

SY 2021-22 LEA Health and Safety Plans

LEA Name: Achievement Preparatory Academy PCS

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LEA Type: Pre-K;Elementary

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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.**

To ensure all scholars, staff, and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities, we have developed the Achievement Prep COVID-19 Health & Safety Policy.

All staff and essential visitors (including contractors), including those who are fully vaccinated, must wear face masks at all times while on school grounds, on school buses, and while participating in any school-related activities. A face mask may be a non-medical (cloth) face covering. If otherwise, they should not participate in in-person school activities. Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with scholars with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

- Achievement Prep will provide staff with a logoed face mask on the first day of school. We will also provide face masks in emergency situations.
- Staff are expected to maintain their masks and arrive each day wearing a mask
- Staff will not be permitted in the building without a face mask. Staff that refuse to wear a mask will be sent home and will be required to use personal leave.

To ensure easy compliance with this policy, any member of our community who arrives without a face covering, loses or damages their face covering while attending a school activity will be provided a new one. The school will keep a supply of PPE, including masks, until such time as face coverings are no longer required at schools.

To ensure that masks are worn correctly, Achievement Prep will provide guidance to scholars and staff on mask usage. This includes:

- Cleaning hands before putting on a face mask
- Adjusting a face mask so that it covers the nose and mouth and fits snugly against the face
- Avoid touching a face mask while wearing it
- Encouraging staff to bring additional masks each day
- Inform staff scholars that temporary masks available
- Promote the safe removal and storage of masks through demonstrations and signage
- Demonstrating how to properly wear a mask when speaking (speak louder, do not pull the mask away from the face, etc.)

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.

For scholars who refuse to wear a face covering at all times, the following procedure will be followed:

All scholars will be required to wear a face mask at all times. For scholars that refuse to wear a mask:

- 1st Step: Teacher will instruct scholar on how to wear a face mask properly
- 2nd Step: Culture Specialist will coach scholar, in a mask free space, on wearing a face mask
- 3rd Step: Reach our virtually to parent for reinforcement
- 4th Step: Request onsite visit from parent to work with scholar on wearing a mask

Staff or visitors who refuse to wear a face covering:

All staff and essential visitors (including contractors), including those who are fully vaccinated, must wear face masks at all times while on school grounds, on school buses, and while participating in any school-related activities. A face mask may be a non-medical (cloth) face covering. If otherwise, they should not participate in in-person school activities. Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with scholars with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

- Achievement Prep will provide staff with a logoed face mask on the first day of school. We will also provide face masks in emergency situations.
- Staff are expected to maintain their masks and arrive each day wearing a mask
- *Staff will not be permitted in the building without a face mask. Staff that refuse to wear a mask will be escorted from the premises and will be required to use personal leave until they are willing to comply with the policy.*

Any staff or adult essential visitor that is unable to wear a mask will not be allowed entry into the building. They will be asked to leave the premises immediately until they are able to comply with the mask requirement.

A scholar that is unable to wear a mask will be physically distanced from other scholars, including and up to removal from the classroom to work with a support staff on properly wearing a mask. If the scholar remains unable to wear a mask, we will call the family for assistance in working with the scholar to practice wearing a mask safely and consistently. Unless we are unsuccessful with the scholar, we will do our best to keep the scholar in school.

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.

Each classroom will be organized to support scholars seated and standing at least 3 feet apart from one another (head to head). Teachers will stay at least 6 feet from scholars and each other. For our scholars who are 18 and older, the physical distance will be 6 feet. We are encouraging all staff and eligible scholars to get

vaccinated, and will require masks. The school will not hold in-person assemblies until guidance allows for this. During activities such as PE, recess, and during arrival and dismissal, the school will continue to have signage reminding scholars and staff to stand at the appropriate social distance for their age, which is currently 6 feet for all.

Staff and scholars will be assigned specific entry points for arrival times.

