

SY 2021-22 LEA Health and Safety Plans

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LEA Type: Adult

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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 students, employees, contractors and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds, school vehicles, and at school-related activities, we have developed the following Policy which will remain in effect until such time as face coverings are no longer required for schools:

School Face Mask Policy

Everyone entering school property (outside or inside), school vehicles, or attending school-related activities regardless of where they are held (on or off-campus) is required to wear nonmedical face coverings or face masks at all times, with limited exceptions permitted (see below). This is required for everyone (employees, students, contractors, and visitors) even if they are fully vaccinated. This is consistent with OSSE and DC Health face covering requirements for schools, though we recognize that this is different from other settings in the District of Columbia which may permit individuals to not wear masks. Individuals who are not vaccinated are especially encouraged to wear face coverings while traveling from the school or school activities, especially on public transportation or ride-sharing.

Details on face covering requirements:

- The School will provide cloth reusable face coverings for all students and employees who come to campus and it will be their own responsibility to wash it between uses. Everyone will be expected to bring multiple face masks with them to school each day. If they do not have a face covering, a face covering will be provided that may be disposable.
- Face coverings should be two to three layers of tightly woven fabric, cover the nose and mouth, and fit snugly against the sides of the face. Alternative face coverings that do not meet these requirements will not be permitted.
- Face masks with vents or valves are not permitted. Face gaiters or bandanas are not permitted.
- A face mask is not a substitute for physical distancing.
- Clear face masks (not face shields) may be considered such as for communicating with students who are deaf or hard of hearing.
- Clear face shields may not be used instead of a face mask. (Please note that authorized staff such as screeners conducting daily health screens at building entrances are authorized to wear face shields and/or use clear plexiglass barriers in addition to face masks for eye protection purposes.)
- Everyone should exercise caution when removing their face mask (when permitted to do so). The face mask should be carefully folded and stored out of reach from others, ideally on a napkin beside them (e.g., if eating/drinking) or in the individual's bag (e.g., in a paper bag, or plastic bag the mask is wet

or dirty), and wash or sanitize hands immediately after touching the mask.

- Everyone is encouraged to bring multiple clean masks each day. If a mask becomes dirty, wet or has not been properly handled, it should be removed immediately and replaced with a clean one. Hands should be washed or sanitized immediately afterwards.
- As an adult school, we expect that everyone should be able to wear masks unless there is a contraindication, medical or other, for doing so. For individuals who refuse to wear a face covering at all times except when permitted (e.g., actively eating or drinking), the following procedures will be followed:
 - Individual will be instructed to put back on their mask. If they refuse to do so, they will be asked to leave campus or school activity and School staff (Academic team for students, Human Resources for employees, School contact for contractors and visitors) will follow-up with the individual to determine why and try to address the issue. The individual should not return to campus without a face mask unless they have been cleared to do so the School COVID Points of Contact.

Exceptions to requirement that everyone wear masks at all times:

- *Employees, contractors or visitors* who are unable to wear a face mask, either for a medical reason or otherwise, are generally not permitted to come to campus or participate in in-person school activities at this time. Those who have a contraindication, medical or otherwise, that prevents them from wearing a mask should contact the School's Human Resources Department in advance of coming to campus or attending a school activity to discuss if there are appropriate alternatives. If an employee has a medical condition that prevents them from wearing a face covering, they must have documentation on file with Human Resources from a medical provider that they are not able to wear a face covering. We will work with employees to ensure that appropriate accommodations are provided to the extent feasible under OSSE and DC Health guidelines for schools. At this time there are no exceptions for visitors or contractors to be permitted on campus or at school activities if they are not wearing a mask.

- *Students who* cannot safely wear a face mask for some or all of the time may be permitted an exception to the face mask requirement. Most students, including those with disabilities, are able to wear face masks. If a student participating in in-person activities is unable to wear a face mask throughout the day due to a medical or developmental contraindication, the student should contact the School's designated special needs coordinator, Alice-Ann Beachy, for more information about this potential exception to the mask requirement. The School may require additional information to confirm the basis for the exception to the face mask requirement. Once granted, the student must maintain a physical distance of at least 6' at all times (even outside) when not wearing a mask.

- Eating and drinking:

- In class: Given the duration of most in-person class sessions (2 hours), faculty and students are discouraged from eating during class time. If they need to drink during class, they may briefly remove their mask only while actively drinking (and not speaking), and then immediately put back on their mask. This must be done while maintaining physical distancing from others.
- In shared office/work areas: The same policy on classroom eating and drinking applies to everyone in

shared office/work areas.

- Alone in closed classroom/office/work areas: When you are alone in your classroom, office, or work area with the door closed, you may remove your face mask to eat or drink. You may also take mask breaks during this time. In the event that someone comes into the classroom, office or work area, you must immediately put back on your face mask.
- In designated eating areas: Everyone is encouraged to eat outside weather permitting. The School plans to reopen the cafeterias for everyone for distanced eating and drinking. Spaces will be designated to support physical distancing of at least 6-ft, and everyone should use alcohol wipes that will be provided to clean up their eating area before and after using it. This includes wiping down the chair and table space used. (As a reminder, staff lounges & staff lounge restrooms remained closed at this time for eating and drinking. They are reserved for use by security staff at this time. Employees may use the staff lounge kitchen equipment (e.g., refrigerator, microwave, toaster, sink) while maintaining physical distancing but are encouraged to limit their time in the lounge to allow for others to do the same.

- *Employee working alone in a closed classroom/office/work area*: When you are alone in your classroom, office or work area with the door closed, you may remove your face mask and take mask breaks. In the event that someone comes into the classroom, office or work area, you must immediately put back on your face mask.

- *Emergencies*:

- Face coverings should not be worn when engaging in activities in which there is a risk of burn or injury from the use of a face mask.
- If there is an emergency and someone is having trouble breathing or is unconscious, the individual does not need to and should not wear a face covering. In that instance, staff should seek immediate medical attention for the individual consistent with the School emergency response plan, and follow OSSE's PPE requirements (see [OSSE Health & Safety Guidance, May 21, 2021](#), at pages Attachment B).

- *Other potential exceptions that require advance planning and approval*:

- There may be other limited exceptions to the requirement that everyone wear masks all the time. Examples include, but are not limited to: giving a speech for broadcast or to a large audience (such as in the auditorium), provided no one is within 6-ft of the speaker; 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. In each of these instances, prior approval should be obtained from your supervisor and the School COVID Points of Contact to ensure that it is necessary and that any appropriate alternative protections (e.g., face shields) are utilized.

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

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.

As an adult school, we expect that everyone should be able to wear masks unless there is a contraindication, medical or other, for doing so. For individuals (Students, Employees, Contractors, and Visitors) who refuse to wear a face covering at all times except when permitted (e.g., actively eating or drinking), the following procedures will be followed:

- Individual will be instructed to put back on their mask. If they refuse to do so, they will be asked to leave campus or school activity and School staff (Academic team for students, Human Resources for employees, School contact for contractors and visitors) will follow-up with the individual to determine why and try to address the issue. The individual should not return to campus without a face mask unless they have been cleared to do so the School COVID Points of Contact.

See the School Face Mask Policy provided in response to Question #1 above for more details.

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.

As part of the School's health and safety precautions, everyone on-campus and at school activities - whether inside or outside - must maintain a distance of 6 feet of physical distance between each other (measured head to head). This applies to all Students, Employees, Contractors, and Visitors. We continue to maintain 6-ft distancing at this time since we are an adult school, and 6-ft is the current recommended distancing for adults by OSSE ([See OSSE Health & Safety Guidance for School: Coronavirus \(COVID-19\) Recovery Period, Updated May 21, 2021](#), at pp.5-6).

The 6-ft distancing requirement applies to everyone on campus and at school activities, including but not limited to hallways, classrooms, offices/work areas, bathrooms, whenever eating or drinking, and during all other activities except as expressly permitted (see below for limited exceptions).

There is no limit to the number of people who may be in a room or area, so long as there is sufficient space for everyone to maintain a 6-ft distance and other health & safety protocols are followed (e.g., student cohorting). The School in coordination with the Facilities team has measured rooms to determine for each space how many people can use the space with the existing furniture and while maintaining a 6-foot distance. Just as with indoor activities, there are no limits on the number of individuals who may participate in outdoor activities so long as distancing is maintained and other health & safety protocols are followed (e.g., student cohorting). At this time, however, the School will not hold in-person student assemblies (indoors or outdoors) and will limit large meetings or other gatherings (especially involving students) as

much as possible. This is because student cohorts should be maintained and not intermingle with other students as much as possible. To the extent staff meetings are held, physical distancing, face mask requirements, and hand hygiene protocols must be strictly adhered to.

For school vehicles (e.g., school bus or van), drivers and riders must follow all safety protocols. All passengers must sit at least 6-ft distance from one another, and from the driver. They must also wear a mask at all times, and use hand sanitizer upon entry and exit of the vehicle. Passengers will fill up seats from the back of the vehicle, and depart starting from the front. Where there is a vehicle back door that is practicable to use, passengers will use it to get in and out of the vehicle. School vehicles transporting students will be cleaned, disinfected and sanitized according to a regular cleaning schedule.

Building entrances/exits: To further support physical distancing, at this time the School has designated separate entrances for Employees (parking lot entrance at each campus) and Students (front entrance of both campuses). To the extent that we have authorized Visitors, we usually direct them to the front entrance. For Contractors and Visitors who may have equipment to haul in from parked vehicles, they may be given to use the parking lot entrance. Individuals with disabilities that require use of a ramp are also permitted to use designated entrances with ramps.

