



Use of DOE Space

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March 7 Update

Beginning March 7, face coverings will become optional, indoors and outdoors on NYC public school grounds and on school buses, for all K-12 students and staff with a few exceptions. Please note that while wearing a face covering will no longer be required, anyone who chooses to wear a mask may continue to do so. For more information, please visit the updated [Face Coverings InfoHub page](#).

Guidance for Indoor and Outdoor Events at Schools

For all events that the public may attend, such as sports competitions, performances, award ceremonies, school festivals, and PTA-run events, such as book fairs, bake sales, etc, schools must ensure that:

1. All attendees must complete the daily health screening questionnaire.
2. Attendees who are age-eligible to receive the COVID-19 vaccine:
 - o Must show proof of vaccination (receipt of at least one dose) when attending indoor events.
 - o Must show proof of vaccination (receipt of at least one dose) when attending outdoor events that require access to the school building.

Note: Students in grades 3K through 12 attending school or school-related activities in a DOE building are not required to show proof of COVID-19 vaccination.

Other School Events

School Photos:

Related Links

[Illuminate Education](#)

[PSAL](#)

[School Health Policy](#)

[COVID-19 Testing](#)

[Situation Room](#)

[Field Trips](#)

[Instructional Expectations for Short-Term Remote Learning](#)

[Attendance](#)

[Face Coverings](#)

[Daily Routines in Early Childhood Classrooms](#)

[Use of DOE Space](#)

[COVID-19 Vaccination Requirement](#)

[School Signage](#)

[In-School Meal Service, Lunch Coverage Options, and Instructional Lunch](#)

[Academic Recovery-](#)



- Any vendors/photographers who enter the school building must comply with the visitor vaccination mandate (must show proof of receipt of at least one dose of the COVID-19 vaccine).
- Group/class photos are permitted.

Dances:

- **NEW!** As of May 9, students may attend their prom and similar one-time end-of-year dances, regardless of vaccination status.
- All attendees must complete the daily health screening questionnaire.
- At this time, dances are not permitted for students ages 4 and under.

Bake Sales:

- The sale of pre-packaged goods is permitted.
- Bake sale items should consist of healthy options and must follow [DOE nutritional guidelines](#) .
- All school meal/snack COVID-19 guidelines apply to food bought at bake sales; students should only be allowed to consume the bake sale food off-site or during designated snack/meal times when schools are implementing general COVID precautions for eating and drinking.

Parent Meetings

The DOE is looking forward to welcoming students and families back into schools this fall, and creating opportunities for parent engagement, participation and leadership.

School Leadership Team (SLT), District Leadership Team (DLT), and Community Education and Citywide Council meetings may be held remotely or hybrid (in-person with an option for remote participation), until further notice. Because visitors to DOE buildings must be vaccinated, all in-person attendees must show proof of vaccination. In order to attend these meetings, all individuals must follow all applicable DOE health and safety protocols when entering the school building, including showing proof of vaccination and passing the DOE's health screener. To ensure safe physical distancing, where possible, schools may also use strategies such as setting up "spillover" rooms. These meetings must offer a remote participation option for attendees who cannot attend in-person due to the vaccine mandate. These meetings must be held outside of school hours (i.e., on evenings or weekends).

For this year, the Chancellor is waiving the requirement in Chancellor's Regulation A-660 that PA/PTA and Presidents' Council meetings must be held in person, but such meetings must continue to be open to the general public. PA/PTAs, the Presidents' Council, and the Chancellor's Parent Advisory Council may continue to conduct meetings virtually if that is what is best for the school community. If held in person, all attendees must be vaccinated. These meetings must take place outside of school hours and offer a remote option for unvaccinated individuals. PA/PTAs are entitled to free use of the school building for 110 hours per year outside of school hours. Guidance on best practices for hybrid meetings is forthcoming.

School visits by Community and Citywide Education Council (CCEC) members and PA/PTA members may be held in person with vaccinated individuals only when students are not present (e.g., prior to the start of the school year, evenings, etc.). These visits may also be held virtually via video conference, based on the preference of the member(s).

[Instructional Guidance](#)

[Physical Education](#)

[Guidance for the Arts](#)

[Extension of Services for Students 21 and Older with IEPs](#)

[Transportation Guidance](#)

[Internet Connectivity Support Policy](#)

[Digital Learning Devices](#)

[Outdoor Learning](#)

[Supporting Students in Foster Care and Temporary Housing](#)

[Building Response Team](#)

[School-Based Health Centers](#)

[Reopening School Libraries Plan 2021-2022](#)

[End of Year Activities Guidance](#)



General Student Entry Procedures

Schools and campuses with sufficient staffing to accommodate multiple points of entry may identify these multiple points of entry wherever possible. Each point of entry must be supervised by sufficient staff; this includes staff presence outside the school building to support students and families lining up for entry.

Signage identifying the morning entry protocols must be conspicuously posted at points of entry and within the lobby. Signage is available in multiple languages.

Upon entry to the building, students should be directed to their assigned classrooms or other space. If feasible, schools should provide students with the opportunity to collect breakfast at entry. Students should clean hands with sanitizer or with soap and water after entry to the building and before their first class.

