



## DYCD 2021 SUMMER PROGRAM OPERATIONS GUIDANCE

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<b>Please note all content in this guidance document may be amended, edited, or supplemented at any time. See footer to ensure the current version.</b>	

## OVERVIEW

DYCD is committed to ensuring that the summer programs provide a safe, welcoming, and inclusive environment that values all participants, families, and community stakeholders. We encourage you to visit the “App Library” at [nyc.gov/nycwell](https://nyc.gov/nycwell) for online tools to help manage health and emotional well-being. Families, as well as staff, can also connect with counselors at NYC Well, a free and confidential mental health support service. NYC Well staff are available 24/7 and can provide brief counseling and referrals to care:

- Call 888-NYC-WELL (888-692-9355).
- Text “WELL” to 65173.
- Chat online at [nyc.gov/nycwell](https://nyc.gov/nycwell)

We hope that the required protocols and recommended strategies below are helpful as you design your program and create a safe and supportive environment for young people and their

families. All safety procedures follow Office of Children and Family Services (“OCFS”) regulations, NYS Department of Health Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency as well as NYC Department of Education (“DOE”), Center for Disease for Control and Prevention (“CDC”), and NYC Department of Health and Mental Hygiene Bureau of Child Care (“DOHMH”) mandates and guidance. Please note that a [NYS Business Reopening Safety Plan](#) is required on site for all Programs.

All program types will provide updates and be monitored by DYCD to ensure safe and quality programs. We want to ensure that Programs are aware of the New York State Department of Health Interim Guidance on Child Care Programming before beginning in-person services.

## SECTION I – SCHOOL-BASED SUMMER RISING: BEACON AND COMPASS

Summer Rising will offer a seat to all families who are interested. Bringing the City back for families is key to our recovery and it starts with summer opportunities for our children. DYCD, in partnership with the NYC Department of Education, is planning to provide NYC kids with the opportunity to attend a robust summer enrichment program. The Summer Rising experience will include opportunities to get outside, learn, and engage with peers in safe, supervised, and enriching activities. Operated collaboratively by school principals and trusted community-based organizations, Summer Rising programs will be available to young people K-8 including students who need academic support and children with disabilities.

### Summer Program Operations

Summer programs are overall scheduled between July 6th through August 20th. Program expectations and experiences will be differentiated by grade level.

Grades K-8: programs will be planned and operated collaboratively by school principals and community-based organizations. We will be opening more buildings this summer than in previous summers and all K-8 schools will be in buildings with DYCD-funded CBOs.

COMPASS High will have flexibility to design programs that meet the needs of their school communities and are encouraged to seek student input in the planning process.

The chart below breaks down the K- 8 grade summer model at a glance.

\*July 5 and July 20 are observed holidays for all programs

Grade	Program Design Elements	
K-5	7 weeks (through 8/20) M-F, 8am – 6pm	Academic support + SEL + enrichment activities (local field trips to parks, pools, and other outdoor venues)
6-8	6 weeks (through 8/12) M-Th, 8am – 4pm	
Students with 12-month IEPs (all grades)	Academic support + paraprofessional support +SEL for 30 days, M-F, in collaboration with CBOs for part of the day to the extent possible	
High School	SYEP + Learning to Work + credit recovery/academic acceleration/SEL	

Wrapping around DOE academics, CBO staff will implement a schedule of enrichment activities, such as literacy, physical fitness, civic engagement, social-emotional supports, and STEAM (science, technology, engineering, arts and math) activities. The enclosed link provides additional creative summer experiences:

<https://www.scholastic.com/teachers/articles/teaching-content/creative-summer-learning-ideas/>

### Regulatory Framework

All Summer Rising programs will operate under DOE authorization. DOE has sent a letter to OCFS authorizing the programs. The New York City Department of Education (DOE), in partnership with the New York City Department of Youth and Community Development (DYCD), have launched the Summer Rising initiative to operate during Summer 2021. All Summer Rising programs are DOE school-led and have been created to provide students with a robust academic and enrichment program. Students who are mandated to attend summer school as well as non-mandated students will be participating in this initiative. DOE has alerted the Office of Children and Family Services (OCFS) that the Summer Rising programs are exempt from the licensing requirements set forth in Social Services Law section 390, consistent with OCFS Division of Child Care Services Policy Statement 17-4.1, and stipulating that the DOE and its individual administrators have responsibility for the oversight and direction of the Summer Rising program.

### Program staff that is moving to operate New Summer Rising Programs

If an agency is moving staff from a host/home DOE school to operate a New Summer Rising program at an alternate DOE school, an OCFS relocation waiver does not need to be submitted to a registrar.

### Eligibility

Summer Rising will offer a seat to all families who are interested. All NYC K-8 youth are eligible to attend Summer Rising programs that correlate to their grade. This includes Private and Charter School youth. In order to streamline the process, there will be a single enrollment mechanism for families to sign up for the program through the DYCD portal (DiscoverDYCD). Please go to [nyc.gov/summerrising](https://nyc.gov/summerrising) for more information and to apply to the program.

### Attendance

Attendance must be completed as usual by providers. Attendance will be reported on DYCD Connect. Programs must maintain accurate records of daily attendance for all enrolled participants. We are encouraging all providers to develop an attendance taking and data entry practice that ensures timely attendance entry on a daily basis.

Service Tracking: Activity Enrollment and Attendance Guides for Youth Services Area

- COMPASS/SONYC: [DownloadDocumentById \(dycdconnect.nyc\)](#)
- BEACON: [DownloadDocumentById \(dycdconnect.nyc\)](#)
- Cornerstone: [DownloadDocumentById \(dycdconnect.nyc\)](#)

### Additional Summer Rising Attendance protocols:

CBOs are expected to share attendance records every day with the Principal In Charge.

On Fridays, Summer Rising Elementary programs must drop off the attendance to a predetermined location acknowledged by both CBO and the Principal In Charge, if they are not in the building.

### Summer Rising DOE and CBO/Provider Affiliations

Every Summer Rising building will have one or more DYCD-funded program(s) that will operate Summer Rising services for the school building community. Families may apply to any program of their choice, but are encouraged to apply to their home school, if the building is open, or to the location where their school has been associated. Only DYCD-funded programs identified at [nyc.gov/summerrising](#) will be operating as “Summer Rising” programs. DOE will provide educational enrichment services to students who are enrolled by the CBO.

### CBO/Provider Summer Rising Staffing Model

Each summer site will be staffed by a combination of NYCDOE staff and CBO staff, but for the purposes of DYCD-funded program expectations, programs must have the following staffing structure:

- **Program Director** - Summer services will be overseen by a Program Director to manage staff and operations for safe and high-quality programming, and coordinate with key stakeholders including DYCD, DOE and DOHMH, parents and families.
- **Site Safety Monitor** - A designated Site Safety Monitor (SSM) will be responsible for continuous compliance, responsiveness and communications for all aspects of the health screening and site safety protocol, per NYS Department of Health guidance. This person will also be responsible for joining the school’s Building Response Team (BRT) to coordinate with the Principal/School Leader to report cases of COVID-19 in the program to the DOE Situation Room and manage communication with families and staff.
- **Direct service staff, including Group Leaders and Activity Specialists** will be available to engage K-8 participants for in-person enrichment activities.
- **PT or FT Educational Specialists**, if applicable, will support staff to help students with their remote learning activities.

### DOE Summer Rising Staffing

Each site will be staffed by a combination of NYCDOE staff and CBO staff. Staffing configurations may differ by site depending on the program design, capacity, enrollment, and other factors.

Each site will be staffed with a Principal, Assistant Principal, or a DOE designated Site Supervisor that will assist to coordinate operations at the site, including:

- Overseeing activities
- Managing enrollment/attendance
- Interacting with parents
- Coordinating with CBO partners
- Overseeing DOE staff, including per diem employees
- Liaising with BCO/Superintendent's Office to ensure site is operating smoothly and supporting students and their families
- COVID-19 case reporting and management

### Additional Summer Rising Staffing

In addition to the DOE supervisory roles and CBO partnering listed above, school-based sites may also have the following DOE roles for collaboration.

- Guidance Counselor
- Social Worker
- School Secretary
- Paraprofessionals
- Nurses
- School Safety Agents

### DOE Substitute Teachers

If the school needs additional DOE staff for the academic portion of the day, principals should notify their BCO Human Resources Director. If your organization needs additional support to staff enrichment programming, please email Susan Diaz and cc your Program Manager (Sdiaz23@schools.nyc.gov).

### Summer Rising On-Site Nurses in DOE Facilities

A nurse will be staffed in all Summer Rising buildings. If a building has a SBHC and it is open, the SBHC staff will provide the nursing services to any students that attend the Summer Rising program in that building this summer. If the SBHC is not open, a nurse will be staffed to the building.

In the event a Nurse is not on site at the Summer Rising site, DYCD CBO's can call a new tele-Nurse as an alternative until the Nurse is on site. The line that has been established for this is (212-287-0186) and is staffed 8am - 4pm by trained nurses. It will be closed on major holidays (July 5 and July 20). The tele-health line to call this number for support with general health questions as well as questions specifically about COVID-19 symptoms, daily health screenings for children and staff, set-up of isolation rooms, and use of PPE and should only be used by CBO staff.

Principals should continue to follow DOE Health and Safety protocols as shared for Summer Rising.

### Schools and their Community-Based Organization Collaborations

School/CBO partnerships will be expected to initiate opportunities to foster collaboration and alignment between the school and CBO partner by bringing together promising practices from education and youth development, by developing shared outcomes for summer success, and by accepting a model of shared accountability. Partnership staff will collaborate to align program schedules, safe transitions, program activities, and implement a blended approach to academics, enrichment, youth development, and health & fitness for all students.

### Schools and their Community-Based Organization partners should commit to:

- Joint planning and implementation of an integrated summer learning program.
- Adopting a common curriculum framework with partners, which may cover: academics (ELA and math); social-emotional learning; enrichment (STEM and arts); parent engagement; and physical activity.
- Providing project-based and experiential learning, hands-on activities, field trips and offering students new experiences. Robust opportunities for youth to explore their interests and creativity.
- Building strong school, family and community partnerships to support student learning, well-being and success.
- Recommend a Summer Rising SLT Team to troubleshoot and problem-solve on the ground.

### Physical Distancing/Ratios

To accommodate students of all grade levels in classrooms, youth in summer will maintain a physical distance of 3-feet between students in the same group and Summer Rising programs may operate with a 1:15 staff to student ratio for all ages and grade bands.

Summer Rising sites should start to plan for Summer Rising classes to accommodate all students in grades K-12 at 3 feet of physical distancing between students in classrooms; however, 6 feet of physical distancing is still required for:

- Activities such as physical education and sports; see the [Physical Education Expectations for In-Person and Remote Instruction](#) for additional physical distancing guidance for physical education instruction.
- Activities that require mask removal (e.g., eating, drinking, playing a wind instrument), and voice-projecting (e.g., singing, chanting, shouting);
- Common areas (e.g., hallways, entrance ways, lobbies, auditoriums); and
- Between two or more adults and between students and adults.

Since the warmer weather is upon us, schools are encouraged to arrange for students to conduct any activities that still require 6 feet of physical distancing outdoors, whenever possible. Please note that meals cannot be eaten in classrooms that are arranged for 3-feet of physical distance for instruction.

At the moment, DOE's policy is mask wearing which includes outdoors. However, they are reviewing Health & Safety guidance daily as the state guidance has been evolving.

### Beacon Summer Services Only

Beacons have been designated as a K-8th grade Summer Rising model. This means that Beacons can serve many age groups across a school campus, with the exception of schools that are strictly serving specific grade levels. For example, if the campus is a middle school Summer Rising location, only middle school-aged youth can participate in Summer Rising academic enrichment services. All other grade levels can sign up for non-academic, i.e., regular camp services. With that said, we are asking that providers confer with the school for needed space and communicate with families regarding Summer Rising restrictions in the building.

