

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event – HDG Youth Sailing Program**  
**Summer Camp**  
**June 19-August 14, 2021**

Date: **4/26/2021**

**Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.**

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by May 3, 2021**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

David Glenn  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

Rev  
4-26-21

**EVENT APPLICATION CHECKLIST:**

1011190019

EVENT NAME: Havre de Grace Youth Sailing Program Summer Camp

Sponsor Organization: Havre de Grace Youth Sailing Program

Business Address: 329 Bounding Home Court, Havre de Grace MD

On Site Contact Person: Rick Wahl

Contact Information Phone: \_\_\_\_\_ Email: hdgyouthsailing@gmail.com

Back-Up Site Contact Person: Liz Nemeth

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a **Havre de Grace 501 C3**?  Yes \_\_\_\_\_ No

Is the Sponsor Organization a **501 C3**?  Yes \_\_\_\_\_ No

Tax ID # 81-3067000

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**Event Category:**

- |   |                           |                       |
|---|---------------------------|-----------------------|
| <input checked="" type="checkbox"/> Athletic/Recreation | _____ Concert/Performance | _____ Other (explain) |
| _____ Festival  | _____ Carnival            | _____                 |
| _____ Parade  | _____ 5K/10K/Walk *       | _____                 |
| _____ Rally   | _____ Fishing Tournament  | _____                 |

\* a fee may be charged

**Date/Time:**

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>6/19/2021</u>	Begin Time: <u>1 pm</u>	<i>see attached for closed dates</i>
Event Starts	Date: <u>6/21/2021</u>	Time: <u>8am</u>	
Event Ends	Date: <u>8/13/2021</u>	Time: <u>5pm</u>	
Breakdown	Date: <u>8/14/2021</u>	End Time: <u>begin at 1 pm</u>	

Rain Date Date: \_\_\_\_\_ Is timeframe the same? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- |  |   |
|--|---|
| _____ Millard E. Tydings Memorial Park | <input checked="" type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |
| _____ Concord Point Park               | _____ David Craig Park  |
| _____ McLhinney Park                   | _____ K-9 Cody Dog Park   |
| _____ Veteran's Park                   | Other location, please explain: _____<br>Please see attached notes                        |

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

## HdG Youth Sailing 2021 Camp Application Notes:

Attached is our 2019 summary of insurance. In 2020 due to COVID we suspended the On-Water portion of our coverage. Our 2021 policy renewal/request is with the underwriter. The coverages for 2021 are similar to the 2019 policy...except we requested coverage for more boats because our fleet has grown.

### Multi-day event description

HdG Youth Sailing Camp setup begins on 19 June with camp starting on Monday 21 Jun and continues until 13 August, except for the weeks of 28 June -July 9. The week of 28 June we are holding camp on Monday thru Wednesday and the week of 5 July we are holding camp Wednesday thru Friday. Camp starts and ends daily in Hutchins Park and runs from 8 AM to 4 PM daily approximately. We start Monday with a safety orientation and swimming test that all students have to pass in order to be in camp. On Tuesday thru Friday we conduct various sailing related camp events in Hutchins Park with a weekly visit to the docks in front of the HdG Light House. From there we visit the Tydings Park picnic area and the Promenade Grill.

Anticipated Attendance: 160 total

Admission Fee (if any): \$365/camper

**Requested City Services:**

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

**Note: Only those services approved prior to the event will be provided.**

- Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.**

- Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** \_\_\_\_\_
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** \_\_\_\_\_
- Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**
- Water Supply Needed:** please explain: Park water fountain for hydration and water source for cleanup
- Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request:  
\_\_\_\_\_  
\_\_\_\_\_
- Other:** Please explain: Two cleanings daily:  
one at 0800 and then one at 1100 (Sanitize and clean as necessary - COVID protocol)

**Food Service:**

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

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**Security:**

Yes  No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

**Gambling:**

Yes  No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. Staff trained in Red Cross Lifeguarding, First Aid, CPR and AED device use.

Copy of COVID-19 plan is attached.

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It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

### Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park).**
- Exit locations for outdoor events that are fenced.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities: **Phone: 800-257-7777.**
- Other related components of your event not listed above.