Each classroom will be organized to support students seated and standing at least 6-ft apart from one another (head to head), with desks facing in the same direction. Teachers will stay at least 6-ft from students and each other. Classrooms have been cleared of extra furniture to support distancing and cleaning. If there are more desks in the classroom than may be used while maintaining 6-ft distance, the School will mark off the desks that may be used, and may also mark the floors where those desks and chairs should be positioned. If tables are used instead of desks, students will have designated seats that provide a 6-ft distance between them. Computer stations when used will allow for 6-ft distance between users. When not possible, computer stations in use will be separated by plastic flexible screens.

Bathrooms have also been marked to support 6-foot distancing in those spaces. Bathrooms will be monitored to make sure that the numbers of people in the bathrooms do not exceed its social distancing capacity. Everyone will be instructed to use the Bathrooms on the floor where they work or attend class in order to further support distancing.

Shared offices/work areas have also been marked to support 6-foot distancing in those spaces. For those who have shared desks or work areas, you must coordinate so that you are not using the space at the same time, and at all times you must maintain 6-ft distancing.

Common areas, including hallways, stairwells, and elevators, have been marked with physical distancing signs on the floors and walls to remind everyone to maintain 6-ft distancing, and to stay to the right side in

hallways and stairwells - to allow for 6-ft distanced two-way traffic if needed.

- *Staff lounges* (including restrooms) remain closed to all employees except the Security staff for them to eat, drink, use the restroom, and take work breaks with 6-ft distancing. Employees may enter the staff lounge briefly to use the kitchen equipment in the staff lounges so long as they can do so while remaining distanced. This includes, e.g., refrigerator, microwave, toaster, sink. Staff may also briefly enter the staff lounge to go to the mailboxes, however everyone is encouraged to use the mailboxes only when necessary and to instead send materials electronically as much as possible. Employees should also use provided alcohol wipes when touching common touch surfaces, and wash their hands or use hand sanitizer immediately after. Staff should eat at their desks alone with the door closed, outside weather permitting, or in designated eating areas (e.g., the cafeteria when it reopens) so long as at least 6-ft distancing can be maintained and cleaning protocols are followed. Touch water dispensers and water fountains have been removed or disabled; both campuses now have touchless water dispensers for all community members to use, and people are encouraged to bring their own water bottle to use.
- When reopened, *Cafeterias* will also be marked for at least a 6-ft distance, so that people can use the cafeteria to eat and drink safely. There will also be rigorous cleaning protocols to be followed in between meals.
- *Restrooms*: Some sinks and bathroom stalls will be closed off to enable users to maintain 6-ft distance in the bathrooms. Where unable to maintain distance, physical barriers, such as plastic flexible screens, will be installed between bathroom sinks and urinals.
- *Computer station in Harvard front office & SG staff lounge*: These computer stations are usually used for non-exempt staff to clock in and out. During the pandemic the School has shifted to using an app for clocking in and out, therefore this computer station should not be needed for that purpose. If still in use, staff who use the computer should clean the surfaces they touch with the cleaning product provided at the computer station.
- *Photocopiers, printers, paper cutting boards*: To the greatest extent possible, these and other community use items will be limited for use by individuals working on that floor and in that department, classroom, or office. Staff who use the equipment should immediately clean the surfaces they touch with the cleaning product provided beside the equipment.
- *Lockers*: Individual lockers that are not shared with others may continue to be used so long as 6-ft distancing can be maintained. Lockers located in restrooms will generally not be used given space limitations with distancing requirements. People using lockers in hallways may not access lockers during classroom arrival and dismissal times when there are people using the hallways.
- *Hallways & Stairwells*: There will be hallway traffic flow direction markings on the floor and walls with two-way traffic separated by 6-ft or maximum possible where space is not sufficient. Adult students arrived in staggered fashion for classes already, and class dismissal times will be intentionally staggered to limit hallway and stairwell traffic, and to limit intermingling of student cohorts. Classes may also be designated to use specific staircases for arrival and departure to further limit the number of people and mixing of cohorts in stairwells. Hallways will not be used for sitting or congregating. All furniture for sitting during breaks has been removed or closed off for use. Instead of having students stand or sit in line in the hallway, school departments such as Registration, Assessment, and Student Services will try to use other methods for scheduling appointments with students that need to be done in person, and always maintain 6-ft distancing during necessary meetings or use a plexiglass barrier if not feasible to distance. As much as possible, the School will arrange virtual appointments with students.
- *Entrances*: There are separate designated entrances for employees (parking lot entrances) and students (front entrances). Contractors and visitors are primarily designated to use the front entrances unless they need to use the parking lot for delivery purposes. In addition, individuals with disabilities who need to use the ramp to enter the building may use the appropriate designated entrance that enables them to do so while still undergoing the daily health screen at the building entrance.

To the extent there are *Extracurricular activities* scheduled, these will be required to maintain 6-ft distancing just like all other school activities -- whether they take place on campus or somewhere else.

During class arrival and dismissal times: For in-person classes, students will have staggered dismissal times to limit the number of students in the hallways. Arrival times are not staggered because adult students naturally arrive in a staggered way. In addition, not all school students will be on campus at the same time since there are multiple session times each day (AM, PM, and EVE) and there are multiple options for students to attend class depending on the program they are enrolled in (In-person, Hybrid, and Virtual). This mix of class offerings will provide a natural staggering of both students and employees in school buildings and their arrival and departures times. There are also signs at building entrances and in the buildings on the floor, hallways, and stairwells to direct foot traffic to the right side of hallways and stairwells, and to reinforce the distancing requirements. There are also elevator signs that limit use to two people at a time.

In-person meetings: Meetings with individuals or groups must also follow 6-ft distancing requirements. Efforts will be made to have some meetings in-person, but only if distancing can be maintained. If not feasible to conduct the meetings in-person, individuals working on campus can still conduct meetings virtually from their respective offices/work areas.

Limiting Visitors to Campus: The School continues to limit non-essential visitors. All visitors will be informed in advance of the School's health & safety requirements for entry to the building, including face masks and physical distancing. Individuals who are requesting permission for a visitor to come to campus must submit the request to their supervisor and the School COVID Points of Contact for pre-approval.

Exceptions to physical distancing requirements:

- In the limited instances where it is not possible to maintain 6-ft of distance, plexiglass barriers will be used to protect individuals, e.g., the security desk, front office, registration front desk, and student services front desk. Barriers and face shields may also be used by screeners conducting daily health screenings at building entrances.
- When in school vehicles and when traveling to and from school: Everyone is encouraged to maintain the physical distancing of 6-ft to the greatest extent possible. The School has designated seating in school vehicles that support 6-ft distancing.
- Nurse Aide Training students who are practicing and taking their practical skills exam for licensure may be required to be less than 6 -ft from at least one other person for some of the practical skills, e.g., blood pressure check. These instances are limited in number and duration. In those instances, the School follows applicable protocols from DC Health and DC Board of Nursing.
- In the event of an emergency, staff may need to be less than 6 feet from an individual, such to remove the mask from a someone who is having trouble breathing or is unconscious, or if someone becomes sick with COVID-related symptoms and needs assistance being escorted out of the building or to the campus isolation room. In those instances, staff should seek immediate medical attention for the individual consistent with the School emergency response plan, and follow OSSE's PPE requirements.

Traveling to and from School:

Everyone is encouraged to maintain social distancing and wear face coverings while traveling from the school or school activities, especially on public transportation or ride-sharing. (This is especially the case for individuals who are not yet fully vaccinated.) They are encouraged to stand back from gathering points such as intersections where reasonable and safe, and avoid congregating in groups. They should also avoid touching unnecessary surfaces and objects, and if necessary, use hand sanitizer after touching them.

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.

As a reminder, the School maintains a 6-ft physical distancing requirement for everyone on campus and at school activities. This includes within classrooms and cohorts of students, to provide the greatest protection possible for our school community members. In addition, we have student cohorts and limited in-person interaction between employees. The following outlines the School's cohort plans.

Student Classroom Cohorts: The School's SY21-22 planned schedule of classes anticipates its adult students selecting whether to attend classes in-person, hybrid, or all virtual, with synchronous and asynchronous learning during the week, and Fridays being the common day for which there are no classes meeting in-person on campus. For those students meeting in-person for any amount of time, the School will create cohorts of those in-person students based on their assigned session (AM, PM, EVE) and by class within each in-person session time. Each in-person class has a designated classroom on campus, and will be assigned to use bathrooms on the same floor as their classroom. Each class of students will be a cohort that will have minimal to no interaction with other cohorts of students, and will remain distinct to the greatest extent possible.

Class changes will be discouraged and will be decided by the Registrar based on legitimate need. Students will not be permitted to drop in to another in-person class or session other than the one to which they are assigned.

Academic supports will be provided to individual students as needed in the student's classroom to the extent feasible while following physical distancing requirements.

The Registration Department will be open during in-person class sessions, however most Registration services can be and will be encouraged to be conducted remotely. Limited in-person services will be available to the extent they can be provided while maintaining 6-foot distancing or using plexiglass barriers when not possible to distance.

The School's Student Services Department will continue to provide supports for students including access to services, counseling, employment assistance, and referrals. SSD will be open during in-person class sessions, however most Student Services can be and will be encouraged to be conducted remotely. Limited in-person services will be available to the extent they can be provided while maintaining 6-ft distancing or using plexiglass barriers when not possible to distance.

Employee Cohorting:

- Faculty and other student-facing staff may teach more than one session time and rotate between

classroom cohorts during the same session time. This will be kept to the minimum extent feasible.