- A staff person will be stationed at each door for arrival who will ask health screen questions and check temperatures.
- A staff person will be stationed on sidewalks in front of the building to direct scholars to their respective doors.
- A staff member will be stationed along walkways and at play areas to direct traffic and to ensure that anyone waiting for entry is following physical distancing guidelines such as space marker delineations.
- Staff will also be stationed in the stairwells to monitor traffic and to direct scholars to their respective floors.

At dismissal time, teachers will escort their scholars to assigned Dismissal Waiting Areas. These Waiting Areas will meet physical distancing guidelines. Scholars will be escorted (physically distanced) to the front door by a runner to ensure that scholars safely meet their parents. Teachers will ensure that scholars are physically distanced and will remain in the waiting area until all scholars are gone.

Arrivals

- Doors will open for staff by 6:45 am
- Doors will open for scholars by 7:45 am
- Health screening and temperature checks will taken by assigned staff who adhere to PPE best practices and monitor physical distancing guidelines
- Staff and scholars waiting for entry must follow the space delineation markers (6 feet apart) on the sidewalks and floors.
- Parents and siblings may stand with scholars but everyone must maintain 6 feet of physical distance.

Tot Lot entrance:

- Door 1: Kindergarten scholars and staff
- Door 2: 1st Grade scholars and staff

Parking Lot entrance:

- Door 1: 2nd Grade scholars and staff
- Door 2: 3rd Grade scholars and staff

Main/front door:

- AppleTree scholars and staff

- Tardy scholars and staff (after 8:30am)

Dismissals

- Teachers will escort their scholars to designated Dismissal Waiting Area to wait for pickup.
- Scholars will remain in their Dismissal Waiting Area until their name is called and will be escorted to the exit point.
- Parents arriving for pickup will notify the Door Attendant of their scholar's name.
- The Attendant will announce the scholar's name via a walkie talkie and the parent will move to a physically distanced area to wait for their scholar.

Dismissal Waiting Areas

Scholars will be required to remain at least feet apart, following the space delineations. Any chairs in Dismissal Waiting Areas will be placed 3-6 feet apart

- Multi-Purpose Room: Kindergarten and 1st Grade scholars
- Cafeteria: 2nd and 3rd Grade scholars
- Basement Classroom: Siblings and scholars that live in the same household

Scholar Wellness Bins

Achievement Prep does not use lockers and will not use cubbies. Instead we will assign a Scholar Wellness Bin (SWB) to each scholar.

- SWB's are necessary to ensure scholars have a space to store their personal belongings and school supplies to eliminate sharing of materials between scholars. Ultimately, this will help minimize the spread of COVID-19 and other germs.
- SWB will be placed alongside a wall in each classroom and teachers will monitor access by scholars to ensure that scholars are at least 3 feet away from each other when placing items in or retrieving items from the bins.

To promote physical distancing, Achievement Prep is implementing the following policies and procedures:

- a. Classroom - We will pay special attention to our classroom and office configuration in order to optimize space for physical distancing. Although CDC recommends there be at least 3 feet of physical distance between scholars in elementary school, each classroom is physically structured to accommodate about 15 scholars at least 5 feet apart. We have placed floor markers for scholar desks and chairs and will instruct scholars to "stay in the box" so that all scholars are at least 3 feet apart at all times.
- b. Common Areas - Similar to classrooms, we will pay special attention to the configuration of common areas to optimize space for physical distancing. In areas such as our Multi-Purpose Room and Cafe, floors will be clearly marked for according to physical distancing recommendations. When scholars are present, they will be at least 3 feet apart. If adults are using these spaces, tables will be arranged such that everyone maintains at least 6 feet of physical distance.

Staff may use the common spaces to eat lunch and masks can be removed when eating. However, everyone must adhere to the 6 feet physical distancing requirement.

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.

