

SY 2021-22 LEA Health and Safety Plans

LEA Name: Community College Preparatory Academy PCS

LEA Contact: Mr. Jason Lody

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, staff and visitors - including those who are fully vaccinated - wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities, CCPrep has developed the following policy:

"Except in the cases where individuals are eating, *all school staff, students and essential visitors must wear face coverings at all times* when on school grounds, riding the school shuttle, and when participating in school-related activities. This requirement includes individuals who have been fully vaccinated. If an adult has a medical condition that prevents them from wearing a face covering, documentation must be provided to CCPrep from that individual's medical provider confirming that they are not able to wear a face covering. CCPrep will work with all staff and students during onboarding to ensure that accommodations are met. Otherwise, that individual should not participate in any in-person school activities. All people coming into the building must wear a face covering at all times. Face masks must be worn correctly as determined by DC Health and the Center for Disease Control, completely covering the wearer's nose and mouth.

This policy will remain in place until face masks are no longer required in schools, as determined by DC Health and the Center for Disease Control."

To ensure compliance with this policy, any member of our community who arrives without a face covering, loses or damages their face covering while attending a school activity, will be issued a new one by CCPrep. The school will maintain a steady supply of PPE, including face 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.

For students, staff members and visitors who refuse to wear a face covering at all times, CCPrep will adhere to the following procedure:

If an adult (student, staff member or visitor) has a medical condition that prevents from wearing a face covering, the individual must present documentation from a medical provider that they are not able to wear a face covering. Otherwise, if the individual refuses to wear a face mask, the individual will be not allowed into the building, and/or will be escorted from the premises and disciplinary actions will follow, if necessary. If a student or staff member refuses to wear a face mask, that student or staff member will not be permitted to participate in any in-person school activities.

Face coverings with exhalation valves or vents must NOT be worn in schools. This type of face covering does not prevent the person wearing the mask from transmitting COVID-19 to others.

Face shields may be used *in addition to* face coverings, but they cannot be used on their own as an alternative to face coverings. Face coverings with clear plastic windows may be useful in circumstances in which students benefit from seeing educators' lips.

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

Each classroom will be organized to support adult students both seated and standing at least 6 feet apart from one another (head-to-head). Teachers will stay at least 6 feet apart from students and each other. We are encouraging all staff and eligible students to get vaccinated, and will require face masks.

Communal-use spaces (such as the staff/student lounges, copier rooms, etc.) will stagger use providing time for cleaning and disinfecting between use and maintain 6 feet of distancing at all times.

Hallways will include occupant traffic flow direction markings on the floor, maintaining one-way traffic where possible and two-way traffic separated by six feet or maximum possible where space is not sufficient. Additional signage, including floor arrows, will be used as needed to provide direction and instruction for movement.

The school will not hold in-person assemblies until guidance allows.

Traveling to and from School:

- Students and staff will be instructed to be aware of safety advisories and considerations during their travel to and from school, including using public transportation, individual cars, and/or shared rides
- Consider staggering and selecting schedules that attempt to avoid peak commute hours to make following safe practices easier for travel
- Students and staff who walk to school will be instructed to practice measures for minimizing exposure on their commute
- Students and staff who rely on public transportation to get to school will be instructed to wear masks and take proactive measures for minimizing exposure on their commute

CCPrep will not host any group activities or large gatherings of students and/or staff when social distancing

guidelines cannot be followed.

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.

Given the nature of our academic and operational plan, CCPrep's staff schedule is unique to each individual staff member, and is fluid based on the needs of the students.

Sample Student Schedule:

Monday-Friday

Optional Class Times

1. 9:00- 10:30 am
2. 10:30- 12:00 pm
3. 5:00- 6:30 pm
4. 6:30-8:00 pm

CCPrep is planning on creating cohorts by asking students to adhere to one of the times available for learning and only attend class during that selected time.

Additional student supports available*:

1. Academic Intervention Support
2. Student Success Specialist
3. Scheduled Office Hours with Instructors

* Time will vary for each from 30 minutes to 1 hour and will be prescheduled by the student.

