

SY 2021-22 LEA Health and Safety Plans

LEA Name: Goodwill Excel Center PCS

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LEA Type: High School

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

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

- **a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. masks must be worn correctly.**

To ensure all students, staff, and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities, GEC has developed the following protocols. The following procedures and protocols are outlined on page 7 of GEC's COVID-19 Health and Safety Plan Document, which all staff and students are provided a copy of and is also available on our GEC website.

The following protocols, as outlined in our GEC COVID-19 Health and Safety Plan document (attached here as a support document, "GEC's Health and Safety Plan" and referenced throughout all answers and responses to questions here), will be implemented with regards to the use of non-medical face coverings or "face masks" at GEC. (Note: for the purposes of this plan non-medical cloth health coverings will be referred to as "face masks")

1. All staff, students, and essential visitors (even if vaccinated) must wear non-medical face coverings or face masks that cover the nose and mouth at all times (except when eating or drinking) while in the school building.
 - a. If a student has an established medical or developmental condition that makes it unsafe for them to wear a face mask, the student will not be required to wear a face mask and the School Director and Director of Special Education will work with the student to determine any steps that can be taken to promote the safety of the student and the school community.
2. Face masks will be made available in the front office for students, visitors, or staff members that do not bring or have a mask.
3. Staff may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction.

To ensure easy compliance with this protocol, 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. GEC has a waiver for gym and physical education, and therefore does not need to create protocols around the use of face masks during this activity. Additionally, GEC does not have any sports teams or school-related sports activities at the school.

Also, to ensure face masks are worn correctly, there will be signage posted around the school from the moment of entry, through the hallways, and in the classrooms about proper face covering wearing. GEC staff will also address anyone who is wearing a face mask incorrectly and we will have extra face masks available for anyone who has a face mask that is not fitting correctly.

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.

If a student, staff member, or visitor is unable or unwilling to wear a face mask at all times the following procedures steps will be followed:

- If a staff member is unable to wear a face mask, we will ask for documentation of the reason why or of the disability as part of engaging in the interactive process with the staff member. If the staff member has a documented disability, we will consider reasonable accommodations which may include allowing the staff member to work virtually as long as there is a mask mandate for schools. Additionally, depending on the position of this staff member, if the staff member is in an office without student facing interaction, then an accommodation could be made for the staff member to work without a mask in their individual office.
- If a student or visitor is unable to wear a face mask, we will ask “are you unable to wear a face mask because of disability?” if the answer is yes, for visitors, we will find another way to provide them what they need in a virtual visit or virtual meeting as long as the mask mandate is in place. If the student is unable to wear a face mask and has a waiver for distance learning, they will be able to take distance learning classes provided by GEC. We would consider all options for accommodating their disability in accordance with applicable law and OSSE requirements with might include distance learning classes, classes when other students are not in the same space, or face shields.
- If a staff member is unwilling to wear a face mask, by choosing not to, GEC will follow its progressive discipline employment policy for a rule violation, up to and including termination. All staff members will be provided a copy of the GEC Health and Safety Plan and engage in training sessions prior to the start of the school year and ongoing throughout the year. Therefore, all staff will be aware of the required procedures and actions.
- If visitor is unwilling to wear a face mask, by choosing not to, they would be given a warning the first time they refused to wear a face mask and then the second time they would be asked to leave. No visitor will be permitted into the school building with a face mask.
- If a student is unwilling to wear a face mask, by choosing not to, GEC would institute our progressive discipline policy for students. This begins with one-on-one coaching/counseling with their coach and, if that doesn't work, with the Manager of Student Support Services and if that doesn't work with the School Director. If those three coaching interventions do not work, the student will be sent home for the day for a violation of a school rule. Suspension would only happen after all these levels of intervention and progressive discipline take place (for the same repeated action).

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.

