

SY 2021-22 LEA Health and Safety Plans

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LEA Type: Pre-K;Elementary;Middle 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 full 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.**

Masks:

- All people (adults and children over the age of 2) will wear non-medical face coverings or face masks at all times while in the school building except:
 - except:
 - Children under the age of 2.
 - children during naptime.
 - Anyone unconscious or unable to remove the mask without assistance.
 - Anyone who has significant trouble breathing when wearing a mask.
 - Alone in a room
 - While eating; or
 - If they have a medical, developmental, or psychological condition that limits their ability to wear a face covering.
- Anyone who arrives without a mask to the building will be provided a disposable mask.
- Staff or Service Providers 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 and are onsite for scheduled related services or evaluation.
- Parents/guardian will wear face masks for drop-off and pick-up.

Ingenuity Prep will ensure that we provide all of the necessary supplies to put these measures in place, including providing access to reusable masks for all staff members, visitors and students occupying the building.

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.

Ingenuity Prep will restrict access to the building for staff and visitors who are unwillingly to wear a mask. Ingenuity Prep students that refuse to wear masks will be sent home unless the student has a disability that interferes with mask wearing.

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.

Ingenuity Prep will follow the space specific guidelines, below:

Classrooms

- All student desks will be spaced 3 ft apart in classrooms.
- Teacher and student desks will be space 6 ft apart.
- Desk will all face one direction.

Common Spaces

- Staff will follow social distancing in the staff room by maintaining 3 ft of distance between each other.
- Staff members will not congregate in the staff room.
- Staff rooms are designated for copier usage, food storage and preparation, & prep work.
- All eating will take place in offices and classrooms.

Arrival & Dismissal

- Arrival procedures will maximize the number of entrances available while accounting for the number of staff available for arrival.
- Arrival and dismissal will use 2 designated entrances.
- Staff will monitor the flow at each entrance and usher students in to ensure there is not a line. If a line forms, staff will ensure students are maintaining 3 ft of social distancing.
- During dismissal, students will be guided to head directly home to prevent any congregating.
- Teachers waiting for students to be picked-up will maintain 3 ft of physical distance between students.

Lunch in Classrooms or Cafeteria

- When eating, students will maintain 3 ft of distance between each other.
 - Students and teachers will maintain 6 ft of physical distance when eating.

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.

Ingenuity Prep will group students by their homeroom/advisory during all school day activities. To accommodate before and after school activities, students will be in mixed groups. In all instances feasible, teachers will ensure 3 ft of physical distance between students.

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.

Hand Sanitation

- Hand sanitizing stations will be outside each arrival/dismissal door.
- IP will reinforce with staff and students the proper handwashing strategies that include washing with soap and water for at least 20 seconds when possible. If not possible, IP will reinforce the use of hand sanitizer that is at least 60% alcohol.
 - Emphasizing key times for hand hygiene
 - Before and after eating food
 - Before and after group activities

- After going to the bathroom
- Before and after putting on, touching, or removing face masks or touching your face
- IP will encourage staff and students to cover coughs and sneezes with a tissue when not wearing a mask.
 - Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds
- To increase hand hygiene, Ingenuity Prep has installed no touch hand sanitizer dispensers throughout the building.

- 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.**

Adequate Hygiene Supply Availability

- All common spaces will be restocked with supplies including but not limited to tissues, soap, hand sanitizing wipes, surface wipes, paper towels and hand sanitizer mid-week.
- All common spaces will have grab and go supply stations for staff access.
- Classroom supplies will be restocked as notified by the teacher.
- All bathrooms supplies will be restocked daily.

- 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.**

PPE Acquisition and Distribution

- All necessary personal protective equipment will be purchased by August 2021.
 - Adequate inventory will be maintained throughout the year.
- Ingenuity Prep will continue require masks inside the school building for all staff, visitors and students through December 2021. The mask requirement will be revisited for January 2022.
- Masks and other required personal protective equipment will be distributed during SY21-22 staff training.
 - Ingenuity Prep will follow DC Health guidelines detailing personal protective equipment by position.
- Throughout the year, all staff will have access to personal protective equipment materials at the grab & go stations in the staff lounge.
- Staff will receive a training on all personal protective equipment required by position and personal protective equipment policies for students and visitors.
 - PPE by position will be distributed during SY21-22 staff training and can be

replaced as necessary by staff.

