

SY 2021-22 LEA Health and Safety Plans

LEA Name: Elsie Whitlow Stokes Community Freedom PCS

LEA Contact: Erika Bryant

LEA Type: Pre-K;Elementary

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.**

Stokes School will comply with the requirements mandated as part of OSSE guidance that: except for specific circumstance (e.g., while eating), all students, staff and visitors, including those who are fully vaccinated must wear nonmedical 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 must be worn correctly. As Part of the Family-School Agreement for In-Person Programming during COVID-19, both students and staff will be required to practice safe masking routines. Anyone who comes to school in-person will be provided with a supply of disposable face masks, including smaller masks for our youngest students, and other personal protective equipment (PPE) as needed.

Parents/guardians, staff and children above the age of two will wear non-medical (cloth) face coverings at all times except when medically or developmentally appropriate. Medical documentation needs to be provided for staff and students in need of the exemption. Non-medical (cloth) face coverings will not be placed on children who have trouble breathing, who are unable to remove the mask without assistance, during naptime, or engaged in activities which there is risk for burn or injury. Parents/guardians must wear non-medical (cloth) face coverings for drop-off and pick-up. Staff and children wearing face coverings should bring multiple clean coverings each day. Staff and children should exercise caution when removing the covering, always store it out of reach of other children, and wash hands immediately after removing. Staff and students will be given regular reminders about how to wear face masks properly, both verbally and through visual reminders posted on the walls of the school.

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.

Stokes' policy and procedure for students, staff, and visitors who are unwilling to comply with face covering mandates will have an initial meeting with the Campus Director, then a follow up meeting with a member of the COVID task force, then an escalated written warning, then a final decision of dismissal from campus. Students will however be provided distance learning opportunity in order not to interrupt instruction. These compliance expectations will be outlined in the updated family agreement and staff handbook. Under no circumstances will visitors be allowed on the premises of either campus without a mask.

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.

To maintain physical distancing mandates, in-person learning in general education settings will be limited to small group cohorts and follow DC Health guidelines. Cohorts will use the three feet of physical recommendation until

additional local and national guidelines are updated and require no restrictions.

Classrooms:

Based on the three-foot distancing recommendations between elementary students while in classrooms, Stokes School can accommodate between 18-24 people assigned to a room. Stokes School will maximize spacing between individuals in a classroom, including while at tables and in group and individual activities. Students will be seated at desks and tables facing the same direction with a minimum of three feet between each seat whenever possible. Teachers will not facilitate large group activities and activities requiring children to sit or stand in close proximity, e.g., circle time. Teachers will stay at least 6 feet from students and each other whenever possible.

Hallways:

Physical distancing markers have been placed on the floor so that students have a visual reminder of distancing requirements when transitioning through the hallway.

Arrival and Dismissal:

Stokes School will stagger drop-off and pick-up times, with curb- or door-side drop-off and pick-up of children. Markers to indicate proper physical distancing will be placed on the floor so that students will know where to stand while waiting for pick-up.

Extracurricular activities:

Stokes School will not send scholars on field trips unless physical distancing can be maintained. The school will not hold in-person assemblies until guidance allows for this. During activities such as PE, recess, and during arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance for their age, which is currently 6 feet for all.

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 designated as belonging to a grade level cohort on each campus. Recess, arrival and dismissal, bathroom breaks and other break times will take place so that students are exposed to only their designated cohort. As much as possible, staff members will be assigned to individual cohorts to minimize interaction between cohorts. When staff members must be exposed to multiple cohorts, they will be encouraged to maintain additional physical distance and wear additional layers of PPE. Designated areas that will be used by multiple cohorts, such as special education or intervention pull out areas, will be disinfected after each use.

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.

Stokes School staff will follow the below hygiene practices to help keep facilities clean and safe. Families are encouraged to follow the same practices. In addition to trainings with staff and families, students received additional training on routines and procedures at the end of the 2020-2021 school year for in-person learning. Stokes will be hosting mandatory parent health and safety workshops during parent orientation week and the first six weeks of school students will be engaged in re-acclimation procedures.

Below are the handwashing and hygiene standards that will be communicated to staff, families, and students:

- Avoid people who are sick (e.g., coughing, sneezing, fever);
- Teach and model good hygiene practices, including covering coughs and sneezes with an elbow or tissue and washing hands with soap and water for at least 20 seconds; and if soap and water is not available and hands are not visibly dirty, making available for use an alcohol hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching their face, especially mouth, nose and eyes.