Our LEA is planning on creating cohorts by

- Assigning staff and scholars into static cohorts that prevent cross-contamination between groups. Each group will have an identified entry point and corresponding stairwell that allows for cohort stratification throughout the entire day. This separation will allow us to quickly isolate groups and limit potential exposure risks to unaffected cohorts, should a case occur.
- Scholars and staff will be assigned to a cohort and will have minimal interactions with other cohorts and remain distinct to the greatest extent possible, as mixing cohorts will pose avoidable risks of exposure if a COVID-19 case occurs.
 - Kindergarten Platinum Teachers & Staff - use the right wing of 2nd floor
 - 1st Grade Platinum Teachers & Staff - use the left wing of the 2nd floor
 - 2nd Grade Platinum Teachers & Staff - use the right wing of the 3rd floor
 - 3rd Grade Platinum Teachers & Staff - use the left wing of the 3rd floor
- Each cohort will have an identified entryway and corresponding stairwell (as previously mentioned) that allows for cohort stratification throughout the entire day. This separation will allow us to quickly identify and isolate impacted groups and to limit potential exposure risks to unaffected cohorts, if a COVID-19 case occurs.
- Scholars will eat breakfast, lunch and snacks in their classrooms rather than mixing in the cafeteria. There will be no scholar rotations outside of the classroom-aside from co-curricular classes. As much as possible, teachers/staff will move in and out of spaces, but scholars will stay in designated classrooms.

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.

Our policy for Handwashing and Respiratory Etiquette states the school will reinforce frequent, proper handwashing strategies by staff and scholars with soap for at least 20 seconds. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). We will have all scholars and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or scholar centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing
- After physical education, dance and drama

In regards to respiratory etiquette, we will encourage scholars and staff to:

- Cover coughs and sneezes with a tissue when not wearing a mask or cough/sneeze into the upper sleeve
- Throw away used tissues and wash hands with soap and water or use hand sanitizer
- Step away from others, when possible, to cough or sneeze into a tissue
- Put on a face mask

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.

We are planning on having hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will do weekly supply checks. We will also seek to have soap through hands-free dispensers and paper towels in every bathroom. These will be checked on a nightly basis by our custodial staff.

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.

We are taking very careful account of how to restrict occupancy to ensure optimal safety for all stakeholders - staff, scholars, parents and partners. We are taking precautions in community spaces to ensure that social distancing is enforced throughout our facilities by limiting movement to designated times and via designated routes.

- Plexiglass sneeze shields will be installed at the lobby desks and we will install floor decals indicating increments of 3-6 feet spacing throughout the classrooms, hallways, restrooms, and waiting areas (both interior and exterior spaces).
- Every classroom, office, and shared space, will be equipped with sanitizer, sanitizing wipes, sanitizing spray, gloves, masks, paper towels. Classrooms will also have gowns for use when a scholar needs to be escorted to an SWR. Materials will be distributed on a weekly basis (Wednesdays) and upon request using an Operations Request Form.
- We've added touchless hand sanitizer dispensers at every entryway and the entry/exit points of each stairwell and will be frequently monitored by our facilities personnel.
- Currently all PPE is stored in the ES kitchen storage with the washing machine and dryer. PPE will also be stored in a storage closet on each floor of both the ES and MS buildings. In ES, it will be on each floor in the storage closet outside of the tech closets. Distribution will be managed by the Operations Manager or Operations Coordinator.

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).

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		X		
	Student desks, chairs		X		
	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				
	Floors of hallways		X		
Office and	Pens, pencils		X		

Common Area	Fixtures (switches, knobs, buttons)	X			
	Chairs		X		
	Copiers, etc.		X		
Bathrooms	surfaces	X			
	floor		X		
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground	X			
	Balls, toys	X			
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.

- Frequently throughout each day, our facilities team will clean and disinfect high touch surfaces and objects. Our daily cleaning protocol requires sanitization of all surfaces, furniture, bathrooms and hallways. We have expanded our daily treatments to include providing special, detailed attention to objects/surfaces that are usually reserved for deep-cleaning (e.g., doorknobs, light switches, the edges/backs of chairs, window sills and handrails).
- Cleaning **MUST** happen before and after eating and any other time can be determined by the teacher.
- Scholar restrooms will be cleaned on an hourly basis and special cleaning interventions will be employed following any occasions of high-traffic. We have sealed-off the middle sink and middle stall in every restroom to ensure that no two individuals will simultaneously occupy restroom equipment within 6 feet of one another.
 - a. Schedule must allow for:
 - 2(G) - 3(B) scholars in restroom at a time
 - 20 minutes for the class + 5 minutes for a socially distant transition

