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## SUMMER REOPENING CHECKLIST & GUIDANCE FOR DCYF GRANTEES

As stated in the [May 22<sup>nd</sup> Health Order](#) Summer Programs for children and youth may begin as early as June 15<sup>th</sup> and may operate through August 17<sup>th</sup>, 2020 if they provide care that enables a parent or guardian to work. Programs may operate for a portion or the entire day and should be structured to take the needs of working parents into account. The purpose of this document is to provide DCYF grantees with a checklist that can be used to determine readiness for reopening as well as guidance on how to develop procedures and protocols that allow for safe operation within current guidelines.

### REOPENING CHECKLIST:

This checklist should be used to help grantees determine if they are ready to reopen their summer program(s):

CONSIDERATION:	RESPONSE:
Will reopening be consistent with applicable state and local orders?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you ready to protect children and employees at higher risk for severe illness?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you able to screen children and employees upon arrival for symptoms and history of exposure?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you serving the eligible populations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you completed the Citywide Summer Camps and Programs for Children and Youth Registration Form at <a href="https://www.dcyf.org/2020-summer-inquiry">https://www.dcyf.org/2020-summer-inquiry</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you have answered NO to any items above, then YOU ARE NOT READY TO REOPEN and must revise your plan

### GUIDANCE FOR CREATION OF POLICIES AND PROCEDURES:

Grantees are required to develop clear protocols and procedures that conform to both the [May 22<sup>nd</sup> Health Order](#) and the May 26<sup>th</sup> industry-specific guidance detailing [Required Best Practices for Childcare Providers](#) and/or [Required Best Practices for Summer Camps](#) before they can reopen and operate for the summer. Written Health and Safety Procedures are crucial part of ensuring that your program is ready to reopen and protect your staff and the children, youth, TAY and families you serve. The items listed below are meant to provide grantees with questions that can be answered to inform the development of those written protocols and procedures. While the questions below are not exhaustive they do capture primary areas for consideration.

### Health and Safety Protocols:

Your agency should be able to address the following:

- How are you going to screen employees upon arrival? Considerations include: daily checks on employees' health, providing options for employees, follow-up procedures for ill employees, contact tracing information)
- How are you going to screen youth upon arrival?



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- What are your procedures if your employees or youth tests positive? Considerations include: isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, cleaning procedures, contacting relevant authorities).
- What are your healthy hygiene practices? What is your schedule for cleaning and disinfecting your site?
- What is your plan for safe snack and food distribution as well as protection from contamination?
- How will you monitor developments and communicate with local authorities, employees and families regarding cases, exposures, and updates to policies and procedure

### **Social Distancing Practices:**

Your agency should be able to address the following:

- How are you practicing social distancing? Do you have a written and posted social distancing protocol for staff and visitors to your site?
- Do you have a room designated for sick youth?
- Do you have adequate amount of personal protective equipment (PPE) to meet guidelines? Current guidelines state that face coverings are required for staff, and youth participants over the age of 13 and for parents and caregivers entering your agency site.
- How will you operate your site in a way that keeps staff and youth safe from exposure? Considerations include: determining who needs to be in the workplace, gathering input from employees on different ways of working, determining other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, sharing equipment, providing equipment to employees working remotely, developing training procedures, determining physical separation or PPE requirements, transporting employees, etc.).

### **Closure and Reopening Policies and Procedures:**

Your agency should be able to address the following:

- What is your program closure and re-opening plan?
- How will you assess and ensure all your staff are able to keep themselves safe from exposure to COVID-19? Considerations include: frequency of staff meetings where agency is providing guidance and discussing distancing and hygiene
- How will you check to see if your work processes and risk controls are effective? Considerations include: adapting plans as you find better/easier ways to do things, ensuring workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes).
- What is your plan for addressing children or employees who get sick?
- What are your communication plans?

### **HELPFUL LINKS AND RESOURCES:**

- [May 22<sup>nd</sup> Health Order](#)
- [Directive of the Health Officer Regarding Required Best Practices for Childcare Providers](#)
- [Directive of the Health Officer Regarding Required Best Practices for Summer Camps](#)
- [CDC Guidance for Youth Programs and Camps During the COVID-19 Pandemic](#)