Return to School: Summer Institute Staff Field Guide
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0.0 Introduction to the Field Guide
The personal and physical safety recommendations made herein should be considered standard and observed across all Uplift campuses during 2020 Summer Institute. The scope of this guide is specific to an environment serving a relatively small number of scholars and staff, and is therefore limited to the summer period only. For this reason, the Summer Institute Staff Guide is not applicable to, nor should it be considered guidance for, School Year 2020-2021. Expanded, detailed guidance for School Year 2020-2021 is forthcoming.

1.0 Facilities Safety Protocols
Our priority is to provide our Summer Institute staff, scholars, and families with the peace of mind that our campuses are a safe, secure place for all Uplift scholars and staff. With that in mind, a set of stringent cleaning procedures have been put into place at all campus sites. Those procedures are outlined below.

1.1 Building Cleaning, Sanitizing & Disinfecting Procedures
Uplift is enhancing the daily cleaning of its campuses, mandating use of disinfectants identified by the CDC and EPA as approved for safe and effective use against coronavirus. A comprehensive list of safety data sheets for all Uplift cleaning products (including chemical ingredients) is available on Uplink.

To ensure constant cleanliness, all classrooms, restrooms, and common areas will receive deep cleaning using electrostatic spraying throughout the day. Other surfaces in high traffic areas, such as railings, doors, etc., will also receive regular cleaning throughout the day.

1.2 Facilities Cleaning and Sanitation Schedule

<table>
<thead>
<tr>
<th>Disinfection/Sanitation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
</tr>
<tr>
<td>Will be cleaned and disinfected with electrostatic sprayer between A.M. and P.M. sessions, as well as at the end of the school day</td>
</tr>
<tr>
<td>Restrooms</td>
</tr>
<tr>
<td>Will be cleaned and disinfected with electrostatic sprayer between A.M. and P.M. sessions, as well as at the end of the school day</td>
</tr>
<tr>
<td>Common Areas</td>
</tr>
<tr>
<td>Will be cleaned and disinfected at the end of the day</td>
</tr>
<tr>
<td>Touch Point Surfaces</td>
</tr>
<tr>
<td>Each occupied space will be provided with sanitation/cleaning wipes or supplies to disinfect regularly touched surfaces and work areas. This must be done after periods of high traffic, between A.M. and P.M. sessions, as well as at the end of the school day</td>
</tr>
</tbody>
</table>

2.0 Staff Safety Protocols
Uplift recognizes and appreciates that staff may feel anxious or uncertain during this tumultuous time, and that assuring peace of mind requires providing for personal safety in addition to physical safety. Therefore, Uplift is mandating several personal safety measures to help protect scholars and staff, including mandatory face coverings, temperature checks, and health screening. To be effective, we know the safety process must begin prior to a person setting foot in the building.
2.1 Face Covering / Personal Protective Equipment (PPE)

Face covering will be required for all scholars and staff while on campus. This requirement begins upon entry into the building and is excepted only while eating or drinking.

The CDC recommends the use of cloth face coverings to help slow the spread of COVID-19. Acceptable face coverings include disposable masks, reusable masks, and face shields. To accommodate the face covering requirement, Uplift will provide all staff members with up to TWO reusable cloth masks for personal use. Front-facing classroom staff will receive face shields in addition to cotton masks. Uplift will also provide scholars with masks and face shields.

- Uplift-provided masks and face shields will be delivered to campuses. Summer Institute Coordinators and Ops Directors will arrange delivery to specific classrooms.
- Teachers may write scholar names on face shields. It is recommended that scholars clean their own shields after each session using a teacher-provided disinfecting wipe and store their shield on (a) designated counter space away from desks or (b) on their desk if it will not be used for another session.

Staff and scholars are welcome to use their own personal mask(s) in addition to, or in lieu of, their Uplift-furnished mask. Disposable masks will be available on campus for anyone lacking a mask (including scholars).

Uplift’s Health Services team strongly recommends laundering your cloth mask at least every other day when in regular contact with others. It is therefore recommended that employees utilize their own personal masks in addition to the ones provided by Uplift. For additional information on how to properly launder your cloth masks please follow CDC guidelines.

2.1.1 Examples of Acceptable Face Covering

<table>
<thead>
<tr>
<th>Type</th>
<th>Description or Examples</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth masks</td>
<td>Scarfs, bandanas, tightly-woven cloth masks</td>
<td>Cloth face coverings must be functional, clean and maintained in compliance with Uplift Education’s guidelines. Cloth masks must be washed every 48 hours.</td>
</tr>
<tr>
<td>Surgical Masks</td>
<td>Single-use, loose-fitting disposable mask</td>
<td>Not to be worn when wet, not to be worn for more than 8 hours</td>
</tr>
<tr>
<td>N95 masks / KN95 masks</td>
<td>N95 are single-use tight-fitting respirator masks</td>
<td>Follow the manufacturer guidelines for use</td>
</tr>
</tbody>
</table>

*Face Shields: In specific circumstances, a face shield may be provided to scholars by their instructor*
2.1.2 Additional PPE Requirements (Operations Staff)
In addition to observing face covering requirements, custodians and facilities team members should wear gloves and PPE in accordance with their normal work safety requirements as dictated by their particular job assignment.

2.1.3 Refusal to Wear Face Covering
Per Talent Management, staff refusal to wear face covering should be handled by supervisors the same as any disciplinary issue. Please remember it is a requirement to work on site. Supervisors should issue a friendly reminder to staff members who are found out of compliance with the face covering rule. If the staff member still declines to wear face covering, please let them know they will need to leave campus and will receive a written disciplinary notice. Any staff member who repeatedly chooses not to wear face coverings can face consequences up to and including termination for failure to comply with Uplift policy.