- 10 minutes for cleaning
- Adult/single-use restrooms can be used on the floor of their classroom. Cleaning will happen within the first 10 minutes of every other hour due to frequency of use. Cleaning solution will also be inside for the comfort of adults to wipe down before/after use.
- In the event that a scholar, staff member or visitor develops symptoms of possible COVID-19 while in the school, we will
 - a. Close off the area where the sick person has been (including relocating other scholars to a different room as soon as possible)
 - b. Wait several hours before entering the room
 - c. Open windows and doors to increase air circulation
 - d. Cleaning staff will don PPE for the cleaning process
 - Clean surfaces, including visibly dirty surfaces with soap or detergent
 - When cleaning is completed, staff will
 - Remove masks and gloves
 - Wash hands
 - Put on a clean mask
 - e. Re-open the space for routine use after cleaning
- In the event of a positive COVID-19 case within our school community, we will continue our standard daily cleaning routine and also institute an even more aggressive sanitization protocol in order to curb any potential exposure risk.

1. Once aware of a positive COVID-19 case, we will perform in-house contact tracing to ascertain where potential high exposure locations might be within the school and also to understand which members of our school community may have had contact with the potentially infectious person.

2. Our cleaning team will be notified of the confirmed case and we will share all of the details from our internal review of potential locations of exposure.

3. The cleaning team will completely sanitize the rooms, materials and equipment that the infectious person may have come in contact with and deploy antiviral fumigation throughout the building for overnight treatment. No individuals will be allowed in the potentially contaminated area directly following identification of a known positive case until proper sanitization has been administered.

4. Lastly, Achievement Prep will follow existing procedures for reporting communicable diseases in the event of a confirmed case of COVID-19 in a scholar, staff member, or any individual who has entered the building, the school will notify DC Health by submitting the specified online case report.

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. We are preparing to stock at least 2 months of supplies and maintain our regular ordering schedule so that our stock is not depleted in case of an emergency. Our cleaning is done by M&G Services Unlimited, Inc. and our agreement with M&G Services Unlimited Inc. irms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Per our agreement, the vendor will provide adequate protection for its employees and engage in any work under stringent safety precautions, including wearing gloves while cleaning and disinfecting spaces throughout the building. Furthermore, we may conduct random checks.

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.

In order to meet the COVID-19 facilities safety requirements issued by the District, we engaged an MEP engineering firm to perform a comprehensive building assessment of the HVAC system, our plumbing and waterways and our capacity for sanitized disposal/waste within our facilities. The firm's findings focused on three core elements - 1) preparing the physical building for reopening, 2) HVAC system modifications to optimize airflow and minimize the spread of airborne pathogens and 3) acquiring proper PPE and performing ongoing sanitation. To date, we have implemented the directives from the MEP assessment and we continue to expand on its initial guidance.

Our first objective was to ensure that our physical space was safe and fit for reentry. We started by conducting VRV testing and balancing of the main air handlers so that we could maximize the amount of fresh air circulated into the building. In order to prevent COVID-19 particulates from being recycled by our internal air handlers, we upgraded our filters to MERV 13 throughout the building. We then performed the following steps to ensure that our HVAC system was properly configured for occupant safety:

- We reviewed air distribution conditions of existing spaces - specifically looking for covered diffusers and blocked returns that would impede airflow.
- Performed initial air flush of all spaces prior to occupants re-entering building
- Cleaned all HVAC intakes.
- Verified proper separation between outdoor air intakes and exhaust discharge outlets to prevent re-entrainment of potentially contaminated exhaust air.
- Performed a general inspection of spaces to identify any potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Reviewed control sequences to verify systems are operating according to this guidance to maintain required ventilation, temperature and humidity conditions to occupied areas.
- Altered the normal sequence of operation to run 2 hours before and 2 hours after occupancy.

