

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: AppleTree Early Learning PCS**

**LEA Contact: Mrs. Jamie Miles**

**LEA Type: Pre-K**

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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.

*Staff, students, families, and visitors are required to wear cloth face coverings on school grounds during arrival, dismissal, and at all times while moving around the school building. This includes the use of face covering while attending school sponsored events, when in the hallways, bathrooms, at recess, or other communal spaces within the facility. Students are not required to wear face coverings while eating and during nap time. Staff members are not required to wear a face covering while eating or drinking.*

*Classroom teachers will work with students to help ensure that masks are worn correctly at all times. Masks should cover both mouth and nose and fit snugly against the side of the face. At the start of the year, teachers will review proper mask wearing with students and remind them to keep their mask over their mouth and nose at all times. If a mask does not fit snugly, the school will support the student with replacing their mask with a school provided mask specifically designed for young students. Mask checks will occur as visitors enter the building. Mask signs will be posted throughout the building as a reminder to students, staff and visitors. Anyone refusing to wear a mask or wear it appropriately will be asked to exit the building.*

*\*Designated mask break areas will be designated outside in areas where individuals can remain at least 6 feet apart*

### 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.

*If an individual arrives at the building without a face covering, they will be provided with one. Adults who refused to comply with the face mask requirement will be asked to not enter or exit the building. Any student who has difficulty keeping their face covering on will be redirected by the adult in the classroom. Students who continue to have trouble or refuse to wear a face covering will be referred to a member of the student support team. The team member will work closely with the teacher, family and student in an effort to get them to keep their face covering on. . This may require exploring different mask options, incentives, etc.*

*School staff will exercise caution when removing their covering, always storing it out of reach of other students, and wash hands immediately after removing it. If a student tampers with the face covering of another student, it will be removed immediately and replaced with a clean one.*

- 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.**

*All AppleTree classrooms will be organized to support students seated and standing at least 3 feet apart from one another (head to head). Adults will stay at least 6 feet from students and other adults. We are encouraging all staff 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 students and staff to stand at the appropriate social distance for their age, which is currently 3 feet for all.*

*To promote physical distancing, AppleTree is implementing the following policies and procedures:*

- a. All classrooms are arranged to promote at least 3 ft of distance between students at all times. This includes designated floor space, table placement and cubbie assignments.*
- b. Signage will be posted throughout the building designating how to transition throughout the building and where to stand.*
- c. During arrival students will be greeted at the door by a staff members who will escort them or guide them to their classrooms to prevent congestion in the hallways*
- d. Dismissal will be staggered. Students will be called or escorted back to designated space for pick up to prevent congestion inside the building.*
- e. Cots will be arranged 6 feet apart and placed head to toe.*

- 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 at AppleTree will be grouped by classroom cohorts. Each cohort will be assigned two teachers and a teaching assistant that will be available to support the cohort as needed. All meals will be served in classrooms. Recess, restroom break, transitions, arrival and dismissal will be staggered to minimize cohort mixing.*

*Where possible, each AppleTree campus will have a dedicated social worker and special education teacher. The itinerant staff (speech and language pathologist, occupational therapist and physical therapist) will remove students from their cohort and provide 1:1 support. All social distance and face covering requirements will be followed.*

- 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.**

*The school will prioritize personal (hand) and school-wide hygiene practices that prevent and contain the spread of disease, including COVID-19.*

*AppleTree will reinforce frequent, proper handwashing strategies by staff and students with soap and water for at least 20 seconds paying close attention to the surface between the fingers and on the back of the hands. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms. We will have all students 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 student centers;*
- After going to the bathroom;*
- After removing gloves;*
- After blowing noses, coughing, or sneezing (staff and students are expected 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).*
- If their hands are visibly soiled*

*Hand washing signs will be posted at all rest rooms and/or hand sinks. Soap, warm water and towels or an air dryer will be located at all hand washing areas. The school will provide education in hand washing and hand hygiene.*