Front desk staff, such as receptionists or office managers, may encounter parents/guardians who refuse to wear masks. We should remind the parent of Uplift’s safety policy, which applies to all visitors, staff, and scholars. If the parent lacks a mask, offer them a disposable mask. If they refuse to wear a mask, attempt to de-escalate the situation by offering to meet them outside the building to assist them with their issue (e.g. bring scholar outside to meet them, collect paperwork from them outside the door, etc.). Should you need additional help assisting the parent/guardian, please find your Ops Director or call the Regional Director of Operations to de-escalate the situation.

2.2 Uplift ID Badge Scanning
Staff members are required to scan their Uplift ID badge in order to gain entry to the building. The campus entrance point will be designated by the Operations Director.

In the event multiple employees arrive at the same time, please queue to maintain six feet of distance between yourself and your fellows. To ensure effective contact tracing and social distancing, employees should refrain from ‘piggybacking’ off their co-workers when entering the building until your Uplift ID badge can safely be scanned for entry. Hourly staff should clock in at the start and end of each shift to ensure their hours worked on-site are documented.

*Note: It has previously been policy for employees to scan their Uplift ID badge for entry, however this security procedure has taken on higher importance due to COVID-19 response planning. Scanning your*
badge creates a detailed record of all persons of have entered the building and the time of their arrival, providing critical information to our Health Service team to conduct contact tracing efforts in the event of potential or suspected cases of COVID-19.

2.3 Temperature Checks & Health Survey
Upon entering the building, all staff must undergo a temperature scan and complete a brief health questionnaire to self-screen for COVID-19 symptoms. Any person who reports a temperature greater than 100°F or is exhibiting COVID-19 symptoms will be denied entry, not allowed to report to work, and should notify their manager.

The health survey is a checklist of potential COVID-19 symptoms will be available in both paper copy or digital format (which can be completed via personal cellphone or device). Operations Directors will securely store the forms for documentation purposes only.

An Operations leader (Operations Director, Facilities Manager, Associate Operations Manager, etc.) will assist and monitor the employee temperature taking and health checklist processes to ensure proper protocols are followed.

For more information regarding COVID-19 symptoms or Uplift Education’s response plan, please consult the Health Services Protocols section of this field guide.

2.4 Social Distancing
Though campuses will have fewer people during the Summer Institute period, all staff (and scholars) must adhere to social distancing while on campus. Proper distancing is defined as having 6-feet of space between persons.

Operations Directors will require that:
- Facilities and custodial staff are spread out as they complete daily work projects
- Office staff workspaces are arranged at least 6-feet apart
- Only one staff member at a time is allowed in break rooms, copy machine areas, or other enclosed common spaces
- No congregating is allowed during lunch breaks

2.4.1 Break Rooms / Mealtime
Break room use should be limited to quick, in-between activities such as filling water bottles, heating food, or retrieving items from the refrigerator. Presently, to allow for social distancing while maintaining access to the break room for all employees, meals should not be eaten in the break room but rather consumed at your personal workspace (or outside of the building).

2.4.2 Social Distancing Signage & Reminders
As human beings and Uplift employees, we know that avoiding one another is not our natural impulse, particularly in a school setting. To that end, posters and other signage will be hung throughout the school to provide reminders of social distancing expectations. Campus signage includes:

Symptoms of Coronavirus (COVID-19)

- Know the symptoms of COVID-19, which can include the following:
  -ildness
  - Fever
  - Tiredness
  - Shortness of breath
  - Cough
  - Headache
  - Chills
  - Wheezing
  - Runny nose

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

For more information regarding COVID-19 symptoms or Uplift Education’s response plan, please consult the Health Services Protocols section of this field guide.
“Help Protect Against COVID-19” posters outlining personal safety protocols, posted at all campus entry points
“Four S Model” posters in all classrooms (Stop the Spread, Sanitize, Social Distance, Symptom Awareness)
Personal hygiene and distancing reminders in hallways and bathrooms

2.5 Personal Hygiene Measures
In addition to requiring and providing face coverings and temperature checks for all scholars and staff, Uplift has taken steps to provide for enhanced personal hygiene practices. Wall-mounted hand sanitizer stations have been added across campuses, and scholars will be provided with individual hand sanitizer bottles for personal use throughout the day. New signage will detail the best practices for maintaining exceptional personal hygiene, with a focus on handwashing.

2.5.1 Handwashing
Handwashing is particularly effective in preventing the spread of COVID-19. Scholars and staff should wash their hands with soap and water for at least 20 seconds as often as possible throughout the day, and avoid touching your eyes, nose, and mouth with unwashed hands. Where soap and water are unavailable or inconvenient, hand sanitizer can be applied in the interim.

When washing hands, follow the CDC’s five steps:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

*Helpful Reminder: Remember to cover coughs and sneezes and wash hands immediately afterwards. Cover a cough or sneeze with a tissue when able, or your elbow when not. Never cough or sneeze into your hands. Discard any used tissues in the trash and immediately proceed to washing your hands.*

2.6 Leaving Work
When leaving work for the day, following a few simple procedures can help mitigate risk and assist in the daily cleaning and sanitation procedures:

1. Clean your work area with disinfecting wipes
2. Wash your hands thoroughly
3. Leave through the designated exit

*Note: Any additional campus presence outside of a scheduled shift must be approved by a supervisor, even if only to circle back and retrieve a forgotten item. If you have questions or concerns regarding your work assignment or safety procedures in place, please reach out to your supervisor.*
2.7 Parents & Visitors
Parents and visitors will not be allowed to enter campus buildings except in very limited situations and must abide by all campus safety guidelines and procedures. Parents will need to set an appointment with the campus Operations Director and must abide by all safety procedures, including wearing face covering.

