



**Outreach and Community Programming Division**  
**Summer Camp Scholarship Program**

**CONTINUITY OF OPERATION PLAN**

In light of any pandemic or emergency situation, the Youth Services Department (YSD) shall make the appropriate adjustments to accommodate the needs of the summer camps and families served, while adhering to approved guidance from County Administration.

To maintain program integrity, camps must ensure daily camper attendance through sign-in sheets that will be provided with the submitted payment invoice. To receive reimbursement, camper(s) **MUST** attend camp as identified in the PPM. Vacation and sick would remain the same as it has been each year. Advanced notice is still required for vacation and a sick note is still required for sick.

**Safety Plan:**

Camps must adhere to the most current guidance from County Emergency, Health Department or CDC orders in place. All camps will ensure that staff and campers are practicing appropriate safety measures. All camps must ensure adequate supplies are available at all times including soap, toilet paper, hand sanitizer, and cleaning and disinfecting agents, as well as appropriate protective supplies. Camp may be required to provide a copy of their safety plan to YSD as part of the monitoring process.