

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: Center City PCS**

**LEA Contact: Russ Williams**

**LEA Type: Pre-K;Elementary;Middle School**

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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.

Center City will enforce its mask policy which includes mandates around masks being worn at all times while in a building, on school buses and while outside at all times with exceptions given for eating or medical or medical/developmental contraindication. Staff will enforce the proper wearing of masks to ensure coverage over both the mouth and nose. We will invest in signage and instructional activities that help teach students the appropriate ways to wear a mask and social distance. If students (and staff) failed to comply with the mask mandate the penalties described below may apply.

### 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.

Students and staff, including those who are fully vaccinated, must also wear face masks while on school grounds, on school buses, and while participating in any school-related activities, except in the event of a medical or developmental contraindication. Most students, including those with disabilities, are able to wear face masks. Students who cannot safely wear a face mask, for example a student with a disability who is unable to remove the face mask without assistance if they have a breathing issue, should not be required to wear one and are entitled to education services. If a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals. Families and educators will work with students to practice wearing a mask safely and consistently.

Center City has a mitigation plan in place in the event a student or staff member refuses to comply with our mask mandate and does not have a medical or developmental contraindication.. Individuals will first receive a verbal warning. If the behavior continues, the individual will receive a written warning including a notice that future infractions may result in suspension from in-person learning (for students) and disciplinary action for employees.

An overstock of disposable masks will be available for anyone who needs them.

### 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.

- a. Social Distancing stickers on floors in hallways, offices, lockers, elevators and entrances/exits
- b. Separation of classroom desks
- c. Sneeze guards for office desks
- d. Scheduled bathroom breaks, breakfast and lunch in the classroom, staggered arrival and dismissal all to avoid crowding and mixing of groups
- e. Cancellation of all school activities

**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.**

- a. Center City PCS will continue to enforce the use of cohorts and closely monitor cohort groups to ensure they are not mixing with other groups. Cohorts will be relegated to grade bands and will remain mostly in their classrooms with the exception of bathroom breaks, outdoor enrichment classes, recess, and arrival/dismissal.
- b. Social Distancing stickers on floors in hallways, offices, lockers, elevators and entrances/exits
- c. Scheduled bathroom breaks, breakfast and lunch in the classroom, staggered arrival and dismissal all to avoid crowding and mixing of groups
- d. Cancelled all school activities

**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.**

- a. **Students will wash their hands:**
  - b. o before and after eating food;
  - c. o before and after group activities;
  - d. o after going to the bathroom;
  - e. o before and after putting on, touching, or removing face masks or touching your face; o after removing gloves; and
  - f. o after blowing one's nose, coughing or sneezing. Center City PCS will encourage staff and students to cover coughs and sneezes with a tissue when not wearing a mask. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer.
- g. **Hygiene posters encouraging hand washing are posted in every classroom, hallway, bathroom, and entrance/exit.**
- h. **Center City will dedicate instructional time to teaching best practices for handwashing and overall healthy hygiene.**

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

- a. Every classroom has a wall-mounted hand sanitizer station
- b. Every entrance,exit, and office space has a free standing hand sanitizer station

- c. Our janitorial partner, Busy Bee ensures that campuses have an overstock of hand soap, paper towels, and individual hand sanitizer available for students and staff. This inventory is audited daily and ordered as necessary.

**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.**

- a. Our janitorial partner, Busy Bee ensures that campuses have an overstock o PPE supplies including masks, face shields, gloves, gowns, etc.
- b. Every student and staff person receives two reusable face masks
- c. PPE bags consisting of maks, gloves, fae shields and gowns are bagged and placed in the Isolation Room as well as the front office for immediate access and use if necessary.

### **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).**

Center City has acquired a second Day Porter for each building so we can maintain essential routine cleaning. Multiple times per day, Day Porters will clean light switches, faucets, door knobs/handles, countertops, copy machines, and other frequently touched surfaces, playgrounds, desks (before and after lunch), and lockers. This is in addition to our standard cleaning of floors, windows, and kitchen areas.

**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.**

- a. If the COVID-19 positive individual has been in the school building **within the past 24 hours**, Center City will clean and disinfect the area(s) where the sick individual has been.
- b. Center City will close off areas where the sick individual has been.
- c. If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort should be dismissed and the room vacated as soon as possible.
- d. ■ If the COVID-19 positive individual has not been in the building that day, then it is acceptable to remain in the room until the end of the day.
- e. Staff supporting, accompanying, or cleaning up after a sick child will adhere to PPE best practices.
- f. Once the room is vacated, Center City will wait as long as possible before entering the room to clean and disinfect (at least several hours). We will perform cleaning and disinfection of full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
- g. During cleaning and disinfection, we will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).
- h. Staff must wear a face mask for all steps of the cleaning and disinfection process. Staff should also wear gloves and follow additional PPE best practices

- i. If it has been **more than 24 hours but less than three days** since the COVID-19 positive individual was in the school building, we will clean any areas where the individual has been. Disinfection is not necessary.
- j. • If it has been **more than three days** since the COVID-19 positive individual was in the building, no special cleaning and disinfection procedures are necessary, and we will follow routine cleaning and disinfection procedures.

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

- a. Our janitorial partner, Busy Bee, ensures that campuses have an overstock of hand soap, paper towels, and individual hand sanitizer available for students and staff. This inventory is audited daily and ordered as necessary.
- b. In addition, Busy Bee ensures we have the necessary chemical agents to clean surfaces in our buildings.

