

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2020 RESOLUTION NO. -2020

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:


Deputy City Solicitor

7-6-20
Date

Requested by Department/Bureau: City Council

Department/Bureau Contact Person: S. Daniels

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

Received by: _____

Date: _____

RESOLUTION NO. ____ - 2020

Moved by: _____

A Resolution authorizing the City of Harrisburg to negotiate, enter into, and establish a pilot grant program with the Harrisburg Area YMCA (YMCA Camp Curtin) to provide education, training, and summer employment for youth within the City.

WHEREAS, the City of Harrisburg has historically funded the Environmental Teen Corp, a program that is run through the Harrisburg Housing Authority (HHA); and

WHEREAS, as a result of the COVID-19 pandemic the HHA is not running the Environmental Teen Corp during the summer of 2020; and

WHEREAS, the Harrisburg Area YMCA (YMCA Camp Curtin) (hereafter "YMCA Camp Curtin"), in conjunction with the Environmental Advisory Council, has developed an Environmental Teen Corp program; and

WHEREAS, the YMCA Camp Curtin has developed a program summary, which is attached hereto as "Exhibit A"; and

WHEREAS, the YMCA Camp Curtin has established the "Camp Curtin YMCA COVID-19 Programming Protocols," which is attached hereto as "Exhibit B" to provide for the safety of participants and staff during the COVID-19 pandemic; and

WHEREAS, the cost of fully funding the YMCA Camp Curtin Environmental Teen Corp is ninety-six thousand eight hundred and ninety-six dollars (\$96,896.00), and the City's contribution to the program shall not exceed that amount; and

WHEREAS, a grant agreement shall be required for the release and use of these funds, a necessary condition of which, among other conditions, shall be that the YMCA Camp Curtin shall indemnify the City and shall further add the City as an additional insured on all applicable insurance policies; and

WHEREAS, the YMCA Camp Curtin shall retain sufficient records demonstrating how any money received from the City is spent to allow an audit of the program; and

WHEREAS, the program is proposed to run from July 20, 2020 through August 14, 2020.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that the City of Harrisburg is authorized to

negotiate, enter into, and establish a pilot grant program with the Camp Curtin YMCA to provide education, training, and summer employment for youth within the City.

BE IT FURTHER RESOLVED that the Mayor, City Controller, and other appropriate City officials are authorized and directed to take all steps necessary to further effectuate the purpose of this Resolution.

I second this resolution _____

EXHIBIT A

Dear Council President Williams and City Council Members,

As you are all aware, the Environmental Teen Corp, run via the Harrisburg Housing Authority (HHA), was cancelled for the summer of 2020 due to the COVID-19 pandemic. When the HHA made that decision, Dauphin County was square in the “red” phase with no indication of when we would progress to the “yellow” and “green” phases of reopening. Additionally, HHA currently has a policy in place that does not allow for in-person meetings during the pandemic, which includes hosting this year’s Environmental Teen Corp.

However, Dauphin County is now in the “green” phase and in-person instruction for students is permitted, following proper CDC and state guidelines. The Environmental Teen Corp program is a crucial annual program that provides leadership skills, environmental stewardship, community building, job skills training, and stipends to our city youth. The Environmental Advisory Council sees an opportunity to carry out those program goals this summer as well – albeit on a smaller and safer scale.

We know that even as our economies and governments reopen, the City of Harrisburg itself will host the annual food truck festival and fireworks this holiday weekend and reopen government buildings to the public on Monday July 6th, that the threat of COVID-19 remains. As states, Pennsylvania included, see a rise in new infections, we are also seeing new patterns. This second rise in cases is happening in our youth. Now is the time to educate our youth about how to keep themselves, their families, and their communities safe. Doing nothing is not a viable option.

