

SY 2021-22 LEA Health and Safety Plans

LEA Name: DC Prep PCS

LEA Contact: Laura Maestas

LEA Type: Pre-K;Elementary;Middle School

Date Generated: 08/10/2021

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.**

All students, staff, and visitors, including those who are fully vaccinated, must wear a non-medical face covering or mask that covers the mouth and nose while on school grounds, buses, and at school-related activities. To ensure easy compliance with this policy, any member of our community who arrives without a face covering, loses or damages their face covering while attending a school activity will be provided a new one. The school will keep a supply of PPE, including masks, until such time as face coverings are no longer required at schools. DC Prep has ordered 2 reusable cloth masks for every member of our community-- both staff and students. We've also purchased disposable masks in case someone forgets their mask at home. Compliance with the requirement that masks be worn correctly will be enforced at arrival and throughout the day.

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

- The student will be asked to don their mask. If they refuse, the teacher or school staff member would talk to the student to reset the expectation and explain why it's important to wear the mask. The teacher seeks to understand the barrier to wearing the mask and offers students aligned solutions/ practice/ strategies to wear the mask. When needed, teachers will engage families for support in getting all students to wear their masks.
- We'll continue to use the 5 steps of prep ed. We'll reflect on our planned teaching and investment of Preppies in the guidelines, address issues where clarity is lacking regarding guidelines, consistently and robustly praise the behaviors we want to see in classes connected to guidelines and offer quick redirections when needed. We do not want talking to kids about following the guidelines to consume our time and energy with students and be a prominent topic in classrooms. When that happens, it will signal we've lost our focus on what matters most: kids and their learning. As a result, we're not going to make any specific rules about not adhering to guidelines, but rather use the 5 steps, including leveraging relationships with students and families, and if an adult gets in a situation they are not able to resolve they can call on a coach to help problem-solve.

Staff or visitors not wearing a face covering will be asked to don their mask. If they refuse, they will be escorted from the building (staff or visitor) immediately or sent home with a parent (student). Refusal to follow the safety measure of wearing a mask in a DC Prep building is grounds to be barred from the building (staff or visitor) or being transferred to a full virtual program (student). If there is a medical reason for not being able to wear a mask, staff members should raise this concern proactively (e.g., prior to entering the school building) and reach out to People Ops (benefits@dcprep.org) to discuss further. It is each and all of

our responsibility to keep our community safe, and any violations of DC Prep’s safety procedures and measures, including wearing a mask, will be taken very seriously.

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 students seated and standing at least 3 feet apart from one another (head to head) to the greatest extent feasible. Teachers will stay at least 6 feet from students and each other to the greatest extent feasible. We are encouraging all staff and eligible students to get vaccinated, and will require masks. The school will not hold in-person assemblies until guidance allows for this. During activities such as PE, recess, and during arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance for their age, to the greatest extent feasible. DC Prep will also promote appropriate physical distancing by placing tape or markers on the floor in hallways and/or classrooms (where age appropriate) and will train teachers on how to facilitate routines for common activities such as meal service and recess in a safe manner. Arrival and dismissal procedures will utilize multiple entrances where feasible to minimize crowding. The arrival time window is 30 minutes to allow for student arrival without overcrowding.

Morning arrival and afternoon dismissal process: Where operationally feasible, based on staffing availability and facilities design, DC Prep will assign students to different entrances to minimize the number of people attempting to enter the building at the same time. In addition, we will have placement markers set out (e.g. orange cones) to indicate the required physical distancing between individuals or groups of individuals to keep our community safe. Finally, we will have members of our team who will be stationed at key points inside and outside our building to monitor distancing and interactions between students and ensure that arrival takes place efficiently and safely.

Each of our campuses has created campus-specific arrival & dismissal routines, detailing:

- A building map, that outlines traffic flow within the building
- Which grades are assigned to each entrance
- Where placement markers must be positioned to illustrate where students should stand during the health check
- Staff placement during arrival & dismissal (who's positioned where, what they're responsible for doing)
- What staff must have on hand (e.g., access to a supplies station with additional disposable masks, hand sanitizer, gloves, etc.)
- Internal protocols for collecting information on any students who were excluded due to potential illness
- A "minute by minute" for exactly what staff need to do during arrival & dismissal (specific to role)

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

Students will be placed into cohorts by homeroom within each grade level (each grade level has, on average, three homerooms). Our schedule is designed to maximize cohorting. Students in grades PK3 - 6th spend their entire day with their cohort, including during advisory, academic classes, and specials classes.

Students in grades 7 & 8 stay in their cohorts when possible, switching groups only when necessary for academic content.