Student Drop Off for Younger Students

Schools should develop practices to eliminate the need for families to enter school buildings for student drop off or pick up. For 3-K & Pre-K students and their families, the transition at the beginning of the school year is particularly important for their emotional well-being and social-emotional development as students separate from their primary caregivers and attend school for the first time.

During the COVID-19 pandemic, additional considerations should be made for children under the age of five to help them feel a sense of security; this will facilitate a smoother transition to in-person learning. Some young children may need family support past the first month of school to reduce separation anxiety and support their transition to their new classroom setting. This is normal, and schools should work with families and caregivers to support each child according to their needs. The Division of Early Childhood can provide additional guidance and coaching in individual cases where young children are especially dysregulated and staff may need additional support. Parents/caregivers may only be in classrooms with students if absolutely necessary and only if they have provided proof of having met the vaccination mandate.

Some recommended practices for safely allowing families of young children into the building at arrival are as follows:

- All adults must follow all [DOE health and safety protocols](#). Schools should restate and post expectations where they can be seen by all adults.
- Schools may choose to establish a “Pre-K & 3-K for All Only” entrance to accommodate new arrival and dismissal expectations. Families with students in other grades must follow those grade-specific entry procedures.

Entry Procedures for Designated Scanning Sites

Scanning sites with sufficient staffing may be able to identify primary and secondary points of entry while others, based on the configuration of the building, will only be able to utilize one point of entry. It is highly recommended that schools suspend any cell phone collection process until students are fully acclimated to the new morning entry procedures.

It is recommended that school staff, including School Safety Agents, are present at the exterior of the building to support line up for entry. School Safety Agents must ensure that physical distancing guidelines are followed as students transition through



scanning. Floor markings and directional markers, as well as box markers on the floor, should be placed to ensure students and agents are complying with physical distancing guidelines while hand-wandering.

Any student found in possession of a prohibited item will be taken to the dean's office where the matter will be appropriately addressed while complying with any physical distancing guidelines.

After students complete the scanning process, school staff and School Safety Agents will direct students to the designated stairwells and/or corridors to proceed directly to their assigned classroom and avoid communal areas (i.e., cafeterias, auditoriums, lockers areas, etc.). Scanners will be cleaned regularly in accordance with cleaning guidelines.

Student Circulation

School leaders should implement plans that support quick movement throughout the building, e.g., the use of one directional stairwells and single file travel patterns. Schools should discourage student use of elevators in buildings where elevators are not essential to accessing the school.

If schools wish to reduce movement throughout the building, where feasible teachers can travel from class to class, with students remaining in the same room throughout the day to the extent possible.

Where possible co-located schools should have designated hallways and stairwells. For co-located campuses, Building Council discussion should take place in order to create norms and agreements about student movement.

Bathroom Usage

Bathroom use must not exceed the established cap at any given time. Schools may adjust how bathrooms are used to account for physical distancing requirements, e.g., use of alternate stalls and/or sinks. Appropriate signage regarding hand washing and physical distancing must be displayed. Where feasible, co-located schools should have designated bathrooms.

Procedures should continue to be in place for the use of bathrooms by students. This can include the use of the classroom or office pass, as well as a classroom log. Designated school staff members monitor students' bathrooms whenever possible to ensure appropriate restroom usage. Staff members assigned to monitor restroom, wherever possible, should use a sign in log. When the staff member feels that the restroom must be checked, they must knock on door and announce oneself. If necessary, staff should seek assistance from school administrator and/or School Safety Agent. During the day, staff and School Safety Agents who are assigned to patrol the building must also inspect restrooms to ensure appropriate use of restroom and that students do not linger in the restroom.

Public Assembly Spaces

As of March 7, there are no requirements for social distancing in public spaces, including classrooms, cafeterias and auditoriums.

Outdoor Spaces/Play Yards



Schools should endeavor to maximize the use of outdoor space for multiple uses, including instruction where feasible and appropriate. Groups of students are permitted to use larger outdoor spaces concurrently, provided that groups are physically distanced as much as possible and students are well supervised. Co-located schools should ensure that spaces are shared equitably and safely.

Student Dismissal

Schools should adopt procedures that allow students to exit the school quickly and safely. Schools must identify designated points of egress. Additional school personnel should be deployed strategically to assist students. For students being dismissed in areas such as play yards, physical distancing markers and directional signs must be in use. Co-located schools should use separate exits to the extent possible.

Families must be aware of exit procedures and encouraged to arrive at designated times to avoid congestion. Schools should assign staff to school yard or exterior of school to encourage students and parents to not congregate outside. Signage should be conspicuously posted at points of egress to identify the school's dismissal protocols and outline the DOE's health guidance. Signage is available in multiple languages.

Optimizing Building Councils

Co-located schools must leverage their building structure to adequately prepare for the use of shared buildings. In the fall, school leaders should consider holding weekly Building Council meetings to immediately address issues that surface. Members of the Building Council must work collaboratively to make decisions on issues that impact the safety and well-being of the entire building, including but not limited to:

- Re-design of shared space utilization
- Traffic flow throughout the building, including entry and exit procedures
- Bathroom protocols
- Protocols for visitors

The decision-making process should be one that ensures equity and safety for all.