Summer Beacon programming, regardless of school type, is expected to operate from 8 AM to 6 PM. This allows families the flexibility to have their children remain in a safe space and engage in additional enrichment summer opportunities.

Providers are responsible for discussing additional services and space needs after 4 PM if located in a Middle School building. Services past 6 PM may be approved on a case-by-case and based on community needs, but are not required.

## Face Coverings in DOE Schools

Everyone entering a DOE building is required to wear a mask/facial covering during the entire time they are in the building. DOE staff may not report to work if they feel sick or have a fever.

The mandatory use of face coverings while on NYCDOE property is for all individuals, including staff, students, and essential visitors, with the exceptions below. NYCDOE and CBOs should communicate, educate, and reinforce the requirement of wearing face coverings with families engaged as full partners in this process. Exceptions to face covering usage are as follows:

- Medically verified students who cannot tolerate a face covering, including where students for whom the use of such coverings would impair their physical or mental health;
- Where the use of face covering is inappropriate considering the development level or age of the student (e.g. under two years old);
- Guidance and policies will account for any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.
- Programs can contact the Nurse on site for consultation if they have questions regarding a requested face-covering exemption.

## Summer Rising COVID-19 Testing

All Personnel and Students will consent to mandatory periodic COVID-19 testing to participate in Summer Rising. Student consent can be obtained through the discoverDYCD application. Providers can access the form in multiple languages in the Document Library.

DOE staff will consent through the school, and CBO staff will provide consent through a data survey that will be provided before the beginning of the program.

Vaccination is not required to participate in Summer Rising. Vaccinated staff and students will still be required to consent to COVID-19 testing.

### Students

- Participants **will be required** to submit the “[Summer Rising Student Testing Consent](#)” forms. If a family revokes consent or refuses to sign, their child may not be allowed to participate in Summer Rising’s in-person programming.

### CBO Staff

- CBO staff at Summer Rising programs **will be required** to consent through a web-based application that will be made available to CBO staff prior to the first day of program. If

staff revokes consent they may not be allowed to work at a Summer Rising in-person program. This includes SYEP participants working in the program.

- o Please see Appendix B for CBO Testing consent walkthrough.

Additional info found here: [COVID-19 Testing for Students and Staff](#)

### CBO and DOE Expectations for COVID-19 Closures in Summer Rising

If a classroom(s) is closed due to a positive COVID case, the Summer Rising program will continue to operate in-person for other participants and the impacted students will return to Summer Rising when the quarantine period is over. Close contacts who are fully vaccinated against COVID-19 or have fully recovered from COVID-19 in the last 90 days will not be required to quarantine. Students who are exempt from quarantine can continue to come to the program; they may need to be assigned to a temporary group where room is available if their group staff are quarantining.

If an entire CBO program is closed, the program will not operate during the closure period.

### Space Utilization - DOE Buildings

Your space allocation may change from previous years in your host school or if you are operating a new Summer Rising program at a new location. Please work closely with your assigned summer site to establish a footprint within the school to accommodate Summer Rising participants while maximizing social distancing.

### Transportation - Yellow Bus Transportation

If a student is taking a yellow bus [transportation] to and from a Summer Rising Site:

Each Summer Rising site maintains a list of all students who are being transported via yellow bus to and from the program. In addition, to maintaining a list of all students who are being bused to their location, Site Supervisors should be aware of approximate time of drop-off and pick up of each student, the bus company (along with an emergency contact), including any ESY/Ch. 683 students who may be attending a specific program just for the afternoon portion of the day.

**Best Practice:** Summer Rising administrators should work with the CBO administrative team that is on site to identify which DOE and CBO staff can support with the morning and afternoon drop-offs and pick-ups for those students who ride yellow buses. The afternoon coordinator can be a CBO Director or Assistant Director.

The Summer Rising Site Supervisor must communicate with the morning and afternoon points on bus drop-off and pick up when students are absent and will not be attending the program that day.

## Friday Transportation - Elementary Summer Rising

### Friday Transportation - Elementary Summer Rising

For daily afternoon pick ups and on Fridays, Summer Rising Elementary CBO's will facilitate full drop-off and pick up of each student taking yellow bus transportation. Ensure there is a safety plan in place and all staff understand procedures for this day. Communicate with the morning and afternoon points on bus drop-off and pick up when students are absent and will not be attending the program that day.

## Summer Rising Meal Service

In preparation for the Summer Rising experience, Principals-in-Charge and Site Supervisors along with our DYCD Community Based Organization (CBO) site directors at all school sites should coordinate with the Office of Food and Nutrition Services (OFNS) to schedule breakfast and lunch periods for students enrolled in the Summer Rising program across all buildings that will be open this year.

### Process for Scheduling Breakfast, Lunch and Snack

- OFNS managers will contact the Principals-in-Charge, Site Supervisor and CBO Site Directors at each elementary and middle school site, share information about the Summer Food Service Program, request they schedule a time for breakfast and lunch, and will coordinate efforts on how snacks will be distributed. All lunch programs must be scheduled at least one hour after breakfast service ends.
- Principals-in-Charge, Site Supervisor and CBO Site Directors should schedule a summer lunch time no later than mid-June.
- Principals-in-Charge will need to make sure there is coverage during meal service when students are present for breakfast, lunch or snack to make sure health and safety guidelines are being followed anywhere meals are served, including but not limited to the cafeteria.

## DOE Meal Service Dates and Days - Summer Rising

\*All three meal types by Funding Type

COMPASS/Beacon Elementary, Beacon MS (including "Gap" sites): 7/6 - 8/20 M- F , 8am - 6pm

SONYC (including "Gap" sites): 7/6 -8/12 M-TH - 8am - 4:30pm

July 5 and July 20 are observed holidays for all programs; there will be no meals on these dates as buildings are expected to be closed.

Summer Rising sites will provide 3 meals per day. *Proposed* meal schedules blocks:

- Breakfast - 8:00 am - 10:30 am

- Lunch - 11:00 am - 1:15 pm
- Snacks - 2:30 pm - 4:30 pm

Please work with your OFNS manager to discuss where Summer Rising meals will be distributed and consumed as part of your design planning. Please work with your host school on the In-School Meal Services – Physical Distancing Protocols. If updated guidance on meal service is released from the State and City Health Departments prior to the start of Summer Rising, you will be notified immediately.

Once your design planning is completed, please make sure to flag these plans for your custodian engineer and for School Safety Agents for cleaning purposes and any safety escalations that may arise during meal blocks.

Students with special dietary needs, allergies or other food concerns should let the Site Supervisor and nurse know upon arrival on the first day of the Summer Rising program.

Food hubs serving take-out meals will be located at Summer Rising Sites.

## Snack

Providers of Summer Rising Programs at DOE Sites do not need to put in meal applications or call the office of school food in regards to ordering meals, this includes snacks. DYCD has been working with Office School Food for Summer Rising snack requests. Snack requests will be per building and for the slots assigned to those buildings. CBO staff at the school will work on-site with the school staff and again there is no application for snacks for the CBO to submit.

There are 2 mandatory forms that will need to be completed weekly for Snack by the CBO for Snack

- **Summer Rising Snack Program Meal Count Form**
  - This is a daily record that displays # of students in attendance, # of snacks served to students 12 years old and younger, # of snacks served to students 13 years and older
- **DYCD Summer Rising OFNS Roster**
  - Students' names will need to be listed and attendance and meal participation must be tracked everyday
  - Roster Instructions
    - Only Place an A if Absent
    - Leave space BLANK if Present
    - Place a ✓ (check) if Present youth take a snack.
  - This roster must be submitted to the kitchen staff no later than the following Monday
  - See Appendix C for form

## Grab and Go Service (Public feeding)

### Students -

- Grab and go breakfast/lunch will be available to all children from 9am-1pm.
- Location of a school's grab-and-go distribution location in the school will be determined by the principal and OFNS manager by May 31, 2021.

### Community (Adult) Meals -

- Some Summer Rising sites will also serve as community adult hub feeding sites for adults in the neighborhood.
- Adult/Community meals will be distributed at the same time as take-out meals for children, 9am-1pm.

Please note that any program offering service outside of the community feeding schedule is responsible for providing the necessary supervision for the students in their program.

The list of summer meal program sites for students and community (adult) meals will be made available soon on the DOE's website.

**Best practice:** The Principal in Charge, Site Supervisors and Community Based Organization (CBO) Program Directors should update OFNS managers on expected enrollment as it develops; it will help coordination efforts and ensure appropriate supply and staffing.

## Summer Rising - School Safety

Summer Rising programs will operate in DOE buildings, giving students safe and supervised experiences in their neighborhood. School Safety Agents (SSAs) will be assigned to any buildings operating a Summer Rising program.

In preparation for the Summer Rising experience, Principals-in-Charge and Site Supervisors along with our DYCD Community Based Organization (CBO) program directors at each Summer Rising site should connect with the school safety agents on site to share the Summer Rising program schedule as it is being developed.

## Summer School Safety Plans

All school buildings that house Summer Rising programs must complete an Online Summer School Safety Plan. The Principal in Charge will submit this. In buildings where multiple schools or programs will be operating, a plan should be prepared with representatives from each school or program.

It is important that the Summer School Safety Plan addresses General Response Protocols (GRP), Building Response Teams, visitor protocols, emergency procedures and relocation sites. Additional information can be found in the Summer School Safety Plan application.

### Evacuation Drills

The State Education Department's "Handbook for Summer School Administrators and Principals" states the following:

- Two evacuation drills must be held during summer school in buildings where summer school is conducted.
- One of the two evacuation drills must be held during the first week of summer school.
- The second evacuation drill should be conducted before July 31.

Summer school supervisors/administrators should report the evacuation drill online through the Summer School Safety Plan application.

CBO Staff will work with the Principal in charge on planning and completion of evacuation drills and should also keep a record.

Best Practice: Evacuation Drills should be practiced with each group of staffing shifts.

### Safety-Online Occurrence Reporting System (OORS) and Evacuation Drill Information

The Principal in Charge will submit the OORS/EIC reports, please inform the school administration of any incidents during the day.

Online Occurrence Reporting System (OORS) / Emergency Information Center (EIC)

**OORS:** As per Chancellor's Regulations [A-412](#), [A-420](#), [A-750](#), [A-755](#), [A-831](#), and [A-832](#), schools are required to report all occurrences (including accidents, allegations of corporal punishment, allegations of sexual misconduct, suicide reports and allegations of child abuse) online within 24 hours.

**EIC:** Report all school-related criminal incidents, serious non-criminal incidents or medical incidents that may have a public health/safety implication. Specifically, schools are expected to contact EIC when NYPD is contacted or responds to an incident, police action is taken, for all level 5 occurrences, or whenever the following infraction codes are used: N99 (Other incidents that do not fall under an existing code), O75 (OSCI reports), O64 (ACS removal), N20 (Lockdown), or any incidents of weapon possession.

The EIC can be reached at 718-935-3210, Monday through Friday between 7:30 a.m. and 6:00 p.m. If an incident occurs after operating hours, schools should follow up with a phone call on the next business day. Please note that any incidents involving other city agencies should be called into the EIC.

## DYCD Incident Reporting

CBOs are responsible for submitting DYCD Incident reports at Summer Rising sites.

Examples of Incidents that must be reported include the following:

- a. Bodily injury (e.g. a broken ankle, torn ACL, or serious laceration), threats to an individual's well-being, self-abusive behavior, property damage, shootings, and fires;
- b. Child abuse (actual and suspected), including Incidents that may be sexual in nature, and occurrences involving inappropriate personal boundaries, communications, touching, and photos;
- c. Incidents for which Emergency Medical Services or Police are called, and Incidents which may be of media interest;
- d. Lapses in the supervision of school-aged children; and
- e. Any other Incident which falls into the definition of Incidents in Section 1; this list of examples is meant to illustrate common types of Incidents, not to serve as a comprehensive list. 3.