GEC will follow the physical distancing protocols outlined on pages 4-6 of GEC's Health and Safety Plan. Overall, the guiding principal of GEC's physical social distancing protocols will be that individuals should maintain a social distance from each other. GEC will follow the guidance that staff and visitors maintain six feet of social distancing from each other. GEC will work to ensure that our mostly adult students maintain six feet of social distancing from each other. We understand that the newest guidance has allowed for three feet of social distancing between students and that cohorting is recommended to the greatest extent possible. Our goal is to maintain the six feet of social distancing to the extent possible and utilize the three feet of social distancing in classrooms when needed. Classrooms will be set up with the three feet social distancing desk set up to allow for classes to take place. However, based on the number of students in each class, the six feet or three feet protocols will be determined, and desks will be labeled for use based on distancing.

In School Year 2021-22, students should as much as possible, not mix with other in-person groups, including in the entry and exit of the building, while eating, in the restroom, and other shared spaces. Students will either eat lunch in a classroom, the designated lunch space, and/or leave the GEC premise for lunch and then return.

Each classroom will be organized to support students seated and standing at least 6 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. The school will not hold in-person assemblies until guidance allows for this. GEC does not provide PE classes, nor does it have a gym or cafeteria. GEC students dismiss at various points in the day according to their individualized schedule. During dismissal windows, the school will continue to have signage reminding students and staff to stand at the appropriate social distance. GEC also promotes staggered start times with individualized student schedules and cohorts where possible.

In all GEC common spaces, signage is posted to identify the number of students and staff allowed in the space with 6 feet of social distancing.

Additionally, GEC will provide staggered staff schedules to align to cohort schedules where possible.

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 utilizing our individualized scheduling approach. Students take classes that meet their availability and therefore, take different classes at different times. Additionally, GEC is creating an A and B cohort for students to help with tracking and monitoring. GEC is also utilizing the following approaches to support cohorting:

- Staggered start times
- Meals in classrooms

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.

GEC's policy for handwashing and respiratory etiquette is on pages 7-8 of the GEC Health and Safety plan. As stated in the policy, the school 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% alcohol throughout the school and in the bathrooms and at all sanitation stations. 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:

- Upon entering GEC;
- 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;
- Before removing face masks or touching their faces;
- After utilizing any shared equipment (i.e.: calculators or computers) and after cleaning the shared equipment;
- After any other activities that involve touching objects.

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.

GEC's plan to ensure adequate and available supplies are available to support healthy hygiene practices is outlined on pages 7-8 of the GEC Health and Safe Plan. GEC's custodian team will conduct a weekly inventory of supplies to determine the need to order any extra sanitation supplies.

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.

GEC's policies and procedures to acquire, distribute, and support the appropriate use of PPE is on page 8 of GEC's Health and Safety Plan. GEC has followed OSSE's PPE best practices for school staff. First and foremost, staff and students should practice good hand hygiene and maintain physical distance of 6 feet to the maximum extent possible.

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).

GEC's plan and schedule for ensuring a clean and healthy facility is outlined on pages 20-22 of GEC's Health and Safety Plan. The policy and plan outlines custodian plans and staff plans to maintain clean and healthy facilities.

The custodians assigned to GEC will use an environmentally friendly cleaner on surfaces that are dirty or have residue/buildup on an ongoing basis as part of their regular cleaning process. On surfaces that have been cleaned and/or on high 'touch point' areas, the custodian will use EPA-approved neutral disinfectant and follow the established procedure for its usage. A checklist of areas and minimum frequencies has been established and is included in the appendix for reference. Custodians are required to wear face masks and gloves when performing all cleaning responsibilities.

GEC will post signage throughout the building with cleaning reminders as well as in each classroom, office space, and shared common space. Each classroom is equipped with a sanitation station and GEC teachers and students are provided instructions of cleaning protocols. Additionally, GEC bathrooms and shared spaces have sanitation stations with signage listing their use and needs. GEC custodians will frequently check the sanitation stations and refill them as needed. GEC sanitation stations are labeled and include the following items: hand sanitizer, disinfectant wipes, and tissues.

The custodian cleaning schedule is outlined on pages 21-22 of the Health and Safety plan for each day. The cleaning schedule includes daily cleaning protocols and increased frequency of cleaning of high touch areas.