3.0 Health Services Protocols
Uplift Health Services staff will be available on campus during the school day. Nurses will continue to handle their normal duties (such as medication distribution) in addition to leading COVID-related response and care. For the safety of staff and scholars, all Health Services staff will wear face covering and gloves throughout the day.

Staff who begin experiencing COVID-19-related symptoms while on campus should immediately notify the campus nurse. Staff should also follow Talent Management Guidelines when leaving work due to illness (see COVID-19 Exposure Flowchart below for more information).

Staff members should immediately notify Health Services if they notice a scholar presenting with COVID-19 symptoms. Nurses assisting scholars brought into the holding area will follow PPE isolation protocol from the CDC. Health Services staff will also work with PEIMS to monitor scholar absenteeism.

3.1 COVID-19 Symptoms
Symptoms of COVID-19 vary and range from mild symptoms to severe illness and can include: Fever or chills, cough, shortness of breath or difficulty breathing; fatigue, muscle or body aches, headache, new loss of taste or smell; sore throat, congestion or runny nose; nausea or vomiting or diarrhea. This list does not include all possible symptoms, but should serve as a baseline for self-assessment.

If emergency warning signs for COVID-19 are present, 911 will be called and the operator notified of potential COVID-19 symptoms. Emergency symptoms include: trouble breathing, persistent pain or pressure in the chest; new confusion, inability to wake or stay awake; bluish lips or face or any other emergency related symptoms.

Symptomatic employees should follow isolation protocol and notify their supervisor, who will notify Talent Management and the Director of Health Services. Please consult the COVID-19 Exposure Flowchart for reporting procedures. For Talent Management resources, please consult the Uplift Handbook, FMLA, EFMLA, and FFCRA guidelines as well as the “Talent Management Resources” chapter of this guide.
3.2 COVID-19 Exposure Flowchart

**COVID-19 EXPOSURE FLOWCHART**

### IF: Scholar and/or family member
- COVID-19 SUSPECTED or CONFIRMED

**THEN:** Collect Name & Contact Information and Email to Amy Cannon, RN, Director of Health Services: acannon@uplifteducation.org

**Health Services will follow-up and provide resources when needed**

### IF: Employee, sub and/or contract worker
- COVID-19 SUSPECTED or CONFIRMED

**THEN:** Collect Name & Contact Information and Email to Talent Management: hr@uplifteducation.org

**Talent Management will work with Health Services for follow-up and provide resources when needed.**

### IF: Anyone having flu like symptoms and we have no other information OR you’re not sure who to contact

**THEN:** Collect Name & Contact Information and Email to Amy Cannon, RN, Director of Health Services: acannon@uplifteducation.org

**Health Services will follow-up and provide resources when needed**

### 3.3 Isolation Protocol
Two extra classroom spaces (based upon number of staff and scholars) will be set aside on each summer school campus site to accommodate potential treatment and/or quarantine required for staff or scholars experiencing COVID-19-related symptoms. These spaces will serve as triage areas and/or quarantine space (as necessary) until the scholar or staff member showing symptoms can be safely transported home.

*Note: This protocol subject to change to meet recommendations of the local and state health departments, and to ensure appropriate local protocols and guidelines remain up to date.*

### 3.4 Contact Tracing
Contact tracing may by performed by Uplift Education’s Health Services team in conjunction with Talent Management and the local health departments, where applicable. Persons who are identified as having potentially come into contact with another person who has tested positive for COVID-19 will be notified of potential exposure. In the event said person is a scholar, their parent or guardian will be notified.

**Staff reminder:** scanning your Uplift ID badge when you enter the building is the critical first step to ensuring successful contact tracing!
3.4.1 Contact Tracing Process
Health Service/Talent Management may begin contract tracing of an infected individual by notifying exposed individuals (contacts) or their parent/guardian of their potential exposure as rapidly and sensitively as possible.

➢ Please note: ‘Close contact’ is defined by the CDC as: any individual within 6 feet for at least 15 consecutive minutes. More information can be found on the CDC website.

Contacts are encouraged to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. Contacts should seek medical attention if they become symptomatic.

3.4.2 Communication Procedure
All participants of the summer school program will receive written notification from Uplift if a positive COVID-19 case is identified among summer school participants (teachers, staff, or students). For students, such written notification is to be provided to the parents or guardians of the students. Uplift Education's Health Service team will notify local health departments.

To protect the infected person’s privacy, contacts are only informed that they may have been exposed to a person with the infection. They are not told the identity of the person who may have exposed them.

Contacts (or their parents/guardians) will be provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

4.0 Talent Management Resources
All Uplift Summer Institute staff are expected to adhere to the safety procedures and protocols outlined in this field guide, as well as those on the COVID-19 Uplink page, in their entirety. However, we know there might be instances where a staff member is unable to report to work and/or fulfill their duties. The following sections outline information on absences, substitutes, and the employee leave/accommodations process.

4.1 Absences
If a staff member is unable to report in person and/or complete their duties due to illness, they are to contact their supervisor as soon as possible (at least one hour prior to start time, if possible). Illness includes: testing positive for COVID-19, awaiting a diagnosis for COVID-19, quarantining as a result of exposure, exhibiting COVID-19 symptoms and/or failing the daily screen.

Summer Institute Coordinators are to track and report absences to Talent Management at hr@uplifteducation.org. Talent Management will initiate contact with the employee to discuss return options. Given the seasonal nature of summer school employment as extra-duty paid via stipend, Summer Institute stipends may be adjusted if a staff member is absent to reflect the days worked.
4.2 Substitutes
Summer Institute Coordinators are to notify Substitute Coordinator, Ashley Yarborough (ayarbrough@uplifteducation.org), of any substitute needs. All Summer Institute Coordinators have access to the approved substitute list and are to use this to contact/assign substitutes as needed throughout the summer. Substitutes will be subject to the same daily screens and already trained on the safety procedures, protocols, and guidelines for summer school including the content in this field guide.

