



June 4, 2020

Dear Coast Guard Parents,

We hope this email finds your family safe and well as we all continue to circumnavigate this global pandemic. Given the evolving news with community re-opening efforts across the nation, we want to update you on Coast Guard Child Development Services (CDS) way forward for at this time. Enclosed in this message are the next steps the Summer Kid's Camp will implement as we transition from closed or partially open facilities to a "modified" normal operation contingency operation level 1.

#### CDC Contingency Operating Levels (COL 1-4)

In conjunction with GC COMDTINST M1754.15A, CG ALCOAST, CG return to the Workplace Guide and Center for Disease Control guidance CDS has developed "Contingency Operating Levels (COL 1-4)" to ensure we are opening our centers in a safe, controllable and progressive manner to maximize the health, safety and welfare of your children and our professionals. Each level is aligned to an appropriate service care level and will vary by state and county conditions. Our program is required to follow local Command directives and guidance to meet the demand for care while protecting the health and safety of the workforce and children.

#### Self-Care at Home

In accordance with the Centers for Disease Control's recommended guidance, physical distancing measures are still recommended to the extent possible. During the initial phased stages of the CDC's re-opening efforts, we are aiming to address expanding essential childcare requirements. If you still do not have a **requirement** to use Coast Guard childcare, self-care at home is a necessity. These reduced attendance efforts will not only assist our programs with implementing physical distancing to the extent practical in our environments, it will also assist us with ensuring our staffing can support the initial demand for care. If you continue to self-care at home, all parent fees will be waived; and your childcare space will continue to be saved until such time that we return to a steady state. At this time, we will provide you with a two (2) week notice to return to the program in order to maintain your child's enrollment.

#### Mission Essential Childcare Declaration Form/Priorities for Care

If you do require childcare because you cannot self-care for your own child/ren due to return to duty requirements, and if not previously declared, you are required to self-certify that childcare is needed. A Mission Essential Childcare Declaration Form (enclosure 2), endorsed by the Command, that self-caring at home is not an option will be required before

care can begin. We are requesting this form is submitted to us as soon as possible so we can begin our planning and scheduling of staff.

In the event that we are not able to meet every Mission Essential Childcare Declaration request, Coast Guard Child Development programs are required to overlay a supplemental priority for care during this initial phased stage of our re-opening efforts. The priorities are as follows:

- CDC Professionals
- Medical Professionals
- Single Active Duty
- Command Directed (input sub prioritization here)

Once we have received your Mission Essential Childcare Declaration form and have assessed our staffing resources, we will contact you regarding your start date as available. When possible, we will provide a two (2) weeks' notice so you too are able to plan.

### Continued Health Practices

Our re-opening efforts will include the continuance of enhanced health practices. We will continue to:

- Conduct health screenings for each staff member, child, parent, and visitor who enters and re-enters our facilities daily, until further notice;
- Require staff, parents, children and visitors to wear face coverings; and
- Remain vigilant and proactive in our procedures and practices for maintaining safe and healthy environments for your child.

As a community, we will all follow the common-sense procedures typically required in our programs: frequently washing your hands with soap and water and/or using hand sanitizer, including as you are entering and exit the facility; coughing or sneezing into your elbow; keeping your hands away from your face; keeping your children home if they are sick and picking up child in timely manner if become sick.

### Positive COVID-19 Test

Should a suspected or positive COVID-19 test arise, our program is required to implement the appropriate CDS Contingency Level with direction from local Commanding Officer, Senior Medical Executive and State Health Department. We will implement all necessary safeguards and take recommended actions as deemed necessary in order to mitigate and minimize the spread of the virus. We will notify you immediately of the required actions, including program closure.

We recognize the challenges and concerns many families are facing during this time of uncertainty. We will do our best to meet the demand for care within our capacity and staffing levels and do appreciate your understanding as we work together to reopen our programs in a safe manner.

Thank you for your continued support. If you have any further questions regarding the Coast Guard Summer Kid's Camp re-opening and center specific guidance (enclosure 1), please contact the program at 707-217-2429.

