In attendance: Bruce DiBisceglie (Recreation Director), Kristel Gallagher (Camp Director), Kye Wiggins (Camp Medical Director), Natalie Greco (Camp Art Director) & Ryan Patton (Camp Director in Training). Meeting held via conference call.

1. **Camp Format**
   1. Decision between On-Site Day Camp, Virtual Day Camp or postponing Day Camp to 2022.
      1. Bruce reported that he met with Mayor Glassner, Business Administrator Bushman, Councilman Andrew, and Councilwoman Martin on January 11.
         1. The decision was made that Mendham Borough will hold an on-site Day Camp in 2021.
            1. CDC guidelines for covid exposure will be adhered to including handwashing, distancing, masks and sharing of equipment.
         2. Bruce polled the Camp Directors, and all agreed to the decision of the Mayor, Administrator and Council.
   2. Kristel reiterated that the primary focus must be on needed for safety: PPEs (masks, sanitizing, etc.), smaller groups and distancing.
   3. Ryan echoed Kristel’s focus and added that written procedures are needed for safety: PPEs (masks, sanitizing, etc.), smaller groups and distancing.
   4. Natalie offered her perspective as an experienced Art Director.
      1. Making the youngest campers (those without pre-school experiences) may be difficult to train.
      2. Sharing of supplies should not be an option in Arts & Crafts (possible use a BYO system)
      3. Arts & Crafts should be moved from the cement apron of the Carriage House to the grassy area behind the Carriage House as distancing can better be enforced and for open-air benefits.
      4. Arts & Crafts would benefit from offering A&C sessions to K-3rd as 4th-6th grade campers did not share the same interest in A&C as the younger groups.
   5. Kyle stated that while it would double the Director’s workload, two plans should be developed, a plan for the most conservative observers of CDC guidelines and a plan for those who observe relaxed views on guidelines.
      1. Kyle also shared his knowledge as an EMT that most pediatricians are less concern with our camp’s population as contracting covid.
         1. Kristel stated that there is still a concern that the campers and staff could be carriers of the virus to older members of their home/families.
         2. Kyle suggested that the Camp require campers and staff to wear masks at all times, wash hands at regular intervals and not have a common source of food and water.
            1. The Camp may have to purchase PPEs for staff and distribute safely.
         3. Kyle recommended small individual water bottles for hydration which would be collected and recycled.
         4. Kyle recommended having a procedure for pre-camp screening.
            1. Bruce added that a quarantine area needs to be established for children that display symptoms during the camp day and recommending parent pick-up to avoid transmission. His school does this very successfully and has had no cases of covid at his school.
   6. All recognized that expenses may decrease in some areas, but will increase in others.
      1. Bruce asked all to think openly and outside of the box; to focus on what the Camp needs as opposed to doing what the Camp did in the past just for the sake of repetition.
2. **Activities**
   1. Ryan began the discussion about the type of Camp activities.
      1. He suggests that shared play equipment not be offered, and that alternative can be developed.
         1. Bruce suggested ‘Simon says’, soccer (handless) and gaga pit with only two-at-a-time players wearing disposable gloves and the ball being sanitized between every use.
         2. Natalie said that some ‘circle games’ can still be played while distance is maintained.
         3. Kristel said that we would have to eliminate some vendor-provided events, but offset that with contracted performance-based shows.
3. **Interview process** 
   1. All agreed that in-person interviews would carry a high risk of transmission.
      1. Zoom interviews would be a suitable replacement (as is done currently in the business world)
      2. Health question(s) should be added to probe for a candidates covid responsibility potential.
      3. Kristel requested to be involved would as to know the possible candidates as well as refresh her mind on the hiring process.
4. **Registration**
   1. Bruce shared that he has been meeting with Cit-E-Net to establish an online registration process to be made available on the Mendham Borough website.
   2. The consensus in attendance agreed that the online process should be in four sequential parts per camper, each on its own webpage:
      1. Page One would greet the registrant with a consent-type interactive questionnaire that requests acknowledgement of a checklist of health screening needs, and an agreement to new procedures.
         1. The thought process here is that the registrant will need to sign off to adherence on some parts and sign off on understanding the new procedures on remaining parts of the webpage.
            1. The goal here is to prevent registrant from claims that they were not made aware of policy.
      2. Page Two would contain the main contact information and weeks requested information.
         1. This would include:
            1. Camper name, gender, age, and address
            2. Emergency contact information
            3. Release/Pick Up permissions
            4. Weeks of camps selected (this area would calculate the price of registration)
            5. T-Shirt orders
            6. Photography Permissions
      3. Page Three would contain the typical Medical/Health History instructions
         1. Kyle has asked to update the existing form. Bruce agreed and asked that Kyle have the updated version sent to him by the end of January.
      4. Page Four would be the payment process page.
         1. Brian Borri (Cit-E-Net) told Bruce that Recreation can work with their CFO and bank to set up ACH and Credit Card payments.
      5. Brian Borri has trained Bruce how to extract data from these pages into a downloaded excel form.
5. **Start date of Camp**
   1. Historically, Camp always begins on the last Monday of June annually.
      1. Kristel recommended starting the Monday following the last day on the Mendham Borough Elementary School Academic Calendar.
         1. This was suggested for safety reasons, such as leaving minimal time between the last day of school and e start of camp to lessen travel plans and possible spread of COVID
         2. The current last day for classes per this calendar is Wednesday, June 16th (pending snow days).
         3. High School Graduation is scheduled for Thursday, June 10th.
         4. Kristel’s recommendation would translate to a Camp start date of Monday, June 21st.
         5. This would leave a Camp close date of July 30th
6. **Training**
   1. The group initially focused on the physical logistics of training.
      * 1. Based on current and expected CDC guidelines, training a full staff at the Garabrant Center at or near the Garabrant’s maximum capacity was not optimal. More realistic options included:
           1. Split the group into two: rookies and veterans.

