

TO: Principals and Heads of School

CC: Dr. Brenda Cassellius, Superintendent
Sam DePina, Deputy Superintendent of Operations
Indira Alvarez, Chief of Operations
Corey Harris, Chief of Schools
School Superintendents

FROM: Monica Roberts, Chief of Family and Community Advancement

DATE: August 20, 2021

RE: Partner Access to Buildings

Thank you for your patience as we finalize expectations for before- and after-school providers, partners, and student teachers working in schools for the 2021-2022 school year. BPS has met with the Boston Public Health Commission and we are pleased to share an update regarding partner access to buildings.

Building access may be granted to partners providing direct service to students including before and after school programming. In light of the space requirements outlined below, school leaders will determine which partners will be granted access. Partners that are unable to return to school buildings may continue to leverage technology to provide services. Partners will receive building access contingent on the following requirements being met.

- Partners must work directly with or serve students. This can be on a consistent or as needed basis for a specific service (e.g. health clinics provide healthcare service when needed).
- Each partner must have a designated space. This can be in a classroom with one specific set of students, or in a shared space with programming occurring at different times with cleaning by each partner at the end of their program.
- At this time, Partners are limited to using school buildings and spaces for programming during the school day and for directly after school programs. This means that partners, and outside groups are not allowed to reserve or use buildings or BPS spaces in the evenings or on weekends.
- Partners must submit a form confirming their agreement to follow all health and safety protocols
 - Masking at all times
 - Daily clean of the dedicated space at the end of the program

- Implement a sign-in and sign-out process for their program daily for contact tracing
- All partner staff must sign in and out of the front office
- Immediate reporting of any positive cases of COVID-19 to the School Leader, who will in turn follow BPS reporting protocols
- Participate in any pool testing done at the school
- Comply with the city's Vaccine Verification or Required Testing requirement for COVID-19 (outlined in the August 12, 2021 announcement from Mayor Janey). Starting October 18, 2021 onsite contractors, volunteers and partner staff must provide proof of vaccination or weekly negative test results. (Process details are forthcoming from the city)

Next Steps for Schools:

1. Schools must submit the [Partner Building Access Form](#) to document partners that will be in the building.
2. Partners must submit a [Partner Staff Reporting form](#) and commit to providing a roster of their staff expected in schools and daily attendance tracking.
3. Schools must execute and upload Scope of Work Agreements (SOW's) and Memoranda of Understanding (MOU's) into www.PartnerBPS.org. We encourage you to incorporate any stipulations regarding the plan in the case that the district must implement hybrid or fully remote learning.
4. Schools should ensure that the space offered to partners is secured through the [School Dude portal](#).
5. Schools must enter a requisition for each partner and await conversion to a purchase order before the partner begins work.

The Office of Family and Community Advancement will share the information outlined in this memo with partners.

Please email questions to Francisca Borders, fborders@bostonpublicschools.org. We look forward to supporting you and your school community throughout this school year.