**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.**

- a. Ensured air conditioning is functional in all classrooms and across the building
- b. Installed screens in classroom windows to ensure windows can remain open during the school day.
- c. We are currently working on the procurement of air purifiers from Invisiclean for every classroom and office at all campuses. We are also in the process of swapping out all filters in the Dakin overhead ceiling units to MERV-13 filters.
- d. Center City has shut down the use of nozzle water fountains and instead installed water bottle filling stations.

**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.**

a.

- i. A student, staff member, or essential visitor **must stay home, or not be admitted**, and must follow the applicable DC Health guidance for isolation or quarantine, if they:
- ii. Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed above in the "Daily Health Screening" section of this guidance in the last 24 hours.
- iii. Are confirmed to have COVID-19.
- iv. Have been in close contact in the last 10 days with an individual confirmed to have COVID-19
- v. Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test

results.

- vi. Have traveled domestically in the last 10 days to any place other than Maryland or Virginia, unless they did not attend school until tested for COVID-19 three to five days after returning to DC AND received a negative COVID-19 viral test.
- vii. Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test
- viii. **Center City requires staff to complete a questionnaire prior to arrival and requires that parents screen students prior to dropping off to ensure they don't exhibit any of the physical systems of COVID-19. If so, students and staff are not permitted to enter our buildings.**

b.

- i. If a student, staff member, or essential visitor develops a fever or other signs of illness, Center City will follow the exclusion criteria regarding the exclusion and dismissal of students, staff, and essential visitors.
- ii. For students, Center City will:
  - a. Immediately isolate the student from other students.
  - b. The student should immediately put on a face mask or surgical mask, if not wearing already.
  - c. Identify a staff member to accompany the isolated student to the isolation area and supervise the student while awaiting pickup from the parent/guardian.
  - d. The staff members briefly responding to the sick student in the classroom accompanying the student to the isolation area, and supervising the student in the isolation area should comply with PPE best practices
  - e. Additionally, schools should: Notify the student's parent/guardian of the symptoms and that the student should be picked up as soon as possible and instruct them to seek healthcare provider guidance.
  - f. Immediately follow all cleaning and disinfection protocols for any area and materials with which the student was in contact,
- iii. For staff and essential visitors, Center City will:
  - a. Send the staff member or essential visitor home immediately or instruct them to isolate until it is safe to go home;
  - b. Instruct the staff member or essential visitor to seek healthcare provider guidance; and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact

**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.**

a. Campus Principals are the on-site point of contact. That person alerts the network Manager of Operations, Director of Operations, and the Communications Manager of a suspected case. The Manager of Operations

alerts DC Health officials.

b.

- a. Campus POC notifies the Central Office Manager of Operations and Director of Operations
- b. A member of the Operations team will contact DOH and submit the required form
- c. We will use the applicable notification letters to notify school staff and parents who many have come into contact
- d. We will wait on next steps from the Department of Health and ensure a deep cleaning is conducted

c. Center City keeps all health records secure so they can be easily referenced. We work closely with parents and on-site primary care technicians to evaluate students and monitor their health.

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

- a. All students and staff are assigned to a cohort for contact tracing purposes.
- b. Students and staff contact information is stored in a central database so that we can share all pertinent information with DC Health.

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

Center City has a series of notification templates in our network guide that can be used to notify the parents of the suspected student, parents of students who may have been exposed, letters to the teaching staff in the building, and letters notifying the student(s) when they can return to school following a mandatory quarantine.

**COVID-19 Testing and Vaccines**

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

- a. Center City has partnered with Capital Diagnostic to provide weekly COVID-19 tests. Capital Diagnostic uses the PCR test which requires a nasal swab. The nasal swab is less invasive than a nasopharyngeal swab. The sensitivity of the PerkinElmer PCR kit is still very high and rated the highest among the FDA-approved EUA PCR kits. The test will be administered every Monday. Parents will be sent a consent form electronically and will be able to view weekly results by setting up an account on the Capitol Diagnostic patient portal.
- b. Positive results are shared with DC Health by Capital Diagnostics and by the Manager of Operations

**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.**

- a. Center City PCS actively encourages staff and students over 12 years of age to get vaccinated.
- b. Center City PCS shared vaccination site information in our correspondence to staff and families.
- c. Center City PCS asks employees to communicate vaccination status with the organization and provide medical proof which is confidentially stored.

**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.**

- a. The Student Support Services team will reach out to the parents of students with disabilities to determine their needs and work to provide accommodations as necessary
- b. Center City has identified spaces in each building that meet health and wellness requirements to conduct pull out services
- c. Center City has purchased clear face masks when necessary

**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.**

**a.**

- i. Manager of Operations will continue to work with OSSE and PCSB representatives to ensure we are in compliance with district mandates. Campus leaders and Operations Managers will be knowledgeable of all mandates and will be tasked with enforcing health and safety protocols.**
- ii. Operations team will communicate with the larger LEA community and ensure compliance**

**b.**

- i. Arrival and Dismissal**
- ii. Dismissal, Exclusion, and Return Criteria**
- iii. Notification Policy of suspected exposure or positive case**
- iv. Daily Health Screenings**
- v. Meal Service**
- vi. Cohorting and Social-Distancing**
- vii. Reporting and Daily Cleaning**

**c. Professional Development sessions prior to the start of school to all staff as well as distributing digitally beforehand.**

**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.**

- a. Center City PCS will conduct bi-weekly campus visits to monitor compliance with our network health and safety plan
- b. Recommendations will be made at each visit if non-compliance is observed.
- c. Campuses will have 2 weeks to respond to corrections before the next visit.

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

- a. Center City PCS has created a network health and safety plan that will be formalized and distributed to campus leaders and staff
- b. An abbreviated version of the network health and safety plan will be created and shared with families before the start of school. The network health and safety plan will be translated and digitized for distribution.