

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: Friendship PCS**

**LEA Contact: Patricia Brantley**

**LEA Type: Pre-K;Elementary;Middle School;High 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 team members as well as scholars are required to wear a mask. Friendship has purchased team members and scholars will be provided 3 reusable cloth face masks aligned with CDC guidance. Campuses will also distribute disposable masks for emergency use in the event a team member or student misplaces their reusable cloth face mask. Other types of acceptable face covering options include a paper or disposable mask, bandana, scarf, or cloth mask. Face coverings must cover the mouth and nose completely. The covering should not be overly tight or restrictive and should feel comfortable to wear. Face coverings must be properly worn at all times by team members, students, and family members when inside Friendship PCS buildings, even if social distancing can be maintained, unless there is a medical reason for not doing so. Face coverings must be worn outside when on school grounds if social distancing is not possible.

It is currently the expectation at Friendship that 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. The expectation can be found [here](#).

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 in each classroom as well as the front office.

### 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.

Staff and scholars must wear cloth face coverings or face masks at all times. Masks protect the wearer and protect other people. At Friendship, all students and staff, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while in the school, on school buses, and while participating in any school-related activities. For students and/or visitors who

refuse to wear a face covering at all times, the following procedure will be followed according to our Scholar Handbook found under Family Resources found [here](#). Friendship will maintain a supply of masks at all entries and classroom in the event that a mask is lost or soiled. Moreover, if a student/adult is unable to wear a mask, a shield is available for use. Moreover, staff members may contact Friendship's Human Resources to discuss and get approval for when a mask cannot be worn. For staff who refuse to wear a face covering, the following procedures will be followed according to our team member handbook found [here](#).

**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.**

At Friendship, each classroom will be organized to support students seated and standing at least 3 feet apart from one another (head to head). Teachers will stay at least 6 feet from students and each other. For our students who are 18 and older, the physical distance will be 6 feet. We are encouraging all staff and eligible students to get vaccinated, and will require masks. 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. Friendship will continue to use seating charts in all educational spaces. Scholars needing a nap will be placed head-to-toe and not share mats. Also, Friendship will continue to use staggered arrival and dismissal times. Finally, Friendship has installed plexiglass at all entrance desks and front offices.

Physical Distancing is implemented in conference rooms as well as office spaces. A conference space used at the community office is cleaned immediately prior to another small group using the space. Conference rooms are available based on signing up and appropriate scheduling with the receptionist.

Friendship has installed plexiglass shields at the Community office point of entry, front office at each campus, and entry point at each campus.

Friendship has eliminated all common areas for staff (e.g. teacher workroom, faculty lounge). Friendship is not promoting the use of shared materials.

In addition to a face covering, face shields are available. If a mask becomes damaged or soiled while at a campus, disposable masks are available. Every team member has access to a box of disposable masks in his/her classroom.

**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.**

Our LEA is planning on creating cohorts by class/homeroom with a required seating chart for every educational space. To limit mixing, the cohort will remain together throughout the day. Friendship will implement a combination of eating in the classroom as well as eating in the cafeteria in order to remain socially distanced and cohorts tight.

**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.**

Friendship 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.

In addition, Friendship will encourage team members and scholars not to touch your face, eyes, mouth, and nose with unwashed hands, cover coughs and sneezes, and cover his/her mouth and nose with a tissue when sneezing or coughing. If team members or scholars don't have a tissue, we will encourage her/him to cough or sneeze into their elbow. Friendship has installed signage throughout each campus to reinforce hand hygiene and respiratory etiquette. Each classroom has been outfitted with a PPE Kit which includes hand sanitizer and tissues.

**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.**

We are planning on having hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will do daily supply checks by campus Covid-19 Monitors. We will also seek to have soap through hands-free 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.**

Friendship maintains a District PPE room (first floor) at our Armstrong Campus and each campus maintains a PPE supply as well. Every classroom is outfitted with a PPE kit which is replenished per a request by the team member to the Business Service Manager (BSM) or building Covid-19 Monitor. Friendship has secured a list of vendors that are able to provide the necessary PPE supplies in a timely manner.