An over-crowding problem can still exist.

* + - * 1. Use Borough Park

This introduces weather as a new potential problem

* + - * 1. Use on-line interactive video training that would be scored

Minimal risk

Reduces the need for trainees to physically come to training

This would provide qualitive data, if video such as [EdPuzzle](https://edpuzzle.com/) was used

Would open the possibility for training for those who could not attend on the assigned date.

Would allow to be refined and reused during Camp for training reinforcement and for future years.

1. **New Ideas:**
   1. Kristel suggested that the Camp could use a google form that would (based on the responses) result in either an all clear pop up with the date or a no access pop up with the date that can be screened by staff during arrival.
   2. Carriage House usage for the Camp will be restricted to Director access only.
   3. Water fountains should be turned off or sanitized after every use.
   4. Bathrooms are sufficient but must be sanitized by staff after each use.
   5. Shared waterslides are not recommended due to rapid contact in immediate succession and shared water.
      1. The Fire Department’s “Spray Days” at camp should be maximized as there is no shared equipment, constant source of new water, and easy maintenance of social distancing of campers during the activity.
   6. The pool at Jeff Carter’s racquet club is no longer available. This simplifies the Friday activity schedule and brings more control at Borough Park as opposed to splitting Senior staff as we did in the past on pool days.
   7. Bruce recommended creating an ad-hoc Director position with a small specialized staff for sanitizing and Safety.
      1. This group would not have campers assigned to it.
      2. The group would be responsible for cleaning and sanitizing Camp equipment.
      3. The group would administer the daily screening of arrivals (temperature taking, checking for symptoms, etc.)
      4. The Director of Safety would be a Level III position and report directly to the Medical Director, Kyle Wiggins (Level II). Fortunately for the Day Camp Kyle, in addition to his EMT expertise, also owns a corporation facility cleaning company and would be knowledgeable of best practices for cleaning.
   8. The Directors were unanimous in their thinking that there should be no providing of daily snacks.
      1. Being a 3½ hour camp, Mendham Day Camp is not required to provide snacks (this was a value-added feature in past Mendham Borough Day Camps.
      2. BYO snacks would be allowed and encouraged.
   9. The Day Camp should mirror the Mendham Elementary School processes, as much as possible.
      * 1. Parents are already familiar with these processes and would limit the need for much re-education of policy.
   10. Kyle recommended looking at Randolph’s Tamarack Day Camp for health and screening best practices.
       1. Bruce will contact Tamarack Day Camp.
2. **Questions:** 
   1. The Directors closed the meeting by opening the floor to any other questions/concerns/suggestions.
      1. Kristel introduced a discussion about the size of individual groups.
         1. Bruce said that each group still needs a minimum of two counselors per group.
         2. The consensus was that the groups be subdivided.
            1. A suggested division:

|  |  |  |
| --- | --- | --- |
| Campers | Counselors | # Groups |
| <6 | 0 | 0 |
| 6-12 | 2 | 1 |
| 13-18 | 4 | 2 |
| 19-24 | 6 | 3 |

* 1. Kyle asked what Bruce estimated for number of campers based on the covid state of 2020.
     1. Bruce noted that the situation is different in 2021 (more knowledge, vaccines, etc.), but in 2020 there were very few registrations and the ratio of complaints to those that understood was very low.
  2. Rain dates:
     1. The consensus was that the Camp could not open on rain dates as it did in the past.
        1. In the past, staff and campers were indoors and in very close quarters.
        2. Also, equipment had to be shared on rain dates.
        3. The recommendation is not to open on rain dates as the staff will be overwhelmed.
           1. A system would need to be in place to notify parents that the camp would not open on days where conditions were dangerous.

It was suggested that the Camp decision to close due to hazardous weather would have to be made by Bruce & Kristel by 5am and be communicated to all via Remind at that time.

* + - * 1. A possibility is to remain open if the weather is simply rain, but close if thunder/lightning is in the forecast at all.
      1. Whatever the policy decision, this would have to be included on Page One of the online registration process.
         1. This would cut down on complaints about decisions because families would have to accept these conditions during registration.
         2. This policy would have to be very clear and completely transparent. This way families can have expectations if they are using the same resources as the Camp decision-makers.
  1. Sandy Park
     1. Could still use it,
        1. Kyle recommended that all sand toys be moved into storage for the duration.
        2. Bruce recommended that the Group Counselors and Safety Team sanitize throughout the day.
           1. Clean apparatus with disinfectant spray
           2. Use hand sanitizer gel for campers using the apparatus before entering the park and when leaving.

***Next Meeting: tentatively 4:00 pm, Friday, February 5thth, 2021 via teleconference***