed by rotating counselors in the early morning and late afternoon (pre- and aftercare). In 2020 camps operated with the limited hours of 8:30 AM – 4:30 PM (non-pandemic hours are 7:00 AM – 6:00 PM) to provide as much coverage as possible while adhering to both COVID-19 guidance and industry best practices without asking staff to work more than 40 hours/week.

The Preschool, Youth and Teen team surveyed parents in early 2021 to gauge interest in attending camp this summer and preferred hours of operation. Overwhelmingly, parents indicated that they are returning to work and prefer pre-pandemic hours of operation to accommodate their work schedules. However, all current COVID-19 guidance remains the same as it was in 2020, which prompted the team to consider alternate ways of delivering requested services.

Dublin Latchkey

Dublin Latchkey will provide an optional three hours of care at the conclusion of the city's camp day for those families that need more than eight hours of camp. After comparing Gahanna and Westerville's operational models with our own, we are confident that collaborating with Dublin Latchkey is the best possible solution to meet the community's need, in a financially responsible way, while still adhering to all COVID-19 guidelines and industry best practices.

Benefits of the Dublin Latchkey collaboration include:

- An optional extended camp day that runs 7:30 AM – 6:00 PM
- ODJFS licensed program that is currently operating in DCS with COVID-19 protocols
- \$5,500 subsidy to operate a 7:30 AM – 6:00 PM camp day versus a \$68,000 subsidy that would be necessary to operate with the model that Gahanna and Westerville are using
- Provide additional work opportunities for Dublin Latchkey which will prevent them from furloughing several employees
- Dublin Latchkey will promote all of our camp programs to their families

Cohort Maintenance with Latchkey

Latchkey cohorts will mimic the camp cohorts with the same campers grouped together during the camp day and during Latchkey to minimize COVID-19 exposure. Additionally, each Latchkey cohort will be assigned one consistent staff member, again, to minimize exposure. The consistent cohorts and Latchkey staff result in a 3:8 ratio (three staff members assigned to eight campers) which is consistent with both Gahanna and Westerville's operating plans.

Safety Protocols

The following safety protocols were in place in 2020 and will remain in place in 2021 unless we are directed otherwise by the city, county or state.

- All campers and staff are required to wear a mask/facial covering while entering, exiting, and participating in a recreation services program (unless engaged in active exercise, eating, or drinking). When campers and staff are

not wearing a mask/facial covering, they are required to social distance and maintain six feet between themselves and others.

- Campers will be required to maintain a six-foot distance from other campers and staff whenever possible. Camp staff will communicate and remind campers of our social distancing policy daily. Due to the age and maturity of our campers, there is a possibility that campers within a cohort may not consistently maintain six feet of space from one another. Our camp staff will make every effort to help lead activities that promote social distancing.
- To promote social distancing, campers are grouped into cohorts of two staff to eight campers per classroom and assigned outdoor space. Cohorts are based on age to ensure that age-appropriate activities can be provided to all campers in the cohort. Cohorts will stay together for the entirety of the camp day (traveling outdoors, eating lunch, visiting the restroom, etc.). Each cohort will follow a daily schedule to ensure camp cohorts avoid contact with each other. Counselors stay with their assigned cohorts for the duration of the summer.
- Camp Staff will provide campers with information and demonstrations on the preventative practices all camp members should abide by to prevent the spread of COVID-19, including:
 - Wash hands often with soap and water for at least 20 seconds (*campers will be required to sanitize hands upon arrival to camp daily*)
 - Use hand sanitizer in the absence of soap and water
 - Cover coughs and sneezes with a tissue or inner elbow
 - Avoid touching eyes, nose, and mouth with unwashed hands
 - Stay home if you are experiencing any signs or symptoms of Covid-19
- Camp staff will be required to clean and disinfect communal spaces, shared items, and frequently touched surfaces daily after each use and at the end of the camp day. We use HDQ L 10 Sanitation Spray for cleaning and disinfecting.
- Parents/guardians are prohibited from entering our campsite based on guidance from the Ohio Department of Health (except for emergency purposes). Photos and videos from the camp day are posted on camp Facebook pages to connect families to the camp experience.
- Camp drop-off and pick-up is curbside and managed by a camp supervisor. Parents are required to wear a mask or alternate face covering while interacting with camp staff.
- If a COVID-19 case is confirmed or suspected, our camps will follow our communicable disease plan and will report all confirmed cases to Franklin County Public Health.
 - Exposed Camper: Upon notification that an employee or participant has tested positive for COVID-19, parents/guardians of campers directly exposed to this individual will be contacted immediately via email and phone. Exposure is defined as being within 6 feet of an infected individual for 15 minutes either with or without a mask. Additionally, the PSYT Recreation Supervisor will contact parents/guardians to provide additional information regarding quarantine, return to camp dates and refunds.

- Non-Exposed Camper: Upon notification that an employee or participant has tested positive for COVID-19, parents/guardians of non-exposed campers will be contacted, via email, with information on the occurrence and in interest of situational awareness and transparency.

Misc. Camp Operations

All camp locations and staff are expected to adhere to standard operating procedures as outlined in the Camp Counselor Handbook in addition to COVID-19 protocols.

We are not offering field trips in 2021.

Camps located at Wyandot Elementary will swim at the North Pool every other week during the first time block (10:00 AM – 1:00 PM) which will be reserved exclusively for camp use. Campers and staff are required to maintain six feet of physical distance while in the pool with the exception of assisting a camper in need.

Campers and staff at Wyandot Elementary have the option of purchasing a camp meal plan, prepared by DCS staff, that includes breakfast and lunch. All meals will be consumed within assigned cohorts that will remain physically distanced during lunch.

Contingency Plans

The 2021 camp plan is designed to safely accommodate expansion if COVID-19 restrictions are revised. Every classroom can safely include up to eight additional campers (dependent on location) while remaining in compliance with our standard operational procedures. If COVID-19 restrictions are revised, enrollment is expanded, and restrictions are imposed again, the Preschool, Youth and Teen team has secured a secondary campsite, Scottish Corners Elementary, to provide additional physical space for the campers and staff.