

COVID-19 On-Site Instruction Procedures

To provide a safe environment for students visiting our Cold Spring Harbor location, we have adopted the following safety procedures and precautions:

Students will:

- receive a temperature check upon entry to the building.
- sanitize hands upon entry to the building.
- wear masks at all times.
- adhere to social distancing guidelines, which are clearly marked throughout the building.
- be grouped into cohorts with staggered drop-off and pick-up times.
- only use the restroom one at a time.

Parents will:

- submit the *Daily Health Screening* for their child.
- remain outside for drop-off and pick-up, which will take place outside in front of the building.

Educators and staff will:

- follow social distancing guidelines and wear masks at all times.

Within the building, a number of precautions have been implemented:

- Signs and floor markings have been put in place to assist your child with finding the correct classroom, finding the appropriate seating in the classroom, using the restroom, and exiting the building.
- Students will sit at their own lab benches, socially distanced six feet apart, with a maximum of eight students per class. No more than two classes of eight will be in the building at once.
- Students will have individual sets of materials and equipment that will not be shared. This includes pens, paper, and hand sanitizer.
- A camera will be used for teacher demonstrations so a close-up view of lab techniques can be projected and easily seen.
- The building will be cleaned twice daily.
- Between classes, classroom surfaces and equipment will be cleaned and disinfected in accordance with CDC guidelines using the product Peroxigard™.



Before Class

You will receive an email with the following important information:

1. **Participation Agreement**—this needs to be signed and returned before the first class. If for any reason you can't agree to the terms of the agreement, contact us and we will explain what other options may be available.
2. Important information about which cohort your child belongs to, classroom safety, drop-off and pick-up procedures, and health screening.

Day of Class

1. Submit the **Daily Health Survey**—children cannot participate without this.
2. Encourage your child to use the restroom and eat before they arrive on-site. No food will be permitted in the building.
3. Park curbside in front of the building. Wearing a mask, accompany your child to the front door and wait at the designated location. Once your child has passed the temperature screening and is cleared to participate, you will leave. Please remember that parents are not allowed inside the building and you should not leave until you are told you can do so. If your child has a fever, they will not be allowed to participate.
4. If your child becomes sick during class you will be notified right away. Children who report that they are not feeling well will be quarantined in our auditorium until they are picked up. Call the front desk when you arrive and your child will come outside to go home with you.

After Class

If you or your child test positive for COVID-19, please remember to inform the contact tracer that your child was at the DNA Learning Center so that we are notified to take the appropriate precautions to protect the students and staff.

Cancellation Policy

If the DNALC needs to be closed, you will be notified right away. If a camp or class is already underway, you will be given the option of continuing that class when it is safe to do so or to request a partial refund. Rescheduled classes will be given new dates on the same day and time schedule as originally established. If you do not wish to continue the class on the new dates, you will be issued a partial refund for the camp or class. If a cancellation occurs before a camp or enrichment class has started, you will be offered the option of a full refund or a rescheduling.

If a child cannot continue a camp due to illness, you will be issued a partial refund. In certain cases, you may be able to choose an on-demand option to complete the camp at home with kits and pre-recorded video.

Please note these exceptions to our normal cancellation policy only apply to a COVID-19 outbreak involving one or more students in the camp or class.



DNA Learning Center On-Site Instruction Participation Agreement

By signing below, I agree to the following terms and conditions that apply to my child’s participation in on-site instruction.

1. My child must undergo a daily health screening, including a temperature check.
2. The *Daily Health Screening* form must be submitted electronically by 9:00 AM on each scheduled date of instruction.
3. I will park curbside in front of the DNALC for drop-off and will not leave until I have received notification that my child has been cleared to participate.
4. If my child becomes sick at any time while attending class, it is my responsibility to make arrangements for my child to be picked up immediately. I will call the front office informing them of my arrival.
5. I agree that my child may not attend live instruction if they have had a fever, have had any known contact with a person confirmed or suspected to have COVID-19 within 14 days, are experiencing symptoms of COVID-19, have tested positive for COVID-19, and/or have traveled out of the United States or to a state currently under the NYS travel restrictions. This also is the case if either parent or the driver of the child can say yes to any of the above statements.
6. In cooperation with the Cluster Action Initiative and guidance from the Nassau County Department of Health, I agree that if my child’s school falls in a “red zone” or an “orange zone” during the time they are scheduled to attend class, my child cannot attend.
7. My child will attend on-site instruction only if they have not been vomiting or had diarrhea for at least 72 hours.
8. My child will attend on-site instruction only if they have been fever-free without the use of fever-reducing medications for at least 72 hours.
9. My child will not bring anything to class other than a mask. Items will not be stored in a separate location, and students are prohibited from bringing food on-site.
10. My child must wear a face mask at all times. In addition, my child must maintain social distancing regulations while on-site. If my child refuses to comply, they forfeit the right to attend class and must be picked up.
11. I acknowledge the contagious nature of COVID-19 and the inherent risks of exposure. I voluntarily assume the risks of illness or injury associated with exposure to COVID-19 by allowing my child to participate in on-site instruction and release the DNA Learning Center, Cold Spring Harbor Laboratory, and its trustees, officers, employees, agents and contractors from all liability.
12. The Laboratory reserves the right to terminate my child’s participation in on-site instruction at any time, in its sole discretion.

Parent/Guardian Name

Parent Signature

Date

Child’s Name

rev. 10/26/2020



Daily Health Screening for On-Site DNA Learning Center Programs

Name of Child: _____

Program Title: _____

I certify the following on behalf of my child and the parent, legal guardian, or anyone else transporting them to or from the DNA Learning Center.

In the last 14 days:

1. We have not had a fever of 100.0 F° (37.8° C) or higher.
2. We have not experienced symptoms such as cough, difficulty breathing, or loss of sense of smell or taste.
3. We, or anyone we have had close contact with, have not been notified about possible exposure to a confirmed case of COVID-19. **Close contact** means direct contact with infectious secretions (e.g. being coughed on) or being within six feet (two meters) for a prolonged period.
4. We have not traveled outside of the United States or to a state currently under a New York State travel restriction.

In addition:

5. My child has not vomited or had diarrhea in at least 72 hours.
6. My child has been fever free without the use of fever-reducing medications for at least 72 hours.
7. In cooperation with the Cluster Action Initiative, my child does not attend a school that is located within a red or an orange cluster zone.

By signing below, I agree that I am responsible for ensuring that my child and the person bringing my child to the DNA Learning Center for on-site instruction can attest to the above.

Signature

Print Name

Date