Hand-washing will take place frequently throughout the day, including:

- At the entrance to the facility;
- Next to parent sign-in sheets, including sanitary wipes to clean pens between uses;
- After going to the bathroom
- Before eating, handling food, or feeding a child;
- After blowing or supporting a child with blowing their nose, coughing, or sneezing;
- Before and after staff gives medication to a child;
- After handling wastebaskets or garbage

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.

At the beginning of 2020-2021 Stokes School's Operations team put several health and safety measures in place. We procured hand sanitizer, hand sanitizer stations, and thermometers to accommodate all students and staff. Adequate supplies such as soap, paper towels, hand sanitizer, tissues, disinfecting wipes, and additional PPE when needed were provided at the entrance, in classrooms, at the playground, in and outside of bathrooms, offices, front desk, and in all common spaces in order to support healthy hygiene practices. Hand hygiene supplies are ordered on a biweekly basis and are monitored on weekly basis.

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

In preparation for reentry Stokes procured masks, face shields, hand sanitizer, hand sanitizer stations, and thermometers to meet the needs of all students and staff. Staff enforced 100% mask use, social distancing, and hand hygiene.

PPE is acquired by the Director of Operations and purchases of PPE are made from CPA as a vendor and supplemented with online purchasing as needed. Stokes School purchases face shields for students and staff, masks for students and staff, clear mask for students with Speech and Language disabilities, gowns for staff, electro-static gun machines, and portable handwashing stations. The PPE that we purchased was for the initial end of year smaller cohort reentry.

We will be purchasing PPE for the 2021-2022 school year including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks.

The distribution of PPE was done on the days prior to reentry to staff to receive students on the first day of school. For the 2021-2022 school year we will have staff training from August 9th-27th where PPE will be distributed and classrooms will be fully equipped to receive students on August 30th. In addition, we will support families who need additional PPE and provide to staff and students on a daily basis.

In order to support health and safety compliance, Campus Directors and Operations team will continue to monitor the correct use of PPE by monitoring hallways, bathrooms, and classrooms, as well work areas on a daily basis. All Staff will receive Health and Safety Training supporting the use of PPE during the Summer Professional Development Institute (SPDI) in August. PPE will be provided to all staff as well students who come to school without the appropriate masks. Written reminders of key times to wear PPE will be reinforced during SPDI.

All staff will be mandated to use appropriate PPE while in the building, on class trips, and outside. Staff working with students who are known or suspected to have COVID-19 will use additional PPE while escorting students or supervising students in the isolation room. In addition, custodial staff, administration staff, and food service staff will also be mandated to wear PPE while working.

Maintain Clean and Healthy Facilities

- 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).

Space	Specific Area	Throughout the Day	Daily	Weekly	Monthly
Classroom	Floors of Classroom	X			
	Student desks, chairs	X			
	Teacher desks, chair	X			
	Walls and Whiteboards	X			
	Manipulatives, Text books	X			
	Pens, Pencils, whiteboard, markers, crayons	X			

Hallways	Fixtures, switches, knobs, buttons	X			
	Railings	X			
	Lockers	X			
	Floors of hallways	X			
Office and Common Areas	Pens, Pencils,	X			
	Fixtures, switches, knobs, buttons)	X			
	Chairs	X			
	Copiers	X			
Bathrooms	Surface	X			
	Floor	X			
	Fixtures, switches, handles, faucets,)	X			
Outdoor	Playground Equipment	X			
	Balls and Toys	X			
Other					

Stokes Operations team has developed a schedule to ensure the maintenance of a clean and healthy facilities. All high touch areas (e.g., door knobs, stair rails, faucets) are cleaned on the hour by daily porters. Phones are cleaned when changing shifts. Pens are not shared so they are cleaned by the individuals as they feel necessary. Light switches are cleaned by the cleaning crew in the evening since no one touches those during the day. The playground gets sanitized throughout the day after each use. In the classroom, teachers have been instructed to support the cleaning efforts by providing cleaning and disinfecting materials in their classrooms. Deans of Students have also supported these efforts by aligning our school rules with health and safety. They created a presentation which provided information about the importance of taking care of your community as it relates

to hygiene.

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.

Stokes School regularly cleans, disinfects and sanitizes surfaces, toys and materials per District guidance on cleaning and disinfecting and the CDC's updated guidance for childcare providers.

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, Stokes will send notification to families via Parent Square. Stokes will clean and disinfect the area(s) where they have been. We will close areas where the sick individual has been. If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort will be dismissed and the room vacated as soon as possible. The cohort will remain in the room until the end of the day in the following circumstances: if an individual has symptoms but is not confirmed to have COVID-19; or if a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.