Additionally, the GEC Health and Safety Plan includes health and safety protocols for GEC staff. GEC staff will be responsible for daily cleaning protocols for their workspace and classrooms throughout the day. This is to help ensure high frequency areas are kept clean. Students will also be given instructions for their roles in the cleaning protocols. Each private office and classroom will be provided a pre-diluted neutral infection bottle and clean microfiber cloth to use for periodic wipe downs throughout the school day. The custodian is available to clarify any questions regarding product usage and will provide the proper dilution of disinfecting solution. Additionally, as stated above, each private office and classroom will be required to have an identified sanitation station. GEC custodian staff will check on the supplies in each station area to ensure they are ready for the next day.

GEC staff cleaning responsibilities and the schedule of responsibilities is outlined on pages 21-22 of the GEC Health and Safety Plan.

- 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.**

GEC's response protocols are listed on pages 24-29 of GEC's Health and Safety Plans. We will be following OSSE's guidelines on how to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive.

The protocols, as listed on page 28 of GEC's Health and Safety Plan state:

In the event of a **confirmed COVID-19 case in a student, staff member, or essential visitor**, GEC will follow the guidelines set form by DC Health Guidance ([Microsoft Word - Cleaning and Disinfection of Community Facilities COVID 19-DC Health Guidance.docx](#)) as well as the cleaning and disinfection guidance from the CDC ([Cleaning and Disinfecting Your Facility | CDC](#)).

- If the COVID-19 positive individual has been in the school building with **the past 24 hours**, GEC will clean and disinfect the area(s) where the sick individual has been. GEC will close off all 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 school, the cohort will be dismissed, and the room vacated as soon as possible.
 - 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 individual has not been in the facility that day, then the cohort can remain in the school.
 - If the COVID-19 positive individual has not been in the building that day, then the cleaning will wait until the end of the day.
 - Once the room is vacated, after several hours have passed, a deep cleaning and disinfection of the full classroom and any other spaces (including shared spaces such as bathrooms or common areas) or equipment which the sick individual was in contact with will be cleared.
 - All staff participating in the cleaning process will wear a face mask and gloves.
- If it has been **more than 24 hours but less than 3 days** since the COVID-19 positive individual was in the building, GEC will clean any areas where the individual has been. Disinfection is not necessary.
- If it has been **more than 3 days** since the COVID-19 positive individual was in the building, no special cleaning and disinfection procedures are needed. GEC will follow routine cleaning and disinfection procedures.

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

GEC's plan to ensure adequate and available supplies are available to support healthy hygiene practices is outlined on pages 7-8 of the GEC Health and Safe Plan. GEC's Office Manager and custodian team will conduct a weekly inventory of supplies to determine the need to order any extra PPE and/or sanitation supplies. Additionally, in the Appendix of the Health and Safety Plan, the custodian checklist can be found.

Our custodian policies confirm that all custodians will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Additionally, GEC's custodian team lead conducts random checks at the school. Also, we have frequent communication between the custodian team lead and the GEC team to ensure the custodian protocols are being followed and carried out.

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.

GEC's plan to perform necessary maintenance to ventilation and water systems and features so they are ready for use and occupancy and are adequately maintained throughout the operating period include:

- Weekly meetings with our building management team to ensure all required standards are upheld and maintained.

Also, as stated on page 4 of GEC's Health and Safety Plan:

GEC will work in partnership with GEC's landlord at 1776 G Street, NW, DC on the following facility related actions to protect staff and students and slow the spread of COVID-19.

- Ensure ventilation systems operate properly and all filters are changed.
- Ensure adequate hot water is available in bathrooms and sinks.
- Share additional measures and reopening plans created by the World Bank with GEC staff as they are made 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.**

GEC will follow the protocols listed in the return to school criteria for students and staff table on pages 16-20 of GEC's Health and Safety Plan. Additionally, GEC will follow the policies and protocols listed on pages 8-16 in the daily health and safety screenings for all students and staff in GEC's Health and Safety Plan. These policies and protocols comply with the requirement to not admit or dismiss any student, staff member, or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance.

Additionally, GEC's policies and procedures to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting is outlined on pages 24-29 of GEC's Health and Safety Plan.

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 Chelsea Kirk, Executive Director of GEC in collaboration with Nicholas Paczkowski, GGW's Director of Safety and Loss Prevention. 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 with the support of GGW's team.