Sample Instructional Schedule:

Monday-Friday

Optional Class Times

1. 9:00- 10:30 am
2. 10:30 am - 12:00 pm

3. 5:00- 6:30 pm

4. 6:30-8:00 pm

With the use of technology, Instructors will record instructional videos for asynchronous students while simultaneously providing live instruction to synchronous students. Instructors may also opt to pre-record a lesson before the live delivery with the goal of ensuring lessons are available beginning at the start of each synchronous class.

Additional instructional task supports available:

1. Instructional delivery times will range from 9:00 a.m. to 8:00 p.m.
2. Academic Intervention Support will be primarily provided synchronously throughout the above times or be provided asynchronously with pre-recorded support lessons, guides or requested assistance
3. Instructors' office hours will be scheduled outside of class hours, and students will be able to make specific requests during or after normal hours or have access to support curriculum and other resources aligned to course lessons with interactive demonstrations.

* Time will vary for each from 30 minutes to 1 hour and will be prescheduled by the student.

CCPrep will not host any group activities or large gatherings of students and/or staff when social distancing guidelines cannot be followed.

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

CCPrep will reinforce frequent, proper handwashing strategies by staff, essential visitors and students with soap for at least 20-30 seconds through visual depictions in all washrooms, on our virtual display boards, and on student/staff lounge bulletin boards. We will also provide hand sanitizer stations (with hand sanitizer that contains at least 60% alcohol) throughout the school. We will ensure that all students and staff have the opportunity to wash their hands, either with soap and water for at least 20-30 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol, especially after going to the bathroom, after blowing noses, coughing, and/or sneezing.

CCPrep will also reinforce proper respiratory etiquette by staff, essential visitors and students, encouraging all individuals to cover their mouths when coughing, sneezing and any similar action. Similar to the reinforcement of proper handwashing strategies, CCPrep will utilize visual depictions of proper respiratory etiquette in all washrooms, classrooms, on our virtual display boards, and on student/staff lounge bulletin boards.

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.

CCPrep is planning on having hand sanitizer and tissues in all bathrooms, classrooms, and common areas, and will do weekly supply checks to ensure timely refills are made whenever necessary. We will also seek to have soap provided in our bathrooms through hands-free dispensers and paper towels in every bathroom. These will be checked on a daily basis by our custodial staff and immediately restocked when 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.

CCPrep's PPE is kept in our janitorial closets and is distributed by the cleaning staff, front desk personnel, and any staff member of the Operations Team. Face coverings will be available for every individual, along with gloves when required by the staff member or student. The following guidelines do not replace professional judgment, which must always be used to ensure the safest environment for staff and students.

Note: Staff members, students and visitors must practice good hand hygiene throughout all of the scenarios and maintain physical distance of six feet to the maximum extent feasible.

Wearing gloves is not a substitute for good hand hygiene. Gloves must be changed between activities, and hand hygiene must be performed between glove changes. If skin comes into contact with any secretions or bodily fluids, it must be immediately washed. Contaminated clothing must be immediately removed and changed.

Working with Students and Staff:

Lower Risk: Six feet of physical distance cannot always be maintained. Close contact with secretions or bodily fluids is not anticipated.

- Non-medical (cloth) face covering

Medium Risk: Staff and students are in close/direct contact with less than 6 feet of physical distance.

Close contact with secretions or bodily fluids is possible or anticipated.

- Non-medical (cloth) face covering. If potential exists for bodily fluids to be splashed or sprayed (e.g., student is spitting, coughing; providing a nebulized medication, etc.), use a surgical mask and eye protection (face shield or goggles) instead of non-medical (cloth) face covering

- Coverall

- Gloves

Higher Risk: Staff and students who are in close/direct contact with less than six feet of

physical distance from other students or staff

- N95 mask
- Eye protection (face shield or goggles)
- Gown/coveralls
- Gloves

PPE For Staff in Special Situations:

1. Custodial Staff

- Non-medical (cloth) face covering
- Gown/coverall
- Gloves
- Other PPE may be needed based on cleaning/disinfectant products being used and whether there is a risk of splash

Classroom educators and staff who are cleaning and disinfecting areas or equipment utilized

by a sick individual must follow Custodial Staff guidelines outlined above.