### Advertising/Signage:

Approved special events may place “**APPROVED**” signs in “**APPROVED**” locations within the City’s right-of-way 21 days prior to event and must be removed within 48 hours following the event.

### Who may post a sign?

- Only Non-Profit Organizations may post event signs.

### When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

### What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18” x 24”.

### What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

### Approved Locations:

- City Right of Way and City Parks
  - May not be placed in a city flower bed/garden.
  - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
  - Otsego Street
  - Revolution Street
  - Superior Street
  - Union Avenue
  - US Route 40
  - Ohio Street (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

**Walking and Running Events:**

- Per Ordinance 986, walking and running events will be subject to an application fee.  
(Please see below)

Walk/Run Event Fees:

- For Profit Organization \$3,000
- Non-Profit Organization \$1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Sponsor will provide for participant safety (Sponsor to contact local EMS).
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

**Affidavit:**

**Each sponsor shall provide a waiver holding the City and its employees harmless from liability.**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

**I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.**

Print Name of Event Organizer Havre de Grace Youth Sailing Program

Title Rick Wahl, President

Phone \_\_\_\_\_ Email hdgyouthsailing@gmail.com

Signature Richard Wahl

Date 4/23/2021

Event Title: HDG Youth Sailing Program Summer Camp

Received by Tamara Brinkman  
City Official

4-26-2021  
Date

Notification: Internal Use Only:

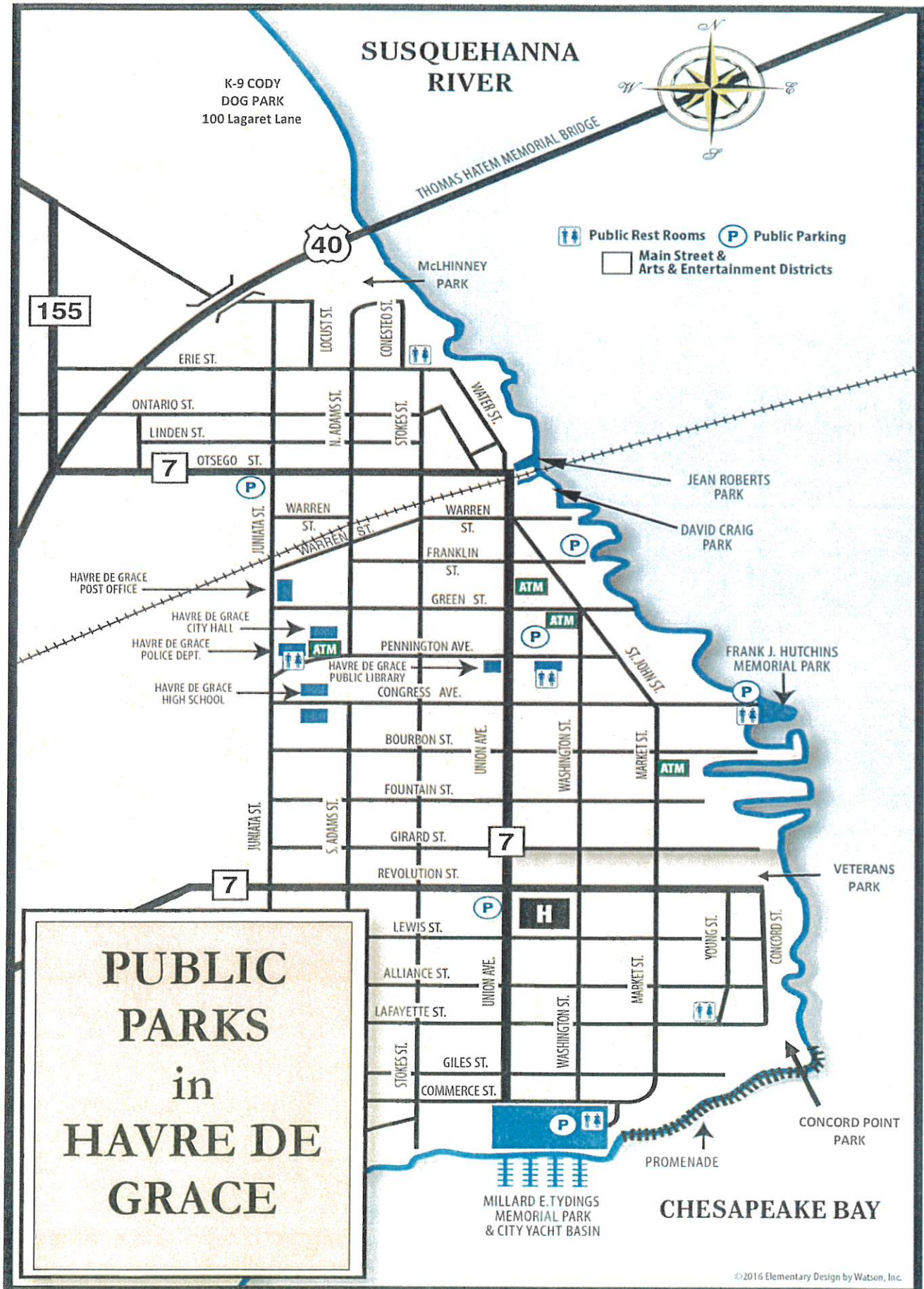
- DPW \_\_\_\_\_
- PD \_\_\_\_\_
- Ambulance Corps \_\_\_\_\_
- SHCO \_\_\_\_\_
- Impacted Museums \_\_\_\_\_



**IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS**

*Please keep a copy of this sheet for your files as you plan and execute your event.*

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration <a href="mailto:patrick@s@havredegracemd.com">patrick@s@havredegracemd.com</a>
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works <a href="mailto:timw@havredegracemd.com">timw@havredegracemd.com</a>
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; <a href="mailto:laurio@havredegracemd.com">laurio@havredegracemd.com</a> <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	<a href="http://www.hclcb.org/alcoholic-beverage-license-applications">http://www.hclcb.org/alcoholic-beverage-license-applications</a>
Harford County Health Department	410-638-3344	<a href="https://harfordcountyhealth.com/">https://harfordcountyhealth.com/</a>
Harford County Sheriff's Office	410-838-6600	<a href="https://harfordsheriff.org/services/gambling/">https://harfordsheriff.org/services/gambling/</a>
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		<a href="https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807">https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807</a>
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





# City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078  
WWW.HAVREDEGRACEMD.COM

410-939-1800

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance  
City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan (if applicable)
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

**Applications must be submitted 45 days prior to the event.**

Sincerely,

***Patrick Sypolt***

Director of Administration  
711 Pennington Avenue  
Havre de Grace, MD 21078  
Questions: 410-939-1800 x1131  
Email: [patrick@havredegracemd.com](mailto:patrick@havredegracemd.com)

**Administrative Assistant**

Tammy Brinkman  
410-939-1800 x1122  
[tamarab@havredegracemd.com](mailto:tamarab@havredegracemd.com)

## **EVENT APPLICATION & CHECKLIST:**

ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

## **EVENT APPLICATION - GUIDELINES**

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

### **To ensure a safe and successful event, the following conditions apply:**

- If you are planning to mark spaces on City property, or roadways **you must use washable paint**. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>  
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **“APPROVED”** special event application may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

Havre de Grace Youth Sailing  
329 Bounding Home Ct.  
Havre de Grace, MD 21078  
HdGYouthSailing.org



8 July 2018

Dear Sir or Madam:

In June of 2016, the Havre de Grace Youth Sailing Program was formed and registered as a 501c3 Non-Profit in the State of Maryland and with the Internal Revenue We are also a Maryland State Tax Exempt organization. Below are our certificate numbers:

The **Federal Identification Number** for the Havre de Grace Youth Sailing Program is:  
**EIN 81-3067000.**

The Comptroller of **Maryland Sales and Use Tax Exemption Certificate** number is:  
**31208301** with an expiration date of: **09/30/2022**

If you have any questions, please feel free to contact us.

Best,

A handwritten signature in black ink that reads "Rick Wahl". The signature is written in a cursive style.