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 on the same day that GEC receives written confirmation from a medical provider of a positive COVID-19 test or diagnosis.

If a student or staff with a pre-existing health condition that presents with specific COVID-19-like symptoms, and if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19, the student or staff person will not be excluded. Ensuring that all staff and students are on-site as often as possible is important. 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 excluded. In some cases, the COVID-19 POC may seek the counsel of a healthcare provider.

Additionally, on pages 37-40, in the Appendix of GEC's Health and Safety Plan, draft letters for various scenarios can be found that will be sent out swiftly to the community.

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

GEC will use GEC's daily screening questions, outlined on pages 8-16 and also on page 34 of the Appendix in GEC's Health and Safety Plans.

GEC's COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Updated Final DC Health Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (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](#). All of GEC's reporting procedures to support DC Health with contract tracing in the event of a positive case of COVID-19 are also outlined in GEC's Health and Safety plan on pages 27-29.

If DC Health requests assistance from GEC in contact tracing, GEC will provide the support that is

requested.

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

The school has a communication with families, students, and staff protocol as outlined in GEC's Health and Safety Plan on pages 25-27 of GEC's Health and Safety Plan. Additionally, the communication letters are also found in the Appendix on pages 37-40 of GEC's Health and Safety Plan. These communication with families, students, and staff protocols are 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 and/or the impacted individuals within the cohort of the positive case. The COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person's cohort may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

GEC 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. GEC also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting. Additionally, GEC commits to following all DC Health guidance when it comes to dismissals after a positive COVID-19 case.

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. Additionally, for any students or family members who might need language supports or translation supports, they will be provided by the school. GEC commits to updating all communication resources with next steps and updates as well as providing regular trainings to students and families about protocols and communication expectations.

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.

Currently, GEC is not planning to conduct COVID-19 testing on site for symptomatic or asymptomatic students and/or staff.

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.

GEC is supporting eligible students, staff, and family members to get vaccinated by hosting a vaccine clinic in partnership with Howard University. GEC will host the vaccine clinic with the Pfizer vaccine on Tuesday, July 13th for the first vaccine dose and Tuesday, August 3rd for the second dose. Throughout the end of the school year (which ends on July 8th), GEC will be communicating with students and staff about the event and encouraging participation. Additionally, GEC constantly encourages participation about community-based vaccination opportunities through posting flyers and events on all social media, our website, and our Teams all-school page. GEC also plans to host Town Halls, discussions, and events around the positives of vaccination and open forums for question and answers about the vaccine. GEC plans to bring in medical professionals and extra resources to support scheduled events and upcoming events. GEC also has a vaccine resource tab on our website: [COVID-19 Vaccine News and Information - Goodwill Excel Center](#). If the July 13th vaccine clinic is a success, GEC will plan to host additional vaccine clinics throughout the school year.

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.

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

- Providing opportunities to request waivers/adjustments/reasonable accommodations.
- Providing increased communication to students and families with a disability to support their understanding of the medical waiver process and any additional support needed.
- Providing both learning supports and language supports where needed to ensure all students with disabilities or language needs have access to all communication, materials, and resources.
- Providing a clear process to determine if a requested accommodation is appropriate that is facilitated and managed by our Director of Special Education.
- Where relevant, identifying students who need specific accommodations and working with the student and/or family to determine the next steps and potential needs.

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.**

GEC will provide an all-staff health and safety training at the beginning of the school year in August during the professional development week. There will be a required health and safety quiz (on Microsoft Forms) that all staff must pass to show full understanding of the health and safety policies and protocols for the year. Quiz results will be kept on file. The health and safety training will be facilitated by the Executive Director, Human Resources, and General Counsel to all GEC staff. The training and the quiz are required by all staff and will take place in August and again in January. As guidance updates and the health and safety plan is revised, updates will be provided to GEC staff in scheduled Town Halls and extra trainings will be scheduled as needed.