It is for that reason that the Environmental Advisory Council is recommending that a budget reallocation be approved to use the 2020 Environmental Teen Corp funds to cover the costs necessary to run a smaller Environmental Teen Corp through the YMCA Camp Curtin. Through community meetings we have developed the following program that will be delivered by the YMCA Camp Curtin. They were chosen as our summer 2020 partners for the Environmental Teen Corp because they are running in-person programs and therefore have COVID-19 operating procedures and infrastructure in place, staff trained in COVID-19 mitigation procedure, and all child abuse clearances in place. They also have the ability to cover the associated liability. Documents covering their COVID-19 operating procedures and liability waivers are attached to this document. Additionally, we are partnering with Clean for a Dream to provide ISSA certification to participants before they begin the in-person portion of the program, further ensuring our youth will have the knowledge to safely participate.

The following outlines the proposed program:

Dates: July 20, 2020 – August 14, 2020 Monday -Friday

Meeting Location: Remote/YMCA Camp Curtin, 2135 N 6th Street, 17110

Duration: 4 Weeks

Week 1: 8 hours/day;

Weeks 2-4: 3 hours/day

Number of Participants: 24

Age of Participants: 16-18

Participant Pool: Participants will initially be selected from interested past ETC participants. Remaining open slots will be filled by current YMCA program participants. All participants MUST be residents of the City of Harrisburg.

Staffing and Operations: All staffing and operations will be provided by the YMCA Camp Curtin to ensure proper clearances and training are in place.

Program Goals:

1. Educate our youth about property safety and sanitation during the COVID-19 pandemic,
2. Have the youth be the ones to, in-turn, educate their families and communities,
3. Provide job skill training that can translate into a career opportunity,
4. Help to make our outdoor spaces cleaner and safer.

Program Plan:

We propose to accomplish the above goals through a 4-week long program.

Week 1: This first week will be completed remotely at each participant's house. It will consist of the ISSA Advanced Training and GBAC certification courses. The ISSA certification is a professional level certificate that will provide each participant with the proper credentials to be hired by a cleaning firm or to start their own business. The GBAC certification course covers how to safely and effectively clean areas impacted by infectious pathogens, including SARS-COV-2, the virus that causes COVID-19. By completing this course prior to attending the in-person version, we can have confidence that the participants will have the proper knowledge to safely interact and carry out each activity. This week addresses Program Goals 1 and 3.

Weeks 2-4: These will be the in-person sessions. The 24 participants will be assigned to a group of 8. They will remain with the same group for the remainder of the program and none of the groups will directly interact, keeping group sizes to 10 (including program counselors) and allowing for proper social distancing. There are 3, 1-week long activities that each group will participate in before switching to the next activity. The activities are as follows:

Activity 1: Produce short TikTok and YouTube videos creatively informing peers how to properly social distance, how to use PPE, when to use PPE, and how to use outdoor public spaces safely. The videos they produce can be shared with the community via social media. All videos will be checked/approved by counselors prior to posting. This activity will address Program Goals 1, 2, and 4.

Activity 2: Work with a shop instructor to make portable hand-washing stations. The hand washing stations will then be given to the City of Harrisburg for use in city parks and public spaces. During this activity, participants will learn how to follow build plans and use power tools. This activity will address Program Goals 1, 3, and 4.

Activity 3: This activity will put to use the knowledge they learned during the week 1 certification training. They will work with their group to clean a few public parks in the city. We will discuss with Mr. David Baker which parks to target, but the preference for logistical reasons would be to focus on the parks and playgrounds in close proximity to the YMCA Camp Curtin. This activity will address Program Goals 1 through 4.

Participants will be assigned to a group and activity at the start of week 2. At the conclusion of each week, the group will rotate to the next activity in the following sequence:

Activity 1 – Activity 2 – Activity 3



The in-person portion of the activities will run for 3-hours per day to limit interactions. The start times for each activity will be staggered, to allow for each student to be evaluated for COVID-19 symptoms and exposure prior to entry into the classroom/group.

At the conclusion of the 4-week program, the students will receive a stipend of \$1,500.00 in a small completion recognition ceremony as permitted and following safety and social distancing guidelines – similar to HCSD graduations.

