**Guidance for Summer School Programming**

**Safety guidelines for districts choosing to operate in-person summer programs**

Schools intending to offer in-person instruction should ensure that decisions are aligned with state and local laws and applicable executive orders, recognizing that the COVID-19 pandemic continues to be unpredictable and dynamic and that the laws, executive orders, and DOE recommendations are subject to change accordingly.

**Staffing recommendations:**

- School Nurse on site (for staff education and school health services)
- Social Worker or Guidance Counselor (prepared for potential for increase in mental health issues when students return)
- Custodial Staff (increase in scope of cleaning/disinfecting per CDC protocols)
- Student to teacher ratio not to exceed 10:1 preferably 10:2
- Substitute staff (trained and available)
- Consider additional staff to help with physical distancing

**Education and requirements of students, families, and staff pre-entry:**

- A signed contract for parents/caregivers to agree to check for symptoms each day prior to sending students (include agreement to pick student up in a timely fashion if symptoms present after the child has arrived at school) should be required prior to the start of the program.
- Students and staff should determine their health status prior to coming to school each day.
    Sample self-check (as CDC determines additional symptoms, these should be added to the checklist):
    1. Do I feel unwell today?
    2. Do I have a cough or sore throat? fever or do I feel feverish? Do I or have I had shortness of breath? Do or have I had a loss of taste or smell? Do or have I been around anyone exhibiting these symptoms within the past 14 days? Do or have I been living with anyone who is sick or quarantined? Have I been out of state in the last 14 days? If the answer is yes to any of the questions, stay home.
    3. Take temperature: if 37.8 C/100 F or higher stay home.
- Medically fragile students and staff should consult with healthcare provider prior to committing to in-person summer school/ESY
- Districts should provide virtual learning alternatives for students who are not ready to transition into a school/ ESY environment (i.e. prohibitive medical conditions, fears surrounding COVID-19, family members at high risk, etc).

**Classroom Guidelines:**

- Prioritize classrooms with their own outdoor entrance
- Prioritize classrooms with built-in bathroom
- Prioritize classrooms closest to bathrooms (if there are not enough classrooms with built-in bathroom)
- Ensure that classrooms have proper ventilation
- Declutter classrooms (necessities only)
- Plan for no more than 10 students in a classroom (fewer if classroom space will not allow 6-foot rule)

**Transportation Procedure**

- Safest mode of transportation is for students to be transported via private vehicle.
- If school-based transportation is needed:
    1. Provide plexiglass divider or face shield for drivers
    2. Explain that parents are not allowed to enter the bus
    3. Ask that students wash/sanitize hands prior to entering bus
    4. Bus to fill from back to front
    5. One student per seat except siblings who will sit together
    6. Fill every other seat and stagger left and right side
    7. Exit the bus from front to back washing/sanitizing hands upon exit
    8. Face covering to be worn on bus per state guidelines

The following procedures, logistics, and protocols should be well-communicated prior to the start of the summer program and reiterated/rehearsed often.

**Classroom Procedures:**

- Entering
    1. Stagger entry times to avoid hallway crowding.
    2. Ensure that students bring minimal belongings from home; these should remain with student at designated spot (no use of lockers or cubbies) coats to be hung on back of chair
    3. Ensure 6-foot spacing during entry to building
    4. Practice protocol for going directly to designated classroom/space.
    5. Assigned entrance and exits (one-way traffic)
    6. Parents are not permitted into the building (designated drop off and pick up spots)
    7. Have staff and students wash/sanitize hands prior to entering the classroom (use tape to mark 6-foot spacing for lines at sinks)
    8. Late arrivals will call the front office prior to exiting their vehicle and arrangements will be made to assist in entering.

- During

1. Require that students receive permission before leaving classroom at any time.
2. Require students and teachers to adhere to 6-foot rule at all times
3. Require students to wash/sanitize hands frequently throughout the day and specifically after coughing, sneezing, touching face and retrieval of new materials not owned by them personally, before/after eating and toileting.
4. Restrict the transfer of materials; provide workbooks, notebooks, and writing utensils as a kit at beginning of program rather than handing out new materials each day.
5. Require staff to wipe down their computers, tablets, phones, or other frequently touched items several times a day.