We also performed a comprehensive plumbing and water systems flush prior to re-entry in accordance with ASHRAE Guideline 188. The building water systems preparation was inclusive of the following:

- Domestic water systems were flushed and Domestic cold-water systems to flush piping mains and branch lines.
- Water pressure and flow rates were tested and calibrated
- Hot water tank was primed 150 F for 1 hour, reset to normal operating temperature and flushed.
- All toilets, sinks and soap dispensers were checked for correct operation
Drinking fountain bubblers will be removed and capped. Only touchless, filtered water spouts will operate during the 20-21 school year.

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.**

In order to enter an Achievement Prep building, scholars, staff and visitors will undergo our health screening protocol-before entering the premises

- We require entrants to affirmatively acknowledge that they are COVID-19 symptom free and that they have not knowingly come into contact with any person confirmed to be COVID-19 positive.
- Visitors who fail the health screen questions and have an elevated temperature will be denied entry
- Parents and advocates of students with disabilities will be permitted with prior notice (to the extent possible).

A designated area (Satellite Waiting Room) will be available for any scholar or staff member who exhibits symptoms (e.g., fever, cough, nausea) while on premises until they can be safely removed from the facility. This area will be separate from the area used for routine healthcare.

- a. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

When a scholar or staff member develops symptoms of COVID-19 throughout the school day but is not confirmed to have COVID-19:

- Immediately rope off or close, clean and disinfect areas and equipment with which the ill individual has been in contact.
- Once the room is vacated at the end of the day, perform deep 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 scholar or staff member.
- Staff supporting, accompanying or cleaning up after a sick scholar or staff member must adhere to PPE requirements.

A designated area (Satellite Waiting Room) will be available for any scholar or staff member who exhibits symptoms (e.g., fever, cough, nausea) while on premises until they can be safely removed from the facility. This area will be separate from the area used for routine healthcare.

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.**

Our COVID-19 point of contact is Coy Nesbitt, Managing Director of Operations. Our choice is to have someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a scholar, staff member, or essential visitor to DC Health will include both how staff, families, and vendors know to contact us when a member of our community has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to families of scholars, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in a means that is requested by them.

Ensuring that all staff and students learn as often on-site as possible, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed.

In some cases, the COVID-19 POC may seek the counsel of the school nurse.

Ensuring that all staff and scholars learn as often on-site as possible, excluding scholars and staff with similar symptoms but no underlying case must be avoided. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that scholars or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of a healthcare provider.

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

We have created our own health screening form that also records temperatures at the time of entry. We will store the forms for at least 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility.

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the Health and Safety Guidance from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or scholar notifies the school that they (or their scholar) tested

positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the Non-Healthcare Facility COVID-19 Consult Form.

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

As soon as possible on the same day the case was reported to Achievement Prep, the COVID-19 POC 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.”

After notifying DC DOH:

- Inform affected staff via text or in-person of a positive case
 - Notify of positive case
 - Inform will receive a call from DC DOH
 - Share quarantine information
- Call parents of affected scholars
 - Notify of positive case
 - Inform will receive a call from DC DOH
 - Share quarantine information
- Send communications to all staff (using developed templates)
- Send communications to families (using developed templates)

Our protocol also limits the number of staff with details of a positive case to protect the privacy of the individuals while alerting families and staff to mitigate spread. The COVID-19 POC will work closely with DC Health to determine whether the scholars and staff within the infected person’s cohort may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

Achievement Prep will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirement to not admit or to dismiss any scholar, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE’s guidance.

Scholars, staff, and essential visitors must stay home, or not be admitted, if:

- They have had a temperature of 100.4 degrees or higher or any of the symptoms listed above in the “ASK, ASK, ASK, LOOK” section of this presentation.
- They or any close contact is confirmed to have COVID-19.

- They are awaiting COVID-19 test results.
- They have traveled to a high-risk state or country for non-essential activities within the prior 14 days.

If excluded, scholars/parents/guardians, staff, and visitors should call their healthcare provider for further directions.

