

SY 2021-22 LEA Health and Safety Plans

LEA Name: Academy of Hope Adult PCS

LEA Contact: Leicester Johnson

LEA Type: Adult

Date Generated: 08/10/2021

Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- **a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. masks must be worn correctly.**

Per DC Health guidance, individuals who have been vaccinated against COVID-19 should continue following all precautions in schools until DC Health instructs otherwise, including wearing face masks, physical (social) distancing, practicing hand hygiene, and frequently cleaning commonly touched surfaces and items

All Academy of Hope staff, visitors, students, and volunteers must *correctly* wear non-medical face coverings or face masks at all times while in the school building, on the school grounds, on school buses and while participating in any school-related activities. All masks must be constructed by two- to- three layers of tightly woven fabric, and they should 1) cover both the nose and mouth, and 2) fit snugly against the sides of the face.

If the staff member or volunteer has a contraindication to wearing a face covering, either medical or otherwise, they should not participate in in-person school activities. AoH will provide face masks to all students, staff, and visitors that need them. If an individual cannot wear a face covering, he/she should not participate in in-person school activities.

Instances when face masks should not be worn:

- By children younger than 2 years of age;
- By anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;

Face masks do not need to be worn:

- When actively drinking or eating a meal;
- When in an enclosed office that no one else is permitted to enter;
- When giving a speech for broadcast or an audience, provided no one is within 6 feet of the speaker;
- When speaking to or translating for a deaf or hard of hearing person; and
- When required to use equipment for a job that precludes the wearing of a mask and the person is wearing or using that equipment.

When feasible, staff and students wearing face masks should bring multiple clean masks each day.

Face masks are available to staff, students, and essential visitors in the event they forget or soil their face mask. Staff and students will exercise caution when removing the mask, always store it out of reach of other students, and wash hands immediately after removing. Face masks that are taken off temporarily to engage in any of the aforementioned activities should be carefully folded. The folded face mask can be stored in a plastic bag if it is wet or dirty or in a paper bag if it is not wet or dirty. When not being worn, face masks should be stored in a space designated for each student that is separate from others. They can also be placed next to the student on a napkin or directly on the desk/table if the surface is cleaned afterward. Students, teachers, and staff should be taught to speak more loudly, rather than remove their face mask, if speaking in a noisy environment.

Other populations: While visitors to the school should be limited, any essential visitor must wear a face mask at all times on the school grounds and inside the school buildings.

Face masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control.

- Face masks protect the wearer and other people.
- To be effective, face masks must be worn correctly. Masks should be two to three layers of tightly woven fabric, cover the nose and mouth, and fit snugly against the sides of the face.
- A face mask is not a substitute for physical distancing.
- Face masks with exhalation valves or vents should NOT be worn in schools. This type of face mask does not prevent the person wearing the mask from transmitting COVID-19 to others (source control).
- Consider clear masks (not face shields) for students or staff who are deaf or hard of hearing

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

In the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times, they will be required to leave the premises.

At the start of the school year, all students, staff, and volunteers must sign an AoH COVID Code of Conduct Policy, which clearly details AoH's mask-wearing requirements while on the school premises. The Policy clearly states that if a student or staff member has a medical condition that restricts his/her ability to wear a mask or has a contraindication to wearing a face covering or face mask, he/she will not participate in in-person school activities. In addition, the policy states that

AoH has the right to ask individuals refusing to wear face masks while on-site to leave the premises.

Both AoH sites station security officers, who will be able to help escort non-abiding students, staff, and visitors off the premises if needed in extreme cases; however, as much as possible, AoH will meet one-on-one with non-compliant individuals, explaining the reasoning behind AoH's mask-mandating policy and reminding them of AoH's Code of Conduct.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

AoH is encouraging all staff and eligible students to get vaccinated, and will require masks. AoH's policies and procedures support physical distancing between individuals and within and across groups, including in classrooms, in common spaces, in outdoor areas, and during arrival and dismissal procedures.

In order to ensure and promote social distance in **classrooms**, AoH will:

- Maintain a distance of six (6) feet between each individual, to the maximum extent feasible
- Mark hallways with tape and signage to illustrate six feet distance and use directional arrows to keep people moving in the same direction on each side of the hallway.
- Maximize spacing between individuals in a classroom, including while at tables and in group and individual activities.
- Arrange desks and furniture so that individuals are separated by a minimum of 6 feet.
- Designate an area for students or staff who exhibit symptoms and keep separate from other individuals.