- All other Employees: At this time, there are no plans to cohort employees who are not student-facing, but in-person meetings (especially large meetings) are expected to be kept at a minimum even when employees are all working in the building. In addition to following all other health & safety protocols (e.g., physical distancing, masking, and hand hygiene), this will enable the School to limit exposure, potential spread, and impact on operations in the event of COVID-19 infection on campus.

Bathrooms: To support cohorting efforts and contact tracing, everyone is assigned to use bathrooms on the same floor as their classroom, office or work area.

Meals/Cafeteria: As an adult school, we are not required to serve meals and all students do not regularly eat on campus. As a result of the limited on-campus eating by students, it will not be done on a class cohort basis, but rather on an individual basis.

Class time is now limited to 2 hours in-person for most students, thus greatly limiting the need for students to eat while on campus. To the extent that students need to eat while on campus, they may do so outside if weather permits, or in the cafeteria when it reopens. Once reopened, the cafeteria will allow for distanced eating and drinking for students and staff on an individual basis, and with individuals responsible for using an alcohol wipe to clean the chair and table area where they eat and drink, and the cleaning staff conducting regular cleaning and disinfection of eating areas in between meals. Students will also be advised to wash their hands, or if not feasible to use hand sanitizer, before and after eating, and not to share utensils, cups, plates or other eating items. The School is also considering providing pre-packaged and/or pre-ordered “grab and go” meals with single-use utensils and packaging, as it did in SY20-21 to in-person students. These prepackaged meals may be distributed in a contactless manner either at the classroom, building exit, or in the cafeteria. Students usually take them as they leave campus and eat them outside or away from campus, further limiting potential exposure on campus. The School has suspended food and drink self-service stations, food preparation booths and food sampling at this time. The School will make an effort to use disposable food service items to the extent feasible, and also in consideration of environmental waste concerns.

Employees will be provided access to space to eat if they are unable to eat alone in their classroom/office/work area with the door closed. Employees can eat outside weather permitting, and the School plans to reopen the cafeteria for limited, distanced eating and drinking on an as-needed basis and with the same cleaning and hand hygiene protocols indicated above.

Breaks: The School has suspended student break times, which ordinarily are used by those who are interested in getting a meal. Instead, the School has provided options for students that will include some form of grab-and-go meals that will be available at the classroom, building entrance, and/or cafeteria. The School will continue to evaluate the need and feasibility for breaks, but at this time has no plans for resuming breaks in SY21-22.

Canceling, Eliminating, or Modifying Activities

The School has cancelled or greatly limited extracurricular activities at this time to support student cohorting as much as possible.

Activities in which voices are projected (such as choir, theatre, or where wind instruments are used) present greater risk of spread of respiratory droplets, and will be cancelled or modified to be outdoors and/or allow for at least 10 feet of physical distancing.

Virtual activities and events will be considered instead of field trips, student assemblies, special performances, or school-wide meetings.

The School has also limited non-essential visitors to its buildings to the greatest extent possible. All visitors must get advance permission to come to campus, receive the School's health & safety protocols in advance, and be monitored for health & safety compliance during their visit.

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.**

School Policy on Handwashing and Respiratory Etiquette

Hygiene Requirements for Everyone:

The School expects everyone on campus and at school activities to follow the latest COVID-19 hygiene guidance including:

- **Wash hands** often with soap and water for at least 20 seconds. If not able and hands are not visibly dirty, use alcohol-based **hand sanitizer**. It should be alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- **Avoid touching eyes, nose, mouth** with your hands.
- **Cover coughs and sneezes** with tissue or elbow/shoulder. Used tissues should be thrown in the trash, and then wash hands or use hand sanitizer immediately after.
- **Use hand protection when touching surfaces or door handles, or make sure to clean hands immediately after.** The same goes when using shared equipment such as printers or copiers.
- **When entering or leaving a room,** use hand sanitizer.
- **When using a desk, workspace, or area** to eat in (e.g., in the cafeteria), use hand sanitizer and use an alcohol wipe to clean the immediate desk or area you are using.
- **Limit sharing of equipment and supplies** to the greatest extent possible.
- The School expects everyone to perform hand hygiene at the following **key times**:
 - Before and after eating food;
 - Before and after group activities;
 - After using the restroom;
 - Before and after putting on, touching, or removing face masks or touching face;
 - After removing gloves; and
 - After blowing one's nose, coughing or sneezing.
- Encourage everyone to **bring their own water bottle**, and **use touchless water dispensers**. During this time, the water fountains remain shut off and not in use.

School Hygiene Supports:

The School will make available adequate supplies (e.g., hand soap, paper towels, hand sanitizer, tissues, alcohol wipes, etc.) to support healthy hygiene practices throughout the school, including classrooms, offices, bathrooms, and other common spaces such as building entrances, hallways, cafeteria, and auditorium.

- The School will have **hand sanitizer available for everyone** throughout the school, including at

entrances, in school vehicles, and in hallways, classrooms and where special workstations are set up during this time, e.g., packet distribution tables.

- The School will have **cleaning bins with key hygiene supplies** in every classroom and office/work area designated for in-person use. The School will maintain a stock of additional supplies upon request.
- The School has shifted to **touchless fixtures** to the greatest extent feasible, e.g., water dispensers, automatic water faucets and toilets, touchless door openers and trash cans, touchless hand sanitizer dispensers.
- The School has also **minimized the use of shared supplies or equipment**, especially for students. If shared supplies or equipment are used, e.g., copier machines, there are cleaning/sanitizing supplies provided to apply after each use.

Electronic devices are assigned to an individual. In the event that a student needs to borrow a device (e.g., because of a technology issue or they forgot their device), the School will provide recently sanitized equipment for them to use.

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.

The School plans to have “cleaning bins” containing hand sanitizer, paper towels or tissues, and alcohol wipes in all classrooms and office/work areas. The School will provide soap, hand sanitizer and paper towels all the bathrooms, and hands-free hand sanitizer dispensers throughout school buildings especially at building entrances, in hallways, and in and/or outside classrooms. All cleaning bins include information on who to contact to request additional cleaning supplies. The School’s custodial staff will also regularly check and replenish the soap, hand sanitizer and paper towel dispensers, on at least daily basis.

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.

School COVID-19 Personal Protective Equipment (PPE) Policy

The School will provide personal protective equipment (PPE) where required to do so, and to support health & safety, to Students and Employees. In doing so, the School at a minimum follows OSSE’s recommended PPE best practices for staff ([Appendix B to OSSE Health and Safety Guidance for Schools, updated May 21, 2021](#)).

In addition to the detailed OSSE guidance, the School will provide:

- For the screeners who may be taking temperatures, they will be provided gloves and face shields and/or plexiglass barriers (in addition to wearing cloth face coverings that cover the nose and mouth and fit snugly to the sides of the face).
- For areas where there is not sufficient space to maintain 6-ft of distance, the School will provide staff with plexiglass shields or face shields. This includes, for example, the Front Office and Registration.

- The School will provide reusable cloth face coverings for all staff who are required to come to the school building, and for all students attending in-building events. The School has a supply of disposable face coverings for individuals who may arrive on campus with no mask or an unacceptable mask (e.g., mask with vent/valve).
- The School will have hand sanitizer and cleaning materials in classrooms and throughout the building where there are staff who may be working in-person as needed.
- Hand hygiene must be performed between glove changes. If skin comes into contact with any secretions or bodily fluids, the skin must be immediately washed. Always wash hands immediately after removing gloves.
- Contaminated clothing must be immediately removed and changed.
- The School will provide appropriate equipment for special categories of workers including (with the caveat that the necessary PPE is dictated by the activities undertaken, not necessarily by job title of the worker; in other words, someone who is cleaning up other people's work spaces will be given the appropriate PPE whether or not they have a custodial job title):
 - *Cleaning staff* and staff who are cleaning and disinfecting areas or equipment used by a sick individual must wear:
 - Face mask (may wear non-medical (cloth) face covering)
 - If there is increased risk of exposure to COVID-19 (e.g., cleaning an area occupied by an individual with symptoms of COVID-19), wear surgical mask instead of non-medical (cloth) face covering.
 - Gown/coveralls
 - Gloves
 - Gloves must be worn at all times when performing cleaning and disinfecting
 - Cleaning staff may also need to wear other PPE based on cleaning/disinfectant products being used and whether there is a risk of splash (e.g., eye or respiratory protection). Cleaning staff must follow all product instructions on the product's safety data sheets (SDS).
 - *Staff doing routine cleaning (e.g., of high-touch surfaces that does not involve areas used by a sick individual)* must wear:
 - Face mask (non-medical (cloth) face coverings)
 - Gloves
 - *Note:* This is also the PPE that should be worn for staff handling dirty laundry (unless it is laundry used by a sick individual, in which case follow the higher level of PPE required by this policy)
 - *Food service staff* must wear:
 - Face mask
 - Gloves (when handling food products)
 - Additional PPE that may be required according to food preparation regulations and requirements.
 - *Staff responding to or escorting a sick individual who is not known or suspected to have COVID-19:*
 - Lower risk: If the sick individual is able to wear a face covering and is able to maintain 6-ft distance, designated staff assisting or accompanying the sick individual must wear the following:
 - Face mask (may be a non-medical (cloth) face covering)
 - Medium risk: If the sick individual is not able to wear a face covering or is not able to maintain 6-ft of distance, the designated staff assisting or accompanying the sick individual must wear the following:
 - Face mask (may be a non-medical (cloth) face covering)
 - If potential for bodily fluids to be splashed or sprayed (e.g., a sick individual is coughing): use Surgical mask and Eye protection (face shield)

or goggles) instead of non-medical cloth face covering.