We also commit to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by:

- Immediately isolate the scholar from other scholars and staff in the Satellite Waiting Room.
 - The scholar must immediately put on a cloth (non-medical) face covering or surgical mask, if not already wearing a mask.
- Notify the scholar’s parent/guardian of the symptoms and that the scholar needs to be picked up as soon as possible.
 - Instruct to seek healthcare provider guidance.
- Immediately dismiss exposed staff; such staff will not be admitted to a Satellite Waiting Room (unless transportation is needed)
 - Instruct to seek healthcare provider guidance.
- Immediately follow cleaning and disinfecting procedures for any area and materials with which the scholar was in contact.

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 Scholar/Family Home Language Surveys. Communications include:

Virtual/In-Person Townhalls

- Returning Staff Webinar: Reopening Plans for 21-22 SY
- Returning Families Webinar: Reopening Plans for 21-22 SY
- All Staff Reopening Webinar (during summer training)
- Family Reopening Webinar (at the beginning of the school year)

Check-ins

Achievement Prep will conduct regular check-ins with teachers and families throughout the school year. These opportunities for two-way communications will include but not be limited to:

- Monthly School Newsletters via ParentSquare with general school updates
- Text messages with real-time updates (when necessary)
- Periodic Advisory Newsletters with specific updates for each scholar’s classroom
- Weekly Phone Calls/Texts to check in on families and discuss scholar progress
- Our “APrep CareCorps” will do regular home visits to support scholar care and needs.

At all times, Achievement Prep’s website will be regularly updated with general information about the school as well as specific details on 21-22 instructional program, typical school operations details (menus, activities calendars, enrollment applications, etc.), senior staff, and other important announcements. This information will be available to families 24 hours, 7 days a week.

- **Operating Status:** The school's operating status (open, closed, weather delay, et. al.) will be communicated as a banner on the main page of the website. Should the school need to close due to COVID-19 or for any other health or safety related reason, a banner will be visible on the homepage.
- **Scholar Learning:** A link to the student information system (LMS), PowerSchool Parent Portal, will be available for scholars and families to access scholar report cards, progress reports, and updates from teachers.
- **Family Resources:** Families will find the Scholar and Family Handbook, school enrollment and registration details, links to virtual learning resources and additional information to support families, such as social services resources.
- **Contact Information:** Parents of current and prospective scholars will find information on how to contact school leaders and staff.
- **Food Service:** Achievement Prep's food menu will be available to families each month.

Achievement Prep's social media channels including Facebook, Twitter, Instagram, and LinkedIn. These channels will be used on a daily basis to

- Build broad awareness of Achievement Prep;
- Engage the broader DC community (and country) in the success of Achievement Prep scholars and staff;
- Provide updates on operating status, continuous learning plan adjustments as needed;
- Update stakeholders on community activities (i.e. scholar bin pick-ups, scholar support giveaways, food drives, etc.).

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.

The school has the following COVID-19 Testing Protocol.

- COVID Tests will only be administered by the nurse in a Satellite Waiting Room for safety and privacy purposes.
 - A COVID Test can only be administered to scholars with a signed consent form.
 - The COVID-19 POC will confirm that a signed consent form is on file and notify the nurse before a test is administered.
 - If the scholar has a valid consent form, then RAPID and PCR test will be administered.
 - If a scholar does not have a valid consent form, then a test will not be administered and the nurse or designee will immediately contact a parent/family member to notify them that the scholar is to be picked up within an hour.
 - If the RAPID test is negative, then scholars must be picked up and can return when the PCR test result is negative.
 - If the RAPID test is positive, then the scholar must be picked up and returned after the required quarantine period.
- The COVID-19 POC will be responsible for reporting results to DC Health:
 - Submit a **Non-Healthcare Facility COVID-19 Consult Form** online using DCRC.

In the event that the nurse at Achievement Prep determines to test scholars, s/he will follow the safety guidelines outlined the PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test. This includes staying, when possible 6 feet distance from the individual, wearing a N95 mask (with access to Respirator Fit Testing program), eye protection (face shield or goggles), gown/coverall, and gloves. The school will follow its protocol, outlined in question 14, to notify DC Health and to follow DC Health reporting requirements.