In order to ensure and promote social distance in **common spaces (including staff offices, communal areas, bathrooms, and shuttle bus)**, AoH will:

Staff Offices:

- Turn all desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Install physical barriers, such as sneeze guards and partitions and add reminders about physical distancing (e.g., signage, tape markings on the floor), in offices and areas where it may be difficult for individuals to remain 6 feet apart (e.g., reception areas, main office, between bathroom sinks)

- *Communal Areas:*
 - Close communal-use space such as break rooms and lounges. If not feasible to close the space, stagger use, ensure strict physical distance between individuals, ensure face coverings are worn at all times and disinfect spaces between uses.
 - Remove coffee service from student and staff break areas.
 - Allow students to eat meals in their classrooms rather than mixing in the multipurpose room.
 - Hold staff meetings, team meetings, and professional development activities virtually, unless the nature of the meeting requires in-person activity.
- *Bathrooms*
 - Install signage in the bathroom encouraging physical distancing and proper hand washing hygiene.
- *Shuttle Bus*
 - Ensure that the driver and riders wear a face mask while on the bus (the driver will enforce face masks are worn by all riders)
 - Keep windows open, when possible, to maximize airflow.
 - Place signage on the bus for all riders to NOT board the bus if feeling any symptoms.
 - Clean and disinfect the bus between each route.
 - Ensure that drivers of the school bus practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
 - Run at 50% capacity to allow for some distancing while riding; plexiglass or a barrier will be installed around the driver. Hand sanitizers to be at the entrance of the bus.

In order to ensure and promote social distance *during arrival and dismissal procedures*, AoH will:

- Ensure health screening monitors to screen and record all entrants to the building.
- Stagger arrival and/or dismissal times by ensuring a 30 minute time window between classes
- Direct cleaning crew to disinfect high touch surfaces between classes.
- Place 6' social distancing markings outside hallway outside classrooms.
- Direct traffic flow using signage during class dismissals to ensure that students do not cluster in the halls
 - Instruct Ward 8 students to enter through the main door and exit through the 5th street exit.
 - Instruct Ward 5 students to enter through the front door and exit through parking lot doors.
- Open additional doors for entry and exit to avoid funneling all students through a single point of entry.
- Create clear space delineations for student lines as students enter and exit school as well as inside the school building (e.g., create and mark line spots in hallways and outdoors, mark one-way flow of hallways).]

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

Students attending in-person will be carefully organized into cohorts. Each cohort will work with a total of two, pre- assigned teachers during their time in the building. In total, AoH will have eight cohorts across all programs:

- Cohort 1: Ward 5 Day (Monday and Wednesday from 9:00 am to 2:30pm)
- Cohort 2: Ward 5 Day (Tuesday and Thursday from 9:00 am to 2:30)
- Cohort 3: Ward 5 Evening (Monday and Wednesday from 6 to 8:30 pm)
- Cohort 4: Ward 5 Evening (Tuesday and Thursday from 6 to 8:30 pm)
- Cohort 5: Ward 8 Day (Monday and Wednesday from 9:00 am to 2:30pm)
- Cohort 6: Ward 8 Day (Tuesday and Thursday from 9:00 am to 2:30 pm)
- Cohort 7: Ward 8 Evening (Monday and Wednesday from 6:00 to 8:30pm)
- Cohort 8: Ward 8 Evening (Tuesday and Thursday from 6:00 to 8:30 pm)

Because AoH in-person cohorts- and teachers- will be in the building at separate times, students will not have the occasion to mix with other in-person groups, such as in the entry and exit of the building, at mealtime, in the restroom, in the hallway, and other shared spaces. If, at any time, AoH adopts a rotating in-person schedule, enhanced cleaning and disinfection must occur between cohorts. Additionally, health screeners will record all building entrants and their destination to ensure proper contact tracing, if needed.

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

AoH will require frequent, proper handwashing strategies by staff, volunteers, students, and visitors to include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol will be used. AOH will provide hand sanitizers in all classrooms, offices, AOH bus, multi-purpose areas, and high-traffic areas.