Where possible, we will minimize inter-cohort interactions by, for example, providing related services to students pulled from the same cohort, rather than mixing cohorts.

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.

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

- Before and after eating;
- Before and after group activities or student centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing.

Handwashing signage is posted in bathrooms and instruction on handwashing will be taught by teachers.

Handwashing opportunities are built into the daily schedule for meals and bathroom breaks.

Signage and student training will emphasize covering coughs and sneezes.

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.

To promote frequent usage of hand sanitizer when washing hands is not feasible, DC Prep has installed a no-touch hand sanitizer dispenser in each room and in select common areas of the building.

We will do weekly supply checks. We will also have soap dispensers and paper towels in every bathroom. These will be checked on a nightly basis by our custodial staff.

- 7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.**

DC Prep has ordered 2 reusable cloth masks for every member of our community-- both staff and students. We've also purchased disposable masks in case someone forgets their mask at home.

DC Prep has purchased disposable gloves for use by food workers, those conducting temperature checks, cleaning, and other circumstances as recommended by the DC Department of Health. Other PPE we have purchased includes face shields, clear masks, and gowns, which will be used as needed.

DC Prep has installed no-touch hand sanitizer dispensers in every classroom, as well as throughout hallways and common areas. All reception areas have been outfitted with plastic sneeze guards.

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).**

We are eliminating most shared supplies, where possible. DC Prep will provide a dedicated Chromebook for every student and school supplies dedicated to each student. We will also provide books and manipulatives dedicated to each student, to the greatest extent feasible. In cases where a supply must be shared (e.g. a projector shared between two teachers), it will be disinfected between uses.

We will carefully monitor the cleanliness of educational equipment, toys & nap mats:

- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited and cleaned regularly.
- Nap mats will be individually labeled and stored. When in use, they will be placed at least six feet apart; we request all families to take nap maps home at the end of each week to ensure that they are laundered at least weekly.
- Playground structures will be included as part of routine cleaning (as defined in District guidance on cleaning and disinfecting), especially high-touch surfaces (e.g., handlebars), but do not need to be disinfected.

Our contracted janitorial team conducts nightly cleaning of all spaces, and frequent cleaning throughout the

day of high-touch surfaces.

Each campus has created a unique recess protocol, following consistent health guidance, including:

- Students use hand sanitizer before and after recess
- Students are to remain 6’ apart during recess
- Recess monitors are encouraged to have students participate in pre-planned stations
- Students should be issued their own playground equipment or it must be sanitized between students
- All playground equipment must be sanitized at the end of recess

Below is a summary of the approximate frequency of cleaning of key elements of our school facilities. This chart is not intended to be an exhaustive list and it is subject to change, based on public health conditions, DC Health guidance, and the needs of school staff and students.

		Throughout the day	Daily	Weekly	Monthly
Classrooms	Student desks & chairs	X	X		
	Multi-person tables	X	X		
	Floors	X	X		
	Carpets		X		
	Teacher desks & chairs		X		
	Walls and whiteboards			X	
	Manipulatives, text books, etc.			X	
	Pens, pencils, white			X	

	board markers, crayons, markers				
Hallways/Stairs	Fixtures (switches, door knobs, buttons, water fountains)	X	X		
	Railings	X	X		
	Lockers			X	
	Floors		X	X	
Offices and Common Areas	Cafeteria tables and chairs	X	X		
	Fixtures (switches, knobs, buttons)	X	X		
	Conference tables & chairs		X		
	Copiers, etc.		X		
Bathrooms	Faucets, partitions, towel dispensers,		X		
	Floors (mop with disinfectant)		X	X	
	Floors (machine scrub with approved germicidal detergent solution)				X

	Toilets & urinals	X	X		
Outdoor Space	Playground high-touch surfaces	X	X		
	Balls, toys		X	X	

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

In the event of a positive COVID-19 case in the school community or a member of the community develops COVID-19 symptoms while in the school, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following identification of a known positive case without gloves and masks and other PPE, as deemed necessary. The school cleaning vendor will be notified and asked to conduct thorough cleaning and disinfecting. Any contaminated areas will be deep cleaned by our janitorial vendor. This will entail disinfecting all surfaces with an approved chemical following manufacturer specifications and removing and discarding or disinfecting any materials that cannot be disinfected with disinfecting sprays, such as carpets or other soft surfaces. Where feasible, exterior ventilation will be increased in the room by use of windows or other methods, and the room will remain out of use for the period of time recommended by the DC Department of Health.

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

All janitorial teams are following CDC guidance* on facilities cleaning. Each night janitorial staff will clean and disinfect high-touch surfaces in common areas, such as door handles, stairway handrails, light switches, elevators, and all fixtures within bathrooms. Those same high-touch surfaces will be cleaned and disinfected throughout the school day. Non-touch surfaces (e.g., ceilings, light fixtures) are subject to existing cleaning procedures.

