

Updated Summer Building Access Addendum July 9, 2020

Greetings, Charter School Leaders –

Below is the updated summer building guidance that was released by the DOE last night.

For questions, contact CharterSchools@schools.nyc.gov.

Schools in DOE Buildings

Updated Guidance on Building Access

The DOE understands that principals, teachers, and other staff may need access to their school buildings to complete tasks that are critical for closing out this past school year and preparing for the opening of school. The DOE is not currently requiring any principal or staff member to come to their school building, but is updating this guidance for those who wish to do so, in accordance with safety recommendations and social-distancing requirements.

General Building Access Policies

- Building access will continue to be restricted in sites being used for COVID-19 testing, and locations deemed unsafe to access by the School Construction Authority (SCA) and the DOE, due to ongoing construction or renovations.
- Everyone entering a DOE building is required to wear a mask/facial covering during the entire time they are in the building, consistent with New York State executive orders [202.17](#) and [202.34](#).
- Principals, key administrators, and select designees, such as operations directors, are allowed access to their school building without having to submit a [Building Access Appointment Form](#).
- Although submission of the building access form is not required for these specific individuals, principals must coordinate with their custodian prior to entering to ensure safe access to the required areas. These areas may include office spaces or the whole facility if conducting a space analysis or building walkthrough. Charter schools may require general building access in order to complete financial audits.
- There must be a sign in log in the event contact tracing is required.
- Social distancing practices must be implemented, which requires maintaining a minimum distance of six-feet apart at all times.
- Staff are not permitted to bring anyone else into the building, including their own children.

Employee Access

- As a best practice and to provide systemic efficiency, principals should survey staff (and CBO's who have requested access) to collate and analyze the needs of the school community to appropriately schedule times for safe access. Consider gathering the data through a digital survey tool (Google Forms, Survey monkey, etc.) to collect responses in a manner that can be easily collated for analysis.
- Upon determining staff needs, the principal, or designee, should complete the [Building Access Appointment Form](#) to request access during a certain time period, with a minimum of 48 hours lead time in order to allow the borough safety director (BSD) to coordinate with the custodial staff and to ensure the assignment of a school safety agent(s) at the time of the visit.

- If meeting the needs of the school community requires building access on multiple dates, fill out separate forms through the link to request each specific date and time slot.
- The BSD will notify the principal/designee via the contact information provided on the form indicating that the approval for building access has been granted. If the custodial staff indicates the building is not safe to occupy, they will inform the BSD and the BSD will communicate that to the principal or designee. Please note:
 1. Buildings will only be accessible Monday through Fridays from 7:00AM to 4:00PM with a confirmed appointment from your BSD.
 2. If your building is currently serving as a Regional Enrichment Center (REC) site, 96-hour advance notice is required to ensure staff and students at the REC are properly notified and can remain out of the rooms to which you require access.

This process is the only approved method for being granted access to the building for additional staff or visitors. For technical support accessing the form, call (718) 935-5100. For questions, email your [borough safety director](#).

Student Access to Buildings to Retrieve Items and Return Devices

If students or families reach out to you or your staff with an urgent need to collect an item left behind or to return an item to the school, coordinate directly with that family to determine next steps. Note that when a student, or small groups of students (12 or fewer), or family member are allowed into the building, that a staff member must be present to meet the family. If students are unable to return to the building to retrieve items, you may choose to ship the items to the students as an alternative.

Student Access to Return Items

- Students who are graduating or not returning to a DOE school in the fall will need to return their Centrally distributed iPads. We anticipate this process will take place together with return/pick up of other important items, such as textbooks.
- The DOE will be conducting a training for Single Points of Contact (SPOCs) in July on the iPad return process, including how to manage the return and ensure the device inventory is tracked in the DOE's device management tools.
- If you've already setup time to meet with your departing students, ask them to bring their DOE iPad, following the documentation guidelines within the [iPad Return Guidance](#).
- Students who will attend a DOE school next year may keep their DOE iPad over the summer. In the fall, returning students will be asked to bring the DOE device to the school they are attending. That device will stay in the school's inventory at no additional cost to the school. This includes students transitioning to new DOE schools, such as middle or high schools or students transferring to a new DOE school.

For questions, email your [borough safety director](#).
DOE credentials required to access the links above.