Minor occurrences need not be reported; for example, Incidents typical of childhood or otherwise minor (e.g. a scraped knee from a fall, an isolated and non-serious verbal altercation) need not be reported to DYCD.

Full Guidance can be found [here](#)

## Guidance for Student Safety and Discipline

Review the NYC DOE's Guidance for Student Safety and Discipline.

DOE's Discipline Code can be found [here](#)

## Building Response Teams

The Building Response Teams (BRT) are composed of building personnel who have volunteered to assist the school or non-school facility during an incident. Summer sites are responsible for establishing a BRT for the site, which should be composed of individuals working at that site. It is important to ensure that all principals affiliated to a site collaborate on the formation of the BRT. Principal-in-Charge should work closely with the Borough Safety Director, BCO Director of Student Services, and the Deputy Director of Facilities in directing and coordinating incident specific responses and resources.

The average BRT will consist of five core members plus the BRT Leader, as well as two alternates (e.g., counselors or other support staff) to fill in for sick or absent BRT members.

However, BRT sizes will be determined on a case-by-case basis. It is a requirement that at least one BRT member be trained in CPR, AED, use of an EpiPen, and first aid.

## Crossing Guards

### School Crossing Guards (SCGs)

- NYPD has been informed of all schools that would be open during the summer
- NYPD will assign SCGs based on available staff.

## CPR/AED Information

The Automated External Defibrillator (AED) program is in effect year-round, including during summer school, as are other elements of the school safety plan. Every school building has one or more AED(s), the first of which is located at the main entrance near the School Safety Agent's station.

Familiarize yourself with the locations of the AEDs in the summer school site and promptly report any problems with the unit(s), loss or damage to the Office of Health Services by calling 718-391-8227 or 718-391-8566.

At least one staff member at each summer school site must be appropriately trained in CPR and AED usage. If you would like to arrange training for your staff, visit: <https://doe.emergencyskills.com/>. If you are a first-time user of this site, you will need to complete a simple registration process.

CBO staff at Summer Rising sites should continue to have staff CPR/First aid certified as they regularly would. CPR/First Aid card copies should be kept on site.

If school staff have received previous CPR/AED certification from another source, they may not need to participate in the DOE training. However, proof of certification should be faxed to 718-391-8128 for evaluation and approval. Please be advised that the DOE only accepts CPR/AED certifications approved by the American Heart Association (AHA) and the American Safety and Health Institute (ASHI) at this time.

Also note that CPR/AED certification is valid for two years; all staff trained must retake the appropriate course when their certification expires. Summer school sites should expect the vendor, Emergency Skills Inc., to conduct unannounced code blue drills. Drills are designed to refresh and enhance skills learned during the CPR/AED training. In addition, drills both test and improve the school's efficiency and response time to medical emergencies.

**Incidents requiring the use of an AED must be reported immediately by calling 718-391-8227 or 718-391-8566 and 212-564-6833.**

**How can schools help reduce the risk of student cardiac death?**

The prevention of heart disease in adults begins in childhood. Schools can help promote healthy hearts by encouraging healthful behavior in students and staff.

The five major risk factors regarding heart disease are tobacco use, high cholesterol, elevated blood pressure, obesity, and lack of physical activity.

A coordinated school health program offers many effective strategies to address student and staff health promotion and risk reduction strategies. To help prevent the occurrence of sudden death in young athletes, school sports programs should follow current clinical guidelines for performing a sports pre-participation health evaluation (PPE). Specific information about the PPE can be found in *Care of the Young Athlete*, developed by the American Academy of Orthopedic Surgeons (AAOS) and the American Academy of Pediatrics (AAP), 2000.

#### DOE AED Contact Information

- ***Office of School Health, Office of Health Services***

New York City Department of Education

28-11 Queens Plaza North, Room 402

Long Island City, NY 11101

- **Celeste T. McGee, AED Program Manager for Manhattan, Staten Island, District 75, 79, and 88 Schools**

Tel: 718-391-8566

Fax: 718-391-8128

Email: [CMcGee3@schools.nyc.gov](mailto:CMcGee3@schools.nyc.gov)

- **Husain Thompson , AED Program Manager for the Bronx, Brooklyn, Queens and Charter Schools**

Tel: 718-391-8227

Fax: 718-391-8128

Email: [HThomps@schools.nyc.gov](mailto:HThomps@schools.nyc.gov)

- **Vendor Contact Information**

Emergency Skills, Inc.

350 Seventh Avenue, Suite 505

New York, NY 10001

- **Sherry Fusco, Vendor – Project Manager**

DOE Tel: 718-391-8382

ESI Tel: 212-564-6833

Email: [Sherry@emergencyskills.com](mailto:Sherry@emergencyskills.com)

Web: <http://doe.emergencyskills.com>

## Summer Rising - Cleaning and Custodial Services

Custodian engineers will continue deep cleaning each Summer Rising site on a nightly basis.

### Cleaning Best Practices

All staff are encouraged to clean their work areas at the beginning and end of their shift. Cleaning materials, such as a spray bottle, paper towels or disinfectant wipes will be made available to employees. If an employee needs cleaning material or PPE they should contact their supervisor, building captain, and/or custodial engineer.

### Ventilation

Merv-13 filters will be installed in air-conditioned window units. Custodian Engineers and staff are continuing to monitor ventilation across all DOE buildings on an ongoing basis. If there are ventilations issues in any classrooms, please reach out to your custodian engineer. Properly ventilated classrooms are key to keeping our schools safe.

### Increased cleaning and disinfecting

Frequently touched surfaces and high-traffic areas such as elevators, handrails, tables, water coolers, handles, and restrooms will be frequently cleaned throughout the day.

### Hygiene

We will strongly promote regular and effective handwashing practices throughout all DOE locations. We have increased the number of hand sanitizer locations and will ensure that all bathrooms in all open school buildings are continuously stocked with soap and paper towels.

### Meal Service

Once a schedule has been designed for your Summer Rising program, please make sure your custodian engineer is informed of the times meals will be served and where proper clean up can happen accordingly.

**Best practice:** The Principal in Charge, Site Supervisors and Community Based Organization (CBO) Program Directors should connect with the custodian engineer and have exchanged contact information in case of any emergency.

## SECTION II: CENTER-BASED COMPASS AND CORNERSTONE PROGRAMS

COMPASS and Cornerstone center-based programs are expected to operate summer enrichment programming as per their respective contracts and program models.

### Scheduling and Grouping

The June 7, 2021 “Interim Guidance for Child Care, Day Camp, and Overnight Camp Programs During the COVID-19 Public Health Emergency” issued by the New York State Department of Health is no longer in effect. This guidance included interim requirements to reduce the spread of COVID-19 such as enhanced sign-in procedures and temperature screenings.

Below are the procedures if programs still wish to continue to adhere to grouping and cohorting

Child care programs are free to continue to adhere to the archived NYSDOH Interim Guidance for Child Care and Summer Camps <https://forward.ny.gov/archived-industry-guidance> , or implement other health precautions for their staff and children such as requiring masks, cohorting, and/or six feet of social distancing, however, they are not required to. Child care programs are required to remain in compliance with New York State Child Day Care Regulations at all times.

Cohorts (or “pods”) are groups of campers and staff that stay together throughout the day to minimize exposure to other people while at camp, to the extent possible. To minimize contact, cohorts should have the same staff stay with the same group of campers and remain together as much as possible. Cohorting should not replace other prevention measures, including wearing masks when appropriate. Camps that serve younger and older children should consider creating cohorts with campers who are similar in age. When developing cohorts, consider services for campers with disabilities, English language learners, and other campers who may receive services, and to ensure equity, integration, and other requirements of civil rights laws, including federal disability laws.

### COVID-19 Testing

Participation in COVID-19 testing for program staff at center-based programs is entirely voluntary. Program staff members should be encouraged to opt into regular repeat COVID-19 testing. Testing may occur at any location, but staff are encouraged to use [City-run testing sites](#).

### Tele-Health Services for DYCD-funded Center-Based Programs

To support programs with health and safety, DOE Division of Early Childhood Education established a telenurse hotline that programs may call for additional support. Effective Thursday July 1, the new number for the telephone hotline is (212-287-0186). During the

summer, the phone will be staffed Monday-Friday from 8am-4pm by trained nurses and closed on major holidays (July 5 and July 20).

Program staff are encouraged to call this number for support with general health questions as well as questions specifically about COVID-19 symptoms, daily health screenings for children and staff, set-up of isolation rooms, and use of PPE. This service continues to be available to DYCD Youth Service Funded Programs, NYCEECs, Family Child Care Networks and their affiliated providers.

## **SECTION III: LICENSING - ALL DYCD-FUNDED PROGRAMS (SUMMER RISING, BEACON, CORNERSTONE, and COMPASS)**

### **DYCD or DOE Programming Types**

#### **Department of Education Operated - Summer Rising Programs**

All Summer Rising programs will operate under DOE authorization. DOE has sent a letter to OCFS authorizing the programs. The New York City Department of Education (DOE), in partnership with the New York City Department of Youth and Community Development (DYCD), have launched the Summer Rising initiative to operate during Summer 2021. All Summer Rising programs are DOE school-led and have been created to provide students with a robust academic and enrichment program. Students who are mandated to attend summer school as well as non-mandated students will be participating in this initiative. DOE has alerted the Office of Children and Family Services (OCFS) that the Summer Rising programs are exempt from the licensing requirements set forth in Social Services Law section 390, consistent with OCFS Division of Child Care Services Policy Statement 17-4.1, and stipulating that the DOE and its individual administrators have responsibility for the oversight and direction of the Summer Rising program.

Background clearances are expected to be maintained in accordance with [DOE Chancellor's regulations C-105](#). See below for School Based Staff Clearances.

CBO Staff Medicals will not be collected by DOE.

Programs are also expected to follow regular DOE Safety guidance protocols. [DOE Health & Safety Guidance](#)

## Summer Camp Permit vs. Summer Program for SACC (Non - Summer Rising Programs)

All Non-Summer Rising School Age Child Care (SACC) registered service providers can operate in the summer under their SACC Registration without having to obtain an additional summer camp permit. Below are some helpful tips in deciding whether to operate under a Summer Camp Permit or SACC Registration.

Summer Camp Permit	Summer Program for SACC Registration
<p><b>New Camps</b> must submit a <u><b>"Summer Camp Site Inspection Request Form"</b></u>, and <u><b>"Government Issued Photo ID"</b></u> using the Online Licensing System at <a href="http://www.nyc.gov/dohmhpermits">www.nyc.gov/dohmhpermits</a></p> <p><b>Camp renewing their permit</b> must submit the <u><b>Self-Certification Checklist</b></u> instead.</p> <p><u>Proof of your 501 (c) (3) tax exempt status</u> and <u>letter on a letter head stating the 501 (c) (3) is current</u> and in good standing with the US Treasury Department.</p> <p><u>Certificate of Occupancy or current Letter of No Objection by Department of Buildings.</u></p> <p><u><b>NYC Summer Camp Safety Plan</b></u> – Submitted in person to the borough office.</p> <p><b>Camps renewing</b> their permit should <u><b>only submit updated pages to the Safety Plan</b></u>, if any.)</p> <p><u>Children's Camp Facility and Description form, Trip Itinerary, and Insurance Certificates (Worker's Comp., Disability, General Liability, Transportation.</u></p> <p><u><b>NEW Camp Directors and Aquatics Directors ONLY</b> must attend an orientation session.</u> To sign up visit: <a href="http://www.nyc.gov/health/register">www.nyc.gov/health/register</a></p> <p><b>New Camps</b> must submit proof of incorporation.</p> <p><b>Staff Requirements</b></p> <ul style="list-style-type: none"> <li>• Camp Director must be at least 21 years of age and have 3 camp seasons of experience is supervisory capacity on resume.</li> <li>• <b>Only the Camp Director</b> submit a completed "State Central Register (SCR) Database Check Form" and "Prospective Children's Camp Director Certified Statement form"</li> <li>• Health Director must be certified in an acceptable CPR (not exceeding 1 year of issuance) and Advance First Aid certification.</li> <li>• Aquatics Director must be 21 years of age. (Certified in acceptable CPR (e.g. American Red Cross - CPR Pro and Lifeguard Management. Also must show lifeguarding experience in camp or pool/beach setting on Resume).</li> </ul>	<p>SACC programs must submit in accordance with 414.5 (k) a written plan that covers summer time activities if the program will be operating under their SACC registration. Submit the following to the borough office contact:</p> <p><u><b>Summer SACC Safety Plan</b></u> <u><b>Trip Itinerary &amp; Parental Consent Form</b></u> <u><b>Letter of Intent</b></u></p> <p>A new Safety Plan is required if changes include a new Director, swimming activities, change of space/location, changes to program schedule, etc.</p> <p><b>Additional approval to operate is not necessary as the program is registered and is able to continue operation during summer months. However, approval is needed for swim activities. Program must receive a letter from DOHMH stating that the programs has been approved for swimming.</b></p> <p><u>Fire Drills are required monthly:</u> Programs should ensure all children and staff are familiar with the fire safety plan for the summer months</p> <p><b>Staff Requirements</b></p> <p>All staff and SYEP staff 18+ will need the following: CBC Clearance Staff Medical statement, tuberculin tests (TB tests) and medical exams are only required once at the time of hire. SYEP staff can use school medicals References: SYEP staff may use personal (not family), professional or school references.</p>