Staff supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE best practices. Once the room is vacated, Stokes designated staff will wait as long as possible before entering the room to clean and disinfect (at least several hours). Operations will contact Bradcorp Services to perform deep cleaning and disinfection of the 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. During cleaning and disinfection, schools will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).

Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff should also follow additional PPE best practices. If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school will clean any areas where the individual has been. 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 will follow routine cleaning and disinfection procedures.

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

The Operations team has weekly meetings to inventory and ensure that the School has sufficient and appropriate disinfection supplies. Bradcorp Services also provides a schedule of restocking of inventory to ensure there is sufficient cleaning and disinfection reserve inventory and supplies. As part of the agreement with Bradcorp, all janitorial staff will be in compliance with the requirement in which staff must wear gloves while cleaning and disinfecting. This expectation of compliance is embedded in the contractual agreement with Bradcorp. All staff members from the kitchen staff and instructional staff will be provided gloves with cleaning supplies and training in August and throughout the year which will support the reinforcement of the protocol. The compliance with this protocol will be supported by members of Operations staff, COVID Task Force, and Campus Directors.

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.

Stokes completed installation of ionization units to clean the air throughout the Brookland facility. In addition, we recently completed a two-year renovation project at East End that included the installation of state-of-the-art HVAC equipment. Our new system addresses pathogen reduction which reduces airborne pathogens through better indoor air. Through the GPS Air Cleaning technology patented technology, needlepoint bipolar ionization, also known as NPBI®, this product helps improve indoor air by reducing airborne particulates, odors and pathogens — all while saving energy consumption and lowering our carbon footprint. GPS delivers clean indoor air without producing ozone or other harmful byproducts.

ABS is the vendor for the ventilation system and developed the maintenance contract with Stokes Director of Operations and approved by the Executive Director. Within the contract some ventilation items are checked on a monthly basis and some on a quarterly basis. In terms of the water system, when facilities were completely shut down when we did not have students in the building, it was flushed once a week and once student returned it is flushed multiple times daily. The company that performs the lead water testing for all Charter schools in DC, Salutincie Soal and Land Use Technology Inc provides lead water testing for the school. They follow manufacturing guidelines for maintenance of the water filters. The School purchased bottle fillers and closed all water fountains. Water filtration reports are posted on the School website. All facility upgrades have been provided as part of Staff and Family Town Halls at the end of the 2020-2021 school year and will continue as a school norm.

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.**

Daily Admission Policy

On a daily basis, all adults who enter the building are asked to fill out a [form](#) affirming they are not experiencing any COVID symptoms, have not tested positive, no close contact has tested positive or is symptomatic, or have not traveled via air. The form is not required of students, though families are expected to notify the school of any risk factors pursuant to the [School-Family Agreement](#).

All persons entering the building have their temperature checked on a daily basis. All persons are expected to correctly wear a mask at all times besides meals and to frequently wash/sanitize their hands.

On a weekly basis, all students and staff participate in asymptomatic PCR pool testing. The school has contracted with ShieldT3 Labs, which offers an affordable but broad-based testing option with quick results.

Stokes School remains attentive to updated and evolving guidance from Mayor Bowser, DC Health, and OSSE. The school is committed to exercising the greatest caution possible while students are welcomed for in-person learning to the greatest extent possible.

Exclusion Criteria

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:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in the “Daily Health Screening” section of the guidance in the last 24 hours.
- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.
- 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.

Potential Exclusion Scenarios and Protocol

A student, staff member, or other adult in the building experiences symptoms while on campus.

IMMEDIATELY (Time Frame: 30 Minutes to 1 hour)

1. If an individual (staff or student) reports COVID-19 symptoms while at school, they should leave the school immediately and should not interact with other individuals in the building. Students should be taken to the isolation room and a guardian should be called to pick them up or authorize the student to be released.
2. Alert the COVID-19 Response Team immediately
3. The Contact Tracer, in coordination with the Campus Director/Director of Operations will immediately conduct an investigation and detail the important notes on the Contract Tracing Form
4. Executive Director/Campus Director will convene a phone call with the COVID Response Team to discuss the situation, discuss support and resources, and next steps

AS SOON AS POSSIBLE (Timeframe: Within 3 Hours)

1. The COVID Response team decisions may vary, however, a positive case for an individual who has worked in-person will often lead to classroom/building closures and possibly individual quarantines for staff and students for a minimum of 24 hours.
2. Communicate with the community and with the individual(s) showing symptoms.
3. Executive Director/Campus Director/Director of Operations will send an email to all staff letting them know someone left with COVID-like symptoms

BY THE END OF THE DAY (Timeframe: Within 5-7 Hours; By close of business)

The Director of Operations will work with the Operations Manager, Maintenance, and cleaning crew to ensure that all proper cleaning and disinfections has occurred

ONGOING FOLLOW-UP (Timeframe: Varies)

Executive Director/Campus Director will monitor and follow-up with the staff member and/or student

REENTRY

The student, staff, or contractor will remain out of the building until 24 hours after the fever and symptoms have resolved without the use of fever-reducing medication AND at least 7 days after symptoms first appeared, whichever is later.