**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.**

*AppleTree will have hand sanitizer, tissues in all bathrooms, classrooms, office spaces and common areas. AppleTree will have soap and paper towels in every bathroom and at every sink. Checks will occur throughout the day to ensure items remain appropriately stocked throughout the building and additional checks and restocking will occur nightly by the 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.**

*AppleTree will provide face masks for students, staff, and visitors without one or if their mask becomes soiled, lost or destroyed.*

*Any visitor who is entering the building with permission will have access to face masks.*

*All health screeners will have full PPE at all times, including gloves, face masks, and face shields. Gowns are available as needed / requested.*

*Sets of full PPE (gloves, face masks, face shields, gowns) will be available in each classroom for toileting and other emergency needs.*

*Kitchen staff and cleaning staff will also have appropriate PPE supplies available for them.*

*Plastic barriers have been placed at the front desk of each school to protect our front office staff, and all health screenings will take place outside.*

*PPE supplies will be stored in classrooms closets, the custodial supply closet and the kitchen closet to make it easily accessible to staff. Additional supplies will be stored in the school's supply closet. School Operations Coordinator will support in managing the PPE inventory at their campus and is responsible for ordering/requesting additional supplies as needed.*

## **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).**

*AppleTree will regularly clean, disinfect, and sanitize surfaces, toys, and materials per District guidance on cleaning and disinfecting and the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. To support this work, AppleTree is increasing the scope of work from its janitorial service provider, providing more cleaning during school operating hours. A janitor will be dispatched to all AppleTree campuses to support cleaning and sanitizing throughout the regular school day. The service provider will utilize a cleaning and disinfecting schedule, indicating the completion of the cleaning and disinfecting tasks on a daily log.*

*The school will adhere to the following:*

- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). All soft/high touch/difficult to clean items will be removed. (e.g., dress up clothes in dramatic play areas, sand from sand tables, forks and spoon in kitchen area)*
- Thoroughly clean and disinfect thermometers before and after each use per manufacturer's instructions.*
- For all cleaning, sanitizing, and disinfecting products, follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a child. See CDC's guidance for safe and correct application of disinfectants.*
- Signage in every classroom reminding staff of cleaning protocols.*
- Develop and implement a schedule for increased, routine cleaning, disinfection and sanitization.*
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited and cleaned between use.*
- Toys, including those used indoors and outdoors, will be frequently cleaned and sanitized throughout*

*the day.*

- *Toys that have been in children’s mouths or soiled by bodily secretions must be immediately set aside. These toys will be cleaned and sanitized by a staff member wearing gloves before being used by another child.*
- *Machine washable toys should be used by only one child and laundered in between uses.*
- *Mats/cots and bedding are to be individually labeled and stored. Mats/cots will be placed at least six feet apart while in use and cleaned and sanitized between uses.*
- *Bedding will be washable and laundered at least weekly or before use by another child.*
- *Mats/cots may be stacked between uses if it is cleaned and sanitized appropriately before stacking.*
- *Playground structures will be included as part of routine cleaning (as defined in District guidance on cleaning and disinfecting), especially high-touch surfaces (e.g., handlebars), but do not need to be disinfected.*
- *Shared bathrooms will be assigned to specific groups of students and staff. Classroom schedules to include bathroom break time will be created to limit the number of individuals in a shared space for any period of time. Bathrooms will be cleaned and disinfected after each group has finished.*
- *The school will implement safe and correct storage for cleaning and disinfection products.*
- *No cleaning products will not be used near students. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.*

**Cleaning, Disinfecting, and Sanitizing Schedule**

*Legend: C= Clean D = Disinfect S = Sanitize*

	<b>Between Uses</b>	<b>Throughout Day</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<b>Surfaces</b>		<i>C, D</i>	<i>S</i>		
<b>Bathrooms</b>	<i>C, D</i>	<i>C,D,S</i>	<i>S</i>		
<b>Door Knobs</b>		<i>D</i>	<i>S</i>		
<b>Hallway floors</b>			<i>C, D</i>		<i>S</i>
<b>Windows</b>				<i>S</i>	
<b>Toys</b>			<i>S</i>		
<b>Desks, chairs, cots</b>	<i>C, D</i>		<i>S</i>		