Additional Summer Camp (Permit) regulations require the following (Non-Summer Rising):

- For programs applying for a camp permit you may apply online, DOHMH currently has the Summer Camp Permit application online. Visit [www.nyc.gov/health/Camps](http://www.nyc.gov/health/Camps) , click on “Information for Camp Operators/Directors”, then click “[apply for a permit](#)” or “[renew a permit](#).”
- One updated medical required for all staff. (TB not required for staff)
- Camp Director must ascertain whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry prior to actual employment.
- One or two personnel are certified in CPR-Pro, Advance First Aid (Additional staff are required to have Advance First Aid, CPR PRO and Basic First Aid).
- Lifeguard and Aquatics Certifications if the program anticipates providing aquatics activities.
- 15-hour Food Protection Certification is required for sites preparing meals. Sites distributing individually prepackaged meals only require 4-hour training.
- Fire Drills required within 48 hours of each session and one additional time during camp season.
- Updated medicals and immunization record (TB is not required for campers).

SACC Ratios (Non-Summer Rising)::

AGE OF CHILDREN	TEACHER/CHILD MAXIMUM RATIO	MAXIMUM GROUP SIZE
Kindergarten - 9 years	1:10	2:20
10-12 years	1:15	2:30

\*DOHMH recommends to keep a 1:6 Off-Site Trip Ratio for SACC Programs

\* There is no Passive Activities Category for SACC Programs.

Summer Camp Permit Ratios (Non-Summer Rising):

AGE OF CHILDREN	Normal Activities	Off-Site Trips	Aquatic Activities	Passive Activities
6 - 7 years	1:9	1:6	1:6	

<b>8 years and Older</b>	<b>1:12</b>	<b>1:6</b>	<b>1:8</b>	<b>1:25 ( All Ages)</b>
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\*As long as you have the space (certificate of occupancy) and the staff (adequate ratios and certifications) then you are ok to have no more than 36 children in a group.

\*Example: Camp has 45 children ages 6-7 years old doing regular activities. The program can only have 36 children in one group, and will need to have 4 counselors to supervise them. The 2<sup>nd</sup> group can have the remaining children which would be 9 children with 1 counselor.

#### Additional SACC Program Information (Non-Summer Rising):

Programs opting to operate under their SACC registration must email their letter of intent to a DOHMH Borough Office, please copy Allison Keith [-Alkeith@dycd.gov](mailto:Alkeith@dycd.gov) and your Program Manager on the email. A hard copy of the Summer Program Safety Plan and Trip Itinerary must also be submitted to the respective borough office. Below is the contact list for each Borough.

Borough Office	Contact Name	Email
Bronx	Cherenice Petersen-Flores	<a href="mailto:cflores@health.nyc.gov">cflores@health.nyc.gov</a>
Brooklyn	Lynette Clarke	<a href="mailto:lclarke1@health.nyc.gov">lclarke1@health.nyc.gov</a>
Queens	Fertashia Wilson	<a href="mailto:fwilson@health.nyc.gov">fwilson@health.nyc.gov</a>
Manhattan/Staten Island	Leslie Miller	<a href="mailto:lmiller@health.nyc.gov">lmiller@health.nyc.gov</a>

#### Activities Health & Safety - All Program Types

##### Sports and Non-Sport Activities

- All Program [sport and non-sport activities](#) will have staff for the following daily responsibilities:
  - Keep a stable group of participants separated from other stable groups.
  - Focus on activities with little or no physical contact (e.g. hiking, running);
  - Encourage sports that involve less physical closeness over those that are close contact or involve shared equipment.

- Please refer to the [Interim Guidance for Sports and Recreation during the COVID-19 Public Health Emergency \(“Interim COVID-19 Guidance for Sports and Recreation”\)](#) for additional examples.
- Encourage activities that are lower risk such as skill-building and conditioning.
  - Program must perform enhanced cleaning and disinfection protocols.
  - Please refer to DOH’s [“Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”](#) for detailed instructions.

## Swimming

### For pool and aquatic activities:

Responsible Parties must:

- Ensure face coverings are not worn while in the water by children;
- Keep stable groups of children/campers separated;
- Encourage water activities where staff can safely supervise older children/campers in the water without being in the water themselves versus activities which require staff to be in the water with children/campers;
- Ensure appropriate social distancing is kept, to the extent possible; and
- Enhance cleaning and disinfection protocols.
  - Reference CDC guidelines, [“Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19”](#) for additional information.

## Swimming Regulatory Review

Swimming Regulations for SACC can be found [here](#), for Summer Camp permits [here](#) and Summer Camp permit Aquatic staff qualifications [here](#).

## Events and Gatherings

The CDC recommends programs pursue virtual group events, gatherings, or meetings involving families, if possible, and promote distance of at least 6 feet between people if events are held in person. Avoid events that involve mixing children or families from different cohorts. Limit your group size to the extent possible.

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations.

- Programs should limit occupancy of enclosed spaces and gatherings to a stable group of children/campers and staff if they are not fully vaccinated whenever possible.

## Trips

Youth can take trips outside of camp if there is no mixing or interaction with the general public outside of the camp population (for example, hiking trips or parks). Programs are discouraged from using public transportation as social distancing may be difficult to maintain. Programs must make all reasonable efforts to maintain stable groups of children/campers on trips and in vehicles.

Providers must submit (SACC/Summer Camp Permits - DOHMH, Summer Rising Principals in Charge, and have the trip on the programs Work Scope prior to being scheduled) an excursion plan consisting of the items below.

- Written trip request
  - Trip itinerary
  - Transportation plan
- If transportation occurs, Stable groups must maintain six-foot separation from other stable groups.
  - In any situation where groups of children/campers are transported outside their stable groups (e.g. to or from camp), the Responsible Parties must ensure that seating of individuals, including the staff and children/campers, is arranged in a manner that maximizes the distance between individuals who are not fully vaccinated, except for transportation to and from the camp for individuals who reside together (e.g. siblings).
  - Responsible Parties must ensure that all individuals who are not fully vaccinated, including the driver, staff, and children/campers who are age two and older and able to medically tolerate a face covering, are wearing face coverings.

- Responsible Parties should ensure that when children/campers are boarding the vehicle, they are occupying seats from back to front, where feasible.
- Responsible Parties should increase ventilation, when weather permits, within any vehicle (e.g. opening the top hatches of buses or opening windows) within the discretion of the driver or program operator/manager.
- Responsible Parties must assure that bus operators perform regular transportation cleaning and disinfection measures.
- Responsible Parties must train children/campers and staff prior to boarding regarding social distancing on the bus, and at unloading times.
- Vehicle seating must be sanitized, clean and disinfected between pick and drop off excursion sites.

Please note that there will be no DOE yellow bus service available for field trips this summer for Summer Rising Sites.

CBO's can use their program budget to procure bussing services for trips.

### Trip Permissions

The program must maintain on file at the program the following for Trips:

- Parental/Guardian permission for youth to travel off site.
- Written parental permission for aquatic activities and the plan which details the system of supervising and checking children who are swimming.

Permission slips can include the following information for examples:

- Class/Group
- Trip Date
- Trip Coordinator
- Destination Name
- Departure Site/Time
- Return Site/Time
- Mode of Transportation
- Purpose of Trip

- Specific Clothing/Equipment Required for this Trip
- This trip will include the following physical and sports activities (e.g., swimming, horseback riding, ice skating, skiing, boating, etc.)
- Behavior responsibility statement

\*Summer Rising Programs-at the moment, DOE’s policy is still mask wearing which includes outdoors. However, they are reviewing Health & Safety guidance daily as the state guidance has been evolving. If this changes, information will be updated immediately.

## Background Clearances

### School-Based Staff/Programs Located in DOE School

- Program staff will need to be added to the agency PETS roster/worksites and fingerprinted by the DOE.
- No one that is qualified to be processed by PETS can provide services at an NYCDOE school site without full clearance and a status of “eligible”.
- If staff on PETS is “Ineligible” it indicates that an individual does not have security clearance and is not allowed to provide NYCDOE services or be in contact with NYCDOE students.
- This requirement applies to individuals employed by or working in a relationship with a vendor/community based organization or its subcontractor (if any). This includes support staff, volunteers, clerical, administrative, food service or custodial staff. Any of the aforementioned individuals who have direct contact with students, work in or visit a location during times that students are served there, even if such contact is on an occasional basis, or have access to confidential student data are subject to a fingerprint-supported background check for security clearance. Please refer to [DOE Chancellor’s regulations C-105](#) for details.

## Exceptions

- 1) Every effort should be made for those staff to be printed by the start of Summer Rising on July 6. However, if a staff person cannot be printed by that time, there is a two-week grace period for this summer, allowing for a deadline of July 16. Staff who have a scheduled PETS appointment prior to July 16 may start work in the interim, provided they work in tandem with or in view of another staff person who has been fingerprinted and cleared in PETS.

## Center-Based Staff and Non-Summer Rising

- Center-based programs operating on School-Age Child Care Registrations are under OCFS NYS School-age childcare programs. Thus, must review and evaluate the backgrounds of all applicants for staff and volunteer positions. Comprehensive Background clearances must be conducted as per [OCFS Regulation 414 for School Age Child Care](#).

- Staff that are not cleared can still work in a school-age childcare program but must be supervised. See OCFS [Feb Dear Provider Letter](#) for full guidance.
- Center-based programs operating under NYC DOHMH Summer Camp Permits must ascertain whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry prior to actual employment.
  - A copy of prospective employee's or volunteer's information submitted to DCJS and a letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response and DCJS screener ID number
  - For more information regarding the [Division of Criminal Justice Services Sex Offender Registry](#), call (518) 457-3167 or visit their website, [criminaljustice.ny.gov](http://criminaljustice.ny.gov).

#### COMPASS Explore and High Center-Based Staff

- Single-Purpose Center-Base Explore Programs and High Programs will use DOE PETS for background clearances.
  - If the Explore program is operating off a SACC License or Summer Camp Permit the program will follow those sections Background Clearance Guidance.
- Program staff will need to be added to the agency PETS Rosters and fingerprinted by the DOE.
- SYEP Youth Workers at Explore/High Programs will follow the “[Youth Workers in School-Based Programs \(under SACC or Summer Camp Permit\)](#)” section below.

#### SYEP/Youth Workers

##### Youth workers in summer camps operating under SACC licenses

SYEP workers under SACC will be considered as Volunteers, who work regularly and substantially with children in the program.