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.

Our LEA is supporting eligible students and staff to get vaccinated by:

- Hosting on-site vaccination and testing events in partnership with DC Urgent Care.
- Including information about vaccinations on surveys to staff and families.
- Include information about vaccination events in webinars and Town Halls
- Encouraging staff and families to speak with their healthcare providers about COVID-19 vaccinations.
- Staff who are scheduled to receive vaccinations will be granted administrative leave instead of charging their personal or sick leave.

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.

LEAs will ensure that appropriate accommodations are offered to SWDs with respect to its health and safety policies and procedures by taking the following steps SWD families will be able to request support through the LEA's Director of Special Education if and when the need for accommodations due to quarantine are required. The family with a SWD will be contacted by the Director of Special Education or appropriate point of contact to inform them of the process to receive accommodations. In addition, a meeting will be held to: 1. Provide update on SWDs current condition 2. Develop and agree to what accommodations and other supports are recommended/needed 3. Discuss anticipated date of return and reintegration plan

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.**

Audience	Topic	Trainer/ TA provider	Date Range (if available)
<i>Teachers and Staff</i>	Reopening - Safety Protocols (webinar & in-person)	CEO, Managing Director of Operations, Principal, Assistant Principal	June 2021, July 6th - August 6th
<i>Scholars</i>	Hygiene & Safety Protocols (in-person)	Principal, Assistant Principal,	August 9th - August 27th
<i>Families</i>	Reopening - Safety Protocols (webinar & in-person)	Principal, Assistant Principal, Operations Manager	June 2021, August 2021, September 2021

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.

While we can create protocols and procedures WE are all responsible for holding ourselves AND one another accountable for our community actions. This is not a one man or group responsibility. If you see something, say something. Do not wait for a “leader” to address protocols we all agree are necessary to keep us all safe.

- The MDO will monitor the completion of health screenings and temperature checks on a daily basis.
- School leaders, including the principal and assistant principal, will hold teachers and staff accountable for adhering to the face mask requirement.
- Teachers will be responsible for monitoring physical distancing between scholars in their classrooms and during transitions.
- The entire staff will be responsible for reminding each other about health and safety protocols.
- The Operations Manager will be responsible for ensuring that PPE is appropriately distributed and worn.

One of our DREAM Values is Accountability. Staff will be reminded on a regular basis during content/team meetings, Wednesday PD sessions, webinars and other training. Staff will be held accountable for repeated actions that jeopardize the health and safety of our school community. Any staff that demonstrates an unwillingness to the health and safety protocols will be subject to disciplinary actions. The goal is not simply compliance but Respect (another DREAM Value) for the community.

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

Achievement Prep plans to communicate key health and safety policies and procedures with scholars families and staff:

Virtual/In-Person Townhalls

- Returning Staff Webinar: Reopening Plans for 21-22 SY
- Returning Families Webinar: Reopening Plans for 21-22 SY
- All Staff Reopening Webinar (during summer training)
- Family Reopening Webinar (at the beginning of the school year)

Check-ins

Achievement Prep will conduct regular check-ins with teachers and families throughout the school year. These opportunities for two-way communications will include but not be limited to:

- Monthly School Newsletters via ParentSquare with general school updates
- Text messages with real-time updates (when necessary)
- Periodic Advisory Newsletters with specific updates for each scholar's classroom
- Weekly Phone Calls/Texts to check in on families and discuss scholar progress
- Our "APrep CareCorps" will do regular home visits to support scholar care and needs.

At all times, Achievement Prep's website will be regularly updated with general information about the school as well as specific details on 21-22 instructional program, typical school operations details (menus, activities calendars, enrollment applications, etc.), senior staff, and other important announcements. This information will be available to families 24 hours, 7 days a week.

Achievement Prep's social media channels including Facebook, Twitter, Instagram, and LinkedIn.

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 Scholar/Family Home Language Surveys.