Classroom educators and staff doing routine cleaning (e.g. of high-touch rate surfaces) must wear nonmedical (cloth) face coverings and gloves.

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).

<i>Frequency</i>	<i>Special attention to daily</i>	<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Winter & spring break</i>	<i>Annually over summer</i>	<i>As needed</i>
<i>Entrances, hallways, & stairwells</i>								
<i>Clean glass and doors with approved solution</i>		<i>x</i>						

<i>Dust vertical surfaces up to 85"</i>			<i>x</i>					
<i>Clean (damp wipe) vertical surfaces up to 85".</i>				<i>x</i>				<i>x</i>
<i>Dust all horizontal surfaces</i>		<i>x</i>						
<i>Dust picture frames and remove cobwebs</i>			<i>x</i>					
<i>Empty and replace liners in trash & recycling bins</i>	<i>x</i>	<i>x</i>						
<i>Damp wipe baseboards, interior kick plates, door thresholds, door pulls, & frames</i>		<i>x</i>						
<i>Dust and remove all cobwebs</i>			<i>x</i>					
<i>Clean and disinfect handrails in stairs with neutral cleaner.</i>		<i>x</i>						<i>x</i>
<i>Stairs, landings, stair trends, and corners dust mopped with a mop or broom to remove dirt, dust, and cobwebs</i>			<i>x</i>					
<i>Dust ledges, fire apparatus and hardware</i>			<i>x</i>					
<i>Maintain floors & lighting as detailed in the respective section</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>

Common spaces

<i>Clean Staff and Student Lounge (wash and disinfect tables, sweep, mop, take out trash, etc.)</i>		<i>x</i>						
<i>Empty and replace trash and recycling liners</i>		<i>x</i>						
<i>Spot clean doors</i>		<i>x</i>						
<i>Maintain floors & lighting as detailed in the respective section</i>		<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>

Floors

<i>Sweep high traffic areas with hard surfaces</i>		<i>x</i>						
<i>Wet mop high traffic areas with hard surfaces</i>			<i>x</i>					<i>x</i>
<i>Sweep and dust mop classrooms and offices. Do a sufficient amount each day so that each space is swept at least twice a week.</i>		<i>x</i>						
<i>Wet mop classrooms and offices hard surfaces with a neutral cleaner to maintain dust-free floors.</i>			<i>x</i>					
<i>Vacuum all rugs and carpets (do</i>		<i>x</i>						

<i>enough each day so that each room is vaccumed twice a week</i>								
<i>Inspect and spot treat all rugs and carpets</i>		<i>x</i>						
<i>Shampoo all carpets and rugs.</i>						<i>x</i>	<i>x</i>	<i>x</i>
<i>Sweep and wet mop bathroom floor with deodorizer</i>		<i>x</i>						
<i>Machine scrub bathroom floors with germicide</i>				<i>x</i>				
<i>Light fixtures</i>								
<i>Clean ballast/light covers. (Rotate all, including classrooms, are cleaned on a quarterly basis).</i>					<i>x</i>			
<i>Restrooms</i>								
<i>Clean & sanitize paper towel dispensers, knobs, faucets.</i>	<i>x</i>	<i>x</i>						
<i>Remove & replace waxed sanitary napkin disposal bags</i>		<i>x</i>						
<i>Clean & sanitize paper towel dispensers, knobs, faucets.</i>	<i>x</i>	<i>x</i>						
<i>Disinfect wall,</i>		<i>x</i>						