4.3 Additional COVID-Related Leaves and Accommodations (Forms)
For more in-depth information regarding the various processes for COVID-related accommodations and leave requests, please consult the COVID-related Accommodations and Leave Table for more information (hosted on Uplink).

4.3.1 ADA Accommodation Request
To make an ADA Accommodation request, please complete the linked Reasonable Accommodation Request Form (hosted on Uplink).

4.3.2 Leave requests under FFCRA
To make a leave request under Families First Coronavirus Response Act (FFCRA), please complete the linked FFCRA Leave Request Form (hosted on Uplink).

4.3.3 Limited Return to Work
Employees who qualify for FFCRA Leave will be consulted by Talent Management for consideration of a limited return to work option in lieu of leave. Please refer to the COVID-related Accommodations and Leave Table for more information (hosted on Uplink).

5.0 School Day Protocols: Scholar & Classroom Safety

5.1 Carline: Scholar Arrival & Dismissal Procedures
The following section outlines the carline safety controls and process for scholar arrivals and departures to/from Uplift campuses during the Summer School period. Uplift scholars will follow a set of protocols similar to Uplift staff, including temperature checks and health surveys facilitated by Uplift “Temperature & Symptom Check Teams”. All staff will be asked to assist in this process.

Ops Directors are the site leads for ingress/egress and carline processes and should partner with campus academic leaders to make any adjustments needed to ensure that arrival and dismissal processes promote proper safety and social distancing.

Banners welcoming scholars back to school and inviting them into a safe environment will be placed on entrance gates to Uplift campuses. Signs will also be placed along the carline route to provide instructions and next steps for families as they drop off scholars (instructions below).

5.1.1 Temperature & Symptom Check Teams
Temperature & Symptom Check Teams will consist of at least four campus staff members: a combination of Ops, Instructional, and Health Services staff, depending on campus availability. Two additional staff members will serve as monitors to welcome scholars into the building and enforce 6-foot spacing between scholars as they enter the building.
Each team member will be equipped with a no-touch thermometer and printed symptom list. Staff will confirm that scholars are safe to proceed on to campus. The Operations Director (or designee) will serve as logistics lead to ensure the team is in place and equipped with necessary supplies.

5.1.2 Health Survey Administration

Scholars will arrive to campus via carline and be asked to remain in their vehicles in order to promote proper social distancing and limit the flow of scholars. A member of the Temperature & Symptom Check Team will process each car. Team members should follow these steps:

1. Welcome the family and let the driver know you will be taking scholars temperatures while they remain in the vehicle. Have them roll down their windows so you can scan the scholar’s forehead with the no touch thermometer.

2. Hold up the symptom sign (large print in English and Spanish) so parents can easily read the list. Ask the parent the following yes or no questions on the sign:

<table>
<thead>
<tr>
<th>SYMPTOM SIGN CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAVE YOU HAD ANY OF THESE SYMPTOMS OVER THE LAST 24 HOURS?</td>
</tr>
<tr>
<td>• COUGH</td>
</tr>
<tr>
<td>• SHORTNESS OF BREATH OR DIFFICULT BREATHING</td>
</tr>
<tr>
<td>• CHILLS</td>
</tr>
<tr>
<td>• REPEATED SHAKING WITH CHILLS</td>
</tr>
<tr>
<td>• MUSCLE PAIN</td>
</tr>
<tr>
<td>• HEADACHE</td>
</tr>
<tr>
<td>• SORE THROAT</td>
</tr>
<tr>
<td>• LOSS OF TASTE OR SMELL</td>
</tr>
<tr>
<td>• DIARRHEA</td>
</tr>
<tr>
<td>• FEELING FEVERISH?</td>
</tr>
<tr>
<td>• A MEASURED TEMPERATURE 100 DEGREES OR HIGHER?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAS YOUR CHILD RECEIVED FEVER REDUCING MEDICINE IN THE LAST 24 HOURS?</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO YOU HAVE A CLOSE CONTACT OR MEMBER OF YOUR HOUSEHOLD CONFIRMED TO HAVE COVID-19?</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

3. **Visual symptom check:** In addition to the screening questions, staff members should take notice as to whether or not the scholar is exhibiting symptoms (even if it’s stated that they are symptom free.) If they appear to be ill, ask the vehicle to pull out of the flow of carline traffic so a health services staff member can come to make a determination as to whether or not they are ok to attend school for the day.

4. Confirm the scholar is wearing an appropriate mask or face covering (see “Face Covering / Personal Protective Equipment [PPE] section for more information). Disposable masks are available for otherwise healthy scholars who are lacking masks.

5. If health screen is passed, direct scholar to the appropriate entrance. Scholars must disinfect their hands at the sanitization station in the lobby area as soon as they enter the building.

6. Instructional Staff should be stationed in the hallways to welcome scholars, enforce social distancing and mask-wearing, and assist scholars with finding their classroom space.
5.1.3 Walkers / On-Foot Arrivals
A waiting area should be designated for scholars arriving to campus on foot. The area should allow for 6ft spacing between scholars. An awning cover (if outdoors) or the front lobby space (if indoors) can be used. A designated team member will administer the temperature check and health screen.

If the scholar passes the screening, they may proceed into the building to class. If the scholar fails the screening, they should be directed to a holding area and their parent/guardian should be contacted to arrange safe transport home.

5.1.4 End of Day / Scholar Dismissal
Classrooms should dismiss in a staggered approach to avoid overcrowded hallways. Any staff who are not with assigned group of scholars should ‘float’ in the hallways to assist with dismissal and enforce proper 6-foot distancing.