Program Provisions:

Access to technology: As the first week requires participation in an online certification program, we did not want access to be a hindrance to participation. Therefore, we have budgeted for the purchase of Chromebook to be provided to each participant. The participants will be allowed to keep the Chromebook after the successful completion of the program.

In the event of certification failure: If a participant does not pass the certification on the first attempt, they will be assigned to start in either Activity 1 or Activity 2 and permitted to retake the exam. The cost of the second certification exam will be deducted from their stipend. If the participant fails the second attempt, they will be permitted to take the exam for a third and final time (per ISSA guidelines). Once again, the cost of the certification exam will be deducted from their stipend and their group will have to move on to either Activity 1 or 2, depending on where they were initially assigned. If the participant fails the exam a third time, they will not be permitted to continue on to the 4th and final week of the program and their stipend will be prorated. Our intention is to make the experience as positive as possible and to provide support. However, due to safety concerns, participants cannot be permitted to engage in park cleaning without the proper training.

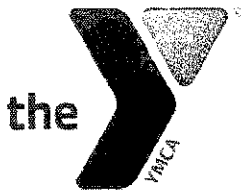
YMCA Membership: To provide for additional educational opportunities and support, each participant will also be provided a 12-month membership to the YMCA Camp Curtin.

Program Budget:

Item Description	Quoted Price	Total Cost
Participant Stipends	\$1500/participant	\$36,000.00
Program Coordinator	\$3000/coordinator	\$3,000.00
Program Mentors	\$2000/mentor	\$12,000.00
Sanitation training and certification*	\$795/participant	\$19,080.00
YMCA 12-month membership fee	\$65/participant	\$1,560.00
Chromebooks for participants	\$219.00/participant	\$5,256.00
Classroom space use cleaned to CDC protocols for in-person instruction	\$300/day	\$4,500.00
Shop/tool use and instruction (cleaned to CDC protocols for in-person instruction)	\$700/day	\$10,500
Hand washing station supplies		\$3,000.00
PPE and cleaning supplies		\$2,000.00
		\$96,896.00

*inclusive of cost for Mr. Bragg's child abuse clearances.

EXHIBIT B



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Camp Curtin YMCA COVID-19 Programming Protocols

Check-in Process

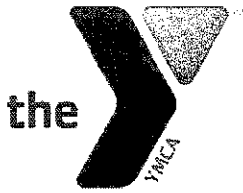
- **Parents & Caretakers:** Parents and caretakers should, when safe to do so, wear a mask for drop off and pick-up. We highly encourage that the same parent or caretaker conduct pick-up and drop-off each day.
- **Drop-Off:** Parents and Caretakers will pull into one of the drive-up stations signs will be placed in front of the building. When you pull up to one, the parent stays in the car and rolls the window down while the child gets out and approaches the table in the vestibule. Only one child will be permitted in the vestibule at a time.
- **Temperature Check:** Upon arrival everyone's temperature will be taken using temple touch digital thermometers. Thermometers are disinfected between each usage. Children with a temperature above 100.4 degrees will not be permitted back to the building for any program for 14 days, unless documentation of a negative test result since the recorded temperature can be provided and 72 hours has passed.
- **Signs of Illness:** Our staff will also make a visual inspection of the participant for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or fatigue.
- **Carpooling:** Anyone who is in the same drop-off vehicle with someone who fails these screenings will also be denied entry in to programming that day.
- **Admittance:** Once temperature clears and the questions are answered to the appropriate standards, the participant will be cleared for programming. **Parents may not leave until their child has been cleared for programming.** Before entering the programming area, each participant will need to use the sanitizer station.

Check-out Process

- **Check-Out:** Participants are dismissed through the front door. Parents/Caregivers must call to make their arrival known to Camp Curtin YMCA Staff. Camp Curtin YMCA Staff will escort their child out. Parents/Caregivers are encouraged to stay in their cars.