As such:

- 18+ year old SYEP workers can count towards the staff / participant ratio, will be required to follow the required clearances for any staff working in a SACC licensed program and could be left alone with children once they are fully cleared.
- Under supervision of cleared staff, SYEP workers may remain with children while awaiting background check clearances. See OCFS [Feb Dear Provider Letter](#) for full guidance
- 17 and under year-old SYEP workers may not be counted in the supervision ratio or left unsupervised with children in care even if cleared and do not need CBC 6000 Form Clearances and should sign in as visitors.
- All SYEP workers will need to complete and submit the CBC 6000 Forms.

- As these staff are considered volunteers, the \$25 SCR fee will be waived. Input “COVID-19” in the appropriate category on the SCR submission to have the fee waived.
- Programs using SYEP workers must keep a list of all SYEP workers onsite.

#### Youth workers in summer camps operating under NYC DOHMH Summer Camp Permits

- Camp Director must ascertain whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry prior to actual employment.
  - A copy of prospective employee's or volunteer's information submitted to DCJS and a letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response and DCJS screener ID number
  - For more information regarding the [Division of Criminal Justice Services Sex Offender Registry](https://www.criminaljustice.ny.gov/), call (518) 457-3167 or visit their website, [criminaljustice.ny.gov](https://www.criminaljustice.ny.gov/).
  - Programs using SYEP workers must keep a list of all SYEP workers onsite.

#### Youth Workers in School-Based Programs (Summer Rising)

- SYEP and Youth workers who are NYCDOE students do not need to be fingerprinted, regardless of setting. They should not be added to a PETS roster.
- All Non-NYCDOE SYEP and Youth Workers (i.e charter, private, etc) will need to be fingerprinted.
- 18+ year old SYEP workers can count towards the staff / participant ratio and will be required to follow the required PETS clearances if they are a non-NYCDOE student and could be left alone with children once they are fully cleared.
  - No one that is qualified to be processed by PETS can provide services at an NYCDOE school site without full clearance and a status of “eligible”.
- 17 and under year-old SYEP workers may not be counted in the supervision ratio or left unsupervised with children.

#### Exceptions

- 1) If the student graduates or drops out of school, they will need to be added to the program’s PETS roster immediately.
- 2) If their role carries over into another job in a different DOE program, for example they stay on working for the program or the school in a different capacity in the fall, they would need to be added to that PETS roster and fingerprinted as part of a security clearance check.

3) Every effort should be made for those staff to be printed by the start of Summer Rising on July 6. However, if a staff person cannot be printed by that time, there is a two-week grace period for this summer, allowing for a deadline of July 16. Staff who have a scheduled PETS appointment prior to July 16 may start work in the interim, provided they work in tandem with or in view of another staff person who has been fingerprinted and cleared in PETS.

## Virtual Staff

### SACC Licenses

- Any staff not providing in-person services and providing services via tele-communications ONLY are not subject to CBC background clearances. However we recommend a fully cleared staff still supervise the activity.
  - Virtual staff do not count towards ratio.
  - Virtual staff will not be able to provide services on-site unless they start the clearance process as stated in OCFS [Feb Dear Provider Letter](#) and must be fully supervised by fully cleared staff members.

## Visitors

### SACC Licenses

Visitor means any person who is not a day care child, staff person, caregiver, volunteer, household member, employee, parent of a child in care, or person authorized to pick up or drop off a child to the day care program.

- Visitors do not need CBC 6000 Form Clearances and should be signed in as visitors. [OCFS-6009 - Visitor Log - Office of Children and Family Services](#)

## Itinerant Service Providers

### SACC Licenses

In order to facilitate access to outside service providers for youth, such as speech, occupational, or physical Therapy for example during program hours the options below are available.

Please be advised paraprofessionals can be considered **itinerant service** providers, individuals not employed by the program but provide services to children under the federal Individuals with Disabilities Education Improvement Act (IDEA) or other state or federal law. OCFS has changed the regulations to allow providers to choose how to treat itinerant service providers. You may exercise the options outlined in the January 13, 2020, INF (the parental consent and waiver option) which provides increased flexibility for programs, parents, and providers.

If you choose this option, prior to paraprofessional services starting, an Itinerant Service Provider Consent Form must be completed for each child needing such services. This form is for use by parents, service providers and childcare programs when a child in a childcare setting is in receipt of individual services at the childcare setting, but those services are not provided by an employee or volunteer of the childcare program. With a signed form, the service provider will not be required to be in the direct line of sight of program staff. If you do not choose this option, a full background clearance must be completed by the paraprofessional in compliance with SACC regulations. To follow are directions on completing the Itinerant Service Provider Consent Form.

There are three parts to this form, which need to be completed in sequential order:

- **Part A:** To be completed by the service provider. By signing Part A, the service provider acknowledges that they are responsible for the safety of the child in their care while providing services.
- **Part B:** To be completed by the child's parent or guardian (or local social services district if the child is in foster care). By signing Part B, the parent/guardian allows their child to receive services by the outside service provider and acknowledges that the SACC program will not be directly supervising their child while these services are being provided.
- **Part C:** To be completed by your program's director. By signing Part C, the director acknowledges receipt of this consent form and confirms that the child is receiving services in a space approved by the New York City Department of Health and Mental Hygiene and listed on the SACC permit.

Please see the OCFS Service provider letter and Service Provider Consent Form :

- [OCFS Service provider letter](#)
- Service Provider Consent Form:
  - [English](#)
  - [Español](#)

### Summer Camp License

- Camp Director must ascertain whether an **itinerant service** providers is listed on the NYS Division of Criminal Justice Services Sex Offender Registry prior to actual employment.
  - A copy of prospective employee's or volunteer's information submitted to DCJS and a letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response and DCJS screener ID number

- For more information regarding the [Division of Criminal Justice Services Sex Offender Registry](#), call (518) 457-3167 or visit their website, [criminaljustice.ny.gov](http://criminaljustice.ny.gov).

## SECTION IV: HEALTH & SAFETY FOR ALL DYCD-FUNDED PROGRAMS

### Summer Rising - DOE Oversight Programs

Summer Rising programs are expected to follow [Building Safety Guidance](#) and [DOE Health and Safety](#)

### SACC Programs and Summer Camp Permit Programs Health & Safety Communication

As we return to in-person services, programs are being asked to share health and medical knowledge in a deeper way than ever before. Sharing health and safety guidance clearly and accurately is critical to providing safe, nurturing, and predictable environments for staff, children, and families.

Communicate clearly and often with staff and families about expectations. -

- Provide written information to staff and families in their home language about the Health and Safety practices on site:
  - Update Parent/Guardian and Staff Handbooks.
  - Host virtual orientations and meetings for staff and families to introduce guidance and expectations upon re-opening and as things change.
  - Use language that is easy to understand and hard to misinterpret, avoiding medical terminology if possible.
  - Be clear about what expectations are new or potentially unfamiliar to staff and families.
  - Provide staff and families with a point of contact to follow up with any questions or concerns regarding the Health and Safety guidance and procedures at your site.

As families and Staff are returning to in-person programs after an extended period of time and may have gone through individual or collective traumatic experiences, please meet children and families where they are emotionally.

Please be extra mindful that not only might circumstances for them have changed (which may include family illness or death), but coming back to programming may look completely different from when they were last in your program.

## SACC and Summer Camp Physical Distancing Practices

The June 7, 2021 “Interim Guidance for Child Care, Day Camp, and Overnight Camp Programs During the COVID-19 Public Health Emergency” issued by the New York State Department of Health is no longer in effect. This guidance included interim requirements to reduce the spread of COVID-19 such as enhanced sign-in procedures and temperature screenings.

Child care programs are free to continue to adhere to the archived NYSDOH Interim Guidance for Child Care and Summer Camps <https://forward.ny.gov/archived-industry-guidance> , or implement other health precautions for their staff and children such as requiring masks, cohorting, and/or six feet of social distancing, however, they are not required to. Child care programs are required to remain in compliance with New York State Child Day Care Regulations at all times. The regulations are posted in English and Spanish at:

<https://ocfs.ny.gov/programs/childcare/regulations/>

## Screening Processes

### Summer Rising

Summer Rising sites will use the [DOE Health Screening App](#) for youth, including non-doe students and for CBO Staff under “guest”.

- [DOE Health Screening Questionnaire](#)

### School- Age Child Care

The June 7, 2021 “Interim Guidance for Child Care, Day Camp, and Overnight Camp Programs During the COVID-19 Public Health Emergency” issued by the New York State Department of Health is no longer in effect. This guidance included interim requirements to reduce the spread of COVID-19 such as enhanced sign-in procedures and temperature screenings.

Child care programs are free to continue to adhere to the archived NYSDOH Interim Guidance for Child Care and Summer Camps (June 7, 2021 <https://forward.ny.gov/archived-industry-guidance>), or implement other health precautions for their staff and children such as requiring masks, cohorting, and/or six feet of social distancing, however, they are not required to.

Below are the procedures if programs still wish to continue to adhere to the sign-in and screening guidance.

[OCFS-6039: Employee, visitor, parent/guardian Tracker](#)  
[OCFS-6040: Health Care Screening One-Time Attestation](#)  
[OCFS-6041: Cleaning + Disinfecting Log](#)

### Home Screening

Parents will be asked to assess their child at home before bringing them to the Program. Home assessment should include:

- All new persons entering the site will be asked to complete a one-time health assessment attestation.
- Temperature assessment, measured as 100.0 or above or self-reported as feeling feverish, and
- Evaluation of the child for cough and shortness of breath and sore throat
  - If answers are “Yes” to any of the questions above, they cannot enter the childcare program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).
- On the [New York State Department of Health Interim Guidance Training Video](#) at the 59 minute mark the Remote Screening procedure can be reviewed.
- Summer Rising sites can use the [DOE Health Screening App](#) as a guest.

### Arrival

All persons will be instructed to stay home if they’re sick. When staff, parents and participants arrive; they will be asked about their health and screened for COVID like symptoms before entry. Program will screen all persons entering the site daily. All persons who screen positive for or exhibit symptoms of COVID-19 will not be allowed to enter the facility or area and will be sent home with instructions to contact their healthcare provider for assessment and testing.

As part of your screening process, please inquire of staff, parents and participants if they have been contacted to quarantine either for their own illness, or because they have been deemed a close contact of a COVID-19 positive individual. Respecting quarantine directives will help keep everyone safer.

### On Site Screening

- Screening will occur daily by staff and be overseen by the Site Safety Monitor
- No matter the screening type, programs should keep a record/tracker that screening was completed.
- Mandatory health screening assessment via [OCFS-6039: Employee, visitor, parent/guardian Tracker](#) or [OCFS-6040: Health Care Screening One-Time Attestation for](#)

[all staff, participants, parents/ guardians and or person DOE Health Screening Questionnaire](#) .

- Summer Rising sites can use the [DOE Health Screening App](#) as a guest for youth and CBO staff.
- Screening will ask about:
  1. Have you experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, new loss of taste or smell or shortness of breath that started in the past 10 days?  
Symptoms are:
    - a. Cough (new or worsening)
    - b. Shortness of breath (new or worsening)
    - c. Trouble breathing (new or worsening)
    - d. Fever
    - e. Chills
    - f. Muscle pain (new or worsening)
    - g. Headache (new or worsening)
    - h. Sore throat (new or worsening)
    - i. New loss of taste
    - j. New loss of smell
  2. In the past 10 days, have you gotten a lab-confirmed positive result from a COVID-19 diagnostic test (not a blood test) that was your first positive result OR was AFTER 90 days from your previous diagnosis date? (Please note that 10 days is measured from the day you were tested, not from the day when you got the test result.)
- Additional Considerations:
  - Has the child's school class been asked to stay home?
  - Has the child's school sent a letter home of close contact?
- 3. Are you considered fully vaccinated against COVID-19 by CDC guidelines OR were you recently (within the past three months) diagnosed with COVID-19 and finished isolation in the past 90 days<sup>2</sup> AND you have not traveled internationally in the past 10 days? (Please note that to be considered fully vaccinated by CDC guidelines, two weeks must have passed since you received the second dose in a two-dose series or two weeks must have passed since you received a single-dose vaccine.)
- 4. To the best of your knowledge, in the past 10 days, have you been in close contact (within 6 feet for at least 10 minutes over a 24 hour period) with anyone who is currently diagnosed with COVID-19 or who has been told they have

symptoms of COVID-19? Clinical staff who were in appropriate PPE are not considered close contacts in these scenarios

- For how to respond to different scenarios in the screening questions refer to [DOHMH COVID Screening Questions](#).
- For participants arriving to a Program via bus transportation and for employees who provide supervision on the bus, screening must be completed prior to boarding the bus, where feasible.
- In the event that a parent/guardian of a participant is isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child. Please refer to the Household Scenarios section.