Capt. Rick Wahl  
President

Havre de Grace Youth Sailing

329 Bounding Home Ct.  
Havre de Grace, MD 21078  
HdGYouthSailing.org



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
COLUMBIANA, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 20 2016

HAVRE DE GRACE YOUTH SAILING  
PROGRAM  
329 BOUNDING HOME CT  
HAVRE DE GRACE, MD 21078-2508

Employer Identification Number:  
81-3067000  
DIN:  
26053597003216  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a) (2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
June 15, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Comptroller of Maryland  
Revenue Administration Division  
P.O. Box 2998-SUTEC  
Annapolis, Maryland 21404-2998

The attached card is your organization's new exemption certificate which is valid upon receipt and effective until the expiration date designated on its face. Please read Tax Tip #6 at [www.marylandtax.com](http://www.marylandtax.com) and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 260-7880, toll free 1-800-426-2007, or e-mail at [usuhelp@comp.state.md.us](mailto:usuhelp@comp.state.md.us).

Comptroller of Maryland  
Sales and Use Tax Exemption Certificate

Account Number  
31208301  
Exemption Date  
Indefinite

HAVRE DE GRACE YOUTH SAILING  
PROGRAM INC  
121 ST JOHN STREET  
HAVRE DE GRACE, MD 21078

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

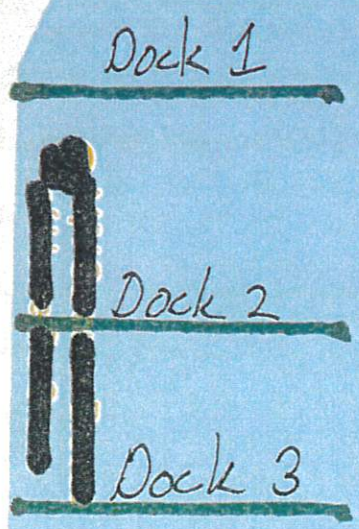
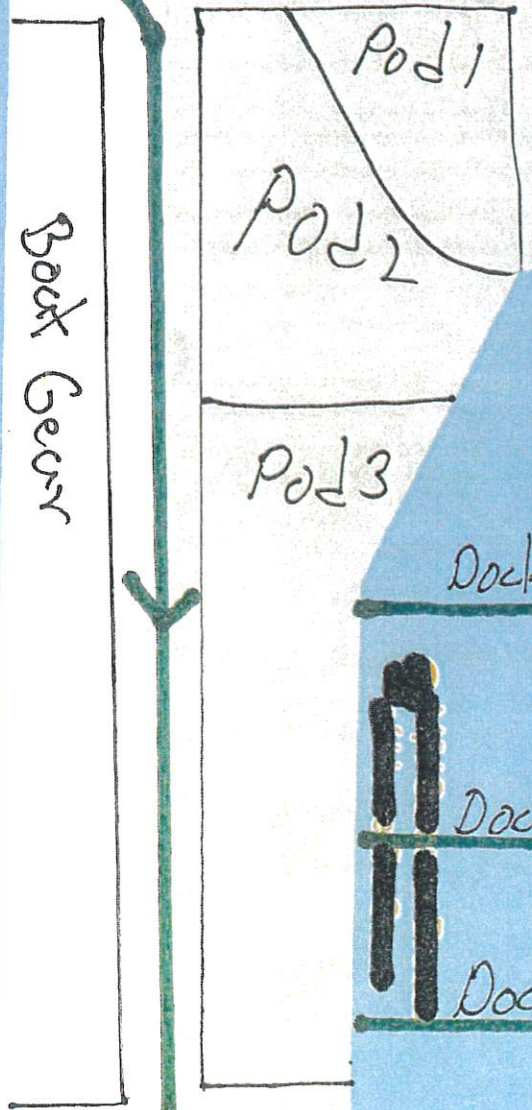
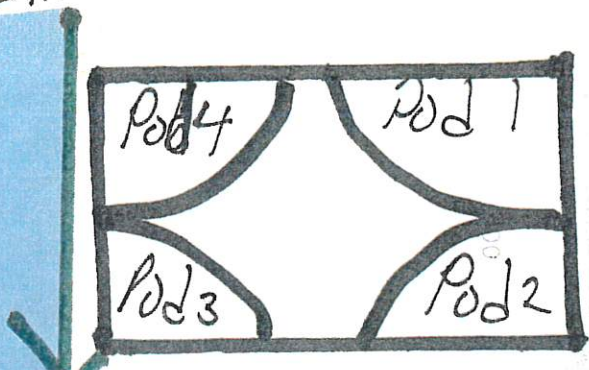
14845 408000-1-REV 2-15