- Gown/coverall (e.g., long sleeve button-down shirt)
- If a specific task requires it (e.g., when administering medicine): wear Gloves.
- Higher Risk: If the staff are in close/direct contact with less than 6 feet of physical distance from the sick individual and performing a higher-risk or aerosol generating procedure, including administration of nebulized medication, staff must wear the following:
 - N95 mask (with completion of Respirator Fit Testing program prior to wearing the mask)
 - Eye protection (face shield or goggles)
 - Gown/coverall
 - Gloves
 - *Note:* The School does not have a school nurse, but if it did the nurse must follow additional guidance for Healthcare Providers per DC Health if engaging in aerosol-generating procedures.
- *Note:* Extra PPE equipment is stored in the campus isolation rooms. Anyone needing this equipment must ask the Officer in Charge/Health & Safety Lead to get the equipment from the isolation rooms. No one else is authorized to enter the isolation rooms.
- *Staff responding to or escorting a sick individual who is known or suspected to have COVID-19 (this includes designated Isolation Room Staff):*
 - If the individual who is known or suspected to have COVID-19 is able to wear a face covering and is able to maintain 6 feet distance, designated staff assisting or accompanying the sick individual must wear the following:
 - Face mask (may be a non-medical (cloth) face covering)
 - If the individual who is known or suspected to have COVID-19 is not able to wear a face covering or is not able to maintain 6 feet of distance, the designated staff assisting or accompanying the sick individual must wear the following:
 - Surgical mask
 - Eye protection (face shield or goggles)
 - Gown/coverall (e.g., long sleeve button-down shirt)
 - Gloves
 - *Note:* In addition to these PPE requirements for the staff, the sick individual in the isolation room should also wear a face shield or surgical mask (unless they are having trouble breathing, in which case they should not be wearing a mask and emergency response procedures should be followed)..
 - *Note:* This equipment is stored in the campus Isolation Rooms for use when there are known or suspected cases of COVID-19 on campus. Anyone needing this equipment must ask the Officer in Charge/Health & Safety Lead to get the equipment from an Isolation Room. No one else is authorized to enter the Isolation Rooms.
 - *Note:* The sick individual and any staff accompanying or supervising them to and in the Isolation Room should safely remove and store their face mask, or dispose of their surgical mask, after use. They should also safely dispose of the other PPE worn while accompanying or supervising the individual known or suspected to have COVID-19.
- *Staff performing contactless temperature checks using barrier/partition controls (e.g., plexiglass barrier):*
 - Surgical mask
 - Gloves
 - *Note:* More details on the PPE and procedures to be followed for conducting physical

temperature checks are provided with the protocol for daily health screening.

- *Note:* If a physical barrier/partition is not used, then staff must wear a surgical face mask and eye protection (goggles or face shield that fully covers the front and sides of the face), in addition to gloves. A gown/coveralls (e.g., large, button-down long-sleeved shirt) may be worn if extensive contact with the individual being screened is anticipated, but as a general matter with our adult student population this is unlikely with use of contactless thermometers.
- *Staff administering a COVID-19 test:*
 - The School has no current plans to have staff administer COVID-19 tests for other people. If it ever does so, it staff administering those tests must wear:
 - N95 mask (with completion of Respirator Fit Testing program prior to wearing the mask)
 - Eye protection (face shield or goggles)
 - Gown/coverall
 - Gloves

● In addition to the specific staff tasks identified above, the School will follow at a minimum OSSE's PPE requirements for school Employees and Students, and expect Contractors and Visitors to do the same, including the following guidance based on level of risk:

- Lower risk: 6-ft of physical distance cannot always be maintained. Close contact with secretions or bodily fluids is not anticipated. Staff must wear the following for lower risk activities:
 - Face mask (may be a non-medical (cloth) face covering)
- Medium Risk: Staff are in close-direct contact with less than 6 feet of physical distance. Close contact with secretions or bodily fluids is possible or anticipated. Staff must wear the following for medium risk activities:
 - Face mask (may be a non-medical (cloth) face covering)
 - Gown/coverall (e.g., large, button-down, long-sleeved shirt)
 - If potential for bodily fluids to be splashed or sprayed (e.g., student is coughing): Use Surgical mask and Eye protection (face shield or goggles) instead of non-medical cloth face covering.
 - If a specific task requires it (e.g., when administering medicine): Wear Gloves.
- Higher Risk: The School does not have a school nurse, but if it did the nurse must follow additional guidance for Healthcare Providers per DC Health if engaging in aerosol-generating procedures. Staff must wear the following for higher risk activities:
 - N95 mask (with completion of Respirator Fit Testing program prior to wearing)
 - Eye protection (face shield or goggles)
 - Gown/coverall
 - Gloves

Note: The Nurse Aide Training Practical Skills Exam is administered by another entity that may administer the test at our school. We provide the testing agency with our school health & safety requirements including PPE, and expect them to follow those requirements. The Practical Skills Exam, however, may have different PPE requirements set by the Board of Nursing which must be followed in the test setting.

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).**

School Routine Cleaning Schedule

The School’s cleaning, disinfecting, and sanitizing protocols follow [DC Health’s guidance on cleaning and disinfecting](#) and the latest school cleaning guidance issued by OSSE. The School has established the following Routine Cleaning Schedule for cleaning staff to following for cleaning and disinfecting campus facilities when in use:

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		C, D		
	Student desks, chairs	C, D (in addition to being wiped down by each user)	C, D		
	Teacher desks, chair	C, D (in addition to being wiped down by each user)	C, D		
	Walls	C, D (bathroom stall walls and other wall surfaces as needed)			
	White boards, stylus (keep shared stylus to a minimum)	C (in addition to being wiped down by each user)			

	Shared Manipulatives, text books, etc. (kept to a minimum - ordinarily these will not be shared items))	wiped down by each user			
	Shared Pens, pencils, white board markers, crayons, markers (kept to a minimum - ordinarily these will not be shared items))	wiped down by each user			
Hallway/Stairs	Fixtures (i.e., switches, knobs, buttons, including building entrance handles and intercom buttons)	D	D		
	Railings	D	D		
	Lockers (regardless of location, i.e., including lockers in classrooms and bathrooms)				
	Floors of hallways		C, D		C, D
	Windows (regardless of location)			C	
Office and Common Area	Shared Pens, pencils (kept to a minimum -	wiped down by each user			

	ordinarily these will not be shared items))				
	Fixtures (i.e., switches, knobs, buttons)	D	D		
	Chairs, Desks	C, D (in addition to being wiped down by each user)	C, D		
	Shared Copiers, Printers, etc. (regardless of location, i.e., including copiers and printers in hallways, etc.	C, D (in addition to being wiped down by each user)			
Bathrooms	surfaces	C, D	C, D		
	floor		C, D		
	Fixtures, handles, switches, faucets	C, D	C, D		
Outdoor Space	Outdoor tables, benches/chairs	C (in addition to being wiped down by each user)			C
	Umbrella handles/knobs (seasonal)	C (in addition to			C

		being wiped down by each user)			
	Parking lot and pedestrian gate handles and intercom buttons		D		
Other	Cloth items used (e.g., kitchen dish towels, linens, clothing, Nurse Aide Training suite pillow cases & sheets)	Laundered after each use			
	School vehicles	C, D		C, D	

Chart legend:

- C = Clean. Cleaning is the removal of dirt and germs from surfaces. Cleaning is done with soap and water or detergents. Normal routine cleaning removes most virus particles from surfaces or objects.
- D = Disinfect. Disinfection is the use of chemicals to kill any germs that remain on a surface after cleaning. *Note:* Cleaning and disinfection can be a two-step process (first cleaning, then disinfection), or a one-step process (if an all-in-one cleaning and disinfection product is used).

Additional Information about School’s Regular Cleaning Schedule:

The following is additional information about the School’s regular cleaning schedule:

- [DC Health’s guidance](#) educates us on how COVID-19 is spread. We understand that the main way that COVID-19 spreads is person-to-person from close contact (less than 6-ft away). It is also possible to catch COVID-19 by touching surfaces or objects contaminated with the virus, and then touching your mouth, nose, or eyes. However, this is less common than person-to-person spread, and the risk is much lower. Practicing good hand hygiene (frequent hand washing or use of hand sanitizer), and avoiding touching your mouth, nose or eyes with unwashed hands can decrease your risk of catching COVID-19 from surfaces. In addition, cleaning and disinfection of surfaces and objects can reduce the risk of spreading COVID-19. For these reasons, the School has prioritized cleaning and disinfection throughout its campuses, including a cleaning schedule (see above), providing cleaning

supplies in all classrooms and work areas, and sharing information to the School community on how to prevent the spread of COVID-19.

