



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Dave A. Chokshi, MD, MSc
Commissioner

Jan. 18, 2022

Dear Camp Operator:

The New York City Department of Health and Mental Hygiene (NYC Health Department) welcomes back all summer camp operators to the 2022 summer camp season. This letter provides information about the permitting process for summer 2022 and ongoing efforts to limit the spread of COVID-19, including requirements for camp staff vaccination.

We encourage any camp that intends on operating this summer to apply now for a permit. **Camp operators must submit their application at least 90 calendar days prior to camp start date.** Returning applicants are encouraged to submit their renewal application via email to their respective [borough office](#). If you do not have a borough office contact, you can email your application to campinfo@health.nyc.gov. In the subject line of your email, include your camp name, site address, borough and eight-digit Record ID number. For example, "STEM Kids Camp, 125 Worth Street, Manhattan, 12345678."

The following is a list of required documents and fillable forms that are needed to complete your renewal application. **When submitting documents via email, individually label and attach each item to that one email (do not combine documents or forms).**

- [Summer Camp Self-Certification Checklist Form](#)
- Letter of No Objection (LNO) from the NYC Department of Buildings (if previous LNO has expired)
- Worker's Compensation [Certificate or Form CE-200 \(if exempt\)](#)
- Disability Benefits Insurance [Certificate or Form CE-200 \(if exempt\)](#)
- [Proof](#) of General Liability Insurance
- [Proof](#) of Motor Vehicle Insurance (not required if camp only uses public transportation)
- [Children's Camp Facility and Staff Description Form](#)
- Camp Director's Resume
- [Camp Director's Statewide Central Register Database Check Form](#)
- [Prospective Children's Camp Director Certified Statement Form](#)
- Health Director's [CPR Certification \(CPR Pro\)](#) and [Advance First Aid Certification \(RTE\)](#)
- [Trip Itinerary and Parental Consent Form](#)
- [NYC Summer Camp Safety Plan](#) (if there are changes or updates to your previously approved safety plan, only submit the pages that were updated)

The following three items are only required for camps that will provide swimming, boating or aquatic theme park services:

- Aquatic Director's Resume
- Aquatic Director's [Lifeguard Management Certification](#) and [CPR Certification \(CPR Pro\)](#)

Summer camps that are required to pay the \$200 fee may submit payment through the online licensing system at nyc.gov/dohmhpermits. If you will be using a newly registered account (using a new email address), you may request a PIN to access the existing camp record. **Do not create a new camp record.** To request a PIN, email campinfo@health.nyc.gov and include your camp name and site address in the subject line.

Summer camps that have not yet hired a Camp Director, Health Director or Aquatics Director (if applicable) may indicate “Pending” on the Children’s Camp Facility and Staff Description Form. However, all qualifications and forms for required staff must be submitted to your respective borough office before a permit will be issued.

Required Camp and Aquatics Director Orientations

As a permit requirement, new camp directors and aquatics directors must attend a camp director or aquatics orientation, respectively. Beginning February 1, 2022, directors can register themselves for a webinar orientation at nyc.gov/health/register.

- Each person must register using their own email address.
- Select “Group Child Care and Summer Camp Orientation Sessions,” then click “Continue” at the bottom of the page.
- Complete all the indicated steps; be sure to enter your email address carefully and correctly. You will receive an email confirmation after successfully registering.
- The orientation is held as a webinar, and an invitation link will be emailed to you a day before.

School-Age Child Care (SACC) Programs Operating in the Summer

Effective this camp season, programs can no longer operate both SACC and camp programs at the same time. If you are an active SACC registration holder and interested in applying for a camp permit, reach out to your respective borough office for additional guidance.

COVID-19 Prevention Measures

We anticipate that COVID-19 prevention measures will continue to be necessary this summer, and camp operators should plan accordingly.

Programs must adhere to state and local mandates. Programs that operate in a public-school building must adhere to Department of Education (DOE) mandates, and those contracted with the Department of Youth and Community Development must adhere to their mandates, if they are more stringent. We will continue to provide updates as circumstances evolve.

Vaccination Requirements

NYC workers, including camp staff, are required to be vaccinated against COVID-19. Depending on your program, the details regarding the vaccination requirement may vary. For example, if you hold a contract with NYC, check with your contracting agency about vaccination mandates; if you operate out of a DOE building, you will need to follow DOE mandates. If no specific mandate applies, you must follow the general employer requirement.

The Health Commissioner orders requiring vaccination, including for city contractors, nonpublic schools, DOE locations and general employers can be found by visiting nyc.gov/health, selecting “About” and “**Notices and Recent Orders.**”

We encourage you to promote vaccination, including booster shots, for your campers who are eligible. Vaccination is the best tool we have to reduce COVID-19 transmission and severity. For information about vaccines, visit nyc.gov/covidvaccine.

Mask Requirements

The NYC Health Department strongly encourages the use of face masks for individuals age 2 and older who can medically tolerate one. It is important to note that mask requirements for campers and staff (including those who are fully vaccinated) are subject to change.

The NYC Health Department wishes you a successful summer camp season as you continue to provide safe, healthy and fun programming for children in your care. For general camp information or further guidance on submitting your permit application, email campinfo@health.nyc.gov.

See below for more resources:

- [Staff Qualifications Guideline for Camps](#)
- [Mandated Reporter Resource Center](#)
- [Sex Offender Registry Searches](#)
- [Frequently Asked Questions for Camp Operators](#)
- nyc.gov/health/camps

Sincerely,



Simone C. Hawkins
Assistant Commissioner
New York City Department of
Health and Mental Hygiene