At carline pick-up area, teachers should remain with their scholar cohort and ensure proper distancing. As vehicles arrive, scholars should walk to their ride under staff supervision. To reduce contact/touch points, staff should not open any car doors.

5.2 Classroom Rules & Instructional Space
In addition to personal safety requirements like mandatory face covering and personal hand sanitizer bottles for scholars, Summer School classrooms have been re-arranged from the normal configuration to meet social distancing requirements established by the Texas Education Agency.

5.2.1 Occupancy
Classrooms will have occupancy limits to ensure that proper distancing can be maintained throughout the school day. Each summer school classroom will be outfitted with a ‘Maximum Occupancy’ sign to help remind teachers and scholars of limits. The limit is calculated based on classroom size.

5.2.2 Desk Spacing
Desks will be placed 6-feet apart to ensure proper distancing. The number of desks or tables in a space is determined by the classroom size and available space. Examples of classroom spacing include:
5.2.3 Classroom Resources & Supplies Usage

Where possible, scholars should use their own supplies (provided or brought from home) to avoid cross-contamination. Scholars should not touch, borrow, or share supplies. Scholars should not share workbooks, textbooks, or writing utensils.

If a classroom laptop, class-set textbook, or other resource must be shared between classes, the teacher should assign them to specific scholars in each period to limit the number of hands touching the materials. The teacher should wipe down any shared supplies with disinfecting wipes or spray between classes.

5.2.4 Cleaning Supplies

Each classroom will be supplied with several packs of disinfecting wipes. In the event additional supplies are needed, teachers should notify their on-site Operations point-of-contact to procure any needed materials.
5.2.5 Classroom Signage
Classroom signage will include reminders to for scholars and staff about keeping safe. Signage will include the ‘Four S’ model: Stop the spread, Sanitize, Social Distance, Symptom Awareness. These tasks are to be performed routinely throughout the day. Signs will be posted in each classroom and affixed to scholar desks.

Reminders will also be placed in common areas to help enforce social distancing. Handwashing reminders and techniques will be posted on bathroom stall doors and mirrors.

5.3 Restroom Breaks / Use Policy
During Summer Institute, teachers will only allow 1 scholar at a time to leave class to use the restroom. When the child leaves please remind them of 2 things:

- Only one scholar may be in a restroom at a time. If scholars walk into the restroom and another child is in there, they must wait outside the restroom until the other child leaves.
- Scholars must wash their hands after they use the bathroom. There will be signage in the bathroom also reminding them to wash their hands.

When the child returns from the restroom, please ask them to use their hand sanitizer to clean their hands again.

*Note: Restrooms will be cleaned and sanitized between morning and afternoon sessions, and as outlined in the Facilities Cleaning and Sanitation Schedule.*

5.4 Scholar Handwashing
Teachers / staff should accommodate and encourage proper handwashing wherever possible. Scholars must thoroughly wash hands in accordance with CDC handwashing guidelines after using the restroom. Scholars must thoroughly wash or sanitize hands before and after meals. Scholars will be prompted to sanitize their hands upon entering the building each day.

Signage will be hung throughout the school to provide helpful reminders.

<table>
<thead>
<tr>
<th>When washing hands, follow the CDC’s five steps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Wet</strong> your hands with clean, running water (warm or cold), turn off the tap, and apply soap.</td>
</tr>
<tr>
<td>2. <strong>Lather</strong> your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</td>
</tr>
<tr>
<td>3. <strong>Scrub</strong> your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.</td>
</tr>
<tr>
<td>4. <strong>Rinse</strong> your hands well under clean, running water.</td>
</tr>
<tr>
<td>5. <strong>Dry</strong> your hands using a clean towel or air dry them.</td>
</tr>
</tbody>
</table>

*Why? Read the science behind the recommendations.*

5.5 Water Fountain Use
As a shared-use feature, water fountains have been identified as a potentially high-risk area. Therefore, all water fountains have been turned off and covered up to prevent use. Scholars and staff are advised to bring their own water bottles. Where possible, disposable containers will be provided.
5.6 Nurses

Uplift Health Services staff will be available on campus during the school day. Nurses will continue to handle their normal duties (such as medication distribution) in addition to leading COVID-related response and care. For the safety of staff and scholars, all Health Services staff will wear face covering and gloves throughout the day.

Staff members should also immediately notify Health Services if they notice a scholar presenting with COVID-19 symptoms while at school. Nurses assisting scholars brought into the holding area will follow PPE isolation protocol from the CDC. Health Services staff will work with PEIMS to monitor scholar absenteeism.

Staff who begin experiencing COVID-19-related symptoms while on campus should immediately notify Health Services. Staff should also follow Talent Management Guidelines when leaving work due to illness (also see COVID-19 Exposure Flowchart below for more information). More details are available in the “Health Services Protocols & Resources” chapter of this guide.

5.7 Breakfast & Lunch Services

For Summer Institute scholars, Uplift Child Nutrition Program (CNP) will be providing meals Monday – Friday at all campus locations. The schedule is as follows:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Delivery/Distribution Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Optional)</td>
<td>8:00 a.m.</td>
<td>8:30 a.m.</td>
<td>A CNP team member will be stationed inside the entry of the building to hand out pre-packaged meals to go with the scholar to their classroom and take counts of meals served.</td>
</tr>
<tr>
<td>Lunch – AM Session</td>
<td>11:00 a.m.</td>
<td>11:30 a.m.</td>
<td>A CNP team member will deliver meals to classrooms and take counts as they are distributed.</td>
</tr>
<tr>
<td>Lunch – PM Session</td>
<td>11:30 a.m.</td>
<td>12:00 p.m.</td>
<td>A CNP team member will be stationed inside the entry of the building to hand out pre-packaged meals to go with the scholar to their classroom and take counts of meals served.</td>
</tr>
</tbody>
</table>

Please also note that our campuses are also Summer Feeding sites and will be distributing to-go meals (both breakfast & lunch) between the hours of 9:30 a.m. and 11:30 a.m. Monday – Friday. Should a campus have any questions about logistics or other planning, please contact Vanessa Williams, CNP Director.