- As an adult school, all members of the School community will play a role in cleaning surfaces that they use as they finish using them (e.g., desk, chair, computer station), in addition to cleaning staff who will clean and disinfect according to the schedule below. All classrooms, staff departments and bathrooms will contain cleaning supplies that are safe for use by students and staff assigned to those areas.
- Routinely clean and disinfect surfaces and objects that are frequently touched (e.g., doorknobs, light switches, classroom sink handles, countertops). This is in addition to shifting to touchless where practicable, e.g., touchless sink faucets.
- Thoroughly clean and disinfect thermometers before and after each use per manufacturer's instructions. The alcohol wipe can be reused as long as it remains wet.
- For all cleaning, sanitizing, and disinfecting products, follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by individuals. See [CDC's guidance for safe and correct application of disinfectants](#).
- Information will be provided to every classroom reminding staff of cleaning protocols.
- Implement a schedule for increased, routine cleaning, disinfection and sanitization.
- Use of shared objects (e.g., art supplies, instruments, educational materials, Smartboards, computer stations used for testing) will be limited to the extent feasible. When used, shared objects will be cleaned and sanitized between use.
- Outside tables and benches/chairs will be included as part of routine cleaning but do not need to be disinfected.
- Shared bathrooms will be assigned to specific groups of students and staff to the extent feasible according to the floor on which their classroom or office is located. Bathrooms will be cleaned and disinfected daily after each of the three class sessions (AM, PM, EVE).
- School bus and van drivers will practice all safety actions and protocols as indicated for other staff, and will require that passengers follow all safety actions and protocols.
- The School will implement safe and correct storage for cleaning and disinfection products, and product use instructions followed.
- No disinfectant products will be used near students or other employees. Cleaning staff will ensure that there is adequate ventilation when using these products to prevent students or themselves from inhaling toxic fumes. Cleaning and disinfecting will occur in between class sessions and in the evening when students are not present in the classrooms.
- As detailed in the School's COVID-19 PPE Policy, Gloves will be worn for all tasks in the route

cleaning and disinfection process. Cleaning staff will also be instructed to clean their hands often, including immediately after removing gloves. This includes individuals who handle dirty laundry.

- When school buildings are closed for instruction and regular staff operations, access to the buildings will be limited to essential activities and those who enter a campus building following any required daily health screening will be required to inform security staff where they will be in the building. This helps not only for safety but also to identify areas that have been used and require additional cleaning and disinfecting beyond the regular schedule in effect during building closure.

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.

School Special Cleaning Procedures in Event of Known or Suspected COVID-19 Infection

Following OSSE and DC Health's cleaning guidelines for schools in the event of a sick individual in the school buildings ([OSSE Health & Safety Guidance, May 21, 2021, pages 17-18](#); DC Health [Cleaning Guidance, April 20, 2021](#)), the School has implemented the following procedures:

- *If someone develops symptoms of or tests positive for COVID-19 while at school or within 24 hours of being in the school building:* the School will clean and disinfect the area(s) where the sick individual has been.
- *If a COVID-19 case is confirmed while the school is open and the COVID-19 positive individual is in the school building:*
 - If the sick individual is a student or faculty working in a classroom with students: The student's class cohort (including students and faculty) will be dismissed and the room vacated as soon as possible (with the exception of vaccinated individuals who do not need to be isolated). To the extent that there are other individuals who came in close contact with the sick individual, they will also be dismissed and the other areas used by the sick individual (e.g., bathroom) will be vacated as soon as possible. The exception for this is vaccinated individuals who even if they are in close contact with a COVID positive individual, they do not need to be dismissed unless they are exhibiting symptoms. (Close contact is defined by the CDC as less than 6 feet away for cumulatively 15 minutes or longer in a 24-hour period.)
 - If the sick individual is anyone else: Other individuals who have had close contact with the sick individual will be dismissed and the room(s) the sick individual used (e.g., office, bathroom) will be vacated as soon as possible. The exception for this is vaccinated individuals who even if they are in close contact with a COVID positive individual, they do not need to be dismissed unless they are exhibiting symptoms.
- *If an individual has symptoms but is not confirmed to have COVID:* The rest of the individual's cohort may remain in the classroom or other area and continue to use the room. Area or items used by the sick individual will be immediately cordoned off or closed to use by others.
- *If a COVID-19 case is confirmed but the COVID-19 positive individual has not been in the building that day:* The rest of the individual's cohort may remain in the classroom or other area and continue to use the room. With the exception of the sick individual's area - that area will be cordoned off and not used until further notice.
- *Once a room is vacated after a sick individual has left,* the School will wait as long as possible before

entering the room to clean and disinfect (**wait at least several hours**). The School will notify its cleaning vendor for them to conduct deep cleaning and disinfecting, which may include electrostatic spraying of affected areas. The classroom or office/work area and all other spaces or equipment in which the sick individual was in contact will receive deep cleaning and disinfection. This includes the Isolation Room after use by a sick individual. During deep cleaning and disinfection, the School will increase air circulation to the area as feasible.

- If an individual develops symptoms of or tests positive for COVID-19 and it has been **more than 24 hours, but less than 3 days**, since the sick individual was in the school building, the School will clean any areas where the individual has been.
- If the individual develops symptoms or tests positive for COVID-19 and it has been **more than 3 days** since the sick individual was in the school building, no special cleaning and disinfection procedures are necessary, and the School will follow its routine cleaning and disinfection procedures.
- As a reminder, all staff supporting, accompanying, or cleaning areas after a sick individual has departed must follow the School's COVID-19 PPE requirements.
- *Note:* The School does not currently have anyone needing to undergo an aerosol-generating procedure (e.g., tracheostomy suctioning) or receive nebulized treatments on campus. In the event this arises in the future, the School will adhere to all cleaning and disinfection protocols, PPE and other precautionary measures detailed by OSSE and DC Health.

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

School Cleaning & Disinfecting Supply Plans

The School plans to have a surplus of cleaning and disinfection supplies (in addition to other COVID related supplies, such as PPE) to begin SY21-22, and regularly check on an at least weekly basis to ensure that the School has appropriate cleaning and disinfection supplies. In addition, the School's cleaning contractor supplies its own cleaning, disinfection and sanitization supplies to ensure it complies with the School's contract for the provision of those cleaning services on a regular, and special as-needed basis (such as in the event of COVID-19 infection or spread on campus).

The School requires anyone cleaning and disinfecting on campus following infection or outbreak on-campus to wear gloves due to the COVID-19 health and safety risks. This requirement is extended to all contractors. The School periodically conducts random checks to ensure that its employees and contractors are complying with all health & safety requirements, including but not limited to the cleaning and disinfecting schedule and the mandatory PPE for such cleaning activities. While these obligations are not expressly mandated in the School's existing cleaning contracts, the contractors are obligated to comply with applicable laws and school requirements. The contractors have indicated their commitment to do so.

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.

School's Maintenance and Operations Plan for Ventilation and Water Systems and Features

The School has maintained its buildings in operating mode throughout the COVID-19 pandemic. In the event of a prolonged shutdown of school buildings, or even after prolonged limited use, the School will ensure that building systems, including ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains), are safe to use via the processes articulated below:

A. Air Systems - Ventilation, etc.

● Prior to reopening after any prolonged shutdown, the School will engage with an HVAC vendor to ensure the systems operate properly and increase circulation of outdoor air as much as possible and increase circulation of outdoor air as much as possible at both campuses.

- Prior to the start of SY21-22, the School is having an external review of the School's HVAC systems conducted to ensure the systems are operating in accordance with air circulation, filtration and ventilation recommendations from the [CDC](#), [OSSE](#) (at pages 4-5), the [American Society of Heating, Refrigerating and Air Conditioning Engineers \(ASHRAE\) Guidance for Building Operations During the COVID-19 Pandemic](#), and [ASHRAE guidelines for schools and universities](#).

● On an ongoing basis, the School will maintain ventilation systems by, among other things:

- o Ensure ventilation systems are operating properly.

- o Use MERV 13 filters on interior and exterior air vents at both campuses and replace them on a quarterly basis.

- o Quarterly servicing of air handlers including cleaning and sanitizing.

- o In conjunction with the quarterly cleaning and sanitizing maintenance cycle, the air intakes at both campuses are set to circulate the maximum amount of outdoor air subject to other conditions, such as heat and humidity.

● Interior and exterior doors may not be opened to the extent they are fire-rated or based on other safety and operational requirements. This means that they are not allowed to be propped open or otherwise left open. Leaving doors open would also circumvent the School's security and emergency response system, and would cause the ventilation to not work as properly.

- The School has very few windows that are able to open, and based on its review of the ventilation system and other health & safety considerations, the School has determined these windows should remain closed at this time.

B. Water Systems

● Prior to reopening after any prolonged shutdown, the School will flush all water systems to clear out

stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead, copper) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following CDC guidance and as described below:

- o Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.

- o Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.

- o Additional devices such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

- The School will conduct regular flushing after reopening as appropriate, such as if water systems in school buildings are receiving low or no use.

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.

School's Maintenance and Operations Plan for Ventilation and Water Systems and Features

The School has maintained its buildings in operating mode throughout the COVID-19 pandemic. In the event of a prolonged shutdown of school buildings, or even after prolonged limited use, the School will ensure that building systems, including ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains), are safe to use via the processes articulated below:

A. Air Systems - Ventilation, etc.

- Prior to reopening after any prolonged shutdown, the School will engage with an HVAC vendor to ensure the systems operate properly and increase circulation of outdoor air as much as possible and increase circulation of outdoor air as much as possible at both campuses.

- Prior to the start of SY21-22, the School is having an external review of the School's HVAC systems conducted to ensure the systems are operating in accordance with air circulation, filtration and ventilation recommendations from the [CDC](#), [OSSE](#) (at pages 4-5), the [American Society of Heating, Refrigerating and Air Conditioning Engineers \(ASHRAE\) Guidance for Building Operations During the COVID-19 Pandemic](#), and [ASHRAE guidelines for schools and universities](#).

- On an ongoing basis, the School will maintain ventilation systems by, among other things:

- o Ensure ventilation systems are operating properly.
- o Use MERV 13 filters on interior and exterior air vents at both campuses and replace them on a quarterly basis.
- o Quarterly servicing of air handlers including cleaning and sanitizing.
- o In conjunction with the quarterly cleaning and sanitizing maintenance cycle, the air intakes at both campuses are set to circulate the maximum amount of outdoor air subject to other conditions, such as heat and humidity.
- Interior and exterior doors may not be opened to the extent they are fire-rated or based on other safety and operational requirements. This means that they are not allowed to be propped open or otherwise left open. Leaving doors open would also circumvent the School's security and emergency response system, and would cause the ventilation to not work as properly.
 - The School has very few windows that are able to open, and based on its review of the ventilation system and other health & safety considerations, the School has determined these windows should remain closed at this time.