- Key times to perform hand hygiene include:
 - o Before eating food;
 - o After using the toilet;
 - o Before and after putting on, touching, or removing cloth face coverings or touching your face;

- o After blowing your nose, coughing or sneezing; and
- o Entering and exiting a classroom or between activities.
- o After cleaning workstations or high-touch areas (HTS),
- o After performing wellness screening temperature checks,

Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

AoH will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) are available to support healthy hygiene practices, including in classrooms, bathrooms, multipurpose rooms, and offices. AoH will set up sanitizing stations outside of large common spaces including the multipurpose rooms, library and entrances/exits.

To the extent feasible, AoH shall:

- Ensure adequate supplies to minimize sharing of high touch materials (e.g., avoid sharing electronic devices, books, learning aids; assign each student their own supplies or equipment). When shared supplies must be used, limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- Keep each student's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase air circulation only where safe and possible and ensure ventilation systems are operating properly.
- Encourage staff and students to bring their own water bottle. Avoid touching or utilizing water fountains, AoH will shut down water fountains. AoH will not serve coffee to students and staff.
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer.
- Install no-touch fixtures: automatic faucets and toilets; touchless foot door openers, touchless trash cans; sensor water bottle fillers.

- Install hand sanitizer stations at all entrances to the building. Every person that enters the building will be required to sanitize their hands upon entry; hand sanitizer will be available at every doorway of office spaces, classrooms, and common areas.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

Plan to Provide PPE:

- Face coverings/shields: Everyone entering AoH facilities will be required to wear face coverings. Face shields will be provided upon request. Backup face masks will be available for staff, students and visitors that do not have them.
 - Face shields are not substitutes for face masks. Face masks must be continued to be worn when using face shields.
- Gloves: Gloves will be prioritized and provided for those cleaning, serving meals, or who may need to provide personal care to a student. (Other staff will be discouraged from wearing gloves to promote frequent hand washing as well as to avoid creating a false sense of protection).
- Hand Sanitizer/Sanitizing Wipes: Hand sanitizing stations will be set up throughout the building and will be provided in every classroom, office, bathroom or high traffic location.

Maintain Clean and Healthy Facilities

8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).

Academy of Hope's cleaning schedule is based on District guidance on cleaning and disinfecting. AoH will use EPA-approved disinfectants effective against SARS-CoV2 (COVID-19). We will limit the use of shared objects and equipment. If shared objects or equipment must be used, to the extent feasible, janitorial will clean, disinfect, and when appropriate sanitize between uses.

We will routinely clean and disinfect all surfaces and objects that are frequently touched, including cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

For all cleaning, sanitizing, and disinfecting products, AoH will follow the manufacturer's

instructions for concentration, application method, contact time, and drying time before use. Dirty surfaces will be cleaned with soap and water before disinfection. We will supply all teachers with disposable gloves to protect them when cleaning contact surfaces, including laptops, work stations (i.e. computer, desk, chairs), shared supplies, and high touch surfaces (HTS).

Janitorial staff, as well as educators and other staff who may be cleaning and disinfecting spaces throughout the building, must adhere to PPE requirements. We will place signage in every room: office spaces, classrooms, common areas, and hallways throughout the building of cleaning protocols.

Multiple Times a Day at both sites: Janitorial will clean and disinfect learner desks, chairs and high-touch surfaces like doorknobs and light switches at the end of each class. Teachers will sanitize their own desk at the end of each class.

Daily at both sites: Janitorial will disinfect high touch areas, restrooms, multi-purpose rooms within a school (i.e. restroom fixtures, kitchen fixtures, building entrance door handles, main level elevator call buttons). Group eating area counters/tables will not be in use for eating

Bathrooms: All bathroom doors will be propped open to reduce touching of door handles. Fixtures, handles, switches, faucets will be sanitized multiple times per day.

Weekly at both sites: Janitorial team will conduct deep cleaning at each site.