Our janitorial staff will conduct supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies.

**CDC Guidance found here - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>; we recognize that, over time, as guidance from the CDC and OSSE evolves to reflect new*

science, we will also need to update our cleaning protocols.

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.

HVAC systems have been modified to increase air exchanges whenever possible to decrease stagnation of virus-carrying airborne particles. Staff will be instructed to open windows when possible in order to maximize ventilation and outside air. HEPA-certified air filtration devices have been added to all classrooms as well as high traffic areas, such as reception and canteens.

DC Prep has installed no-touch water refill stations throughout its school buildings.

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.**

1. Actionable Criteria, which require staff or students to stay home or be dismissed from school, are:

- Symptoms, except when caused by a pre-existing non-COVID-19 condition:
 - A fever of 100.4 degrees Fahrenheit or higher
 - Cough
 - Congestion or runny nose, when not temporarily caused by cold weather
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Headache
 - Muscle or body aches
 - New loss of taste or smell
- Confirmed to have COVID-19
- In close contact in the last 14 days with someone confirmed to have COVID-19
- Awaiting COVID-19 test result
- In close contact with someone awaiting COVID-19 test result
- Are subject to a travel quarantine due to traveling to a high-risk locale outside of DC, Maryland, and Virginia.

2. All staff and students are screened for actionable criteria daily.

- If any staff member meets the actionable criteria, this information should be reported immediately to DC Prep's internal COVID Notification team ([COVID-](#)

Notification@dcrep.org).

- If any student meets the actionable criteria, this information should be reported immediately to the Campus Operations Manager or Principal, who will in turn notify DC Prep's internal COVID Notification team (COVID-Notification@dcrep.org).
3. The following steps will be taken when an individual meets the actionable criteria:
- If the individual is at home, they must refrain from coming to school until they are cleared to return by the COVID Notification team.
 - If the actionable criterion was identified during arrival screening, the individual should not enter the building and should be sent home. For example, if a student discloses during arrival that a member of their family just tested positive for COVID, they should be immediately sent home.
 - If the actionable criterion was identified during the course of the instructional day, the individual should be immediately sent home (if staff member) or escorted to the isolation room (if a student), where they will wait until a parent/guardian can pick them up.
 - If a student and the testing consent form for the student is on file, the nurse will administer a COVID test for the student.
 - The isolation room will be monitored by a staff member who will wear PPE, in accordance with DC Health guidance, and who will either wait outside of the room (if they can see into the room and if it is appropriate given the age of the child), or wait in the room at a safe distance.
 - The COVID Notification team will communicate any further steps, as directed by DC Health.
4. Cleaning, sanitation, and disinfection procedures will be followed in accordance with the latest DC Health/OSSE Guidelines.
5. The dismissed/exclusion individual may return to campus under the following circumstances:
- If dismissed due to symptoms
 - Negative COVID-19 PCR test, or
 - Documentation from health care provider, or
 - Ten (10) days have passed since symptoms began and no fever in past 24 hours
 - Confirmed to have COVID-19
 - Ten (10) days have passed since symptoms began or ten days since positive test (if asymptomatic), and
 - No fever in past 24 hours
 - Close contact with someone confirmed to have COVID-19
 - Fourteen (14) days from last exposure to COVID-19 positive individual, provided no symptoms developed
 - Awaiting test result
 - Until test result is received, if negative
 - Close contact of an individual awaiting test result
 - Until close contact test result is received, if negative
 - Travel to a high-risk locale outside of DC, Maryland, or Virginia
 - Fourteen (14) days have passed since return, or
 - Negative COVID-19 PCR test result from test taken 3-5 days after return

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.**

DC Prep has created a COVID Action Team, composed of members of the Operations and Talent teams. In the event that any member of the DC Prep community has a positive case of COVID-19 or suspects they might have a case of COVID-19, the team will be notified and follow up with the potential case, share information with DC Health, and follow their protocols for community notification, quarantining, and cleaning. In their response, DC Prep will prioritize the safety of the community, the privacy of individual staff members, students, and families, and the operations of the program. As DC Health advises, DC Prep will notify impacted community members immediately.

As stated above in our response to question 12, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID.

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

We will use [OSSE's daily screening form](#) and, per the form's guidance, we will store records of screenings for 30 days "in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility."

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Health and Safety Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POC 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](#).

We keep records of staff, student, and visitor attendance indefinitely to aid in contact tracing.