<i>doors & partitions</i>								
<i>Empty trash & replace liners</i>		<i>x</i>						
<i>Clean & polish mirrors, hand basins, & bright works with a non-abrasive cleaner</i>			<i>x</i>					
<i>Deep clean restrooms, including all horizontal and vertical surfaces up to height of 85 inches, to remove dirt, grime, fingerprints, graffiti, dust, etc. from walls, stalls, base units, vents, louvers, mirrors, dispensers, sinks, and floors.</i>				<i>x</i>				
<i>Clean & disinfect urinals, toilets, and toilet seats with an approved disinfectant</i>	<i>x</i>	<i>x</i>						
<i>Use toilet brush to clean toilet bowl with care to clean the flush hole and under the rim</i>	<i>x</i>	<i>x</i>						
<i>Replenish hand soap, toilet paper, toilet seat covers, paper towels</i>	<i>x</i>	<i>x</i>						
<i>Maintain floors & lighting as detailed in the respective section</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>

Pick up trash outside building, including perimeter by street. Spend no more than 30 min a day		x						
General (applies to entire building unless conflicts with above instruction. Above instructions supersede general standing orders)								
Disinfect door knobs		x						
Dust furniture, pictures and tables and all horizontal surfaces less than 85" high. Dust sufficient amount daily so that all surfaces are dusted once a week.			x					
Dust vertical surfaces up to 85 inches. Dust sufficient amount so that all surfaces are dusted weekly.			x					
Remove cobwebs and dust from windows and high areas. Complete a sufficient amount so that all surfaces are inspected monthly.				x				
Dust appliances, office equipment, window frames, etc. up to height of 72". Rotate so that are are dusted once a week.			x					
Dust around pipes, ledges, ceilings, moldings and pictures				x				

<i>Clean other vertical surfaces up to 84 inches.</i>								<i>x</i>
<i>Clean dry erase boards. (More frequently, if requested.)</i>			<i>x</i>					
<i>Clean and disinfect exterior surface of water fountains. Stainless steel should be free of marks, streaks, debris, and water spots</i>		<i>x</i>						
<i>Dust all exposed surfaces on desks and tables.</i>			<i>x</i>					
<i>Non-bathroom sinks polished</i>			<i>x</i>					
<i>Shut off lights not on motion sensor when leaving a space</i>								
<i>Clean and polish doors</i>				<i>x</i>				
<i>Dust pipes, ledges, ceilings, moldings and pictures</i>				<i>x</i>				
<i>Turn off all light not on a motion sensor</i>		<i>x</i>						
<i>Close all open windows</i>		<i>x</i>						
<i>Vacuum around all A/C & return grills.</i>				<i>x</i>				
<i>Clean out</i>			<i>x</i>					

<i>microwaves & fridge in staff and student lounges</i>								
<i>Spot clean doors and walls</i>								<i>x</i>
<i>Disinfect door knobs and telephone handles</i>		<i>x</i>						
<i>Disinfect student desks</i>		<i>x</i>						
<i>Empty trash cans and replace liners</i>	<i>x</i>	<i>x</i>						
<i>Empty recycling and replace liners</i>		<i>x</i>						<i>x</i>
<i>Damp wipe interior & exterior of trash and recycling bins</i>					<i>x</i>			
<i>Replenish paper towels & hand soap at sinks</i>		<i>x</i>						
<i>Check and refill (as needed) all paper towel dispensers</i>		<i>x</i>						
<i>Dust window frames below a height of 85"</i>				<i>x</i>				
<i>Notify Business Manager of any issues or deficiencies</i>		<i>x</i>						
<i>Perform "special" routine to inhibit spread of communicable illness</i>								<i>x</i>

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.

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

CCPrep will review our supply inventory daily to ensure that we have appropriate and sufficient quantities of disinfecting supplies. Our cleaning is done by CSMI, and our agreement with CSMI confirms that their staff members will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and providing cleaning supplies.

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.

CCPrep will work with our facility landlords to ensure that the HVAC system works to the best of its capacity to increase air circulation as much as possible. HVAC filters will be replaced once per month using MURV 11 and MURV 13 filters.

