

Guidelines for BINcA Writers' Room[EXTERNAL]

Updated 2/22/22

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Introduction

The following guidelines apply to all activities taking place in the Writers' Room at BINcA.

This Writers' Room is open for in-person operation. The hours of operation for this Writers' Room are:

- Monday, Wednesday, and Thursday, 8:30 AM–4:00 PM

The following programming will be offered in-person:

- Publishing projects
- Class visits
- Recurring tutor presence in partner classrooms
- Drop-in tutoring during class times
- Workshops during and after school
- After-school tutoring
- After-school clubs

The following programming will remain virtual:

- Certain events
- Certain clubs

Writers' Room Capacity

The Writers' Room will only allow up to 15 students in the Writers' Room at a time. Each Writers' Room team will decide how they will support students during in-class visits to ensure they are upholding the Writers' Room capacity.

Covid-19 Vaccination

All 826 Boston staff, service members, interns, and volunteers, must be vaccinated against Covid-19 and must remain up to date with their Covid-19 vaccines, which includes booster doses at regular time points. The full vaccination policy for 826 Boston team members can be found [here](#).

Safety Guidelines

[Face coverings](#) are required, regardless of vaccination status. Disposable masks are available. Per [Massachusetts Covid-19 Mask Requirements](#), children under 5 years old are not required to wear a mask.

Self-Screening for COVID-19 Symptoms

1. Do not come to the Writers' Room if you are experiencing any [symptoms](#) of Covid-19 not due to another known cause (fever or chills, cough, difficulty breathing or shortness of breath, sore throat, fatigue, headache, muscle or body aches, runny nose or congestion, new loss of taste or smell, nausea or vomiting, or diarrhea).
2. Do not come to the Writers' Room if you have had close contact with an individual diagnosed with Covid-19. See the State of Massachusetts' [COVID-19 Isolation and Quarantine Guidance for the General Public](#) for more information and guidance about what to do if you have been exposed to someone with Covid-19.
3. Do not come to the Writers' Room if you have been asked to self-isolate or quarantine by your doctor or a local public health official.

Notification of Diagnosis

If you enter the Writers' Room and subsequently test positive for Covid-19, please notify 826 Boston by emailing Executive Director, Jessica Drench at jessica@826boston.org. To send this notification in Spanish, please email Administrative Assistant Sabrina Diaz at sabrina@826boston.org.

Covid-19 Response Plan

If we are notified that an individual who visited the Writers' Room tested positive with Covid-19, 826 Boston will follow the State of Massachusetts' [COVID-19 Isolation and Quarantine Guidance for the General Public](#). The Deputy Director will lead the response, in coordination with 826 Boston's legal counsel, and in accordance with additional guidance issued by the Centers for Disease Control and Prevention, the Massachusetts Department of Public Health, and/or the Boston Public Health Commission.

826 Boston may notify other individuals who visited the Writers' Room, as appropriate and practicable, while ensuring that confidential information about the infected individual, including their name and other personal identifying information, will be safeguarded and not be revealed without their permission. We will work with the infected individual to determine when it is safe for them to return to the office and we will close our facilities as needed for disinfecting.

Per [BPS Partner Access Guidance](#), the Writers' Room will:

- implement a daily sign-in and sign-out process for contact tracing;
- immediately report any positive cases of Covid-19 to the School Leader and the Deputy Director, who will in turn follow BPS reporting protocols;
- participate in any pool testing done at the school; and
- comply with the city's Vaccine Verification or Required Testing requirement for Covid-19.

Hygiene Guidelines

1. Writers' Room staff will disinfect tables, chairs, light switches, door knobs, team desks and all other high touch areas in-between tutoring sessions, when students/individuals move spaces and at the start and end of each day. Staff will use microban spray, lysol wipes, and a swiffer wetjet/broom. Gloves are available to be used as needed and hands should be washed after cleaning/disinfecting. The Writers' Room will be closed/unreserved for 10-15 minutes in-between sessions/visits to allow the team time to disinfect.
2. Disposable masks, school-provided hand sanitizer, disinfecting wipes, and gloves, are available in the room and prominently displayed.
3. The windows of the Writers' Room are kept open and two fans circulate air throughout the day. There are two school-provided air purifiers also operating throughout the day on opposite sides of the room.
4. The Writers' Room will keep an internal record of student and staff visits to the room to assist with contact tracing.