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).**

One of our main priorities is to ensure a safe building environment for our school community. The protocols Ingenuity Prep has put in place meet or exceed all of the requirements from local health authorities and conservatively interpret the suggested, but not required guidance from those authorities. Our plan is predicated on the idea that to be truly successful, cleaning must be a team effort and therefore is a responsibility of all members of our school community. Extensive daily cleaning will help to keep all building occupants safe and decrease potential spread of the virus. Daily cleaning will be the responsibility of the following groups:

- Office Occupants
- Room Occupants
- Classroom Teachers
- Busy Bee Cleaning Team/Ingenuity Prep Operations Team

Cleaning Routines

- All high touch surfaces such as light switches, handles, doorknobs, etc. will be cleaned daily.
- Staff lounge appliances (microwave, coffee maker, water cooler, toaster oven) will be wiped once a day.
- Staff lounge refrigerators will be wiped nightly.
- All classrooms, offices, bathrooms and common space will be cleaned daily.
 - Bathrooms (staff and students) will be cleaned 2x during school hours.
- Signage will be placed in all classrooms and common spaces detailing staff of cleaning protocols.

- 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.**

Cleaning and Disinfecting Protocols - Staff Develops COVID-19 Symptoms While in School

- All rooms where the individual with COVID-19 symptoms entered for more than 15 mins will be closed, cleaned and disinfected.
 - A deep cleaning and disinfection of all spaces or equipment in which the ill individual was in contact will be completed. This includes the isolation room after use by an ill student or staff member.
 - Once the room is vacated, staff will wait as long as possible before entering the

- room to clean and disinfect (at least several hours).
 - During cleaning and disinfection, when feasible air circulation will be increased by the use of fans or adjusting the HVAC settings.
 - Staff will wear a face mask and gloves for all steps of the cleaning and disinfection process.
- When disinfecting, Ingenuity Prep will follow these guidelines:
 - If the disinfectant product label does not specify that the product can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
 - Use Environmental Protection Agency (EPA)-approved disinfectants effective against SARS-CoV2 (COVID-19).
 - When feasible, preference should be given to products with asthma-safer ingredients (e.g., citric acid or lactic acid), as recommended by the US EPA Design for Environment Program.
 - When EPA-approved disinfectants are not available, diluted household bleach can be used if appropriate for the surface. For detailed information see the CDC's Household Cleaning & Sanitizing.
 - Keep the surface wet with the disinfectant for the full amount of time recommended on the product label.

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

Cleaning supplies and gloves will be maintained by the operation team and Busy Bee (cleaning contractor). Gloves will be readily available in all classrooms. All staff lounges will also have gloves at the grab and go station. During staff training, staff will be informed that gloves should be worn when cleaning. Busy Bee (cleaning contractor) will be informed that their staff should wear gloves when performing all cleaning duties.

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.

The following measures have been taken and will continue to be taken to ensure our buildings ventilation is prepared support health and safety:

- Monthly replacement of all filters with Merv-11 or 13 filters (depending on the size of your unit) to increase air-filtration.
- Allow the dampers on our “boiler/chiller” combo system to remain open to allow as much fresh air as possible to feed into the Daikin systems (indoor units).
- Monthly air and water flushes throughout the building
- Portable air purifiers will occupy each classroom and office in the building.
 - Currently, they occupy classroom and offices in use for our limited summer school in-person program.

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.**

Ingenuity Prep will following steps for various school community members who are determined to have a positive COVID-19 steps:

Staff

- Staff will self-monitor health for COVID-19 symptoms.
- All staff are required to share results of a positive COVID-19 test with HR and will not be allowed access to the building.
- If a positive test is discovered during the school day, the staff member will immediately leave the building.
 - Once the staff member has left, proper cleaning and disinfection protocols will begin.
 - DC Health will be contacted to begin the COVID-19 case process.

Students

- Families will be asked to monitor their student’s health daily and keep students home if they present COVID-19 symptoms.
 - Ingenuity Prep will continue family education on COVID-19 symptoms to ensure families are properly informed.
- All staff will receive a daily email indicating student absences/no access, due to a positive COVID-19 test.
 - When notified that a student has tested positive for COVID-19, the student will be flagged in our student health portal, which all staff have access to.
- If a student’s positive test is discovered during the school day:
 - Student will be taken by a staff member to the isolation room while family is being notified to pick-up student.
 - Student will immediately put on a face or surgical mask.
 - Monitoring staff member will comply with all PPE requirements and social distancing protocols.
 - Student’s cohort will be dismissed as soon as possible.
 - DC Health will be notified to begin the COVID-19 case protocol.
 - Students will return to school once the return criteria is met.

Visitors

- All visitors must complete a health screening to gain access to the building.
- All visitors who fail the health screening will not be allowed into the building.

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.**

Ingenuity Prep has identified the Director of Operations as the point of contact for all student, contractor, and vendor positive COVID-19 cases. The Director of Operations is also the point of contact to ensure students with pre-existing health condition have access to the building. All staff cases are reported to the HR Manager. The Chief Financial and Operations Officer is responsible for notifying for DC Health when a positive COVID-19 case is detected and is there point of contact, thereafter.

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

Ingenuity Prep will provide DC Health with necessary contact information, details surrounding all reported positive COVID-19 cases and outreach support, as requested. The Chief Financial & Operations Officer is the main point of contact for DC Health.