CCPrep will also work with landlords to make sure that the water systems and features are maintained throughout the year following the annual air and plumbing flush of both sites.

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.**

CCPrep will adhere to the following OSSE Guidelines:

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 present one of the following symptoms:

- Fever (subjective or 100.4 degrees Fahrenheit) or chills
- Cough
- Congestion or runny nose*
- Sore throat
- Shortness of breath or difficulty breathing
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle or body aches
- New loss of taste or smell
- Or otherwise feeling unwell

*Congested or runny nose is one of several symptoms of COVID-19 that may lead to dismissal. If the runny nose is circumstantial (e.g., after being outdoors in cold weather) and temporary (subsides within 30 minutes), and the individual is not experiencing other COVID-19 symptoms nor other criteria for exclusion, the individual does not need to be excluded. In all other cases of nasal congestion or runny nose, unless the school has medical documentation that articulates that the specific symptom is not due to COVID-19, the staff member, student or visitor must be excluded and meet return-to-school criteria per OSSE's guidance before returning to school

- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.9
- Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.
- 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.
- 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.

Students or staff members with pre-existing health conditions that present with specific COVID-19-like symptoms must not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has issued written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.

An individual who does not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 within the last 90 days or is fully vaccinated may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID-19, when a household contact is awaiting COVID-19 test results, or after travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.

An Individual who does not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 in the last 90 days or is fully vaccinated against COVID-19 may be admitted immediately after domestic or international travel. They should get a COVID-19 test three to five days after

international travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.

CCPrep will send any staff member, student, or visitor home immediately and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the individual was in contact. If the staff member or student cannot leave the facilities, CCPrep has designated a room on each campus for the person to be isolated from other individuals until they are able to leave.

If excluded, students, staff members, and essential visitors should call their healthcare provider for further instructions.

CCPrep and DC Health recommend that students and staff should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the student or staff member themselves does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms.

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

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

Our COVID-19 point of contact is Julian Garcia Londono, Director of Finance and Logistics. Our choice is to have someone in regular contact with students, staff members, contractors, and vendors to report any positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health will include how staff, students, and vendors know to contact us when a community member has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to students, staff, and visitors who had symptoms or have been absent to inquire on any new developments. All confirmed reports will be shared with DC Health in the means that they request.

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

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

CCPrep will use our Health Screening Questionnaire (see below) that adopts the OSSE form, and, per the form's guidance, we will keep the records of screenings safely stored for 30 days to support DC Health with contact-tracing efforts should a positive COVID-19 incident occur within the facility.

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Updated Final DC Health Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the [Non-Healthcare Facility COVID-19 Consult Form](#).

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

CCPrep will abide by the following policy to protect the privacy of the individuals while alerting families and staff to mitigate spread. The POC is responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19:

Step 1: Report to DC Health Department:

The school will follow existing procedures for reporting communicable disease. In the event of a confirmed case of COVID-19 in a student, staff member, or any individual who has entered the building, the school will notify DC Health by submitting the online case report following the COVID-19 Reporting Requirements

Step 2: Communication to Students and Staff Members:

Schools are to have communication protocols in place that protect the privacy of individuals and alert their families and school staff to a COVID-19 case.

Communication is to be completed per DC Health directive and will include the following:

- Notification via email, the school's website/social media to all followers, staff members and students in the event of a change of school schedule (without including details that would endanger the privacy of individuals)
- Notification via phone/email/messaging platform to those staff and students in close contact with the individual, which will state the requirement to quarantine for 10 days

- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized and disinfected following the cleaning protocol

Specifically, the protocol requires that the COVID-19 POC notify either the entire school or the impacted individuals within the cohort of the positive case. The COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person's cohort may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

CCPrep 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 student, staff member or visitor who is COVID-19 positive or otherwise meets the criteria for exclusion, per OSSE's guidance. CCPrep also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires, and there will be regularly posting about CCPrep's COVID-19 policies and regulations on our website and social media platforms.

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.