A student, staff member, or other adult in the building experiences symptoms after having been on campus.

The student, staff, or other adult is expected to notify the Campus Director (or supervisor, in the case of staff) immediately. At that time, the school will initiate the symptomatic protocol described above.

A student, staff member, or other adult is exposed to a known or suspected positive case of COVID

The student, staff, or other adult may return after:

- A minimum of 10 days from last exposure to COVID-19 positive individual, provided that no symptoms develop, or as instructed by DC Health.

Returning to school after 10 days (on day 11) is only acceptable if:

- The close contact did not develop symptoms of COVID-19 at any point during the 10 days. AND
- The close contact continues to self-monitor for symptoms until 14 days after the last exposure to the COVID-19 positive individual. If the close contact is a household member, may return after at least 10 days from the end of the COVID-19 positive individual's infectious period, or as instructed by DC Health.

A student, staff member, or other adult receives a positive test result.

IMMEDIATELY (Time Frame: 30 Minutes to 1 hour)

1. While it should be rare, if an individual reports a COVID-19 positive diagnosis while at school they will be asked to leave the school immediately and should not interact with other individuals in the building. Students should be taken to the isolation room until a guardian arrives to pick them up.
2. Alert the COVID-19 Response Team immediately.

3. The Contact Tracer, in coordination with the Campus Director/Director of Operations will immediately conduct an investigation and detail the important notes in the Contract Tracing Form
4. Executive Director/Campus Director will convene a phone call to discuss the situation, discuss support and resources, and next steps.
5. The Executive Director will report the incident to DC Health

AS SOON AS POSSIBLE (Timeframe: Within 3 Hours)

1. The COVID Response team decisions may vary, however, a positive case for an individual who has worked in-person will often lead to classroom/building closures and possibly individual quarantines for staff and students.
2. Positive cases must be communicated to the school communities. The CD/HR should send an email to the positive individual. The ED/CD/ should send an email to staff members and students who were in close contact to the positive individual.
3. The ED/CD/DOO should send an email to staff and students who are not close contacts informing them of the situation and the relevant steps that have been taken.
4. If there is a school closure, the ED/CD/DOO will send a communication out to staff and the community

BY THE END OF THE DAY (Timeframe: Within 5-7 Hours; By close of business)

1. If there is a school or pod closure, the DOO will follow up with the OM to ensure that the school/ pod is effectively closed.
2. The DOO will work with their OM, Maintenance, Cleaning Crew to ensure that all proper cleaning and disinfection occurs.
3. Any external inquiries regarding the situation should be forwarded to the Executive Director

ONGOING FOLLOW-UP

ED/CD/DOO should monitor and follow-up with the staff member and/or student.

REENTRY

The student, staff, or contractor may re-enter the building after receiving a subsequent negative PCR test.

A student, staff member, or other adult travels out of the region or via air.

Pursuant to [OSSE guidance of May 29, 2021 at p.22](#), students or staff who travel outside of the region and/or via airplane may return to the school building after three days AND a negative COVID test.



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 Fresia Cortes, Director of Operations. Our choice is to have someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

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

Ensuring that all staff and students learn as often on-site as possible, 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. All documentation will be housed in PowerSchool for staff and student cumulative files as well as with the nurse. Stokes' Human Resources department will review all documentation from the health care providers. All medical exemptions for students and staff will have reviewed and monitored on a trimester basis. Internal accommodations for staff and students will be provided based on medical exemptions so as not to exclude anyone. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of the school nurse.

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

Stokes School will use an electronic version of [OSSE's daily screening form](#) and, per the form's guidance, we will maintain the records for at least 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility. In addition to maintaining daily health screening logs and student/staff attendance records, Stokes will track each student, staff, group or individual interactions such as classroom assignments, one-on-one or small group academic and behavioral supports, therapy, and health suite visits using a daily tracker.

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 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.

Stokes School has a COVID Response Protocol (see attachment) in place to protect the privacy of the individuals while alerting families and staff to mitigate spread. 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-sight learning until it is safe to return to on-site learning.