B. Water Systems

- Prior to reopening after any prolonged shutdown, the School will flush all water systems to clear out stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead, copper) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following CDC guidance and as described below:
 - o Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.
 - o Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.
 - o Additional devices such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.
- The School will conduct regular flushing after reopening as appropriate, such as if water systems in school buildings are receiving low or no use.

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.

School COVID Points of Contact

The School's COVID-19 Points of Contact are Kristine Dunne, General Counsel, and Alice-Ann Beachy, Harvard Street Campus Vice Principal. Their contact information, including email and cell phone number, are shared with the School community, and community members are encouraged to contact them to report cases of COVID-19 or if they have questions, suggestions, or feedback on the School's COVID-19 health & safety protocols. The School's COVID-19 Points of Contact will be able to receive calls throughout the day, and in the evening and weekends.

All Employees, Students, Contractors, and Visitors who have been on campus recently or had plans to be on campus should report positive cases of COVID-19 to the School's COVID-19 Points of Contacts as soon as possible.

- If an employee receives information from a student that they are positive for COVID-19, you should communicate this information immediately to the School's COVID-19 Points of Contact.
- If an employee receives information that a student has COVID-19 symptoms or suspects that they have COVID-19, please also inform the School's COVID-19 Points of Contact.
- Employees may also report their COVID-19 positive status directly to Human Resources if they prefer (but they are not required to do so). If they choose to inform HR, HR will immediately inform the School COVID-19 Points of Contact.

The School's COVID-19 Points of Contact may also proactively reach out to Employees, Students, Contractors, or Visitors who had COVID-19 related symptoms, are suspected to have COVID-19 or have been absent to inquire.

The School's COVID-19 Points of Contact are also responsible for:

- Reporting positive cases of COVID-19 to DC Health, in the manner requested by health officials;
- Communicating with individuals who are confirmed positive for COVID-19 about resources available to them and when they may return to campus.
- Communicating with individuals who are sick with COVID-19 related symptoms or who suspect they may have COVID-19, to provide information on resources available to them and when they may return to campus.
- Communicating with the School community about COVID-19 spread on campus in the event that it occurs.
- Training School community members who come to campus about campus health & safety protocols, including prohibition on coming to campus if you are experiencing COVID-19 related symptoms or are required to quarantine due to travel or COVID-19 exposure. Also providing information to School community members about risks to individuals with preexisting or chronic conditions that may exhibit as COVID-19 symptoms, and the need to obtain written or verbal documentation from a healthcare provider that those specific symptoms are not due to COVID-19. Otherwise the individual must

follow the standard quarantine requirements for individuals experiencing COVID-19 symptoms. In some cases, the School may seek the counsel of a healthcare provider or public health expert (since the School does not have a school nurse) to determine the appropriate course of action to maintain health & safety on campus. To be clear, the School will not exclude students or 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-19.

- Ensuring that school health & safety protocols and policies are implemented, including daily health screening.
- Training and supporting additional School staff to support health & safety operations, including regular monitoring and enforcement of health & safety protocols, and implementation of positive case plans including use of isolation rooms if needed.
- Keep apprised of updated health & safety guidance from OSSE, and DC Health that applies to charter schools. When school health & safety updated protocols are issued, implement and share with the School community.

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

School's Plan to Support DC Health Contact Tracing

The School uses a daily health screening questionnaire that is available via app (for Employees) or QR code/link (for Students, Contractors, and Visitors) that aligns with the [OSSE's recommended daily screening form](#). The forms are available in English and Spanish (for Employees) and also Amharic (for Students, Contractors, and Visitors). There are backup paper forms in the event that someone is unable to use the electronic system. The School stores the records for at least 30 days in order to support DC Health with contract tracing efforts should a positive COVID-19 incident occur on campus.

The School's COVID-19 Points of Contact Kristine Dunne and Alice-Ann Beachy will report all positive cases and close contact with positive cases to DC Health as required by OSSE's [Updated Health & Safety Guidance](#) (p 28-29).

The School requires anyone visiting campus who later learns they are **COVID-19 positive** and they were on campus **during their infection period** to inform the School's COVID Points of Contact. (The infectious period starts 2 days before symptom onset date (or positive test date for people who do not have symptoms) and typically ends 10 days after symptom onset date (or positive test date for people who do not have symptoms)).

Immediately upon learning of the positive case, the School's COVID-19 Point of Contact 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](#). Thereafter, the School COVID-19 Points of Contact will continue to support DC Health's ongoing contract tracing work and follow any DC Health instructions. The

School will also follow its communication protocols in effect for notifying close contacts and the School community where appropriate.

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

School Health & Safety Communications Protocol

The School has a Communication with Families and Staff Protocol in place to protect the privacy of the individuals while alerting School community members to mitigate spread of the virus. Specifically, the protocol requires that the School's COVID-19 Points of Contact notify either the entire school or the impacted individual(s) within the cohort of any positive COVID-19 case at the School during the infectious period. The School's COVID-19 Points of Contact will work closely with DC Health to determine whether the Employees, Students, Contractors, and Visitors within the infected person's cohort or who came in contact with the person on campus may stay at school or be sent home and for how long. The School's COVID-19 Points of Contact will update impacted School community members on how to participate in virtual, remote learning until it is safe to return to on-site learning. As an adult school that will be offering virtual, hybrid, and in-person learning for SY21-22, students will have an opportunity to continue their learning remotely during any quarantine period due to COVID-19.

The School 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 Employee, Student, Contractor or Visitor who is COVID-19 positive or otherwise meets criteria for dismissal or exclusion, per OSSE's guidance and as detailed above in response to question #12.

The School also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by notifying the affected individual and/or cohort as soon as possible and asking them to leave the building immediately. If they are unable to leave, such as due to illness from COVID-19 symptoms, they will be escorted to the Isolation Room by the designated Isolation Room Staff until the individual is able to leave the premises, which should occur as soon as possible.

To meet the needs of our diverse community, details on these topics will be available in English, Spanish and Amharic languages (which are the predominant languages spoken by our School community) and disseminated to School community members. The information will also be shared on the School's intranet and website, staff bulletins, and updates will be shared by other methods such as through classroom distribution. The School is also conducting health & safety training for all individuals as they return in-person to the building, and including information about dismissal and exclusion criteria, and the School's contact tracing plans.

The following additional communications measures will be undertaken in the event of a positive COVID-19 case on campus during the infectious period:

- **School Communications:** Depending on guidance provided by DC Health, the School will communicate with:
 - **the individual who is positive or symptomatic:**
 - They should self-isolate, monitor their symptoms, consult healthcare professional
 - When they are allowed to return to campus consistent with DC Health and [OSSE guidance](#) (current as of 8/21/2020).
 - Connect them with School resources if needed
 - Students will be connected with Student Services for assistance if needed
 - Students will be provided information on how to continue their virtual learning remotely (if they don't already have that information)
 - Staff will be connected with HR for assistance
 - When they are permitted to return to campus.
 - **individuals who were in close contact with the positive or symptomatic person:**
 - Inform them that there is someone who is positive (or symptomatic) who they may have been in close contact with on campus, while maintaining appropriate confidentiality
 - Similar types of information as for positive/symptomatic individual (quarantine, monitor for symptoms, consult healthcare professional, when can return to campus, supports if needed)
 - Contact the School if you develop symptoms. Staff should contact HR. Students should contact the Principal. Contractors/visitors should contact the School COVID Point of Contact.
 - When they are permitted to return to campus.
 - **School community:**
 - Inform them that there has been a case of someone who is positive at the campus and what is being done, while maintaining appropriate confidentiality..
 - Ask them to contact the School if you develop symptoms.
 - Remind everyone about basics: face coverings, distancing, hand hygiene, etc.
 - Remind everyone what the school is doing health and safety wise, including extensive cleaning and disinfecting at all times, and especially when there is a positive case or someone who develops symptoms.
 - Next steps on whether the building or a portion of the building is closed for a period of time.
 - Notification to all staff and students in event of school schedule change.
 - Education about COVID-19 prevention, and signs and symptoms of the virus at www.coronavirus.dc.gov.
 - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at www.coronavirus.dc.gov.

Information about COVID-19 testing options in the District of Columbia available at www.coronavirus.dc.gov/testing.

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.**

School COVID-19 Testing Plans

The School has engaged in limited COVID-19 testing on campus: a two-week Rapid test pilot in February 2021, and a PCR test pilot in June 2021 (with the possibility of extending it through the summer). At this time, the School has not confirmed its COVID-19 testing for SY21-22, which depends on the outcome of its June 2021 through Summer testing pilot. All COVID-19 testing on-campus has been self-administered asymptomatic testing (nasal Rapid test or saliva PCR test) on a voluntary basis of our entirely adult community of Students, Employees, Contractors and Visitors on a weekly basis on designated days. Each time we have had testing, we have partnered with an outside organization that oversees the laboratory testing that is properly approved and licensed to do so by DC Health. We have had robust protocols for on-site testing in place including relating to:

- Consent forms (available in English, Spanish, and Amharic) so that participants can provide informed consent,
- Dedicated room for testing that is separate from other activities,
- Appropriate PPE to be worn during testing and potentially coming into contact with bodily fluids,
- Maintaining 6-foot physical distancing to the greatest extent feasible, and if not following PPE and other protocols for when distancing is not feasible,
- Disposal of medical waste,
- Collection and testing of test kits,
- confidential review and transmission of negative and positive test results to DC Health in accordance with DC Health requirements,
- Transmission of test results to individuals who are tested, including instructions on any next steps they should take (e.g., isolate, receive a confirmatory PCR test, consult their healthcare provider), and
- Dismissal and Exclusion criteria and protocols in effect in the event of a positive test result.