5000 Mailing Storage Fishing Dock Entrance

Boat Storage

211 Congress

Tty gas stations, ATMs



Summer Breeze



# Havre de Grace Youth Sailing

## Health Plan Appendix

### COVID-19 Mitigation Plan & Procedures

The Havre de Grace Youth Sailing Program (HdGYSP) is excited to get kids safely out on the water. Youth day camps are regulated by the state of Maryland. We will follow Maryland's "AMENDED DIRECTIVE AND ORDER REGARDING YOUTH CAMP PROGRAMS Pursuant to Executive Order 20-06-10-01 No. MDH 2020-06-12-02" until superseded or cancelled. For camp alumni, 2021 will look a bit different. For those new to our program, COVID-19 mitigation will combine family with camp obligations to make camp safe.

The following are specifics for our 2021 Program and COVID-19 mitigation:

#### Instruction in Groups

Campers with staff will be grouped into instructional pods of various sizes up to a 12-person maximum size. The campers, staff, and their instructional equipment will remain associated with the same pod for the duration of each weeklong session. Pods follow these guidelines:

1. There will be at least one US Sailing Level 1 certified instructors for each pod and a single US Sailing Level 1 certified instructor will supervise campers according to US Sailing and insurance recommended ratios, between 6:1 and 10:1 as appropriate;
2. Additional staff may support each pod as needed up to the maximum pod size;
3. Social distancing will be maintained within pods and between pods;
4. Masks shall be worn by all while ashore; and
5. Each pod shall maintain separate areas to store gear, lunches/snacks, and waste.

#### Procedures for Drop off/Pickup with Health Screening

Pods have specific drop off and pickup areas and times to maintain social distancing and to facilitate the daily sign in and required medical screening:

1. Families are to remain in their cars during drop off and pickup activities;
2. Families will drive to one of two drop off areas in the parking lot according to pod color;
3. Campers will wear masks upon exiting their car;
4. Campers will meet with their pod lead instructor at their car to answer the medical screening questions, have their temperature taken, and record attendance;
5. Temperatures above 100.4 degrees Fahrenheit will exclude a camper from attending camp;
6. An excluded camper will re-enter their car and immediately leave the camp area;



7. An excluded camper must get a COVID-19 test and provide the results to camp operators to re-enter camp. PLEASE DO NOT BRING A SICK CHILD TO CAMP.

Drop off and pickup areas and times are staggered as follows:

Area 1 – South side of parking lot

Pod Orange: 8:30 – 8:45 Pickup: 3:15 - 3:30

Pod Blue: 8:45 – 9:00 Pickup: 3:15 - 3:30

Area 2 – North side of parking lot

Pod Red: 8:30 – 8:45 Pickup: 3:15 – 3:30

Pod Green: 8:45 – 9:00 Pickup: 3:15 – 3:30

Note: In certain situations, such as bad weather, camp will take emergency shelter in a Tidewater Marina office area accessible at 203 Market Street. Families may be notified to pickup campers at that address.

## Personal Protective Equipment, Down Time, and Sanitary Facilities

Pods will have a designated storage area for all personal gear such as extra clothes, water containers, PFDs, sunscreen, hand sanitizer, and lunches/snacks. Campers will have a “specific rest” spot within their pod area where they will have lunch and relax while remaining socially distanced. Pods will have their own group recreational time using the park grounds and partner areas provided for camp usage.

Face mask will be worn while ashore and on the docks during instructional and down time activities. To provide facemask uniformity, HdGYSP will provide each camper with one tethered 3-layer face mask on the first day of each camp session. Parents may purchase extra masks for convenience or as replacements if/when needed. Campers must wear a camp approved mask.

PFDs will be brought to camp from home each morning and returned home with the camper each evening. It is recommended that campers use their own PFDs. If a camper does use a HdGYSP PFD, it will be treated as family owned for duration of the camp session and sanitized at the end of the session week.

## Usage of Camp Fleet and Instructional Equipment

Campers will sail alone in their own boat during activities afloat. There are special protocols that may enable crewed boats in specific configurations with family approval (e.g., sibling sailors together in a boat, a pod instructor sailing in a boat with a pod camper).

