



Dear valued partner,

We hope that you and your loved ones are remaining safe, healthy, and hopeful. As we continue to deliberate and tackle the challenges we are all currently facing, we are busy preparing our reopening options for all of our Mad Science partners and community. We continue to update our deliverables as New York State proceeds throughout the different phases of re-opening.

In a time where education will be forced to commence in ways never before imagined, we are here to assure you that we will partner with you every step of the way. We are committed to making this a safe transition for each employee, student, school, organization, and parent. As part of that commitment, we have provided links to our workplace safety guidelines and product cleaning and sanitation procedures below.

Thank you for putting your trust in us.

[*How We Ensure Workplace Safety*](#)

[*How We Will Deliver a Mad Science Summer*](#)

[*Program Live*](#)

For the latest updates on COVID-19, please visit the [*CDC Website*](#).

How We Ensure Workplace Safety

Safety is one of our core values at Mad Science NYC/Westchester and we take it very seriously. In an effort to maintain a safe, injury-free workplace, we remain compliant with all of the safety guidelines recommended by OSHA.

- Our COVID-19 Preparedness and Work Safety Policies will continue to be updated based on OSHA Guidelines. As we receive updates from OSHA, the CDC and local health authorities, we will continue to provide guidance to our employees on healthy workplace habits. This includes training on the proper use of gloves and hand-washing based on specific duties to avoid spreading the virus in high-contact areas.
- We have mandated the use of **masks** and **vinyl gloves** for all Mad Science instructors, as well as delivery and operational employees.
- All Mad Science instructors will remain at least **six feet apart** from students. Work teams will be established for tasks that cannot be accomplished alone, and employees assigned to work teams will routinely work together while keeping their distance from everyone else.
- All instructors will carry **hand sanitizers** that will contain at least 60% ethanol or 70% isopropanol. All employees will be required to wash their hands at the beginning and the end of each shift and at least every 60 minutes throughout, using hand sanitizer when sinks are not available.
- Any employee who does not feel well or has symptoms of COVID-19 is required to notify their supervisor and stay in home isolation for 14 days. Medical authorization to return to work is mandatory for any employee who tests positive for the virus.

How We Will Deliver a Mad Science Summer Program Live

The safety procedures of all participants in a Mad Science program include: **classroom setting**, **student arrival**, and **student departure**.

What you can expect from a Mad Science instructor:

- Mad Science instructors will disinfect all desks and tables that will be used before and at the conclusion of class.
- All Mad Science equipment, materials, and take homes will be disinfected.
- Instructor will sanitize their hands prior to the start of session, and will continue to do so every hour.
- Instructors will be trained in the New York State COVID-19 Preparedness and Work Safety Policies.
- Instructors will be equipped with Mad Science masks for each student, as well as sanitation equipment.
- Instructor will section off areas of the classroom that are off-limits to students.

Classroom Setting:

- We require that Mad Science instructors have access to their room 20 minutes prior to the start of the session.
- We require that our room has a sink with working water *or* easy access to a nearby restroom.
- Two six-foot tables in the front of the room: one for demonstrations and another for sanitation equipment.
- Seating for ten students *maximum*; desks set six feet apart.
- We require direct communication with an on-site contact.

Student Arrival Procedures:

Option A - Students are escorted by their school or organization to the classroom.

- Students lined six feet apart in front of the classroom door (the floor will be marked by the instructor).
- Students will enter the room individually and have their hands sanitized upon entry.
- Students will sit at designated chairs with personal belongings placed on the back of or underneath their chair.
- Students will be provided with Mad Science face masks, which will be distributed at the start of class.
- Instructors will give students a tutorial on how to properly wear their masks.
- Students will remain in their chairs for the duration of the class, except for restroom needs.
- Students requesting restrooms will be required to hand sanitize prior to leaving and upon re-entry into the classroom.

Option B - Mad Science instructor will collect students from designated area(s).

- Students will be gathered and escorted to the classroom while holding onto a sanitized cord with markings at six foot intervals.
- Students will enter the room individually and have their hands sanitized upon entry.
- Students will sit at designated chairs with personal belongings placed on the back of or underneath their chair.
- Students will be provided with Mad Science face masks, which will be distributed at the start of class.
- Instructors will give students a tutorial on how to properly wear their masks.
- Students will remain in their chairs for the duration of the class, except for restroom needs.
- Students requesting restrooms will be required to hand sanitize prior to leaving and upon re-entry into the classroom.

Student Departure Procedure:

Option A - Students will be picked up at the classroom.

- Students exit the classroom individually and are handed a sanitized Mad Science take-home.
- Students to keep masks.

Option B – Students will be escorted to a designated pick-up area.

- Students will be gathered and escorted to the pick-up area while holding on to a sanitized cord with markings at six foot intervals.
- Students will be handed sanitized take-homes upon arrival of designated area.
- Students to keep masks.