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.

School COVID-19 Vaccination Advocacy & Support Plans

The School has strongly encouraged all School community members to get vaccinated as soon as they are clinically permitted to do so. As an adult school, all School community members are eligible for the vaccine based on age, although a small number of individuals may have contraindications for getting the vaccine. The School has supported eligible School community members in getting vaccinated by:

- Survey School community about their views about the COVID-19 vaccine, including whether they intend to get vaccinated, and if they have concerns (and the nature of their concerns). With this information, can provide targeted information to the School community to address their unique concerns, as well as be able to track the approximate level of School community vaccination.
- Sharing information about COVID-19 vaccinations from trusted resources, such as DC government, CDC, and community health organizations such as Mary's Center.
- Publicizing community vaccination events and informational programs.
- Providing vaccine information to the School community in multiple languages, including English, Spanish and Amharic.
- Provide Employees with paid time off to get vaccinated. Ensure there is no penalty for Students who

are absent from class due to getting vaccinated.

- Hosting vaccination information webinar for School community with trusted community health organizations (e.g., Mary's Center) and representatives from the healthcare field.
- Hosting vaccine clinic on-site with language support in English, Spanish and Amharic. This was a 6-day clinic (3 days for first dose, 3 days for second dose) including evening hours that were critical to support our School community members who work or have other responsibilities during the day.
- Provide feedback to City leaders regarding community member barriers to getting vaccinated, such as hours of availability and documentation requested as part of the vaccination process.
- In sharing COVID-19 policies for Summer 2021 and SY21-22, plan to share information about how people who are fully vaccinated and exposed to COVID-19 or who travel will not be required to quarantine so long as they are not symptomatic.
- While vaccines are strongly encouraged, the School has not conditioned continued reopening of school buildings on reaching a School community level of vaccination. The School has also not at this time instituted a requirement that individuals be vaccinated if they are able. If it does so in the future, it will clearly communicate this requirement, such as for Employees, in advance and provide for an appropriate process for accommodations such as based on disability or religion.
- As part of the school enrollment process, the Registration Department will also encourage students to have all other recommended vaccinations up to date, however as an adult school this is not a requirement for enrollment or in-person attendance. If it is determined that a student has been unable to get other recommended vaccines (besides COVID-19 vaccination), the Registration Department will coordinate with the student support team to share community resources available for adult vaccinations.

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.

School's Plan to Support Students with Disabilities

The School commits to provide appropriate accommodations for Students with disabilities with respect to the School's health and safety policies and procedures by taking the following steps:

- As an adult school, providing in-person, virtual and hybrid options for students to enable their participation to the greatest extent feasible and to mitigate factors that could discourage participation such as accessibility, consistent with applicable disability laws.
- Students wishing to request a waiver, adjustment, or reasonable accommodation for a disability may contact the School's designated special needs coordinator, Alice-Ann Beachy, for more information.
- The School has communicated information to students about how students with disabilities may seek accommodations.
- The School will ensure that appropriate accommodations are offered to students with disabilities with respect to health and safety policies and procedures to ensure that all students have an equal opportunity to participate in educational activities. As an adult school, students may self-initiate a request for accommodation. Faculty and school counselors may also identify a student's potential need for accommodations. The School determines if accommodations are appropriate based on how they impact the student's access to their education and if an accommodation would pose an undue hardship to the School. As an adult school, there are greater flexibilities regarding availability of in-

person, hybrid and remote instruction for SY21-22 which may also serve to support flexibility for accommodations for students with disabilities.

Information for High Risk Individuals

The School will notify all students and staff that DC Health recommends that any individual at increased risk for experiencing severe illness due to COVID-19 should consult with their healthcare provider *before* attending in-person activities at school. Based on the most recent OSSE health & safety guidance dated May 21, 2021, this includes, but is not limited to, older adults and people with the following conditions:

- Cancer
- Chronic kidney disease
- Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), asthma (moderate-to-severe), interstitial lung disease, cystic fibrosis, and pulmonary hypertension
- Diabetes (type 1 or type 2)
- Down syndrome
- Heart conditions(such as heart failure, coronary artery disease, cardiomyopathies, or hypertension)
- HIV infection
- Immunocompromised state (weakened immune system)
- Liver disease
- Overweight and Obesity
- Pregnancy
- Sickle cell disease or thalassemia
- Smoking, current or former
- History of solid organ or blood stem cell transplant
- History of stroke or cerebrovascular disease
- Substance abuse disorders
- Any student or staff member who has a medical condition not on this list but is still concerned about their safety are recommended to consult with their healthcare provider before attending in-person activities. The CDC provides a [complete list of conditions](#) that might place an individual at increased risk of severe illness from COVID-19, and information for [older adults](#).
- The School does not require a written clearance from high-risk individuals prior to participating in in-person activities at school. High-risk individuals, however, are encouraged to consult with their health care provider.
- Staff who are high-risk and are concerned about returning to in-person activities at school should contact Human Resources for further information including available leave benefits.

- Students who are high risk and are concerned about returning to campus should contact Student Services for additional information and remote learning alternatives while not attending in-person classes.

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.

School Health & Safety Training Plan

The School provides COVID-19 health & safety training for all Employees working in-person in school buildings. Prior training has been entirely in-person or via Zoom, and are now shifting to a recorded training that all Employees must certify that they have taken prior to being given permission to work in school buildings. The health & safety training covers all aspects of the School's health & safety protocols, including but not limited to:

- Daily health screening
- Admission, dismissal, and exclusion criteria
- Return criteria
- Health & safety measures on campus, including face masks, hand hygiene, physical distancing, and regular cleaning.
- Required PPE
- Cohorting and limitations on in-person meetings
- COVID-testing and vaccination

In addition, the School:

- Distributes all health & safety policies in English, Spanish and Amharic to the School community.
- Holds periodic virtual staff meetings and student meetings to share health & safety information and respond to questions and feedback received about health & safety policies.
- Post in school buildings and on-campus signs and information to reinforce health & safety protocols. This includes, for example, information about the daily health screening, signage (and signage translation) to support mitigation strategies in the building (such as face masks, hand hygiene, physical distancing). There is also cleaning information provided with the cleaning bins located in each classroom and office/work area in use.
- Provide health & safety information to teachers to share with students in their classrooms. This information summarizes the key mitigation measures in effect in person that we expect all individuals, including Students to follow. It also includes information on "what to do if...?" (such as what to do if you become sick while in the school building).

- Send reminder communications to students, including through Remind, about health & safety protocols in effect on campus. This includes, for example, reminders about face masks, hand hygiene, daily health screening, and admission and exclusion criteria.
- Include reminders in staff bulletins about unique health & safety protocols that remain in effect at DC schools that may not apply elsewhere in the District of Columbia (e.g., face mask requirement for all individuals regardless of vaccination status).
- Provide support and technical assistance on a case-by-case basis for managers as they plan for safe in-person activities, such as food services, culinary arts instruction, nurse aide training, and IT support. This enables efficient, safe advance planning for in-person activities that are designed and implemented in accordance with the School's health & safety protocols and policies. Such as, assisting the food services program in identifying safe options for continuing to provide food service options and safe space for distanced eating and drinking on campus.
- Provides more in-depth specialized training for:
 - (1) School COVID Points of Contact,
 - (2) Officers in Charge at each campus,
 - (3) Health & Safety Leads at each campus (who also serve as Isolation Room Staff),
 - (4) Staff who conduct daily health screenings at building entrances, and
 - (5) Staff who observe others self-administering COVID-19 asymptomatic tests on campus.

These trainings go through in detail all aspects of the School's health & safety policies and protocols, with particular emphasis on their specific areas of responsibility. All of these specialized training are available in-person so that Isolation Room Staff especially can view the Isolation Rooms and familiarize themselves with the PPE supplies and protocols that apply for the Isolation Rooms and related activities.

All training is conducted by or under the direction of the School COVID Points of Contact. The School COVID Points of Contact receive their own training by attending OSSE technical assistance calls, reviewing applicable guidance, research, and attending health & safety programs available for educators and for the legal industry.

- 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.**

School's Plan for Monitoring Health & Safety Plan Implementation

The School supports and monitors implementation of the School's health & safety plans at each campus through designated Health & Safety Leads who are present when there are people in the building. These Leads have checklists to use daily to support their teams complying with key elements of the School's health & safety plans, such as daily health screening, physical distancing especially in common areas, and proper wearing of face masks. Health & Safety Leads (who are primarily also fully trained Officers in Charge at their campuses) also take the lead in handling any instances of individuals who must not be admitted or excluded from school buildings for COVID-19 reasons, especially if someone becomes sick with COVID-19

related symptoms while on campus.

Health & Safety Leads also elevate questions, feedback and suggestions about the School's health & safety plans to the School's COVID Points of Contact. Answers and updates in response are then transmitted back to the campuses by the School's COVID Points of Contact. The School's COVID Points of Contact also visit both campuses to support the Health & Safety Leads, monitor implementation, and generally support health & safety protocols.

The School also engages in periodic surveys and focus groups to share and receive feedback and questions about the School's health & safety plans. This is vitally important to gauge understanding of, agreement with, and full implementation of the School's health & safety plans. Information is shared, and feedback may be provided, in multiple languages to support the School community.