6.0 Instructional Staff Summer Curriculum Guidance & Resources

We recognize that even in the best of times, teachers play a particularly important role not only in facilitating academic growth but in helping promote physical and emotional safety at our schools. We recognize that this may be a particularly heavy burden for our instructional staff. The following chapter outlines specific resources for Summer Institute instructional staff, including TLT curriculum guidance and training materials developed by the SEL & Well-Being team to help teachers handle situations with scholars that may arise due to crises-related stress or trauma.

6.1 Curriculum Guidance

The Teaching and Learning Team (TLT) has carefully planned a scope and sequence designed to remediate skills to best prepare scholars for the next grade level. The summer school curriculum is available here for review on Uplink.
Instructional staff are expected to spend time before July 6 reading their curriculum and preparing to teach. You can expect to have the usual supplies (such as chart paper, markers, HDMI cables) available in their classrooms in addition to cleaning and sanitization products. Representatives from TLT will hold office hours over the next few weeks to remain available to help answer any questions teachers may have about the curriculum.

Note: For the safety of both scholars and staff, teachers should not plan any group activities that cannot comply with safety and distancing guidelines. More information about classroom setup and scholar safety procedures can be found in the “School Day Protocols” chapter of this guide.

6.2 Supporting Our Scholars: SEL & Well-Being Resources

6.2.1 The Impacts of Crisis Related Stress and Trauma on Scholars and Adults
The emotional toll that a crisis brings can sometimes be very devastating and can profoundly impact whole communities and the country at large. The aftermath of any trauma disturbs our collective sense of order and safety, and may even impact those with no personal connections to the event.

❖ It is normal to feel anxious about your own safety and that of your family/friends
❖ Profound sadness, grief, and anger are normal reactions to an abnormal event
❖ Acknowledging your feelings will help you recover
❖ Focusing on your strengths and abilities helps you heal
❖ Accepting help from community programs and resources is healthy
❖ Everyone has different needs and different ways of coping

6.2.2 Recognizing Signs of Crisis Related Stress and/or Trauma
• Difficulty communicating thoughts
• Difficulty sleeping
• Difficulty maintaining balance in your life
• Disorientation or confusion
• Limited attention span
• Low threshold of frustration
• Difficulty concentrating
• Reluctance to leave home
• Depression, sadness, anger
• Feelings of hopelessness
• Mood swings and easy bouts of crying
• Overwhelming guilt and self - doubt
• Fears of crowds, strangers, or being alone

6.2.3 Easing Crisis and Disaster-Related Stress
✔ Talk to someone about your feelings – anger, sorrow, other emotions
✔ Seek help from professional counselors and/or doctor
✔ Take steps to maintain you own physical & emotional health
✔ Spend time with family and friends
✔ Participate in memorial services
✔ Use existing support groups of family, friends, and other institutions
6.2.4 When & How to Refer to Counseling Services

Possible Reasons to Refer to Counseling Services
- Grief and loss; death in the family
- Significant change in behavior
- Significant changes at home
- Appears anxious or fearful
- Appears depressed
- Reports increased or significant amount of stress
- Housing instability
- Food scarcity
- Financial assistance

How to Refer to Counseling Services
1. Contact parent/guardian to inform them of the concern. When speaking with the family, offer for a member of the Counseling Services team to reach out to the family to provide additional support.
2. In the event of an immediate safety risk (see below), the Summer Institute Coordinator should be immediately contacted.
3. Email counseling@uplifteducation.org
   a. Subject: Counseling Referral
   b. Body of email: Scholar name, grade, school, brief referral reason (ex. Anxiety, grief, financial assistance). Please do not go into detail here- we want to be mindful of confidentiality. Someone from our team will follow up with you directly if we have questions about your referral.
4. Someone from Counseling Services will confirm that we have received your referral and will follow up with you for more information/updates.

6.2.5 Scholar Safety Procedures for Summer Institute Teachers

Child Abuse and Neglect
As a mandated reporter, if you suspect child abuse/neglect, you are required to make a report to Child Protective Services.
- Make a phone call to CPS if you feel the scholar may be in immediate danger. 1-800-252-5400
- Submit information to CPS online if immediate action is not required.
- Write down the report/reference number
- It is helpful to let the Summer Institute Coordinator when a report is made so that they can be aware in case a parent or CPS appears at the school.

Suicidal Ideation / Self-Harm
If you are notified that a scholar may be experiencing suicidal ideation or self-harm, you should contact the Summer Institute Coordinator immediately. The Coordinator will work with Counseling Services on next steps to support the scholar and ensure safety.

6.2.6 Possible Responses to Scholar Concerns
The following section contains several potential scenarios that instructional staff may encounter during interactions with scholars upon return to school. Included are potential responses which may help guide teachers through various scenarios.
6.2.6.1 Primary School

1. “I don’t want to be at school. I’m scared to be here and away from my family.”
   “Tell me more about feeling scared. (Listen to scholar) I can understand how and why you might feel scared right now. It is our goal that you feel very safe here at school and we are doing everything we can to do so. (Listen to student) We are doing a lot of things here at school to make sure that we stay healthy and safe. We are cleaning our schools several times throughout the day, making sure that class sizes stay small so that we can stay a safe distance apart, and requiring that everyone wears a mask at school. If you are still scared about being at school, we can talk to your parent/guardian about finding a time to talk with one of our Social Counselors. They can help you sort through some of these emotions.”