*School staff will be provided with the appropriate cleaning supplies and PPE and will support in the on-going clearing and disinfecting of items throughout the day.*

### Teacher Daily Disinfecting Checklist

This list is not exhaustive and in addition to the items listed, teachers should get in the habit of cleaning and disinfecting any high touch area in their classroom throughout the day. This does not replace the work done by the janitorial staff throughout the day and the cleaning staff in the evenings.

#### During the day

Teachers should have their own set of materials to limit sharing. However, any surface or items shared should be disinfected prior to use by their colleague.

#### Student Tables and chairs:

1. Before breakfast
2. After breakfast
3. Before lunch
4. After lunch
5. End of the day

#### Small group table

- After any student or group uses it

	<p>Cots</p> <ul style="list-style-type: none"> <li>• After use and before being stacked.</li> </ul>
	Walkie Talkies, Class Phones and Cell phones
<b>Student Shared Materials</b>	
	Each student will have their own bin and set of resources that will be designated for their personal use during the day. At the end of the day, these items should be left in a designated area so that they can be properly sanitized using the electrostatic sprayer.
<b>Student Personal Items</b>	
	All student personal items will be stored in their cubbie or designated area.
	Student bedding will be removed after each use and placed inside student's individual cubbies after each use.

<b>Front Office/Personal Office Disinfecting Checklist</b>	
<p>This list is not exhaustive and in addition to the items listed, front office staff and individuals who use personal office space should get in the habit of disinfecting any high touch areas in their space throughout the day. This does not replace the work done by the janitorial staff throughout the day and the cleaning staff in the evenings.</p>	
<b>During the Day</b>	
	All door handles (interior and exterior)
	Main Office Phone



	Main Office PA system
	Main Office buzzer (for building access, etc)
	Copier
	Computers
	Student File cabinet
	All touched parts of the front office (sign in computers, visitor logs, chairs, sick station, water dispenser buttons, tabletops, information kiosks etc)
	Pens: Have a “sanitized” and “dirty” pen cup to keep track.
	All light switches
	All countertops
	Sneeze Guards

### **Toileting**

*Occasionally students enter AppleTree’s program not potty trained and/or in need of toileting support. In these cases, a teacher will be provided with full PPE (face mask and shield, gloves, scrubs).*

*Steps include:*

- *Prepare (put on PPE)*
- *Wash child’s hands*
- *Clean the child/assist the child*
- *Remove trash (soiled pull-up and wipes)*
- *Replace pull-up*
- *Wash child’s hands*
- *Clean, disinfect and sanitize station*

- *Wash hands*
- *Properly dispose all PPE*

*Any soiled clothes should not be rinsed or cleaned at school. The soiled cloth clothes and its contents (without emptying or rinsing) should be placed in a provided plastic bag and sent home with the child.*

**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.**

*In the event in the event that a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or if AppleTree is notified that a student, staff member or visitor who tested positive has been in the school, AppleTree will immediately close the room(s) the COVID-19 positive individual was in once all students in that group have exited the school and follow cleaning, disinfection and sanitization guidance from the CDC, linked [here](#) . The following Steps will be implemented immediately.*

*Within 24 Hours:*

*If an individual develops symptoms of or test positive for COVID-19 during the school day or within 24 hours of being in the building. AppleTree will clean and disinfect the space where the individual has been.*