The topics that the training will cover, include:

- Daily health screenings and entry procedures for students, staff, and essential visitors
- Physical and social distancing protocols in GEC spaces
- Cleaning, disinfecting, and sanitizing protocols for GEC staff and custodians
- Hygiene protocols
- Face mask protocols
- Return to work criteria / exclusionary criteria
- Response protocols
- Communication protocols
- Staff leave policies and protocols

The trainings will be delivered in a virtual training platform with synchronous facilitation. A recording of the training will be available for anyone who needs to review the training. The Executive Director in collaboration with the School Directors and the Administrative Coordinator will monitor the completion and passing of the required health and safety trainings and quizzes. Any new staff member will receive the health and safety training as part of their new hire orientation programming.

GEC students will be trained on the health and safety protocols in several different ways. For returning students to GEC, Town Halls will be held and facilitated by the Executive Director, School Directors, Office Manager, and other members of the Leadership Teams to relay the key policies and protocols. The Town Hall will focus on the following topics:

- Daily health screenings and entry procedures for students, staff, and essential visitors
- Physical and social distancing protocols in GEC spaces
- Cleaning, disinfecting, and sanitizing protocols for GEC staff and custodians
- Hygiene protocols
- Face mask protocols
- Return to work criteria / exclusionary criteria
- Response protocols
- Communication protocols
- Staff leave policies and protocols

All students will receive a copy of the health and safety plan in their email. Also, the health and safety plan will be posted on the GEC all-school Teams wall for students to access as well. Additionally, Academic Success Coaches will check with their caseloads to ensure all students have a copy of the health and safety plan.

For new students, GEC will incorporate the same communication in the Town Hall into new student

orientation sessions. The new student orientation sessions are facilitated by members of the Leadership Team and the Enrollment Team. In addition to the content covered in new student orientation sessions, they will also include the following topics:

- Daily health screenings and entry procedures for students, staff, and essential visitors
- Physical and social distancing protocols in GEC spaces
- Cleaning, disinfecting, and sanitizing protocols for GEC staff and custodians
- Hygiene protocols
- Face mask protocols
- Return to work criteria / exclusionary criteria
- Response protocols
- Communication protocols
- Staff leave policies and protocols

During their intake assessments with new students, Academic Success Coaches will ensure all students have reviewed the health and safety protocols. All new students will receive a copy of the health and safety plan in their email after orientation. New students cannot matriculate into GEC without attending the required orientation session.

If the health and safety plan is updated with any updated guidance, GEC will schedule community Town Halls to share updates and communicate any changes to the health and safety plan to the student community. Additionally, letters will be sent out to GEC students with any updates and all updates will be sent to GEC students in their email, posted on social media as well as the GEC website, and posted on the all-school Teams page.

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.

GEC will monitor the staff implementation of the health and safety plan at each campus by completing a staff audit after the August and January trainings and quizzes to ensure all current staff are up to date on their training and complete and pass the quiz. School Directors for each site will lead this compliance effort in collaboration with the Executive Director and the Administrative Coordinator.

Additionally, GEC will monitor the student implementation of the health and safety plan at each campus during the orientation process and throughout each academic term. For new students, GEC health and safety overview and training will be part of the new student orientation process.

Also, for any new staff members, health and safety training will be part of the new staff orientation process.

The health and safety plans outlined here will be monitored by the Executive Director and School Director daily. If GEC (at each campus when it moves to two campuses in May) is not following the outlined protocols and procedures, re-training and extra communication will take place. Plans will be developed as needed based on daily observations and trends. GEC understands the importance of the health and safety plans and will work to adhere to and uphold the plans.

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

GEC will monitor the staff implementation of the health and safety plan at each campus by completing a staff audit after the August and January trainings and quizzes to ensure all current staff are up to date on their training and complete and pass the quiz. School Directors for each site will lead this compliance effort in collaboration with the Executive Director and the Administrative Coordinator.

Additionally, GEC will monitor the student implementation of the health and safety plan at each campus during the orientation process and throughout each academic term. For new students, GEC health and safety overview and training will be part of the new student orientation process.

Also, for any new staff members, health and safety training will be part of the new staff orientation process.

The health and safety plans outlined here will be monitored by the Executive Director and School Director daily. If GEC (at each campus when it moves to two campuses in May) is not following the outlined protocols and procedures, re-training and extra communication will take place. Plans will be developed as needed based on daily observations and trends. GEC understands the importance of the health and safety plans and will work to adhere to and uphold the plans.