Updated Guidance on Building Access for Staff School Closeout Needs During COVID-19

We understand that principals, teachers, and staff may need access to their school buildings to complete tasks that are critical for continuing remote learning, closing out this school year, and preparing for next year.

We want to make sure you and your staff can voluntarily access your building and can do so safely, while practicing proper social distancing. We are updating any previous guidance that may have been shared to ensure that a School Safety Agent (SSA) is present during a scheduled visit, in addition to a member of the custodial staff. Note that we are not requiring any principal or staff member to come to their school building at this time, but would like to provide guidance for those who wish to do so in accordance with safety recommendations and social distancing requirements.

At this time, we are asking principals and their staff to only visit their school buildings to do the following:

- Clean out offices or classrooms before the summer
  - Principals should coordinate with custodian engineers ASAP on any questions on clean out needs.
- Retrieve items to continue to support remote learning (NOT to perform the remote learning sessions from the building)
- Certify delivery/successful installation of FY20 purchases, such as equipment, furniture, supplies, and materials.
  - Principals should coordinate with PCS vendors to schedule deliveries and setup of technical equipment.
- Retrieve mail for essential functions, such as college admissions
- Perform online tasks (that cannot be done remotely)
- Complete required audits for charter schools (see Charter Schools Weekly for more information).

We are asking that you first survey your staff to see if they require access to the building to accomplish any of the tasks listed above or any similarly related tasks. Consider gathering the data through SurveyMonkey or Google Forms (or similar, free online survey tool), to collect responses in a manner that can be easily collated for analysis. Once you have collected this information, you must submit a form (see below) no less than 48 hours in advance of the time which you are requesting access to the building. Note that it is recommended (but not necessary) that you or a designee be present when teachers or other staff are coming to the building.

Once you have surveyed the staff, the principal or designee should **complete the online form to request access during a certain time period**, with a minimum of 48 hours lead time.
for central coordination (e.g. if you submit the form on May 5 at 2:30 pm, the earliest the staff can visit the building would be Friday, May 8). If meeting the needs of the school community requires building access on multiple dates, please fill out separate forms through the link to request each specific date and time slot. **Visits should take place by June 26, 2020, but should not be planned for the June 23, 2020 Election Day. Please note that any items left behind after June 26, 2020 may be removed as necessary by custodian engineers.**

After you have submitted the form, your Borough Safety Director (BSD) will coordinate with the custodial staff to ensure that the building is safe to occupy and with school safety agent(s) to ensure that they are present for your selected days. One form should be submitted per school for each specific date and time period requested. This can be done by the principal, an APO or their designee.

To complete the form, please make sure you are logged in to you DOE account.

The following information is required to successfully submit your request:

1. **School DBN** (district, borough, number – e.g. 17K092)
2. **Your first and last name**
3. **Your contact information** (in the event follow up is required).
4. **Your title**
5. **Select the reason(s) you are requesting access to the building (drop down).**
6. **Identify how many staff will be in the building** (e.g. Total # of staff including myself: 4).
7. **List each staff member’s first and last name** (e.g. John Smith, Jane Doe, Sean Jones, Lydia Williams)
   - To maintain social distance, there should be no more than a quarter of all your staff members in the building at one time.
   - It is highly recommended (but not required) that an administrator be present during approved visits.
   - Staff will need to sign in and out of the building and those NOT on the approved list will not be granted building access.
     - Staff should bring an ID with them.
     - Staff should bring their own pen to sign in and out.
     - Staff are **not** permitted to bring anyone else to the building, including their own children.
8. **Identify what date you are looking to be in the building.**
   - If you need multiple dates to accommodate your staff needs, please fill out separate forms to request additional dates.
9. **Identify from what time to what time you and/or the staff you identify will be in the building for.**
   - This will indicate how many hours the SSA(s) will be in the building.
   - Please note that no more than 25% of your staff should be in the building at any time.
   - Teachers should limit themselves to anything they can carry out by hand or in a small box.

10. **Identify which entrance you and/or staff will use to enter/exit the building so the SSA can set up their sign-up desk.**

11. **Identify which room(s) you will need access to during the date and time identified.**
   - SSAs will be assigned to ensure access control procedures are followed.
     Additional SSAs will be provided to the building to conduct periodic patrols to ensure that all staff are accessing authorized areas and practicing social distancing. Staff should maintain a distance of six feet or greater at all times.
   - **ALL staff are required to wear a mask/facial covering to enter the school building and during the entire time they are in the building consistent with NY State executive orders [202.17](#) and [202.34](#).**

Once you have completed and submitted the form, and your Borough Safety Director and custodian determine the building is safe to occupy, the BSD will make the necessary safety and security accommodations as way of the NYPD School Safety Borough Command.

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.

- **Buildings will only be accessible Monday-Fridays 7 a.m.-4 p.m. with a confirmed appointment from your Borough Safety Director.**
- **If your building is currently serving as a REC site,** we request 96 hours advance notice to ensure staff and students at the REC are properly notified and can remain out of the rooms that you require access to.

This process is the only approved method for being granted access to the building. Absent this approval, no employees may access a building unless deemed essential personnel by the Chancellor. Essential personnel are currently designated as custodial employees, member of school safety, OFNS employees, and those working at a REC site.

If you have trouble accessing the form please call: (718) 935-5100.