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

1. We will follow all notification requirements from DC Health.
2. Additionally, any time a COVID-19 positive individual was in a school building with student

programming during their potential infectious period, we will notify the whole school community.

- a. If the person testing positive is a staff member who does not have regular contact with students, all staff and students in close contact with that individual will be notified and required to quarantine for 14 days.
- b. If the person testing positive is a student, all students and staff in the student's classroom will be required to quarantine for 14 days.
- c. If the person testing positive is a teacher, all students and staff in the teacher's classroom will be required to quarantine for 14 days.

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. DC Prep's emergency broadcast system can distribute any essential communications in all required language and messages can be sent via email, phone, and/or text.

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.

DC Prep currently operates Screening and Symptomatic COVID-19 testing programs for employees. DC Prep currently requires all onsite employees to participate in both of these protocols. In accordance with OSSE guidance, we are planning to exempt vaccinated employees from participation beginning July 12. DC Prep reports all positive COVID-19 cases identified in its testing programs according to the procedure and reporting tool developed by the Department of Health (i.e., the Non-Healthcare Facility COVID-19 Consult Form).

DC Student Health Services/DC Children's Hospital operate surveillance and symptomatic testing programs for students. DC Prep participates in these programs, and they are administered according to protocols determined by DC SHS/Children's Hospital.

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.

DC Prep is supporting eligible students and staff to get vaccinated by sharing vaccination resources in our monthly email communications to both staff and families. These resources include websites and hotline numbers to find walk-up vaccination appointments, as well registration information for COVID-19 virtual town hall meetings held by city partners. In April, we [partnered with the Black Coalition Against COVID-19 \(BCAC\)](#) to provide multiple forums for staff, families, alumni, and other LEAs to learn more about the COVID-19 vaccines and have their questions and concerns addressed by medical experts.

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.

DC Prep’s health and safety requirements are necessary components to a successful return to in-person learning. Thus, we require families to sign a safety commitment as a condition of sending their child to in-person school because it speaks to the importance of clarity and alignment from every stakeholder about how to attend in-person school successfully. DC Prep will work with students and families to accommodate these health and safety requirements, including the safety commitment, for students with disabilities (those with IEPs and/ or 504 plans) if they struggle to comply with the requirements as a result of their disability. Examples include: a student with a physical disability who can’t fully meet the social distancing requirements because they require an aide to help them move around the building; a student with oppositional defiant disorder who may refuse to put on their mask. Some specific ways we might address these accommodations include:

- Adjust practices or procedures: a student in a wheelchair may require adults <6 feet of them, so we may modify social distancing for that student only
- Address a skills deficit: if a student needs ongoing teaching, practice or reinforcement with health and safety requirements, we could implement a behavior intervention plan specific to the skill/ requirement we need the student to meet in order to stay safe at school. We also know this can be done proactively and for many students even in advance of reopening.

DC Prep will consider reasonable accommodations for students to meet the health and safety requirements. These accommodation decisions will be made on an individual basis by MDTs, and in conjunction with parents/ guardians in any conversation about accommodating practices, procedures or teaching.

Training, Technical Assistance, and Monitoring

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

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

Audience	Topic	Trainer/ TA provider	Date Range
Teachers & School	Safety Procedures;	DC Prep Academic	Week of August 16

Leadership	Classroom Set-Up Expectations	Team	
Operations Staff	Safety Procedures	DC Prep Operations Leadership	Summer 2021 (there may be multiple sessions)
Front Office Staff	Safety Procedures; Medication Administration	DC Prep Operations Leadership; DC Health/CSS staff	Summer 2021 (there may be multiple sessions)
Home Office	Safety Procedures	DC Prep Operations Leadership	Summer 2021 (there may be multiple sessions)
COVID-19 Points of Contact	Safety Procedures	OSSE & External consultants (e.g. safety consultants engaged by PCSB)	Spring/Summer 2021, ongoing as needed

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.

The Operations team, including members of our Home Office and campus-based Operations staff, will monitor the implementation of the health and safety plans by ensuring on an ongoing basis that each campus is adhering to the protocols stated in this plan and communicated to our community. If we find that a campus is not adhering to the protocols, we will provide feedback to the campus leadership and coordinate with them to take necessary steps to re-train and support the campus in adhering to protocols. Examples of such steps may include: conducting additional training sessions about safety protocols, conduct walkthroughs of the building to observe and provide feedback to school leadership, and offering office hours sessions for staff to ask questions about safety protocols.

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

DC Prep plans to communicate key health and safety policies and procedures, as well as implementation updates, with students, families, and staff through a variety of communication channels, including updates on our website, monthly all-org emails, campus bulletins, and social media. To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. Members of our community can submit questions and feedback through our [feedback Google Form](#) located on our website.