   - You could also offer them an opportunity to complete the Feelings Check In provided or another alternate activity to calm them in the moment.
   - If scholar mentions experiencing the death of a loved one, housing instability, financial instability, food insecurity, etc. please contact parent about referring to Counseling Services and inform the Summer Institute Coordinator.

2. Scholar is crying a lot, refuses to go into the classroom, or appears anxious to participate.
   “You seem scared (or another emotion) to come into the classroom today. Can you tell me more about feeling scared (or another emotion)? (Listen to scholar) I’m here to help you feel more comfortable and safe while we are all here back at school. Can you tell me more about what you are worried about in our classroom? (Listen to scholar) If their response is about physical safety, share the safety precautions we are taking. If their response is about a new environment, assure them that we will do our best to adjust together and make it as comfortable as possible.)

   - You can offer to guide them through the Feelings Check in or another activity to help calm them in the moment.
   - If the scholar continues these behaviors over several days, you can contact the parent/guardian to see if they would be interested in talking with a Social Counselor.

3. Scholar arrives to school hungry most days
   If a child arrives to school hungry, repetitively, it’s ok to ask the scholar a few simple questions. It is important to approach this with the mindset of curiosity and not assumption/accusation. “What did you have for breakfast this morning (or dinner last night)? Did you like what you ate? Did you get enough to eat?” If the scholar alludes to limited food in the home, inform your Summer Institute Coordinator. Together you can make a call to the parent/guardian to share your concern and learn more about any needs of the family. Again, it is important to approach this conversation with compassion and curiosity and not negative assumptions.

   - “Good afternoon Mrs. Smith. <I am Ashley’s summer school teacher, Mrs. Jones.> It is such a pleasure to work with your child this summer and have the opportunity to get to know them. <How are you today?> I want to share some of my observations this week and see if you have noticed anything similar at home. He/she has come to school several days saying that they are hungry. Have you noticed he/she not eating his/her breakfast in the morning?”
     o If parent expresses concern regarding food scarcity, let them know that you can refer them to the Counseling Services team who can reach out to learn more about the family’s needs at this time and discuss support/resources.
- You and Summer Institute Coordinator can also reach out to the Counseling Services team to consult on how to navigate this conversation.
  - Please feel free to reach out to counseling@uplifteducation.org if you would like to talk through having these conversations

- As a mandated reporter, if you suspect child abuse and/or neglect, you must make a report to Child Protective Services
  - Make a phone call to CPS if you feel the scholar may be in immediate danger. 1-800-252-5400
  - Submit information to CPS online if immediate action is not required.
  - Write down the report/reference number
  - Inform your Summer Institute Coordinator

6.2.6.2 Middle School

1. “I’m scared to be back at school. What if I’m not safe here?”
   Tell me more about feeling afraid. (Listen to scholar) I can understand how and why you might feel afraid and worried, but it is the goal from all of us here at Uplift that you feel very safe at school. It is our number one priority. (Listen to student) We are doing a lot of things here at school to make sure that we stay healthy and safe. We are cleaning our schools several times throughout the day, making sure that class sizes stay small so that we can stay a safe distance apart, and asking that everyone wears a mask at school. If you still feel afraid and worried about being at school, we can talk to your parent/guardian about finding a time to talk with one of our Social Counselors. They can help you sort through some of these emotions.
   - You could also offer them an opportunity to journal, draw, or take a break/ take deep breaths to help calm them in the moment
   - If scholar mentions experiencing the death of a loved one, housing instability, financial instability, food insecurity, etc. please contact parent about referring to Counseling Services and also inform Summer Institute Coordinator

2. “I’m worried that things won’t ever feel normal again. Will school ever feel normal? Will anything ever feel normal?”
   “It can be really hard when nothing feels or looks the way it used to. Tell me more about what is most difficult for you right now. (Listen to scholar) We are all having to adjust to a new way of doing things right now and some things take longer to adjust to than others. Is there anything that we can do here at school that would make you feel more comfortable? (Could offer to them time to journal, draw, take a break, etc.)

3. “I feel angry (or scared, sad, etc.) about what I’ve seen in the news/social media about police brutality and the protests.”
   This is a really difficult time in our country right now and there is a lot of fear and tension around police brutality and racism. I don’t think any of us can fully understand the thoughts or feelings of another person, and I don’t pretend to have all the answers. I am here to support you. I want all scholars to feel safe and valued. My goal is to create an inclusive and safe environment for everyone. We are all here to support each other and create a safe and supportive environment in our schools.
   - If the scholar expresses extreme emotion or distress, you can talk to them about the possibility of speaking with a Social Counselor for additional support to process their emotions.
7.0 Scholar Discipline During Summer Institute

It is important to note the Uplift believes that Discipline is the practice of training someone to behave in accordance with rules or a code of behavior. Furthermore, the word, discipline, comes from Latin *disciplina* which means “to teach”. Therefore, to discipline means to teach. To teach is to show and explain how to do something.

7.1 Uplift Scholar Code of Conduct

The Board of Directors of Uplift Education has adopted a Scholar Code of Conduct (the “Code”) in accordance with Section 12.131 of the Texas Education Code, in order to clearly communicate standards for expected scholar conduct, the disciplinary consequences which may be applied to scholars who violate those standards, and the applicable procedures for the implementation of disciplinary consequences. This Code applies to all Uplift Education schools and all scholars must comply with the Code.

➢ You can find Uplift’s 2019-2020 Code of Conduct [HERE](#).

