0.0 Introduction to the Field Guide

Uplift Education is thrilled to welcome back scholars and staff for 2020 Summer Institute! Due to COVID-19, we recognize that this summer will be unlike anything our staff, scholars, or families have previously experienced. With that in mind, we have made a special effort to detail the many personal and physical safety protocols that Uplift Education has put into place to ensure the safety of its scholars and staff.

This Parent Companion guide is meant specifically for the parents and guardians of scholars enrolled for on-campus learning during 2020 Summer Institute. This companion is a part of a larger Staff Field Guide created to help all Uplift staff provide our scholars and families with the peace of mind that Summer Institute will be both safe and educational.

Please note: Because 2020 Summer Institute will require a relatively small number of scholars on Uplift campuses, the scope of this guide is specific to 2020 Summer Institute only. For this reason, this 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 Cleaning, Sanitizing & Disinfecting Procedures

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. A set of stringent cleaning procedures have been put into place at all campus sites, which will receive constant cleaning throughout the day. Those procedures are outlined below.

1.1 Facilities Cleaning and Sanitation Schedule

<table>
<thead>
<tr>
<th>Disinfection/Sanitation Schedule</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<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>
<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>
<td>Will be cleaned and disinfected at the end of the day</td>
</tr>
<tr>
<td>Touch Point Surfaces</td>
<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>

Note: Uplift will use disinfectants identified by the CDC and EPA as approved for safe and effective use against coronavirus.

2.0 Personal Safety Protocols

Several personal safety protocols have been established to ensure that campuses are open only to healthy and protected Uplift scholars and staff. Protocols include temperature checks and health screening, as well as mandatory face coverings for scholars and staff. Social distancing practices will also be observed throughout the school.

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. Uplift will provide its scholars and
staff with cotton masks and face shields. Staff and scholars are welcome to use their own personal mask. Disposable masks will be available on campus for anyone lacking a mask.

- Uplift-provided masks and face shields will be delivered to classrooms and made available for your scholar on the first day of summer school.
- Teachers will help scholars use, disinfect, and (when not in use) safely store their face shields.

### 2.2 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. Classrooms have been adjusted to accommodate distancing, and signs have been placed at frequent intervals as reminders.

### 2.3 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 Classroom Safety Measures

Summer School classrooms have been re-arranged from the normal configuration to meet social distancing requirements established by the Texas Education Agency. Safety measures include:

- **Classroom occupancy limits** to ensure that proper distancing can be maintained throughout the school day. Each classroom will be outfitted with a ‘Maximum Occupancy’ sign to help remind teachers and scholars of limits.
- **Supply sharing** between scholars will not be tolerated except under strict teacher supervision.
- **Cleaning and disinfecting supplies** stocked and available in every classroom.
- **Desk spacing** at 6-feet intervals to ensure proper distancing in the classroom (determined by classroom size) Examples of classroom spacing include:
3.1 Personal Hygiene Measures
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.

3.1.1 Handwashing
Handwashing is particularly effective in preventing the spread of COVID-19. Scholars and staff should wash their hands as often as possible throughout the day in accordance with CDC handwashing guidelines, including after using the restroom as well as before and after meals. Where soap and water are unavailable, hand sanitizer can be applied.

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.

*Why? Read the science behind the recommendations.*

3.1.2 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.

3.2 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.

4.0 Carline: Arrival/Dismissal Process
Uplift “Temperature & Symptom Check Teams” will help facilitate the carline process to ensure scholars and families remain safe during arrival/dismissal times. New carline signage will direct drivers where to go once they arrive to campus. There will be a designated area to screen scholars arriving on foot.

We ask that scholars and parents/guardians arriving via carline remain in their vehicles while the Temperature & Symptom Check process takes place. A team member will help you through the process. Scholars can expect the following:

1. **Temperature checks** – scholars registering a temperature over 100°F may not proceed to school
2. **Health screen survey** – drivers will be asked if their scholars have experienced the following symptoms using signs (available in English and Spanish). Team members will also visually assess your scholar to check for any symptoms.
3. **Face covering check** – scholars will receive cotton masks from Uplift on the first day of summer school. Disposable masks are available thereafter if a scholar forgets his/her mask.
4. **Hand sanitizer station** – scholars who ‘pass’ may proceed inside only after sanitizing hands.

### SYMPTOM SIGN CHECKLIST

| HAVE YOU HAD ANY OF THESE SYMPTOMS OVER THE LAST 24 HOURS? | • COUGH  
| • SHORTNESS OF BREATH OR DIFFICULT BREATHING  
| • CHILLS  
| • REPEATED SHAKING WITH CHILLS  
| • MUSCLE PAIN  
| • HEADACHE  
| • SORE THROAT  
| • LOSS OF TASTE OR SMELL  
| • DIARRHEA  
| • FEELING FEVERISH?  
| • A MEASURED TEMPERATURE 100 DEGREES OR HIGHER? |
| HAS YOUR CHILD RECEIVED FEVER REDUCING MEDICINE IN THE LAST 24 HOURS? | YES / NO |
| DO YOU HAVE A CLOSE CONTACT OR MEMBER OF YOUR HOUSEHOLD CONFIRMED TO HAVE COVID-19? | YES / NO |
4.1 End of Day / Scholar Dismissal
Classrooms will dismiss scholars in a staggered approach to avoid overcrowded hallways. At the carline pick-up area, teachers will remain with their class, enforce proper distancing, and escort scholars to their vehicles.

4.2 Uplift Staff Entry Protocols
Just like our scholars, Uplift staff must undergo the same temperature scan and health survey to screen for COVID-19 symptoms. Any staff who reports a temperature greater than 100°F or is exhibiting COVID-19 symptoms will not be allowed on campus.

5.0 Breakfast & Lunch Services
For Summer Institute scholars, Uplift Child Nutrition Program (CNP) will provide meals Monday – Friday at all campus locations.

<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 of 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 of 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.

6.0 Health Services Protocols
Uplift Health Services staff will be available on campus during the school day. Our Nurses will be on campus to provide their normal services, such as medication distribution, and lead the response to any illnesses or medical needs involving scholars or staff.
6.1 Isolation Protocol
Two extra classroom spaces are 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.

6.2 Contact Tracing
Contact tracing may be performed by Uplift Education’s Health Services team in conjunction with local health departments or Uplift teams. 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.

6.3 Communication of Positive COVID-19 Cases
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.

7.0 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: 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.