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

Ingenuity Prep has communication protocols in place to inform our school community of positive COVID-19 cases while also ensuring the privacy of individuals.

School Community Communication

- Email notification is sent to the school community detailing:
 - Type of school community member that test positive (staff member, contractor or student)
 - Grade(s) impacted
 - Any necessary actions for the staff and students in the school community
 - Quarantine length
 - School Closure length
 - Testing recommendations and locations
 - Ingenuity Prep health and safety next steps
 - DC Health communication and notification that DC Health may be contacting families regarding positive cases
- Text message notifications are also sent to families to direct them to our positive COVID-19 case email.

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.

Ingenuity Prep will follow the testing protocols below for staff and students:

2021- 2022 Staff COVID-19 Testing Protocol

- All unvaccinated staff members will be tested on a bi-weekly basis at Ingenuity Prep.
- Our testing provider is on-site and provides results with 48 hours of testing.
- All positive cases are reported to DC Health by the Chief Financial and Operations Officer.

2021- 2022 Student COVID-19 Testing Protocol

- Ingenuity Prep will participate in a surveillance pooled testing program administered through Children’s Health via the on-site school nurse.
 - Pooling samples involves mixing several samples together in a "batch" or pooled sample, then testing the pooled sample with a diagnostic test. This approach increases the number of individuals that can be tested using the same amount of resources.
 - During informational sessions and flyers, families are encouraged to participate in the program.
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Student Testing

- Depending on the student’s age, they are escorted to testing by an Ingenuity Prep staff member or dismissed to testing by a teacher.
- The nurse administers the COVID-19 test and the student returns to class.
- Results are reported through a portal 3-5 business days after testing.
- All positive cases are reported to DC Health, staff and students according to DC Health and Ingenuity Prep protocols.

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.

Ingenuity Prep plans to support staff and student vaccinations through the following mechanisms:

- Education
 - Social media posts with vaccination facts and locations where the COVID-19 vaccine is administer
 - Flyers distributed at in-person events and sent home with students containing vaccination facts and locations where the vaccination is administer
 - Family forums including a section to discuss the COVID-19 vaccine and answer community question
- Health Care Support
 - Identifying on-site COVID-19 vaccination clinics opportunities
 - Partnering with current COVID-19 testing provider to determine vaccination education session opportunities

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.

Ingenuity Prep will work closely with our special education educators to ensure that students with disabilities are following health and safety protocol to the best of their ability. When necessary, students may be accessed to determine if their disability is a hinderance following the health and safety protocols.

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.**

Ingenuity Prep will deliver training and technical assistance on all health and safety policies regarding safely reopening schools in a number of different modalities including virtual meetings, flyers/memos, website and social media postings and email. The topics that will be addressed include but are not limited to: staff, classroom, lunch, recess and cleaning health and safety procedures, and arrival and dismissal procedures.

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.

Ongoing Plan Monitoring

Ingenuity Prep plans to have the following in place to continuously monitor our health and safety plan:

- Weekly operations team meetings led by the Director of Operations will monitor health and safety plan execution.
 - The operations teams will also monitor health and safety systems for necessary adjustments throughout the school year.
 - Immediate changes will be communicated to the school staff via email from the Director of Operations.
- Weekly stepback meetings with the Director of Operations and Chief Financial & Operations Office to assess protocol adherence, systems check-ups and next steps to ensure 100% of protocols are followed.
 - All necessary information, action steps and corrective actions from the stepback meeting will be disseminated to the school's Senior Leaders and broader community.
- Bi-weekly Executive Team meetings to discuss organizational level changes to the health and safety plan, as needed and how to prepare stakeholders for those changes.

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

Ingenuity Prep plans to inform stakeholders in our community about our health and safety policies and procedures in the following ways:

Students

- In classrooms during the first week of school, all students will be informed of Ingenuity Prep health and safety procedures via a presentation led by our staff.
 - Students will understand the reasons for our health and safety protocols and what they look like in practice.
 - Students will know who to direct questions to if a protocol cannot be followed.
 - Students will understand what to expect if the protocols are not followed.

Staff

- In August, all staff will receive robust training on all health and safety policies at Ingenuity Prep.
 - Training will include written materials and on-site simulations to maximize an understanding of all policies and procedures.
- Updates to health and safety policies will be communicated via email and/or presentation to all staff members.

Families

- Families will receive information via memo at Back to School Night detailing our most important health and safety policies and procedures and what to expect should these policies and procedures not be followed.
 - An accompanying email will support the memo.
 - The website will be updated also with this key information.
- During the first week of school, families will receive a flyer/memo detailing the expectations discussed with students that week regarding health and safety protocols.
- All updates to the health and safety policies and procedures will be communicated with families via email.

Visitors

- Visitors will be informed of key health and safety policies and procedures via our health screening application and via the School Operations Associate during check-in.