7.1.1 Code of Conduct Quick Reference Guide

- Expectations for scholar conduct – Pg. 2
- Prohibited Conduct – Pg. 3
- Factors for determining appropriate discipline – Pg. 4-5
- Investigations – Pg. 5-6
- Discipline of Scholars with Special Needs – Pg. 6-7
- Types of Discipline – Pg. 7
- Expulsions – Pg. 8-12
- Definitions – Pg. 13-16

7.2 Summer School Discipline Escalation Flowchart

*Please note: The scholar’s parent should be notified throughout the discipline escalation to provide assistance and guidance. If a scholar has an IEP please also consult with your Special Education Area Coordinator. More guidance for SPED scholars can be found below.*

7.3 Restorative Practices

At its core, when put into action Restorative Practice offers differentiated relational approaches to (1) decrease scholar misbehavior, and (2) repair the harm done in order to restore the scholar to teacher/dean/director/school/community relationship.

More broadly, Restorative Practice is a social science that studies how to improve and repair relationships between scholars and school culture. The purpose is to build healthy school communities, increase social capital, decrease scholar misbehavior and antisocial behavior; repair harm and restore scholar to scholar/teacher/campus leadership/school culture relationships.

7.3.1 Norms for Relational Approaches

- Positive Posture (posture of inquiry)
• Appropriate Conversational Space
• Open Posture
• Portrays friendliness and positivity
• Palms facing outward
• Head raised with eye contact
• Relaxed facial expression
• Head nodding (when appropriate)

7.4 Special Education Scholars
The Individuals with Disabilities Education Act of 2004 (IDEA 2004) established laws to ensure children with disabilities have access to a free appropriate public education with the assistance of services that meet their individual needs. Special Education scholars are required to follow the Uplift Scholar Code of Conduct, though IDEA ensures certain protections:

➢ A free, appropriate public education (FAPE) must be made available to all children with disabilities including children who have been suspended or expelled from school
➢ A manifestation determination must be made within 10 school days of any decision to make a DISCIPLINARY CHANGE OF PLACEMENT of the child with a disability because of a violation of the scholar code of conduct. The manifestation determination must be made by the ADMISSION, REVIEW, AND DISMISSAL COMMITTEE

7.4.1 SPED Scholars: Consideration Prior to Addressing Behavior
• How does the scholar qualify for special education?
• Does the scholar have IEP goals that specifically address this behavior?
• Does the scholar have behavior accommodations and were they followed?
• Does the scholar have a behavior intervention plan and was it followed?
• Would this be considered a change of placement?
• Have we consulted with our Campus or Area Special Education Coordinator?

7.5 Incident Investigation
• Interview all parties reported to be involved individually
• Collect statements from all parties involved as well as witnesses of the incident
• Determine how the action affected the learning community and choose an option that will restore the community as well as serve as a learning opportunity for the scholar

7.6 Investigation Information Gathering
• Interviews of other scholars, employees and adults that witnesses the incident
• Review of school surveillance footage, relevant documents, information on school owned computers
• Verify tips received from other individuals
• Collect and store all physical evidence related to incident

7.7 Quality Incident Statements
• Date, Time, and Location of Incident (Include all dates, times, and locations if smaller incidents have escalated to a significant incident)
• Include the catalyst act/ statement and responses of each person involved.
Inquiries about bystanders that may have attempted to de-escalate or witnessed the incident
Inquire if the incident has been previously reported to any staff members or parents

7.8 Right to Search
A scholar’s personal property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law.

Any personal property which is brought onto school property or to a school sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., scholar cell phone, backpack, personal computer, purse, car, etc.). Scholars should have no expectation of privacy with respect to school owned property. School Owned Property includes: Lockers, desk, school computers etc. Scholars should have no expectation of privacy of their personal items “IF” personal items are placed in school owned property at the time of an investigation and there is reasonable cause to search.

8.0 Frequently Asked Questions (FAQs)
Note: FAQ section will be updated on an ongoing basis based on staff feedback.

Q: Does the information in this field guide apply to the 2020-2021 school year?
A: No. Guidance for the 2020-2021 school year is currently being developed separately. While there may be a certain amount of carry-over, this guide pertains only to 2020 Summer Institute.

Q: Will face coverings or masks be required for scholars? Staff? Visitors?
A: Yes! All scholars and staff will be required to wear face coverings while on campus. Visitors will only be allowed on a limited basis, but will also be required to wear masks. Please see the Face Covering section (2.1) of this guide for more information.

Q: Will there be after school programming / events?
A: No. Large gatherings or after school events will not be allowed.

Q: Will recess be allowed?
A: No. Playgrounds will remain off-limits during summer session.

Q: Will there be a virtual learning opportunity for Summer School for those families who do not feel safe sending their scholars to campus?
A: Yes. Summer programs are being offered virtually.

Q: What do we do if we see a fellow employee acting unsafely / not following safety guidelines?
A: Please report any noncompliance issues to Talent Management, who will follow established protocol.

Q: If I don’t feel comfortable returning to work, am I at risk of losing my job?
A: Our People Team has developed a robust and flexible accommodation process. For more information, please reference the Talent Management section of this guide, or reach out to Talent Management directly at hr@uplifteducation.org.

Q: Will campuses be cleaned throughout the day or only after school?
A: Yes! We will have on-site support throughout the day to ensure that our facilities remain a safe space.
Q: Do I need an N95 mask?
A: CDC guidelines are that while N95 masks are necessary for personnel in medical environments, cloth face coverings are more than adequate for preventing the spread of COVID-19 in an office environment.

Q: What sort of cleaning chemicals are being used? / What if I have an allergy to certain chemicals?
A: Our Operations team has made available a list of safety data sheets for each cleaning agent utilized by Uplift. The full list is available on Uplink.

Q: What if my classroom runs out of cleaning supplies?
A: Our Operations staff have sought to stockpile classrooms with sufficient cleaning and disinfecting supplies to accommodate the entire Summer Institute period. However, should you need additional supplies please reach out to your on-site Operations point-of-contact.