## What to bring to camp each day

- Camper's personal flotation device (PFD) and sailing mask (extra mask if the first one gets wet)
- Two full water bottles (at least 64 oz total per camper per day)
- Lunch/snacks for the day in a backpack cooler
- Small personal hand sanitizer and small personal sunscreen (SPF 50 or better)
- Optional head covering and sunglasses
- Towel/Blanket for "designated spot" and a bag big enough to hold all items

## Response to and Management of Suspected/Confirmed COVID-19

### Staff Exposed to COVID-19 Outside of Camp Activities

Staff and volunteers with laboratory confirmed COVID-19 may not return to camp until they have completed a 14-day quarantine period and are cleared by a health care professional. Staff and volunteers exposed to known COVID-19 infected individuals may not participate in camp activities until they complete a 14-day quarantine period following CDC guidance. Staff and volunteers who develop suspected COVID-19 disease may participate in camp activities only after 2 consecutive negative COVID-19 tests within 10 days of the onset of illness or medical concerns. Vaccinated staff and volunteers will follow the current CDC participation guidance (unknown as of 16 Mar 2021).

### Campers Exposed to COVID-19 Outside of Camp Activities

Campers exposed to COVID-19 or who develop suspected COVID-19 symptoms outside of camp may not participate in camp activities until cleared by a healthcare provider to include 2 negative COVID-19 tests within 10-days of the suspected exposure or onset of illness. Vaccinated families and campers will follow the current CDC guidance (Unknown as of 16 Mar 2021).

**IT IS IMPERATIVE THAT CAMPERS NOT COME TO CAMP IF ILL.**

## Individuals Exposed to COVID-19 as Part of Camp Activities

All campers, staff, and volunteers from a pod where a pod member is determined to have a confirmed or probable case of COVID-19 shall isolate and remain away from camp until completion of a 14-day quarantine following CDC guidelines. All such individuals may not attend camp or participate in camp activities until completing the quarantine, testing, and clearance requirements from each individual's health care provider. The HdGYSP will communicate with the local health department and families concerning all suspected exposures at camp. Based on consultation with the local health department, the current session week and possibly additional session weeks may be closed based on the level of contact and potential exposure. Vaccinated campers, staff, and volunteers will follow the current CDC guidance (Unknown at this time 16 Mar 2021).

If a camper, staff member, or volunteer develops symptoms of COVID-19 during camp, that person shall be isolated in a safe place. The HdGYSP Health Supervisor and the parent/guardian or emergency contact will be notified, and arrangements made for removal from camp with transportation home or to a healthcare facility as appropriate. Vaccinated campers, staff, and volunteers will follow the current CDC guidance (Unknown at this time 16 Mar 2021).

Remember, if your camper shows symptoms of COVID-19, they must stay home from camp.

**IT IS IMPERTIVE THAT CAMPERS NOT COME TO CAMP IF ILL.**

## Camp Fees for COVID-19 Related Lost Days

Camp operators are not responsible for camp days lost due to COVID-19 related disruptions. This includes campers who must stay home because of illness, campers who are excluded from camp following a failed health screening, campers and staff from pods who must isolate from camp because of confirmed COVID-19 occurrence in their pod, and as individuals part of a complete halt to camp activities.

## SPECIAL EVENTS WORK SHEET

<b>Event:</b>	HDG Youth Sailing Program Summer Camp	<b>Tracking ID:</b>	1011190019
<b>Dates:</b>	6/19 through 8/13 (week of 6/28-7/9 - M-W) (week of 7/5 - W-F)		
<b>Time of set up:</b>	8:00 AM		
<b>Take down time:</b>	6:00 PM		
<b>Time of actual event:</b>	8 am - 4 pm		
<b>Location:</b>	Hutchins Park		

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
				0	\$0.00

PD  
Notes

Patrol units on duty will handle.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
1	102	0	\$25.75	102	\$2,626.50

DPW  
Notes

Custodian to clean and restock bathrooms at Hutchins Park. Trash /recycling containers around town emptied per usual morning routine. 51 total days for this event.

	1	102	0	\$25.75	102	\$2,626.50
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Grand Total

\*Note: OT salary is 1.5 times average salary: \*\* Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

REVISION 1/10/2020