- Exiting
    1. Require students to wash/sanitize hands prior to exiting classroom
    2. Stagger dismissals to avoid hallway crowding

- Hygiene:
    1. Clean tabletops, door handles, and other surfaces that are frequently touched prior to students entering, during any breaks or recess times, and after students exit (each time).
    2. Follow CDC recommendations for: hand hygiene; cough and sneeze etiquette/hygiene; face coverings; donning and doffing of PPE; disinfecting.

**Lunch and Snack procedure:**

1. All Students and staff will eat snacks and/or lunch in designated classroom
2. Students and Staff should bring their own water bottles, properly labeled (no use of water fountains; non-touch refill stations only to refill water bottles). Schools may consider providing bottled water also.
3. All Students and staff to wash/sanitize hands before and after eating snack or lunch
4. Snack and lunch supervised by designated teacher
5. If school is providing snack or lunch: disposable packaging and utensils should be used; meals should be delivered to the classroom in a designated bin. Each child will retrieve the food from the bin and dispose of any food and packaging in the trash.
6. Bins will be collected by assigned staff and cleaned per guidelines

**Movement within the building**

1. Movement should be limited within the building
2. Everyone should wash/sanitize hands when exiting or entering a new classroom within the school.

3. Manage traffic flow, using tape on floors as reminders, keeping all to the right side when moving up and down stairs (and 5 steps apart) and through the hallways.
4. Help students to practice keeping hands and bodies to self.
5. Maintain a 6-foot rule at all times.
6. Use only assigned bathrooms (1 child at a time).
7. Limit elevator use to 1:1 student/staff at a time (use only if needed).

**Outdoor play:**

1. Staggered outdoor times (1 group at a time- not to exceed 10 students)
2. Playground equipment to remain off limits per State guidelines at this time
3. No toys or accessories during this time
4. Encourage the use of field space to maintain 6-foot rule
5. Consider having a structured stretch or yoga session during this time.
6. Consider using school-based trails and walking while maintaining the 6 foot rule
7. Stay in designated groups at all times.

**Nursing Considerations:**

- No nebulized medications permitted. If the use of inhaler is required, then student or staff must be excused to a designated area preferably outside or away from others.
- Limit movement of students
    1. Medication administration-maintain physical distancing and privacy
    2. First Aid kits for teacher's rooms (bandages, feminine hygiene, etc.)
    3. Create a call system so the nurse can meet a student outside the door of the designated classroom to assess and address concerns.
- Designated area to isolate ill students prior to dismissal.

**Illness Policy:**

1. Staff or students who show signs of illness or have a temperature of 37.8 C/100F or higher should not come to school or if already at school should go home immediately.
2. Any symptoms or fever that are suggestive of illness requires students or staff to stay home or if already at school they should go home immediately.
3. If any members of a student's or staff's household are ill they should not come to school.
4. If a suspected or confirmed case of COVID-19 has entered the school- follow CDC guidelines and coordinate with local health officials.

**Supplies Needed:**

1. Cleaning supplies per CDC guidelines

2. Personal Protective Equipment (PPE) for staff caring for students who cannot maintain the 6-foot rule: Face coverings or shields, gloves, gowns.

**Things to consider:**

1. 2 teachers per room
2. Additional teacher to help enforce 6-foot rule, sanitization, and be used to escort students to and from required or requested rooms (i.e. bathroom, if one is not available in classroom)
3. Children to supply own face coverings per CDC guidelines labeled with their first name and last initial
4. Consider modified summer school schedule
5. Do not incorporate lunch (i.e. morning groups 8-10, 9-11, 10-12; if need to do afternoon groups 12-2, 1-3); offer take-home bag meals.
6. Consider consolidation of summer school programs in one building
7. Utilization of resources (staff, nurse, guidance counselor/social worker, cafeteria and custodial personnel)
8. Have nurse train other staff to perform symptom checks

**Resources:**

AAP: American Academy of Pediatrics/2019 Novel Coronavirus (COVID-19)

IDEA: Individuals with Disabilities Education Act/ COVID-19, IDEA-related Q & A

CDC Cleaning and Disinfecting Guidelines

CDC: Handwashing Guidelines

CDC: School Setting

CDC: Symptoms of Coronavirus

CDC: Use of Cloth Face Coverings

CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

NASN: COVID-19 Resources

WHO: World Health Organization/ Getting Your Work Place Ready for COVID-19

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