The School has communicated to the entire School community that its commitment to health and safety is paramount. To that end, the School intends to enforce its health & safety requirements, including by addressing any noncompliance that it identifies. For the sake of everyone's safety, the School will not allow the health & safety policies to not be followed or ignored. In addition, the School encourages everyone to keep each other accountable and remind ourselves when we may forget that the pandemic is not yet over and we must still be vigilant and adhere to basic health measures including face masks, hygiene, distancing, and cleaning, among others.

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

School's Plan for Communicating Health & Safety Policies and Procedures to School Community

The School plans to communicate key health and safety policies and procedures with Students and Employees through the School website, staff bulletins, student announcements and communications, information distributed to students through their teachers, as well as training for all in-person employees, and an orientation for in-person students. To meet the needs of our diverse community, details on these topics will be available in English, Spanish and Amharic.

In the event of an unexpected closure or partial closure, we will communicate with our adult students using the following methods and timeline.

- We use Remind as our community communication platform. We will notify students through text messages and emails. Teachers will help reinforce these messages via Remind as well. If students have questions, they will be able to call the school phone number or reach out to their teacher via

Remind. We may also use social media to share information on campus or school-wide closures.

In addition, the following is the School's Family Engagement Policy which includes the School's plans on communicating key health & safety policies, procedures and updates to the School community, including Students and Employees.

Family Engagement Policy

PURPOSE or POLICY STATEMENT:

This policy will describe how the Carlos Rosario International Public Charter School will partner and communicate with students about continuous learning and school operations.

DESCRIPTION:

This policy articulates how the Carlos Rosario International Public Charter School will communicate with and train students on all COVID-19 prevention measures being taken by the school and how the school will adapt the modalities of instruction across the year to maintain the health and safety of the entire school community.

Consistent and clear communication with students is vital for supporting the community of students and for maintaining the health and safety of the school community. Communication to students will happen across many media: posted signage in the building, access to resources and information on the school website, and through social media channels and individual outreach.

General School Wide Communication

Consistent and clear communication with students is vital for maintaining the health and safety of the school community. Communication to students will happen across many media: posted signage in the building, access to resources and information on the school website, and through social media channels and individual outreach.

Unexpected closures that may happen in order to maintain the health and safety of the school community will be communicated on **FaceBook and Instagram**, the homepage of the School's website, and through direct outreach to students via the communication tools of our SIS (school information system) and/or **Remind**.

Website:

The Carlos Rosario International Public Charter School's website will be the location for general information about the School as well as specific details on program offerings and details relating to typical school

operations:

- Current and prospective students will be able to find information on how to contact school administration on the School's webpage.
- The School's web page will contain select student resources items relating to registration and resources available through the Student Services Department.
- Students seeking resources specific to the COVID-19 pandemic can visit the School's page that lists trusted external agencies that offer guidance and support.
- Distance learning resources will be made available to students via their **Schoology** course home page.
- The home page of the School's website will always house information pertaining to emergency school closures relating to COVID-19 or for any other health or safety related reason.

Social Media

The Carlos Rosario International Public Charter School robustly uses Facebook and Instagram in the following ways:

- To build broad awareness of the School and to engage the broader DC community (and country) of the successes of the Carlos Rosario International Public Charter School's students and staff.
- FaceBook and Instagram are leveraged to communicate operating status, and updates on community activities and resources that are time-sensitive(i.e. learning packet pick ups, student support giveaways, food drives).
- FaceBook and Instagram are utilized to provide fast and accurate information regarding changes to COVID-19 health and safety measures suggested (or mandated) by the CDC or the DC Department of Health as well as information on local resources

Direct to Student

The Carlos Rosario International Public Charter School's administrators and faculty will utilize the communication tools of the school's SIS (school information system) and/or **Remind** to communicate with students in the following ways:

- Convey high priority/whole school announcements.
- Sensitive student related information.
- Teachers use Remind to schedule ways to connect in-person, via phone, or Zoom.

How will you facilitate introductions to new teachers and classmates at the beginning of the school year?

- Teachers will be calling and introducing themselves during the week of PD to new students (as well as reaching out to former students).

How will the LEA ensure that students are given routine feedback on their work both formally (e.g., report cards and progress reports) and informally (e.g., graded work and comments).

Carlos Rosario School teachers will provide regular feedback to students on their work and progress.

Channels of feedback will include, but not be limited to, the following:


- In Schoology, teachers can respond and comment on student postings in discussion boards. Students can also complete assessments created in Schoology where they will receive immediate feedback upon completion of the activity.
- Students can complete a Google Form that targets specific language structures.
- Students will be able to email written assignments to their teacher for feedback through various channels: through Google Docs where they will receive feedback via the comments feature or students can capture an image of their work and text/email it to their teacher.
- During synchronous class sessions students will receive verbal feedback from their teacher. Teachers will also be able to ask “check for understanding” questions.
- Students may participate in class activities such as Kahoot, Flipgrid, Nearpod, Quizlet, etc. all of which offer feedback in the form of teacher comments or being told if the answer to a question is right or wrong.
- Teachers are expected to respond within 24-48 hours of assignments being submitted if individual grading needs to happen (e.g. constructive writing feedback).
- Teachers will deliver auto-graded activities in Schoology where students receive feedback.
- Some teachers will use the auto-graded assignments in *My English Lab*.
- GED English is using the AZTEC software that has a feedback cycle as well as the aforementioned Schoology expectations.
- The workforce training programs each have deliverable and feedback cycles in place through Schoology activities.

STUDENT ENGAGEMENT IN CONTINUOUS LEARNING

The Carlos Rosario International Public Charter School has crafted an Instructional Delivery Plan in order to provide equitable access to learning for students as we navigate returning to school during a global pandemic, COVID-19. The intention is to continually engage students in the improvement of our remote and on-site learning opportunities so that the school is providing each student what they need in order to navigate this new way of learning. We will engage students in this process by providing training, opportunities to provide feedback on an ongoing basis, and resources on how to support their learning at home and in-person at school.

Trainings:

At the beginning of the school year, and at regular intervals across the year, the Carlos Rosario International Public Charter School will provide virtual and in-person training to support students in navigating the continuous learning plan of the School. These trainings will include:

- A technology boot-camp for students where they will be introduced to the required tech tools (Remind, Zoom, Schoology, and Google Docs) during the first two weeks of school.
- Teachers will hold office hours where students are encouraged to ask tech questions.
- Computer Assisted Language Learning (CALL) teachers and paraeducators will serve as a student support system for technology/technology troubleshooting questions.
- Instructional videos focusing on the use of the tech tools in Spanish, Amharic, and English will reside on a Carlos Rosario IPCS YouTube channel. 
- The School's IT Department will provide tech support to students for their school-issued laptops.

Students will be trained to send IT support tickets via email by their teachers and other student support staff members.

Continual improvement:

At the conclusion of learning intervals, the Carlos Rosario International Public Charter School will solicit student feedback through various methods:

- The School will perform focus groups across campuses targeting a broad range of students (from those actively engaged to students who have disengaged or have elected to disenroll; ESL and workforce training students) at least two times per academic year.
- The School will have at least two surveys extended to students loaded through Survey Monkey and disseminated to students via Remind as well as their course page on Schoology.

Resources

Learning resources can be accessed in the following spaces:

- Instructional videos focusing on the use of the tech tools in Spanish, Amharic, and English will reside on a Carlos Rosario IPCS **YouTube** channel. [█](#)
- Printed resource guides and other training materials will be available for students via their Schoology course page.

COVID-19 PREVENTION COMMUNICATION

The continuous learning plan will enable seamless transitions between in-person and distanced learning modalities. Given the continued community spread of coronavirus and the increased risk for Black and Latinx students and their communities, preventing the spread of COVID-19 within schools requires consistent family engagement and clear communication.

Reporting:

To prevent the spread of coronavirus, we will require students and staff to report if they develop COVID-19 symptom(s) or are positive for COVID-19, or if someone with whom they have been in close contact (such as family or household members) is positive for COVID-19:

- To maintain the privacy of the students, affected students should contact the Student Services Department within 24 hours of the onset of symptoms or receipt of positive test results. This information will be shared immediately with the School's COVID Point of Contact.
- To maintain the privacy of the employees, affected employees are to contact the Human Resources Department. This information will be shared immediately with the School's COVID Point of Contact (Kristine Dunne or Alice-Ann Beachy).
- The School's protocols will be followed regarding reporting to the DC Department of Health and informing members of the School community. Reporting information will also be provided on the School's website.

Trainings:

To prevent the spread of coronavirus, the Carlos Rosario International Public Charter School will offer training for students, staff, and families. Topics may include:

- How to Safely Return to School: a training on in-school health and safety processes and protocols for students, families, and staff.
- Healthy Habits for Staying COVID-19 Free: Support for the entire school community on how to stay healthy and safe during the global pandemic.

The School will provide health and safety training conducted by staff. In addition, the School has invited PCSB Health & Safety Consultant Diana Bruce, an external expert, to conduct a training on health and safety during the COVID pandemic. This is to ensure that the entirety of the school community is knowledgeable and aware of the precautions and actions needed to maintain a safe and healthy school.

Signage and Resources:

- Signs will be posted in highly visible areas (entrances, restrooms, high-traffic hallways) that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and properly wearing a cloth face covering). These signs will align with CDC and PPE guidance.
- Posted signs will include visual images where appropriate, e.g., showing a person wearing a mask or hand washing.
- There will be hallway traffic flow direction markings on the floor with two-way traffic separated by six feet or maximum possible where space is not sufficient.
- Key health and safety training and resources will be available on either the Carlos Rosario International Public Charter School website, Schoology, the School Youtube channel, or Google Drive or intranet (for School employees).