Sanitation & Cleaning Procedures

- **Frequently Touched Surfaces:** Frequently touched surfaces including doorknobs, countertops, handles, toilets, faucets, etc. will be cleaned and disinfected by our staff every 2-3 hours using Clorox Total 360 System, and then again when programming wraps up for the day. Unnecessary furniture and equipment have been removed so that there are fewer surfaces in the facility.
- **Cleaning Stations:** Each area of the building will have a designated cleaning station with EPA certified cleaning solutions for increased cleanup throughout the day.
- **Hand Washing & Sanitizing:** Promoting frequent hand washing for participants and staff. Hand sanitizer stations are placed throughout the building for in between handwashing.



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On-Going Monitoring

- **When to Stay Home:** We encourage anyone who is sick, or coming from a household where someone is sick, to stay home.
- **New Developments:** Our team will regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.

Symptomatic & Confirmed Cases

If a participant or Camp Curtin YMCA employee tests positive for COVID-19:

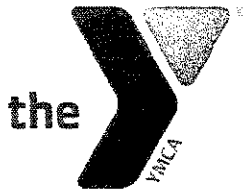
- **Positive Cases:** Any positive case of Covid-19 should be reported to the Executive Director immediately. CCY staff will notify parents of all participants based on level of exposure. Any participant and staff member involved in that same group would not be able to return to the facility for 14 days. Cleaning protocols will be initiated for any areas in which the individual who tested positive.
- **Return to Facility:** The participant who tested positive will not be permitted back into the facility until they test negatively for COVID.
- **Positive Case in Household:** If a person living with a participant tests positive they must stay home and isolate as recommended by the CDC.
- **Symptomatic Individuals:** Participants will be sent home if showing symptoms and will not be allowed to return to the facility for 14 days, unless documentation of a negative test result can be provided and 72 hours has passed. Parents of participants who were exposed to symptomatic individuals will be notified.

Masks/Face Coverings

- **CCY Staff:** All staff will wear cloth face coverings.
- **Participants:** Children and youth will not be required to wear cloth face coverings, although face coverings are still recommended by the CDC, especially for older youth, when feasible, particularly in indoor or crowded locations. Masks are provided upon request for youth of any age.

Shared Objects

- We discourage sharing of items that are difficult to clean, sanitize, or disinfect.
- We will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single participant), or limit use of supplies and equipment to one group at a time and clean and disinfect between use.
- Where appropriate, participants will be assigned individual learning spaces that will be disinfected daily.



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Lunches & Snacks

- **Food:** We will provide pre-packaged boxes or bags for each participant to avoid sharing of foods and disposable utensils.
- **Meal Seating:** Meals will be eaten in program areas where participants are located.
- **Water Bottles:** No communal water containers will be available. Participants may bring their own refillable water container and we will provide bottled water for refills.
- **Additional Options:** Additional limited snack and beverage options will available for purchase.

Group Sizes & Ratios

- If possible, groups will include the same group members each day, and the same staff providers will remain with the same group every day.
- Limit mixing between groups when possible.
- Maintain an adequate ration of staff to children to ensure safety.

Field Trips

- **Field Trips:** We will avoid activities and events such as field trips and special performances, where necessary.
- **Transport Vehicles:** Participants will be spaced as far as possible. Vehicles will be cleaned between each group.

Building Security

- Everyone, including vendors and staff are required to show proof of temperature for entry.
- The building will be locked at all times.

Exclusionary Criteria

- **Temperature:** Participants who register a temperature above 100.4 degrees will not be permitted into the facility for 14 days, unless documentation of a negative test result since the recorded temperature can be provided and 72 hours has passed.
- **Series of Questions:** These are the questions that will be asked to determine the participant's state of wellness:
 - In the five days, have you experienced any of the following: fever, shortness of breath, cough, chills, etc.?
 - Are you caring for, or is someone in your household ill?
 - In the past two weeks, have you had contact with someone who tested positive for COVID?
 - In the past two weeks, have you lived in or visited a place where there was a known COVID case?

NO REFUNDS WILL BE ISSUED FOR TIME SPENT AWAY FROM THE FACILITY AS A RESULT OF ELEVATED TEMPERATURES OR OTHER EXCLUSIONARY CRITERIA