**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).

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		X		
	Student desks, chairs		X		
	Teacher desks, chair		X		
	Walls and white boards			X	
	Manipulatives, text books, etc.			X	
	Pens, pencils, white board markers, crayons, markers	X			
Hallway/Stairs	Fixtures (switches, knobs, buttons)	X			

	Railings	X			
	Lockers	X			
	Floors of hallways	X			
Office and Common Area	Pens, pencils	X			
	Fixtures (switches, knobs, buttons)	X			
	Chairs		X		
	Copiers, etc.	X			
Bathrooms	surfaces	X			
	floor				
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground	X			
	Balls, toys			X	
Other					

**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.**

If a person tests positive, we will act urgently to ensure the safety of all people. Friendship will continue to follow the guidance published by DC Health & OSSE for schools.

If the student tests positive and they are currently in the building, they will be brought to an isolation space monitored by someone with protective PPE. Their parent or guardian will be contacted for them to be picked up as they will need to begin quarantine. Friendship will immediately notify DC Health by submitting an online form. The students and adults who were in the classroom with the positive student should stay in the classroom until parents/guardians can pick up their student. The cohort of students must not attend school in subsequent days while DC Health completes its contact tracing investigation. The adults who were potentially exposed to the COVID-19 positive student will also need to quarantine, unless they have been fully vaccinated.

Deep cleaning will occur in the space(s) the student was in. If it is possible, Friendship will wait at least 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle. If we need to clean immediately, Friendship will open outside doors and windows to increase air circulation in the areas as well as ensure the HVAC system is circulating air at capacity. Friendship will clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.

Friendship will notify our school communities of the positive case via a formal letter sent via email, and stay in constant communication with those students and staff that are in quarantine. If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary.

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

We will run our supply inventory on a daily basis to ensure that we have appropriate disinfection supplies. Our cleaning is done by BusyBee Environmental Services and our agreement with BusyBee Environmental Services confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Friendship's Chief of School Operations meets with Business Services Managers weekly as well as with BusyBee Environmental Services to guarantee all machinery and supplies are sufficient and readily available.

**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.**

Friendship has a maintenance contract with BusyBee to ensure all systems at each campus are up to date and operable. Friendship will continue to clean the ventilation systems twice a year. In addition, the ventilation systems will maintain an 'open' position to allow for more fresh air to circulate through the campus.

All classroom and office doors will remain open, when possible to increase air circulation. Under no circumstances will Friendship keep open fire-rated doors.

Friendship will flush water systems to clear out stagnant water and replace it with fresh water. This will include flushing hot and cold water through all points of use (e.g. showers, sink faucets) to ensure fresh water is available for use.

Each campus COVID monitor will inspect the campus prior to adults and students arriving to ensure proper ventilation and water readiness.

Finally, Friendship will utilize open windows in classrooms and offices where available.

## **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.**

Upon arrival to the building, all visitors will have their temperatures checked and complete a screener. The screener will ask a series of questions regarding general health, symptoms, exposure, and travel. If a visitor does not complete the screener satisfactorily, he/she will not be permitted into the school or offices. These series of questions will also be asked of Friendship team members and scholars. Friendship encourages any team member or scholar not feeling well to remain at home and monitor his/her conditions.

Friendship staff will submit their responses to health screening questions by completing the following daily assessment found at [www.mycovidassessment.com](http://www.mycovidassessment.com)

Any individual that has symptoms of COVID-19, or who is required to isolate or quarantine due to COVID-19 diagnosis or exposure, must not enter a school. This includes students, teachers, staff, and any visitors. Symptoms of COVID-19 include: Fever (subjective or 100.4 degrees Fahrenheit) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or otherwise feeling unwell. Children with COVID-19 infection often present with non-specific symptoms, such as only breathing or stomach symptoms, with the most common being cough and/or fever.

Students who are exhibiting COVID-19 symptoms and/or have a temperature of 100.4 degrees or higher will go to a designated on-site isolation room to wait until they can be picked up by a parent or guardian. Students in the isolation room will wear masks, be kept six (6) feet away from each other, be asked to sanitize their hands, and have access to a restroom if needed. Team members who are exhibiting COVID-19 symptoms and/or have a temperature of 100.4 degrees or higher will not be permitted entry into the building and will be asked to go home. If a team member



experiences symptoms while at work, they will be asked to go home.

In accordance with the CDC, individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset;
- At least 48 hours have passed since resolution of fever without the use of fever-reducing medications; and,
- Other symptoms improve.