#### Household Scenarios

- If the parent/guardian/household member – meaning a member of the same physical household as your participant – is exhibiting signs of COVID-19 or has tested positive for the virus, regardless of that individual’s vaccination status, the participant is a “close contact.” As a “close contact,” the participant must not return to the program for the duration of their household member’s quarantine.
- If the parent/guardian/household member – meaning a member of the same physical household as your participant – is being quarantined as a precautionary measure, without symptoms or a positive test, the participant is then a “contact of a contact.” As a “contact of a contact,” the child may return to the childcare program during the duration of the household member’s quarantine. Childcare staff should walk out or deliver the participant to the parent/guardian at the boundary of, or outside, the premises.
- If a participant or their household member, regardless of that individual’s vaccination status, later becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return or attend the childcare program until after quarantine is complete.
- Individuals who are considered fully vaccinated—two weeks after receiving the second dose in a two-dose vaccine series or two weeks after receiving a single-dose vaccine, or who have recovered from COVID-19 and finished isolation in the past 90 days—are not subject to quarantine after exposure to COVID-19 or after completing domestic travel.
- Programs DO NOT need to report cases of COVID-19 for parents/guardians/other household members if those individuals are not also attending the program..

- Programs ONLY need to report cases of individuals attending the program that are symptomatic for COVID-19 and/or test positive for COVID-19.

### Co-Worker Scenarios

- If a symptomless employee calls their supervisor and notifies them that they are required to stay home in quarantine because they were a contact of a confirmed case, the contacts they had at work are considered “contacts of a contact.” These “contacts of a contact” are not required to be in quarantine and should be permitted to continue to work, following recommendations for social distancing as appropriate. The program does not need to submit a report for staff that are a close contact, unless they become symptomatic or test positive -- at which time the program should report the case as described in Section V.
- If the symptomatic employee gets tested, regardless of vaccination status, the person must stay home while waiting for their test results for at least 10 days and cannot attend the program (or any other DYCD program).
- If any unvaccinated participant/employee who are presumed close contacts are currently on site when the case is confirmed, programs should follow their existing isolation protocol and send home any staff/participants who are presumed close contacts immediately.
- Individuals who are considered fully vaccinated—two weeks after receiving the second dose in a two-dose vaccine series or two weeks after receiving a single-dose vaccine, or who have recovered from COVID-19 and finished isolation in the past 90 days—are not subject to quarantine after exposure to COVID-19 or after completing domestic travel.
  - Close contacts who meet these exemptions can continue to work on site.

### Who Should Not Be on Site

- Staff, parents/guardians, participants, essential visitors that do not pass the health screening.
- Staff, parents/guardians, participants, and essential visitors that have been deemed a close contact of a COVID-19 positive individual, unless fully vaccinated or recovered from COVID-19 in the past 90 days.
- Staff, parents/guardians, participants that have been asked to be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, regardless of vaccination status.
- Participants or staff members that are symptomatic upon arrival at the program or become sick with COVID-19 symptoms while at work; must be separated and sent home immediately.
- Examples:

- A parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child.
- Staff must not come back to the building to pick up equipment or paperwork, alternative arrangements need to be made.

### Hygiene, Cleaning, and Disinfection

- Custodial engineers in DOE Buildings will be deep cleaning each site on a nightly basis.
- DOE will provide the following: maintenance services for soap and toilet paper in all bathrooms and cleaning of doorknobs and all high touch areas throughout the day.
- Programs are responsible for the cleaning of equipment, supplies, and classrooms used during program hours.
- Post [signs](#) in highly visible locations (e.g., camp entrances, dining areas, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs such as by [properly washing hands](#) and [properly wearing a cloth face covering](#).
- When messaging to parents and participants in your weekly updates, include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families (such as on program websites, in emails, and through program [social media accounts](#)).
- Program must identify a secure location to receive deliveries. Custodians can assist with receiving but need to know where to place deliveries.
- Please let your custodial engineer know which classrooms are being used each day so they can support with cleaning up after meals are served.
- Make sure you connect with the custodian engineer and have exchanged contact information in case of any emergency.
- Find free CDC print and digital resources on [CDC's communications resources](#) main page. Refer to [NYS Interim Guidance for Child Care and Day Camp Programs](#) for details

### Dismissal

- Check the ID of anyone who is coming to pick up a child who is not the parent/guardian each time they pick-up the participant.
  - If the person presenting the ID is not on the list of authorized people, the child cannot be released to the person presenting.
  - Please also note the yellow section in the roster spreadsheet "Do Not Give Child to This Person." People listed in this section are not authorized to pick up that participant (e.g. may have a restraining order).

### Personal Protective Equipment

Definition: Personal protective equipment, or PPE, as defined by the Occupational Safety and Health Administration, or OSHA, is "specialized clothing or equipment, worn by an

employee for protection against infectious materials.” Types of PPE:

- Gloves – protect hands
- Gowns/aprons – protect skin and/or clothing
- Masks/Cloth Masks and respirators– protect mouth/nose Respirators – protect respiratory tract from airborne infectious agents
- Goggles – protect eyes
- Face shields – protect face, mouth, nose, and eyes

#### Additional Health and Safety Guidelines for Use of Face Coverings

- A face covering can include anything that covers your nose and mouth, including homemade cloth face coverings. Medical-grade PPE (e.g., N-95 respirators) remain a critical need for health care workers and first responders and, therefore, should be prioritized for those settings. Where possible, programs and staff can consider utilizing clear masks, but this is not required.
- Programs must make face coverings available to staff at no cost. Reusable face coverings/masks are strongly encouraged as they are best for the environment and most sustainable over time.
- Face coverings should be used while traveling to and from a program (except for children under the age of 2), if social distance cannot be maintained, such as on public transportation.
- All family members or other adults (e.g., delivery personnel, etc.) who need to enter a program must be wearing a face covering. Programs are encouraged to keep a supply of additional face coverings onsite for distribution to anyone who needs one in order to enter the program.
  - When entering a program with a face covering used outdoors, it is recommended that staff switch to a clean, uncontaminated face covering/mask.
  - It is a best practice for staff to have at least two separate face coverings/; one for commuting to the site and one to wear on-site. Face coverings must also be changed any time a staff member switches to work with a different group of children.
- Face coverings should be stored in an airtight container (such as a plastic sandwich bag with a zip) and labeled with the individual’s name.
- Gloves and proper sanitation should always be used when touching a used or contaminated face covering/mask.
- When putting on and taking off a face covering, wash your hands for at least 20 seconds with soap and water or, if not available, use an alcohol-based hand sanitizer that contains at least 60% ethanol every time you put on and take off your face covering. If

you are unable to clean your hands, be very careful not to touch your eyes, nose or mouth when putting on and taking off your face covering.

- Face shields are not an alternative to face coverings or masks. Face shields can be worn with face coverings, but alone do not adequately cover an individual's nose and mouth, which is needed to mitigate the spread of the virus.

Reusable face coverings need to be washed using detergent between each use. Face coverings should be fully dry before using again.

### Considerations for Children Who Wear Face Coverings

- Moisture buildup is a real concern with face covering wearing for young children; therefore, the following procedures/guidelines should be put in place:
  - Conduct frequent checks for moisture build-up and/or the development of facial rashes on any children who are wearing face coverings/masks. Consider incorporating rash checks during bathroom schedules and mealtimes.
  - Any signs or symptoms of a rash should be documented, and families should be notified according to DOHMH protocol.
- Please be mindful of younger children with face coverings if they are around small items that could be choking hazards.
- Engage families in ongoing communication as to how people wearing face coverings may be impacting their child(ren).
- Children/campers who are unable to tolerate face coverings may be within six feet of unvaccinated staff, who are wearing a face covering, to receive necessary services.

### Communicating with Children While Wearing Face Coverings

- Children rely on our body language and expressive tones to interpret adult messages. When staff are wearing face coverings, children will not be able to see their facial expressions, so eye contact and voice inflection is especially important.
- Children and adults rely on lip reading and facial expressions to understand each other's language, therefore it is imperative that adults speak clearly. Staff should be sensitive and patient as children adapt to social interactions and work to understand language with adults who are wearing face coverings.
- In the classroom, share photos of real adults and children wearing face coverings. Help children understand that face coverings help to keep us safe and keep away from germs.
- Consider hanging photos of children's and staff members' faces without face coverings on around the classroom and having staff pin photos of themselves without face coverings to their shirts so that children can see their smiling faces.

### Meeting Children's Social Emotional Needs While Wearing Face Coverings

- Some children may find face coverings scary. It is important that adults remain attuned to how children are feeling and provide a lot of comfort, positive reinforcement and space for children to express their feelings.
- Children play out their feelings and experiences. Encourage children to draw and use dramatic play materials to express their thoughts, feelings, questions and concerns.
- Be mindful of children who are sensory sensitive or struggle with change. Be patient and responsive to their needs.

### Evacuation Drill Best Practices for Physical Distancing and Different Cohorts

- With consideration to the overall number of participants and physical distancing guidelines, drills may be conducted in stages rather than all at once.
  - For instance, instead of an evacuation drill being executed for the entire building, it can be conducted in stages with select floors participating at one time.
- If a program conducts a drill in stages, all participants must participate in a staged drill before the completion of the program
  - e.g., first and third floors conduct drill in the morning; second and fourth floors conduct drill in the afternoon).
  - e.g., group 1 and 2 conduct drill at first program hour, group 2 and 4 conduct it in the beginning of third program hour.
- Programs must schedule drills to ensure that each group of the programs' varying blended learning scheduled participants have the opportunity to participate in a drill.
  - For instance, if the first drill of the school year includes students in Group A, programs must schedule the second drill when Group B is programming.
- Participants should exit the building and proceed to their staging area in single file lines. Staff not assigned to participants or groups at time of drill should monitor staging areas.
- Participants should be instructed to maintain a distance of six feet to comply with physical distancing guidelines with cohorts.
- While younger participants may be accustomed to exiting the building holding hands, for now this must be discouraged.
- Older participants should be instructed to refrain from congregating in groups and remain in single file lines while exiting the building.
- Expand street staging areas which might require extending the current staging area to an additional block from the program.
  - It is best to assess this in advance and inform all staff of any changes that must be made.
- All physical distancing guidelines must be followed as participants and staff re-enter the building after any evacuation drill or emergency.

### Site Safety Monitor

This may be the Director/Assistant Director or any designated staff, as you may have multiple Site Safety Monitors assigned depending on your program capacity. Responsibilities include but are not limited to continuous compliance with all aspects of the [Business Reopening Safety Plan](#), for employees. See the [NYS Interim Guidance for Child Care and Day Camp Programs](#) for more detail.

### Health Care Plan

- Programs must maintain an approved [Health Care Plan for School Age Child](#) Care that has been approved by the oversight agency OCFS/DOHMH .
- Such plans must protect and promote the health of participants. The health care plan must be on site, followed by all staff and available upon request by a parent as well as Authorized City Agencies.

### Business Reopening Safety Plan

Each Program must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The Program may fill out the [Business Reopening Safety Plan Template](#) to fulfill the requirement, or may develop its own Safety Plan. This plan must be retained on the premises of the business and must be made available to DOHMH and DYCD authorities in the event of an inspection or visit.