If CCPrep students and/or staff members physically exhibit symptoms identified with COVID-19, they are not permitted into the building per the school's health screening protocols. Any students or staff members exhibiting symptoms are asked to undergo COVID-19 testing and secure a negative test result before returning to campus. Should an individual receive a positive result from a COVID-19 test, CCPrep will follow the necessary protocols outlined in this plan for reporting and contact tracing.

At this time, CCPrep is neither requiring nor administering COVID-19 vaccines; nor are we administering COVID-19 tests. In the event that the school determines to test students, we will follow the safety guidelines determined by OSSE and outlined in Appendix B: PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test. This includes staying, whenever possible, six feet apart from the individual, wearing a N95 mask (with access to Respirator Fit Testing program), eye protection (face shield or goggles), gown/coverall, and gloves. CCPrep will follow its protocol, outlined above, to notify DC Health and to follow DC Health reporting requirements.

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

CCPrep provides updates on our social media platforms and our school website periodically with vaccination and testing site information within the community – providing followers with updates and information on where they can get vaccinated. Additionally, CCPrep is supporting eligible staff members to get vaccinated by giving the staff the opportunity to be off on the day of and the day after the vaccination. CCPrep is supporting students to get vaccinated by running campaigns promoting vaccination and opening the possibility to partnership with OSSE and let a provider use our facilities as a vaccination center. Overall, CCPrep will encourage vaccination to continue COVID-19 prevention practices.

Students with Disabilities

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

As an adult public charter school, Community College Preparatory Academy’s response plan is comprehensive of all students, staff members, stakeholders, etc. As such, while CCPrep has chosen to opt out of the provision of special education services in our curriculum, we have also developed a formal partnership with the Rehabilitation Services Administration that provides a counseling support to our adults with disabilities and connect them directly to appropriate assessments and services that lead to either employment or advanced training. Such support also extends to the understanding of our CEP – should a student require accommodations in order to understand our CEP, CCPrep will ensure that such accommodations are made in a timely manner to provide the best support possible for said student. In review of the CEP, the student will be able to ask questions, and be provided the opportunity to request waivers, adjustments, additional accommodations if appropriate, etc.

Training, Technical Assistance, and Monitoring

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

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

<i>Audience</i>	<i>Topic</i>	<i>Trainer/ TA provider</i>	<i>Date Range (if available)</i>
<i>Staff & Administration</i>	Continuity Plan for Health and Safety	Julian Garcia	July 7, 2021
<i>Students</i>	Continuity Plan for	TBD	TBD

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.

CCPrep plans to communicate key health and safety policies and procedures with students and staff by posting this plan on our website, by presenting the plan to our staff in orientation and by having touching points that will remain within the school community through these policies. CCPrep will also provide weekly social media reminders of our policies for the safety of all our followers, which include our staff, students and community members.

CCPrep will distribute the health and safety plan to all of our staff members together with our Employee Handbook and will require all staff to acknowledge the receipt and the understanding of the plan. Additionally, the health and safety plan will also be published on the school's human resources platform, therefore making it available to staff at any time. Printed copies of this health and safety plan will be stored at the front desks of both campuses.

CCPrep will monitor closely the implementation of this plan starting on July 1, 2021 and will enforce disciplinary action if the plan is not followed accordingly. Implementation efforts will include empowering Administrative Assistants/Front Desk Staff to enforce symptom screening protocols and policies with all individuals who enter CCPrep's campuses. No exceptions will be permitted. Should individuals refuse to follow CCPrep's outlined protocols, they will not be permitted to enter the building, and may be removed by security personnel if necessary.

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

CCPrep plans to communicate key health and safety policies and procedures with students, staff and regular vendors and contractors. Any essential visitors will be informed by their CCPrep point of contact what our school's requirements are (ex. Requiring face masks, symptom reporting, etc.) prior to their arrival to any and all CCPrep facilities. Our plan will be posted on our website for all visitors to access. The plan touchpoints will remain within the school community and displayed whenever possible. CCPrep will also provide weekly social media reminders of our policies for the safety of all.