- 1. If the case is confirmed during the day and the COVID-19 individual is in the building, the room will be vacated as soon as possible.*
- 2. Four to six hours after the room has been vacated, the custodial staff will clean and disinfect the entire room, surfaces and any area which the ill individual was in contact with.*
- 3. During the clearing period, AppleTree will increase the air circulation and air ventilation rate in the affected area by opening windows and doors, running fans and adjusting the HVAC setting. where possible and safe and operate fans to increase the ventilation rate in the affected areas.*

*After 24hrs but less than three days:*

*If an individual develops symptoms of or test positive for COVID-19 and it has been more than 24 hours but less than three days since the individual has been in the building, the school custodial staff will clean and disinfect the areas where the individual has been.*

*More than three day:*

*If an individual develops symptoms of or test positive for COVID-19 and it has been more than three days since the individual has been in the building, the school custodial staff will maintain their normal cleaning schedule.*

**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 BK Cleaning Service and our agreement with BK Cleaning Service 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. The final contract has not been finalized for SY21-22. Below is language that will be negotiated and included in the new contract:*

**Daily Services for Day Porter**

1. *Clean all bathrooms **hourly** to include*
  1. *Disinfecting all sinks, toilets and urinals*
  2. *Cleaning all high-touch surfaces such as door knobs*
  3. *Wipe down partitions in stalls*
  4. *Clean mirrors*
  5. *Replace hand soap*
  6. *Replace paper products*
  7. *Remove any trash*
  8. *Mop and disinfect floors*
  
2. *Clean high-touched surfaces hourly (e.g., hallways door knobs and push bars)*
3. *Clean glass on doors*
4. *Clean with disinfectant wipe the **playground equipment** before its first use of the day and after each recess*
5. *Remove trash from classrooms and offices*
6. *Clean kitchen and cafeteria*
  - a. *Sweep cafeteria*
  - b. *Clean and disinfect*
  - c. *Wipe down tables and countertops*
  - d. *Remove trash*
7. *Damp mop and disinfect floors*
8. *Keep janitorial closet locked when not in use*

**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 maintain quality air and water systems it is important that we continue to have a strong understanding of how water and air flow in and out of each AppleTree Facility. AppleTree will adhere to the following guidelines to ensure proper ventilation and water system safety:*

1. *Monthly checks of HVAC and air filtration systems at all campuses to be performed by staff and or a contracted service provider.*

2. *Water systems are checked annually for quality and lead, which includes but is not limited to water sampling.*
3. *Drinking water systems are also checked after extended periods of school closures to ensure that stagnant water is cleared to avoid bacteria and other microorganisms.*
4. *AppleTree does not currently have decorative water systems, however water systems such as fish tanks will be cleaned according to manufacturer specifications.*
5. *Maintain a regular schedule of plumbing repairs and replacements to identify older plumbing.*

## **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.**

*AppleTree will adhere to the following exclusion and dismissal criteria:*

*Exclusion Criteria:* *Students and staff must stay home, or not be admitted if:*

- *The student or staff member has had a temperature of 100.4 degrees or higher,*
- *Any member of their household is confirmed to have COVID-19, or*
- *Any member of their household is awaiting COVID-19 test results.*
- *Have traveled domestically in the last 10 days to any place other than Maryland and Virginia unless they did not attend school until tested for COVID-19 three to five days after returning to DC and received a negative COVID-19 viral test.*
- *Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.*

*If a student or staff member reports symptoms or exposure, or is confirmed to have COVID-19, the student or staff member must not return to school until:*

*If symptomatic,*

- *at least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g. Motrin, Tylenol) and symptoms have improved; AND*
- *at least 10 days after symptoms first appeared, **whichever is later;***
- 

*If asymptomatic, may return after:*

- *10 days from a positive test.*

*If any unvaccinated individual has been in close contact with a person who is positive for COVID-19, then the individual must not attend school for at least 10 days from the last date of close contact with the positive individual, provided that no symptoms develop, or as instructed by DC Health.*

*If any unvaccinated person has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not enter the facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.*