### Fire Protection

For SACC programs, suitable precautions are expected to be maintained in compliance with [OCFS Regulations Part 414](#),

### COVID-19 Vaccination for Child Care Staff

The COVID-19 vaccine has been shown to be safe and effective, and we strongly encourage all staff working in-person to get vaccinated. There is no cost for the vaccine, and all New Yorkers ages 12+ are eligible. Vaccination sites are listed by borough at [www.nyc.gov/vaccinefinder](http://www.nyc.gov/vaccinefinder) with more being added on a rolling basis.

## SECTION V: COVID-19 CASE MANAGEMENT AND REPORTING

Important information on where to report illness or COVID-19 positive cases will be found in this section. Programs should ensure that staff leadership is familiar with the reporting protocol and related actions. Guidance for how to respond should be followed directly. This guidance for DYCD-contracted programs is intended to supplement relevant City, State and Federal regulations, including guidance issued by New York State and the NYC Department of Health and Mental Hygiene (DOHMH).

### Reporting COVID-19 Cases: DOE School-based Programs

DYCD providers will assign a staff member to serve as the Site Safety Monitor. In programs based in DOE facilities, this person will join the school's Building Response Team (BRT) to coordinate with the Principal/School Leader to report cases of COVID-19 in the program to the DOE Situation Room and manage communication with families and staff. It is important that this person builds a strong relationship with the BRT and maintains consistent communication to ensure site safety.

Members of the BRT will report suspected and/or confirmed cases of COVID-19 in the school/program community to the Situation Room by calling 212-393-2780. When the Principal-in-Charge is available on site, all cases should be reported to the Principal-in-Charge, who will be responsible for reporting the case to the Situation Room and liaising with school/program leaders regarding case management (i.e., tracing close contacts, communicating to families and staff). If the Principal-in-Charge is not available on site when a staff or student with a suspected or confirmed case of COVID-19 is identified, the Site Safety Monitor should call the Situation Room to report the case.

The Situation Room will be open from 7 AM to 3:30 PM Monday-Friday and 11 AM to 3:30 PM Sunday. Outside of these hours, Summer Rising programs can report cases via email or voicemail, which will be answered when the Situation Room re-opens.

All schools and programs within a building will be copied on case management emails from the Situation Room. Providers should ensure that their On-Site Program Director and Program Director's Supervisor contact information is up-to-date and tagged in Connect. Providers will not be asked to report cases separately to DYCD/DOHMH, or through the portal used during the 2020-2021 school year.

## Reporting COVID-19 Cases: Center-Based and Other Non-DOE Programs

DYCD providers will assign a staff member to serve as the Site Safety Monitor. Program Directors or Site Safety Monitors in center-based and other non-DOE programs will report suspected and/or confirmed cases of COVID-19 to DOHMH by calling the Provider Access Line at 866-692-3641 (identifying yourself as a School-Aged Child Care site) and submitting a list of close contacts to be enrolled in the Test + Trace Corps program using [this form](#).

For more details guidance, see Appendix A - [Handling COVID-19 Cases in the Workplace: What Employers Need to Know](#)

The Provider Access Line is available between 9 AM and 5 PM daily, and you may ask to speak with a medical epidemiologist for additional support in case management. DYCD staff are also available to support by contacting [covidreporting@dycd.nyc.gov](mailto:covidreporting@dycd.nyc.gov) and requesting a call back. Letter templates to assist with communication to staff and families are also available upon request from DYCD.

## Center-Based Space Considerations - Multipurpose Buildings

Some child care programs are located in buildings that are used for multiple purposes.

Programs should collaborate with other groups using the building to:

- Ensure all groups using the facility are following shared health and safety guidelines (e.g. use of face coverings);
- Limit the number of shared spaces in the building;
- Minimize the number of people in the building when the program is open;
- Determine who is responsible for cleaning and disinfection between uses of shared spaces;
- Work on communication plans to ensure that the program is notified if a member of a group that uses the building tests positive or develops symptoms of COVID-19;
  - Programs do not and should not reveal the identity of the person with COVID-19. However it can be shared that “there is a confirmed case of COVID-19 with POTENTIAL EXPOSURE to the community” between programs.
  - Non-DYCD programs in the space can also call the Provider Access Line at 866-692-3641 to report positive cases to DOHMH.
- To the extent possible, all groups using the facility should retain the name and contact information of anyone entering the facility, to enable tracking and tracing efforts by the NYC Department of Health and Mental Hygiene.

## Isolation Space

Your program must have a private area (such as an enclosed room) provided for separating symptomatic participants under direct adult supervision until a family member can pick them up. Symptomatic staff members must also be isolated in a private area until they can safely

leave the facility. Programs should maintain first aid kits and appropriate personal protective equipment (PPE) in these designated isolation space(s).

### Case Management: Symptomatic Children and Staff

Follow the guidance below for cases of participants or staff experiencing COVID-like symptoms.

- All program staff must be familiarized with the symptoms of COVID-19. These symptoms may include:
  - Fever or chills
  - Cough, shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Sore throat, congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Report the case as described above (via DOE Situation Room for DOE-based programs, and via the DOHMH Provider Access Line for non-DOE based programs).
- If a participant is showing any symptoms of COVID-19, program staff should:
  - Escort the participant to the isolation space while wearing appropriate PPE.
  - If the participant is stable enough, notify the participant's parent/guardian to come and pick up the child. Strongly advise the family to visit a doctor and get the participant tested for COVID-19, and, if requested, provide the parent/guardian with information regarding [City-run testing sites](#).
  - Upon completing the supervision of the participant (transferring custody to the parent/guardian), the staff member should remove gloves (taking care to touch only the inner surface of the glove) and wash hands. Then remove the following in this order taking care to touch only the back of the items: face covering, smock, then wash hands. Hands should be washed after removing each item. All items may be disposed of in a regular garbage bin.
- If any staff member, regardless of vaccination status, is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the staff member must be separated and sent home immediately. If the employee does not feel well enough to leave on their own, the program leader should assist with arrangement of ambulance services, if appropriate, or other ways to safely return home, such as calling a designated contact. Any adults waiting with the employee should stay at least six feet away from the employee in the designated isolation space.
- Immediately close off areas from participants and program staff that were used by any person with COVID-19 symptoms.

- Open windows to increase air circulation in the affected areas, to the extent possible, while maintaining all health and safety standards.
- Wait 24 hours before you clean and disinfect the affected areas. If 24 hours is not feasible, wait as long as possible (at least 2 hours). Thoroughly clean and disinfect any affected areas according to the CDC guidance on [Cleaning and Disinfecting Your Facility](#).
- Clean and disinfect all areas used by the person with COVID-19 symptoms, such as the isolation space, bathrooms, common areas, and shared equipment.
- After cleaning and disinfecting the affected areas, these areas can be used for other purposes.
- If the symptomatic individual gets tested, regardless of vaccination status, the person must stay home while waiting for their test results and cannot attend the program (or any other DYCD program).
  - If a positive case is confirmed, programs must follow the protocols in the next section.
  - If the individual shares documentation of a negative laboratory-confirmed test result or the negative test result is verified by DOHMH, the individual may then return to the program if they have been fever-free for 24 hours without the use of fever-reducing medication AND their overall illness has improved.
- If the symptomatic individual does not get tested, then the individual cannot return to the program until:
  - 10 days have passed since the first symptom, AND
  - The individual has been fever-free for 24 hours without the use of fever-reducing medication; AND
  - Their overall illness has improved.
- You are not required to notify families of other participants when someone in the program has symptoms of COVID-19 (if the case is not confirmed). If you want to communicate something to families about a symptomatic staff member or child, DYCD can provide you with letter templates to inform families that:
  - An individual has symptoms, is not a confirmed case of COVID-19, and is not attending the program for at least 10 days (unless they receive a negative lab-based test).
  - Their child may continue to attend the childcare program.
  - If they are concerned, they should talk to their health care provider.
  - The symptoms of COVID-19 are very nonspecific, and are often similar to other respiratory viral diseases, including influenza.

## Case Management: Confirmed Cases of COVID-19

Follow the guidance below for cases of participants or staff who have tested positive for COVID-19.

- A DYCD-contracted program may hear about a positive COVID-19 case in one of the following ways:
  - Staff member or parent/guardian self-reports a positive test result to the program.
  - Staff member or participant tests positive during random testing at a school-based program, or through another city-run testing site that DOHMH then reports to the program.
- Report the case as described above (via DOE Situation Room for DOE-based programs, and via the DOHMH Provider Access Line for non-DOE based programs).
- The program must adhere to the protocols outlined in the table below, titled **Summary of Confirmed COVID-19 Case Outcomes For DYCD-Contracted Programs**.
- A person who has tested positive for COVID-19, regardless of vaccination status, cannot attend the program (or any other child care program), until all the following are true:
  - It has been at least 10 days since their symptoms started (or, if asymptomatic, the date they got tested); AND
  - They have not had a fever for the last 24 hours without the use of fever-reducing medication; AND
  - Their overall illness has improved.
- After confirming the positive diagnostic test of COVID-19, identify everyone who was a close contact of the person during their infectious period.
  - The infectious period is when someone with COVID-19 may potentially spread the virus to others (or when they are contagious):
    - The start date of the infectious period is two days before the person had their first symptom or two days before their COVID-19 test date if they never have symptoms.
    - The end date of the infectious period is 10 days after the person had their first symptom or 10 days after their COVID-19 test date if they never have symptoms.
    - The test date is when the test took place, not when the test results were reported to the provider or patient.
  - A close contact is someone who has been within 6 feet for at least 10 minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face covering use or the presence of plexiglass or other barriers.
    - Additionally, other people may be considered close contacts in certain situations, including when physical distancing cannot be consistently

monitored or maintained, when people are participating in activities that require releasing more air, such as vigorous exercise, singing or playing wind or brass instruments in an enclosed space.

- If you have questions about who is a close contact, call the NYC Health Department at 866-692-3641, selecting prompts for facility reporting and ask to speak to a medical epidemiologist. Consultation is available from 9 AM to 5 PM daily.
- This list of confirmed close contacts will likely include all of the staff and children from the same group cohort or classroom as the individual who tested positive. Depending on the program's schedule, there may be other close contacts identified. For example, if a participant or staff moves between groups, there may be close contacts in these other groups.
- If the COVID-positive individual did not attend the program during their infectious period, there will be no intervention required as there is no exposure within the program community.
- Report close contacts, who will need to quarantine for 10 days from the date of their last exposure and will not be permitted to attend the program during that time (unless they meet an exception as described below).
  - School-based programs will work with DOE Situation Room staff to report close contacts.
  - Center-based and other non-DOE programs may consult with DOHMH epidemiologists via the Provider Access Line, and must report close contacts using [this form](#). Refer to [this appendix](#) for additional information.
  - All providers may contact their program manager and/or [covidreporting@dycd.nyc.gov](mailto:covidreporting@dycd.nyc.gov) for additional support.
  - Individuals who are considered fully vaccinated—two weeks after receiving the second dose in a two-dose vaccine series or two weeks after receiving a single-dose vaccine, or who have recovered from COVID-19 and finished isolation in the past 90 days—are not subject to quarantine after exposure to COVID-19 or after completing domestic travel.
- Communicate with your program community regarding the confirmed case. DYCD can provide letter templates for the following communications.
  - **Notification for Close Contacts:** This letter is for staff and families of children who are identified as close contacts of the positive case. This letter will state that they or their child has been in close contact with a COVID-19 positive individual and inform them that, per the NYS Department of Health (NYSDOH) requirements, they must stay home and separate from others (including household members) for 10 days from the date of their last exposure. They should continue to monitor themselves for fever or other COVID-19 symptoms

for four days after quarantine has ended. If symptoms occur, they should isolate themselves, contact their health care provider, and get tested for COVID-19.