Stokes School will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance. Stokes School also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by include

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires. This protocol will be posted on the school website and available through the Student and Family Handbook.

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.

Stokes School plans to test 100% of our staff and students weekly. We have partnered with the SHIELDT3 lab in Washington, DC and with their support will be administering weekly saliva PCR tests. Students who attend in-person will agree to participate in the testing program as part of the Family-School Agreement for In-Person Programming. Staff who are supporting students during the testing process will be wearing full PPE and keeping physical distance whenever possible. The results of the testing will be returned to the Director of Operations and any positive results will be shared with DC Health according to DC Health's 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.

Stokes School has supported the vaccination of staff through a variety of means. We have shared information on available vaccination opportunities as they arose and supported staff in signing up for vaccinations as requested. We were active in pursuing any opportunities available to us, including offering to staff that they be placed on a weekly waiting list to get the vaccine through Elaine Ellis Health Center (Stokes's partner for COVID-19 testing). Throughout various reentry time periods, Stokes School has surveyed staff to ascertain comfort levels with returning, vaccination, and additional health considerations. The Operations team provided weekly updates on vaccinations. Additionally, we partnered with community members to answer questions about vaccine safety and allay fears.

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.

Students will receive accommodations, to the greatest extent possible, as written in their IEP's, following safety policies and procedures. Students and staff will have pullout supports in small groups or 1:1 session, as written in the IEP's, maintaining the distance given in the school policy (currently 3ft) or 6 feet of distance if a student is unable to wear a mask. Accommodations such as clear masks, face shields, and locations with space and ventilation will be provided as necessary. Students will be allowed "mask breaks" in identified locations, following the safety policies and procedures.

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.**

Throughout the pandemic, Stokes' Operations team has provided a number of Health and Safety trainings for both staff and families. Stokes will 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 for staff and families. The staff training will be conducted from August 9th-27th during the Summer Professional Development Institute and families will receive mandatory training during the Parent Orientation Week August 25th – 27th.

The Operations Team will provide the training and the topics will include procedures and protocols for:

- Social distancing
- High risk individuals
- Daily symptom screening
- Drop off and pick up, staggered arrivals
- Exclusion and dismissal criteria
- Face covering and PPE

- Hygiene
- Cleaning, disinfection, and sanitization
- Meals
- Physical education and recess
- Potential exposure and COVID-19 reporting

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.

Stokes will monitor the implementation of the health and safety plans at each campus on a consistent basis. The COVID task force will have biweekly meetings to ensure that all facilities components are being monitored as well as all protocols are consistent at both campuses. In addition, the COVID task force will address any personnel who need additional support to maintain compliance with health protocols. If there are adjustments needed or additional training or reminders of the health and safety protocols, the Director of Operations/HR will address them accordingly. All Stokes families must sign the Family-School Agreement for In-Person Programming during COVID-19. In the agreement families must agree to take certain precautions which will help keep everyone safe. Stokes School will support all scholars and families with all health and safety protocols, including clear guidance and reminders in their home languages.

The direct supervisors of any Stokes staff acting out of compliance with health and safety protocols will be informed by a member of the COVID task force of the noncompliance, and the supervisor will provide a verbal and written warning. All mitigating strategies that comply with OSSE and DC Health guidance and additional procedures must be implemented to maintain safety and will be regularly reviewed by Operations to ensure compliance. These strategies include maintenance of all ventilation and water systems, hand hygiene and respiratory etiquette, physical distancing/cohorting, face masks, daily health screenings, cleaning and disinfecting, PPE use and availability, exclusion and return to school criteria and protocols, and exposure reporting, notifications, and disinfection. In addition, professional development workshops will be held throughout the year to ensure best practice as well as compliance.

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

Stokes will communicate key health and safety policies and procedures to students, families, staff and visitors through various modalities including trainings, Parent Square, the school website, and, if necessary, conferencing with a member of the COVID task force. Starting in August, both staff and families will have mandatory health and safety trainings and will be responsible for signing COVID entry agreements. Stokes will maintain the policy of minimal visitors until health guidance changes. Stokes will continue to have Town Hall meetings in both English and Spanish and provide follow up summaries as well as answers to frequently asked questions pertaining to all health and safety protocols. During Back-to-School Night and parent teacher conferences, the leadership and instructional staff will continue to communicate to families about our health and safety protocols. Addendums will be updated for the Family and Staff handbook at the beginning of the school year. Signed receipts will be required and attendance at all trainings will be monitored.