A note from a healthcare provider confirming a negative COVID-19 test and/or clearance to return to the building will be required prior to returning.

### **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 Dylan Gruver, Chief People Officer and Tamika Maulsby, Deputy Chief of Compliance. 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 the DC Department of Health. If a positive case occurs, either through Friendship's PCR or antigen testing programs or external to Friendship, the COVID-19 POC immediately communicates with the person and the DC Department of Health. Swift communication and action occurs at all times i.e. weekends, evening, holidays, and normal business hours.

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, 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 preexisting 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 contact tracing in the event of a positive case of COVID-19.**

Friendship uses OSSE's daily screening form and, per the form's guidance, we maintain a record 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 reports 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 contacts 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 notified 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. Friendship diligently maintains accurate contact information for all team members and parents/guardians. This information is essential 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.**

The campus community receives a general letter informing them that there is a positive case in the school. Without identifying anyone person, the letter generally informs the school community that there is a positive case, Friendship's role in reporting the case to the DC Health Department, provides reminders of health protocols to remain safe (i.e. maintain a safe distance, hand washing, masking wearing, etc.) and who to contact if they have general questions about COVID-19. This letter is sent within 24 hours of a positive case.

## COVID-19 Testing and Vaccines

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

We will continue with antigen COVID testing throughout the first semester on a weekly basis – both students and team members. As stated above, our COVID-19 POC reports 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).

**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.**

Friendship has actively communicated the availability of vaccines since the onset of availability. Friendship encourages all team members and eligible people to get a vaccine as soon as they are able to do so. Friendship ensures that team members can take time off to get a vaccine. Although the district strongly recommends all students and staff to be vaccinated as soon as they are eligible, it is not mandatory.

## 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.**

LEAs will ensure that appropriate accommodations are offered to SWDs with respect to its health and safety policies and procedures by taking the following steps:

1. Reviewing Individual Education Plans to proactively address and accommodate for identified students with disabilities;
2. Encouraging families and students to advocate with his/her case manager, Academy Directors, and/or School Leader;
3. Maintain '[wecare@friendshipschools.org](mailto:wecare@friendshipschools.org)' email for parents and/or scholars to advocate for accommodations

## 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 (if available)
All Friendship Team Members	Friendship's Eight Mitigation Strategies	James Waller and Dylan Gruver	Aug 9 - 12
Campus Team Members	Friendship's Eight Mitigation Strategies - Campus specific	Leadership Team	Aug 16 - 20
Parents, Guardians, or Visitors (Back to School Events)	Friendship's Eight Mitigation Strategies	Leadership Team	Aug 23 - Sept 17

**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.**

On a daily basis, Business Service Managers submit a health and safety checklist to our Chief of School Operations. The submissions are reviewed and any immediate actions are taken to address information on the forms. On a weekly basis, a status report is provided to senior management on each campus based on the daily submissions.

Friendship will monitor the health and safety plans through our bi-weekly Business Service Manager meetings. The weekly meetings will allow for either the BSM and/or COVID-19 monitor to report on the status of the building including supplies, equipment, and operational systems.

Friendship will conduct 'mystery shopper visits' to ensure all campuses are following Friendship's Eight Mitigation Strategies. If it is determined that a campus is not following a strategy, a meeting will be scheduled with the

campus school leader, Covid-19 Monitor, and Chief of School Operations.

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

Friendship will continue to communicate key health and safety policies and procedures with students, families and team members. Friendship deeply values our partnership with families and team members, and we are committed to consistently engaging our families and team members during this unprecedented time.

Friendship's Community Office and campus teams engage families weekly through our social media platforms and website, e-newsletters, surveys, webinars and ongoing one-on-one conversations. Our weekly "Learning Without Limits" and "Around Friendship" e-newsletters reach thousands of scholars, families and staff. Content includes start of school updates, safety and social-distancing protocols, scholar and staff stories, instructional highlights, FPCS hotline, wellness resources, and surveys that glean information on a range of school-related issues.

Our robust social media outreach – which captures nearly 15,000- 20,000 users daily - elevates important school news and updates. Additionally, our use of PowerSchool keeps families and scholars informed of decisions that impact school operations.

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. In the event Friendship is hosting a live event and/or a meeting is needed, Friendship will utilize our language hotline and/or EL team members.