- Providers should contact the parents/guardians of any children who are presumed close contacts for immediate pickup and send home any staff members who are presumed close contacts immediately.
  - Those who meet an exemption to quarantine (because they are fully vaccinated or have recovered from COVID-19 within the past three months) may continue to attend the program as long as they can continue to pass the daily health screening.
  - Unvaccinated students or staff deemed close contacts must quarantine and cannot attend the program, or any other DYCD program, for 10 days after their last contact with the infectious person. This is true even if the close contact receives a negative COVID-19 test result themselves during the quarantine period.
  - NYC Test + Trace Corps will do ongoing monitoring of close contacts via phone during the 10-day quarantine, and will provide a list of resources for those who are quarantining.
  - After day 10, individuals can return to the program, but must continue self-monitoring for symptoms through day 14 and if any develop, they should immediately self-isolate and contact the local health department or their healthcare provider to report this change and determine if they should seek testing. Individuals should continue strict adherence to all recommended safe behaviors to stop the spread - wearing masks, socially distancing and avoiding gatherings.
  - You should never reveal the identity of the person with COVID-19 with families in your program or share information that might identify the person with COVID-19. That information is confidential. Maintaining confidentiality will help encourage other people to disclose when they have COVID-19. However, sharing with the Situation Room, school principals of the participants in your program, and DOHMH/Test + Trace as necessary is allowable as a public safety measure.
- **Notification of Positive Case in Program Community:** This letter is for staff and families of children who are not presumed to be close contacts of the individual who tested positive. This letter will state that there was a confirmed case of COVID-19 at the program, but that they or their child is not considered a close contact at this time and therefore there is currently no need to quarantine.
  - Clean and disinfect all areas used by the person with COVID-19 symptoms, such as the isolation space, bathrooms, common areas, and shared equipment, as described above and following the Centers for Disease Control and Prevention guidelines on [Cleaning](#)

[and Disinfecting Your Facility](#). After cleaning and disinfecting the affected areas, these areas can be used for other purposes.

- Inform your program manager of the confirmed case in your program and whether any staff/participants are quarantining as a result. If needed, discuss how cases where large numbers of staff/participants are quarantined may affect program operations.

### Workscope Contacts

Each program Workscope should have the most up-to-date telephone number, email address, and alternate contact (e.g., cellphone) that can be reached after business hours if needed.

Important contacts for case management include:

- Executive Director
- On-Site Program Director (in DOE buildings, staff tagged with this role will receive automated communication from the Situation Room for all cases in their building)
- Program Director's Supervisor (in DOE buildings, staff tagged with this role will receive automated communication from the Situation Room for all cases in their building)
- In some cases, the same person could provide multiple roles. Contacts in the Workscope should reflect the structure of communication that fits your organization.

### Summary of Confirmed COVID 19 Case Outcomes

Scenario	Action Taken
A. One confirmed case	<ul style="list-style-type: none"><li>● If the individual was in the program during their infectious period, the class/group of the positive case remains closed and quarantined for 10 days.</li><li>● Additional close contacts are quarantined based on where the exposure was in the school/program.</li><li>● Individuals who are fully vaccinated against COVID-19, or have recovered from COVID-19 in the past 90 days and completed their isolation, will not be required to quarantine.</li></ul>
B. Multiple confirmed cases in the same classroom	

<b>C. Multiple confirmed cases in different classrooms</b>	<ul style="list-style-type: none"><li>• All of the above.</li><li>• In DOE facilities, a school investigation is initiated when there are 4 or more confirmed cases in 4 different classrooms within 7 days. If the investigation determines that all cases are linked to transmission within the school, the school will close for 10 days.</li></ul>
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## APPENDIX A

### Guiding Documents Links

- SACC Regulations [OCFS Regulations Part 414](#)
  
- [New York State Department of Health Interim Detailed Guidance](#) - As a reminder “Interim Guidance for Child Care, Day Camp, and Overnight Camp Programs During the COVID-19 Public Health Emergency” issued by the New York State Department of Health is no longer in effect. Child care programs are free to continue to adhere to the archived NYSDOH Interim Guidance for Child Care and Summer Camps
  
- [New York State Department of Health Reopening Safety Plan:](#) To be kept on site.
  - [OCFS 6039 Program Tracker form](#)
  - [OCFS 6040 Health Screen One-Time Attestation](#)
  - [OCFS 6041 Cleaning and Disinfecting Log](#)
  - [OCFS 4443 Child Attendance Sheet](#)
  
- [Handling COVID-19 Cases in the Workplace: What Employers Need to Know](#)
  
- [Cleaning and Disinfection Guidance for Public and Private Facilities](#)
  
- NYS DOH: [UPDATE INTERIM GUIDANCE FOR COMMUNITY EXPOSURE QUARANTINE 042221 \(ny.gov\)](#)
  
- [Face Covering Training from CDC](#) – Staff will need Face Covering Training before starting the Program, keep a record on site of who took the training.
  - [Face Covering Guidance](#)
  - [Face Covering Video](#)
  - [OSHA guidelines](#)

- [DOE Health and Safety Guidance](#)
- [DOE School Models](#)
- [Single Purpose Programming](#)
  - [Single Purpose Video Description](#)
- **Signs and Messages**
  - Post [signs](#) in highly visible locations (for example, camp entrances, dining areas, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs such as by [properly washing hands](#) and [properly wearing a mask](#).
  - Provide regular [announcements](#) to campers and staff that reinforce ways to reduce spread of COVID-19.
  - Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families (such as on camp websites, in emails, and through [camp social media accounts](#)).
  - Find free CDC print and digital resources on [CDC's communications resources main page](#).


## APPENDIX B

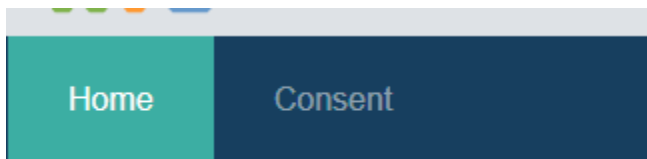
### Consenting to COVID-19 Testing for Summer Rising CBO Staff

CBO staff at Summer Rising programs are **required** to consent to mandatory periodic COVID-19 testing.

1. To submit consent, please visit <https://healthscreening.schools.nyc/>



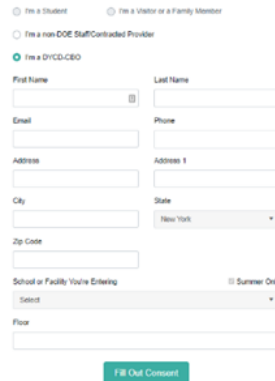
2. Click on "Guest Screening" 
3. On the top left of your screen, select "Consent."



- a. On the "Hello Guest" screen, select the option "I'm a DYCD-CBO."

b. Fill out your name, contact information, and your Summer Site from the drop down list. Click “Fill Out Consent” to continue to the next screen where you can access consent information.

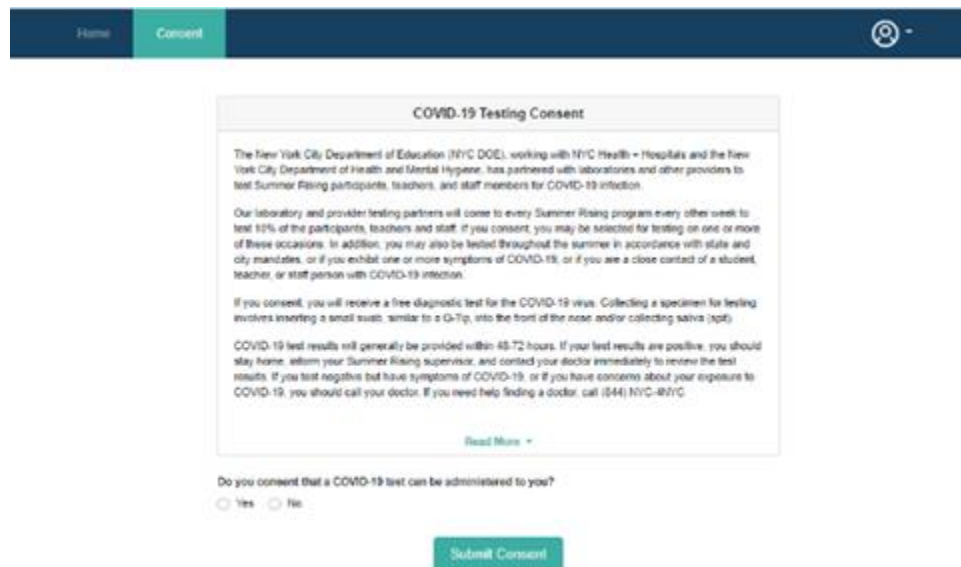
c. For CBO staff, your program director will be able to share the “School or Facility You’re Entering for Summer Rising”.



The form includes radio buttons for user roles: "I'm a Student", "I'm a Visitor or a Family Member", "I'm a non-DOE Staff/Contracted Provider", and "I'm a DYCD/CBO" (which is selected). Below these are input fields for First Name, Last Name, Email, Phone, Address, Address 1, City, State (a dropdown menu currently showing "New York"), and Zip Code. There is also a dropdown for "School or Facility You're Entering" with a "Summer Only" checkbox. A red arrow points to the "Fill Out Consent" button at the bottom of the form.

4. On the “COVID-19 Testing Consent” screen you read the details of the NYC Dept. of Education COVID Testing program.

a. Click “Yes” to consent.



The screen has a dark blue header with "Home" and "Consent" tabs, and a user profile icon. The main content area is titled "COVID-19 Testing Consent" and contains text explaining the testing program. Below the text is a "Read More" link. At the bottom, there is a question: "Do you consent that a COVID-19 test can be administered to you?" with "Yes" and "No" radio buttons. The "Yes" button is selected. A "Submit Consent" button is at the bottom right.

b.

Click “Submit Consent” to finalize your consent.

**5. You will see a “Success!” message to confirm that your consent has been saved successfully.**

**Success!** Your COVID-19 testing consent has been saved successfully.



## APPENDIX C - DYCD Daily Snack Roster



### NEW YORK CITY DEPARTMENT OF EDUCATION SUMMER RISING DYCD ATTENDANCE AND MEAL PARTICIPATION ROSTER

School:   Week Ending

Program Name:

Enrollment:  Meal Type:  Center Number

**Attendance must be taken daily.** Programs must track attendance and meal participation using this **approved roster only**. Indicate each student's attendance by marking an "A" for absent and "blank" for those who are present. Indicate when a snack is taken using a check mark. If a snack is not taken, leave the box blank. Count the number of students present and number of students who took a meal from each age group. Add the sum of all pages and record the grand totals on the **Summer Rising Snack Program Count Form**. The completed rosters and Form must be submitted to the kitchen by **MONDAY** of the following week.

Indicate "✓" for a snack taken												
ENTER MEAL SERVICE DATE →			Monday		Tuesday		Wednesday		Thursday		Friday	
STUDENT NAME		Student Age	Attendance	Snack Taken	Attendance	Snack Taken	Attendance	Snack Taken	Attendance	Snack Taken	Attendance	Snack Taken
Sample (John Smith)		12	A			✓	A					✓
1												
2												
3												
4												
5												
6												
7												
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22												
23												
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25												
ATTENDANCE: TOTAL PRESENT (BLANKS)		→										
TOTAL SNACKS TAKEN: AGE 12 & YOUNGER		→										
TOTAL SNACKS TAKEN: AGE 13 & OLDER		→										
PREPARED BY:								Date:				

## Summer Rising Snack Program Weekly Count Form

Under Child and Adult Care Food Program (CACFP) rules, we are required to report the number of student meals served and students in attendance for each day's meal service.

Please return this completed form and daily attendance roster to the kitchen after the day's meal service is completed.

School Food Code: \_\_\_\_\_

Center Number: \_\_\_\_\_

	Monday	Tuesday	Wed	Thursday	Friday
Meal Service Date					
Number of Students in Attendance					
Number of Snacks Served to Students 12 years old and younger					
Number of Snacks Served to Students 13 years old and older					

Completed by (signature): \_\_\_\_\_