*Dismissal Criteria: If a student or staff member develops a fever or other signs of illness, the school must follow the above exclusion criteria regarding the exclusion and dismissal of students and staff.*

- For students, the school is to immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.*
- For staff, the school is to send the staff member home immediately and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.*

*If a school staff member must take a student's temperature at any point, they should follow CDC guidelines to do so safely, including with the use of barrier protection or Personal Protective Equipment (PPE).*

**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.**

*AppleTree COVID-19 point of contact is Sade Creighton-Wade, Director of Operations and Compliance. 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 student, 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 students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be reported to DC Health on the same day the school is notified.*

*Ensuring that all staff and students learn as often on-site as possible, AppleTree 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.*

### **Steps to Reporting a Confirmed Covid-19 Case:**

#### ***Step 1: Report to DC Health Department***

*In the event of a confirmed case of COVID-19 in a student, staff member, or any individual who has entered the building, the school will notify DC Health by submitting the online case report found [here](#).*

#### ***Step 2: Communication to Families and Staff***

*Schools are to have communication protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:*

- Notification to all staff and families in the event of change of school schedule,*
- Notification to those staff and families of students in close contact with the individual and will state the requirement to quarantine for 10 days; and*
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.*
- Impacted families will find out via email, text, and letter.*

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

*AppleTree will use OSSE's daily screening form made available via a Google form and, per the form's guidance, Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [OSEE Health and Safety Guidance for Schools: Coronavirus \(COVID-19\) Recovery Period](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) 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.**

*AppleTree will use communication protocols that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication will be completed, per DC Health directive and will include:*

- *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](https://coronavirus.dc.gov);*
- *Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at [coronavirus.dc.gov](https://coronavirus.dc.gov); and*
- *Information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing). DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID19 individual came in close contact with others at school.*

## **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](https://dchealth.dc.gov/page/covid-19-reporting-requirements).**

*AppleTree is requiring (pending final decision) all of their employees and contract employees who will be in direct contact with students at their schools to be vaccinated against Covid-19. Therefore, there is no testing protocol currently in place for staff.*

*If there is a demand from parents. We will offer weekly on-campus COVID testing for students whose families give permission.*

### *Asymptomatic Testing:*

- In partnership with the DC Health School Health Services Program (SHSP), and aligned with the Centers for Disease Control and Prevention (CDC), weekly asymptomatic testing using a random sampling of at least 10 percent of the in person programming student population.*

### *Symptomatic Testing:*

- Health suite personnel and or campus designee (school operations coordinator) will administer symptomatic tests to students who exhibit minor symptoms to allow them back to campus.*

**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.**

*Vaccination is a key part of mitigating the risk of COVID-19, as it protects individuals from becoming sick, reduces the burden of needing to quarantine after exposure, and prevents those individuals from unknowingly bringing COVID-19 into the school environment. At this time, our student population is not eligible to receive the COVID-19 vaccine; therefore, it is our position at AppleTree to “get vaccinated” for those who “can’t”. All AppleTree employees and contractors (unless they have medical or religion exemption) will be required to receive the COVID-19 vaccine.*



*AppleTree will frequently share COVID-19 vaccine information with families to encourage family members who are eligible to get vaccinated to help mitigate the risk of COVID-19. LINK Strategic Partners, in partnership with EdForward, has created communications toolkits to support citywide vaccination efforts for schools. This toolkit includes overall talking points, email newsletter template, social media content, automated phone call script, and text message campaign script. AppleTree will use the toolkit to support its community outreach.*

- *View the [English toolkit](#)*
- *View the [Spanish and Amheric toolkit](#).*

*AppleTree will also take advantage of the city's Vaccine Exchange program. The "Exchange" partners with vaccine providers in the District to provide vaccine's onsite for AppleTree employees and families who are eligible to receive the vaccine. This initiative shows AppleTree's commitment to helping mitigate the spread and risk of COVID-19.*