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		X		
	Student desks,	X			

	chairs				
	Teacher desks, chair	X			
	Walls and white boards		X		
	Manipulatives, text books, etc.	X			
	Pens, pencils, white board markers, crayons, markers	X			
Hallway/Stairs	Fixtures (switches, knobs, buttons)	X			
	Railings	X			
	Lockers	n/a			
	Floors of hallways			X	
Office and Common Area	Pens, pencils	X			
	Fixtures (switches, knobs, buttons)	X			
	Chairs		X		
	Copiers, etc.		X		

Bathrooms	surfaces	X			
	floor		X		
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground	n/a			
	Balls, toys	n/a			
Other					

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

Cleaning for Confirmed Covid-19 Cases

In the event of a confirmed COVID-19 case in a student or staff member, AoH will follow all steps outlined by DC Health as well as the cleaning, disinfection and sanitization guidance from the CDC:

- If a student or staff member develops symptoms of COVID-19 throughout the school day but is not confirmed to have COVID-19, AoH will take the following steps:

1. Immediately rope off or close, clean and disinfect areas and equipment in

which the ill individual has been in contact.

2. Once the room is vacated at the end of the day, perform deep cleaning and disinfection of full classroom, office and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
3. Staff supporting, accompanying or cleaning up after a sick student or staff member must adhere to PPE requirements.

If an individual who tested positive was in the building seven days or fewer, AoH will take the following steps:

1. Close off areas used by the person who is sick.
- If it is during the day when the COVID-19 case is confirmed AND the COVID-19 positive individual was appropriately excluded from in-person activities while awaiting test results, AoH may close, clean, and disinfect spaces used by the COVID-19 positive individual after students and staff leave for the day.
 2. Increase air circulation in areas by opening outside doors and windows
 3. Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
 4. Deep clean the entire campus.(This will be done by our contracted janitorial vendor PMM, who has specialization in deep cleaning).
 5. Close the building for at least 72 hours after cleaning to reduce risk of community spread.

If more than seven days have passed since the person testing positive used the facility, additional cleaning and disinfection is not necessary. We will continue routine cleaning and disinfection.

Other Considerations

- AoH does not serve any students, nor have any staff, who have requirements for Tracheostomy Suctioning.
- AoH does not serve any student, nor have any staff, who have requirements for Nebulized Medication

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

We will run our supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies. Our cleaning is done by PMM and our agreement with PMM confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. (Other staff will be discouraged from wearing gloves, unless cleaning, to promote frequent hand washing as well as to avoid creating a false sense of protection).

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

AoH is ensuring the adequacy of ventilation at both the Ward 5 and Ward 8 campuses. Prior to reopening after any prolonged shutdown, AoH Operations staff will engage with our HVAC vendor to ensure the systems operate properly and increase circulation of outdoor air as much as possible.

AoH will ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible by opening windows and doors when possible. AoH will not open windows and doors if doing so poses a safety or health risk (risk of falling, triggering asthma symptoms) to students and staff using the facility. Under no circumstances will fire-rated doors be propped or otherwise left open. *Specific changes to be implemented include:*

- Maintaining humidity levels between 40-60% to slow the transmission of viruses.
- Adding MERV-13 air filters and exploring the feasibility and use of additional technology methods to counter COVID-19 such as ultraviolet light treatment on air
- Adjusting the return and supply of air flow through facilities and specifically rooms and classrooms to avoid cross-contamination.

AoH will flush water systems to clear out stagnant water and replace it with fresh water after anytime a site is closed for more than 5 days. This will remove any metals (e.g., lead) that may have leached into the water and minimize the risk of Legionnaires' disease and other diseases associated with water. Steps for this process which are found on the CDC website and are articulated below:

- Flush hot and cold water through all points of use (e.g., showers, sink faucets). Flushing may need to occur by floor or individual room due to facility size and water pressure. The purpose of building flushing is to replace all water inside building piping with fresh water.
- AoH will make sure the water heater(s) is set to at least 140°F.
- Flush until the hot water reaches its maximum temperature.
- Care will be taken to minimize splashing and aerosol generation during flushing.
- All water fountains, coffee service and water coolers will be shut down. Bottled water will be provided to students and staff.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

Procedures after Suspected or Confirmed Cases of COVID-19

In accordance with DC Health's Guidance on Cleaning and Disinfection for Community Facilities, the following protocols including disinfection apply in circumstances in which a student, staff member, or essential visitor becomes ill with symptoms of COVID-19 or tests positive for COVID-19.

- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, the school should clean and disinfect the area(s) where they have been.
- Schools should close areas where the sick individual has been.
- If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort should be dismissed and the room vacated as soon as possible.
- It is acceptable for the cohort to remain in the room until the end of the day in the following circumstances:
 - If an individual has symptoms but is not confirmed to have COVID-19; or
 - If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.
- Staff supporting, accompanying, or cleaning up after a sick student or staff member should adhere to PPE best practices
- Once the room is vacated, schools should wait as long as possible before entering the room to clean and disinfect (at least several hours).
- Schools should perform cleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an

ill student or staff member. During cleaning and disinfection, schools should increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).

- Staff must wear a face mask for all steps of the cleaning and disinfection process. Staff should also wear gloves and follow additional PPE best practices
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school should clean any areas where the individual has been. Disinfection is not necessary.
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

AoH has developed a robust system for reporting of COVID-19 for students and staff.

The POC for students and families to report positive tests or exposure to COVID-19 is an academic staff person: A teacher, student support specialist, principal or registrar. The POC must then report to the COO.

The POC for staff, contractors, and vendors to report positive tests or exposure to COVID-19 is either a manager or the HR Director. The POC must then report to the COO.

The COO is responsible for reporting all positive tests or exposure to COVID-19 to DC Health on the same day the school is notified.

In addition, the COO will work with the HR Director to identify and report on:

1. the vaccination status of the person,
2. the spaces in the building the person has been in, and
3. with whom the person has been in close contact.

The Director of Finance and Operations or designee will be responsible for reporting on:

4. All staff who have been on-site utilizing the health screen document
5. What the level of exposure has been
6. What protocols should be implemented
7. What the requirements are for exposed staff for testing, etc.

Please note that AoH will not exclude students or staff with pre-existing health conditions that present with specific COVI-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that these specific symptoms are not due to COVID-19.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

In the event AoH identifies a student, volunteer or staff member who has tested COVID-19 positive, AoH will:

- Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website dchealth.dc.gov/page/covid-19-reporting-requirements under the section “Non-Healthcare Facility Establishment Reporting.”
- Select “Non-healthcare facility establishment seeking guidance about an employee, patron, or visitor that reported testing positive for COVID-19 (epidemiology consult/guidance).”

An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications. Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health.

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

AoH has a *Communication with Learners and Staff* Protocol in place to protect the privacy of the individuals while alerting families and staff to mitigate spread. To ensure a clear and efficient process for communication, AoH will identify a staff member(s) as the COVID-19 point of contact (POC):

- The POC for students is either student support, principal or the registrar.
- The POC for staff is either their manager or HR Director.
- The POC must then report to the COO. COO will then identify next steps and manage communication with CEO and organizational leads, affected staff and students. In the event

the COO is not available, the POC will contact the Director of Finance and Operations

AoH's COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person's cohort may stay at school or be sent home and for how long.

Specifically, AoH's Director of Finance and Operations or designee will communicate:

- To staff who have been exposed based on the level of exposure;
- To any vendors who have been exposed based on the level of exposure;
- To the cleaning staff on what areas should be disinfected;
- To building leaders on the status of the building;
- To the CEO & COO on the situation
- To the HR Director on the required quarantine/ testing requirements of the staff that reported the exposure.

AoH's HR Director or designee will:

- Communicate the required quarantine and testing requirements to the staff that reported the exposure.
- Collect the testing status
- Monitor and communicate with all staff that are required to quarantine and/ or test.
- Communicate with the CEO, COO and Director of Finance and Operations (or designee) on the status of the test.
- Work with the Director of Finance and Operations to communicate with the building leaders and exposed staff on the test results.