School leaders should consider collaborating on the draft of building-wide procedures to be shared with staff, students, and families. District and Charter school Building Council members should share information, guidance, and decision deadlines with one another so that everyone is operating on the same set of facts and understandings. Every possible attempt should be made to resolve conflict prior to reaching out to the Office of Campus Governance in the Division of Space Management.

Extended Use Permits for School Year 2021-22

[Chancellor's Regulation D-180](#)  on Extended Use of School Buildings sets forth procedures and policies for the use of DOE school buildings. For the 2021-2022 school year, permit costs have returned to pre-pandemic rates.

Permit costs will be paid by the DOE for activities conducted on behalf of or in partnership with a school or DOE, including but not limited to:

- School-sponsored activities and events
- Public Schools Athletic League (PSAL) activities until 9 pm
- DYCD-funded COMPASS, SONYC, and Beacon until 6pm



- NYCDOE-funded programs supported by the Office of Community Schools
- Pre-approved administration of exams, including pre/post-test activities, auditions for admission purposes, and graduation requirement instructional activities.

District 79 programs and Manhattan Comprehensive Day and Night HS can run until 9:00pm.

The hourly rate for extended use permits can be found below; please note that these rates reflect pre-pandemic costs and are identical to rates charged in FY2020:

Title	Overtime Wage
Cleaner	\$40.76
Fireperson	\$51.23

The total overtime rate for a cleaner and fireperson is \$91.99 per hour. These are not the full permit costs, which will include charges for School Safety Agents and any other special requests.

External/outside organizations or entities must pay the necessary permit costs. These costs help pay for the services the Department provides to support outside organizations access to DOE buildings such as cleaning and safety. All users, whether internal or external, must comply with all applicable requirements. As per Chancellor’s Regulation D-180, in rare situations, an extended use fee to an outside organization may be subsidized from the school’s budget when the school’s principal authorizes the charge of these fees to their school budget for an activity that provides a direct educational service to students and parents of the concerned school and community by supplementing or complementing the existing curriculum at the school. For extenuating circumstances, a request by the User to centrally fund the pass-through costs may be granted by the Executive Director of DFO at 65 Court Street, Room 1801, Brooklyn, NY 11201.

Applying for an Extended Use Permit

Schools should follow the regular process to request a permit as outlined in Chancellor’s Regulation D-180 using the [Extended Use Application](#) . An extended use permit must be obtained to reserve DOE school building space for activities occurring outside normal school hours and days when schools are not in session. The User must complete and sign the permit when applying for the use of space. The request will be reviewed in accordance with this guidance and Chancellor’s Regulation D-180.

All extended use activities must continue to comply with required DOE health and safety protocols, including daily completion of the DOE [health screening form](#)  by all individuals entering DOE property.

In the event of a school closure due to confirmed COVID-19 cases at the school, extended-use permits will be denied or revoked by the BCO extended-use staff for the duration of such closure.

Afterschool Programming



Schools may host after school programming and after school activities as they did before the COVID-19 pandemic. These include, but are not limited to school-based programs, DYCD programs, and external afterschool vendors. As specified above, staff and contractors working in a DOE building and any visitors must be vaccinated against COVID-19 and be able to show proof of their first dose by September 27. Please see above and on the [DOE Staff Vaccination Mandate FAQ](#)  for details about COVID-19 vaccine requirements.

Afterschool programs may keep students in stable groups, but it is not a requirement this school year. Students may join afterschool programs outside of their home school. However, all students and staff must follow all DOE health protocols, including completing the health screening. Health screening results are valid for 24 hours, so students and staff only need to complete the screening form once per day.

A COVID-19 vaccination requirement also applies to students participating in high-risk afterschool extracurricular activities like chorus, musical theater, dance/dance team, band/orchestra (with concern for woodwinds), marching band, cheerleading/step teams/flag team. Students ages 5 and up must be vaccinated in order to participate in these extracurricular activities.

COMPASS/SONYC and Beacon Afterschool Programming

COMPASS/SONYC and Beacon programs run as usual. These programs may hold parent engagement and/or culminating events once monthly for two hours after 6pm. A separate permit must be completed for each event.

COMPASS/SONYC and Beacon Programs may provide programming on school closing days (holidays, school breaks, or weekends) with the average maximum number of such alternative programming days being 13 across the COMPASS system

COMPASS/SONYC and Beacon programs may use available space for professional development and in-service training schedule staff training after 6pm once each week during the school year for up to an hour. A separate extended use space permit should be submitted for those dates.

Beacon programs operate on evenings and weekends and will begin providing services on or after October 1st, 2021.

Food for Afterschool Programs

Many afterschool programs serve snack and/or supper through the Office of Food and Nutrition Services (OFNS). The same guidelines for breakfast and lunch must be followed for afterschool meals, and, if needed, students should be permitted to eat “grab and go” meals in classrooms.