## **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.**

*AppleTree is an inclusive environment who welcomes all students. Therefore, AppleTree will work with students and families to find a solution for any students whose physical or mental disability (per law) prevents them from wearing a mask. The Student Support Team and School principal will work closely together to identify and understand the disability preventing the wearing of a mask and find an appropriate accommodation.*

*Accomodations:*

- *Have the students try different types of masks to get a more comfortable and likeable fit.*
- *Incorporate frequent breaks outdoors or any other mask free areas to provide relief for the student.*
- *Implement a reward system for both home and school to encourage mask wearing.*
- *Provide a face shield in lieu of a mask if masks are not an option.*

## **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.**



*Staff will receive training on health and safety policies during Summer PD, which begins on July 19th. School leaders and school operations coordinators will be trained by the Director of Operations and Compliance and AppleTree Chief of Schools.*

*Other school based staff will be trained by the Director of School Operations and Compliance in August during summer training.*

*In July and August, families will have an opportunity to participate in one of two network wide health and safety webinars. The webinars will be facilitated by the Director of School Operations.*

*Additional school-based family training will be held in August. These sessions will be facilitated by the building principal in person and virtual.*

*School staff will also reiterate and follow up with families regarding health and safety expectations and prevention measures during orientation, family interviews and family handbook meetings.*

*Webinars will be recorded and shared with families via Constant Contact and our school messaging system. This training and any printed resources will also be available on the AppleTree website.*

*Students' training will occur during the first weeks of school during our Getting Ready to Learn unit. The goal of this unit is to help your child successfully join classmates and teachers in an in-person, blended, or virtual classroom. The activities included focus on helping your child adjust to new experiences, SEL, and health and safety.*

*The goal of these training sessions is to ensure that all students, families and staff are aware of the ways they can mitigate the risks of COVID-19 in our school and ensure everyone's safety. We will continue to provide additional support throughout the year as we monitor health and safety at our schools and integrate updates into our curriculum as needed.*

#### Trainings

<b>Staff</b>	<b>Families</b>
<ul style="list-style-type: none"><li>• Building entry and exit procedures</li><li>• Daily cleaning protocols</li></ul>	<ul style="list-style-type: none"><li>• Building entry and exit procedures</li><li>• Appropriate masks wear</li></ul>

<ul style="list-style-type: none"> <li>• Handwashing protocols</li> <li>• Appropriate masks and other PPE wear</li> <li>• When PPE wear is appropriate</li> <li>• Covid-19 case response scenario</li> <li>• Sick child/staff protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Covid-19 case response scenario</li> <li>• At home sick-child screening</li> </ul>
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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.**

*AppleTree School Operations Managers will be responsible for daily monitoring of the implementation of health and safety plans at their campus. These daily checks will be recorded and monitored by the Director of School Operations. The Director of School Operations will conduct bi-weekly checks Covid-19 health and safety checks. The health and safety goal is 100% compliance. If a campus is not completing daily checks and/or receive a complainant score of less than 100%, the Director of Operations will review the reasons for falling below the 100% threshold and put needed corrective actions in place (i.e. additional PPE, training, revamping of a procedure...)*

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

*In July and August, families will have an opportunity to participate in one of two network wide health and safety webinars. The webinars will be facilitated by the Director of School Operations. Additional school-based family training will be held in August. These sessions will be facilitated by the building principal in person and virtual. School staff will also reiterate and follow up with families regarding health and safety expectations and prevention measures during orientation, family interviews and family handbook meetings. Webinars will be recorded and shared with families via Constant Contact and our school messaging system. These trainings and any printed resources will also be available on the AppleTree website.*

*School staff and students will participate in training to review health and safety policies and/or procedures. Signage will be posted throughout the building for visitors, students and staff to remind them of policies and procedures. All school Operations Coordinators will have access to the document outlining all key health and safety policies and procedures.*

*Translation services will be available during the webinar and information shared with families will be translated into appropriate languages as identified via the family Home Language survey.*