AoH also has communication protocols in place that protect the privacy of individuals and alert students, volunteers and staff to a COVID-19 case. Per DC Health directives, our communication protocols include:

To Communicate Unanticipated Facility Closures Health/Safety School Issues:

- AoH will use robocalls via school messenger to communicate unanticipated facility closures and health/safety school issues; in the case of an emergency, we will use SMS communication.
- Notices will be distributed via social media and website pop-ups .
- Operations team will update AoH's main phone line for outgoing message.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

Currently, AoH is encouraging all staff and student to get vaccinated (see #17) and regardless of status, all building entrants should maintain 6 feet of distance and wear masks. However, we are not participating in any COVID-19 testing on-site.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

Academy of Hope has encouraged all on-site staff to get vaccinated against COVID-19 since the vaccines were first made available to Charter School staff. To address vaccine-related staff concerns, AoH hosted a Q&A with a DC-based doctor during our February All-Staff meeting. AoH has also engaged leaders and volunteers from every department to participate in a Re-Entry Committee (which met weekly until March 2021 and monthly since) to discuss health and safety concerns and considerations as we worked to return to campus. Vaccination concerns, requirements and considerations are a regular part of the agenda.

AoH has highlighted staff vaccinations through social media to encourage our learners and followers to get vaccinated. In an effort to further encourage staff and learners who are hesitant to get vaccinated or have scheduling barriers, we have partnered with the DC Department of Health and Safeway to offer vaccination clinics on both our Ward 8 and Ward 5 campuses. We anticipate offering these, along with Q&A with a doctor, in August.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

As an adult education charter school, Academy of Hope **does not** receive IDEA funding for special education services. Individuals who received special education services prior to dropping out of school and are below the age of 22, may continue to have the right to a free appropriate public education (FAPE) until the learner turns 22. For learners who wish to continue to receive special education services, they may choose to enroll in their local public school or another charter school that provides.

If a learner chooses to remain at Academy of Hope Public Charter School, we are committed to helping him/her achieve his/her academic and employment goals. AoH will make every reasonable effort to enable full participation of students with disabilities in building activities and to mitigate

factors that could discourage participation

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. the topics that the training and technical assistance will address; and
- c. how and by whom the training and technical assistance will be delivered.

<i>Audience (e.g. teachers, staff, front office staff, administration, COVID-19 POC)</i>	Topic	Trainer/ TA provider	Date Range (if available) (e.g. summer, August 8-15)
<i>CEO, COO and Operations team</i>	Health and Safety	School leaders will monitor and attend OSSE, DC DOH, and DME's technical training and updates	June 2021- June 2022
<i>All Staff</i>	Health & Safety	COO, Director of Finance & Ops	July- August 2021 during In-Service and as needed during monthly all staff meetings
Security & Front Desk	Health Screening Procedure	Director of Finance & Ops	Prior to fall semester (September) and ongoing, as needed
Re- Entry Committee	Feedback on Updated guidance from OSSE	CEO & COO	Monthly or as needed

Learners	Health & Safety Expectations	Principals/ Student Support Staff	During Orientation for each semester
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20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

The plan will be monitored by the COO and the Senior Leadership Team weekly. On weekly calls, the COO will review the health screening document and gather any feedback or concerns from the Department leaders. If it is determined that a given campus or functional area is not following health and safety protocols as outlined, the COO and/ or the Director of Finance and Operations will offer training within 24 hours. If there are still identified issues, there will be a one-on-one meeting with the CEO and/ or CEO to determine the next steps.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

AoH plans to communicate key health and safety policies and procedures with community members, learners and staff during Community Days, recruitment and enrollment events, staff and student orientation, all staff meetings, via webinar, online and in-person training and via written communication. All of the organizational policies (and related updates) are made available to staff and learners via a shared Google document.

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. We will also communicate updates, as needed using the automated message system.

AoH has communication protocols in place that protect the privacy of individuals and alert students, volunteers and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to those staff and families of students in close contact with the individual, including the requirement to quarantine for 14 days;
- Notification to the entire school that there was a COVID-19 positive case, those impacted have been told to quarantine, steps that will be taken (e.g., cleaning and disinfection);
- Education about COVID-19, including the signs and symptoms at coronavirus.dc.gov;

- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov; and
- Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing.

AoH will await DC Health's instruction on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at school.

Communication Policy:

- Principals will send learners updates via Weekly Community Newsletters.
- In the event of a shutdown or urgent AoH news, Principals and Registrars will contact learners via email and School Messenger.
- Marketing & Communications will post communication via AoH social media channels (Instagram, Facebook, AoH website) .
- Operations team will update AoH's main phone line with an outgoing message.