Mark Marchione, LCDR USCG (ret.), MBA  
MWR Director

## Enclosure 1:

### Youth Services

#### Phase 0 (current state)

- Closed

#### Phase I

- Access:
  - Reopen on Monday, 01Jun20. Staff according to demand. Depending on demand, may have to open two groups of no more than 8 kids each. This could restrict our ability to provide this services, especially if base facilities remain closed (i.e. pool, gym, theater, bowling alley, play grounds).
- Hours:
  - Camp will run from 0700-1630
- Health Protection Measures:
  - Staff and campers to wear face coverings, staff/campers will follow social distancing protocols, each group of 8 children will remain separate throughout the duration of the camp days, and staff will continue to sanitize surfaces and objects constantly.
- Open Services
  - Kid's Camp will be open
- Closed/Suspended Services
  - Some afternoon locations will remain closed
- Key Decision Factors to implement Phase
  - Additional staffing, children care needs, and supplies

#### Phase II

- Access:
  - As facilities open on base, expand functions conducted with children while continuing to wear face coverings and maintaining social distancing to the extent possible with children.
  - Camper limits will raise based on CDC guidelines
- Hours:
  - Camp will run from 0700-1630
- Health Protection Measures:
  - Staff and campers to wear face coverings, staff/campers will follow social distancing protocols, each group of 16 children will remain separate throughout the duration of the camp days, and staff will continue to sanitize surfaces and objects constantly.
- Open Services
  - Kid's Camp will be open
- Closed/Suspended Services
  - Some MWR facilities may remain closed to Kid's Camp
- Key Decision Factors to implement Phase
  - Additional staffing, children care needs, and supplies

#### Phase III (the "new" normal)

- Access:
  - The camp will be open to all eligible patrons. Camp will utilize all facilities on base while continuing to wear face coverings and maintaining social distancing to the extent possible with children.
  - Hours: Camp will run from 0700-1630

- Health Protection Measures:
  - Staff and campers to wear face coverings, staff/campers will follow social distancing protocols, 40 children will be admitted to camp remain separate throughout the duration of the camp days, and staff will continue to sanitize surfaces and objects constantly.
- Open Services
  - Kid's Camp will be open
- Closed/Suspended Services
  - None
- Key Decision Factors to implement Phase
  - Additional staffing, children care needs, and supplies



**Enclosure 2:**

**Coast Guard Summer Kid’s Camp  
COVID-19 National Emergency  
MISSION ESSENTIAL CHILDCARE DECLARATION**

In the midst of the Coronavirus Disease 2019 (COVID-19) national emergency, Coast Guard Summer Kid’s Camp are implementing “modified” normal operation contingency operation level 1 to ensure centers are opening operations in a safe, controllable and progressive manner while protecting the health, safety, and welfare of our families, their children, and our professionals.

In accordance with the CG return to the Workplace Guide and Centers for Disease Control’s recommended guidance, physical distancing measures are still recommended to the extent possible. During the initial stages of the Summer Kid’s Camp’s re-opening efforts, we are aiming to address expanding essential childcare requirements. If you still do not have a **requirement** to use Coast Guard childcare, self-care at home is a necessity. These reduced attendance efforts will not only assist our programs with implementing physical distancing to the extent practical in our environments, it will also assist us with ensuring our staffing can support the initial demand for care. If you continue to self-care at home, we ask you do not sign your child/ren up for the Summer Kid’s Camp.

If you do require childcare at the Summer Kid’s Camp because you cannot self-care for own your child/ren due to return to duty requirements, and if not previously declared, you are required to self-certify that childcare is needed. A Mission Essential Childcare Declaration Form, endorsed by the Command, that self-caring at home is not an option will be required before care can begin. We are requesting this form is submitted to us as soon as possible so we can begin our planning and scheduling of staff.

All enrolled families who require childcare shall complete the below and return to the Youth Services Director or email the form to [Jamie.M.Smith@uscg.mil](mailto:Jamie.M.Smith@uscg.mil) before **care can be provided**. Once received, the program will contact you.

SPONSOR INFORMATION	
SPONSOR NAME: (Last Name, First Name)	COMMAND NAME:
ENROLLED CHILD/REN NAME/S: (Last Name, First Name, age, Full Time or Part Time and Days Required Monday-Friday, Time and Date Care is Needed) Example: Smith, Jane, 9 months Full Time – Tues-Fri 7am -3:30 15 June 2020	
1. 2. 3.	
Mission Essential Childcare Declaration Form/Priorities for Care: Check the box applies	
<input type="checkbox"/> CDC Professional <input type="checkbox"/> Medical Professional <input type="checkbox"/> Single Active Duty <input type="checkbox"/> Command Directed (input list ) ○ _____ ○ _____	

I certify that I have a childcare requirement during the Coast Guard childcare program operating hours. All members of my household are unable to self-care for my child(ren) during the COVID-19 national emergency:

**SPONSOR SIGNATURE:**

**SPONSOR COMMAND ENDORSEMENT**

I concur with the Sponsor's self-assessment and this childcare requirement is mission essential:

**COMMAND REPRESENTATIVE NAME**

**COMMAND REPRESENTATIVE SIGNATURE**

*Authorized Command Representative = Department Head level signature must be on the form, no exceptions!*

*\*\*Commanding Officer approval is required for all new/temporary enrolled families. VER 1 (5/27/20)*