

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: Inspired Teaching Demonstration PCS**

**LEA Contact: Deborah Dantzler Williams**

**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 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.**

At the Inspired Teaching Demonstration School (ITDS), all students, staff, and visitors, including those who are fully vaccinated, will be required to wear a non-medical face covering or mask at all times while on school grounds and at school-related activities. Face coverings or masks with exhalation valves or vents must NOT be worn in the school. Masks must cover the mouth and nose fully.

Masks are *not* required:

- By children under the age of 2.
- During breakfast, snack, and lunch.
- During naptime.
- By anyone who has trouble breathing, or anyone unconscious or unable to remove the mask without assistance.
- In an enclosed office that no one else is permitted to enter.
- When giving a speech for broadcast or an audience, provided no one is within 6 feet of the speaker.
- When speaking to or translating for a deaf or hard of hearing person.
- When required to use equipment for a job that precludes the wearing of a mask and the person is wearing or using that equipment.

Ensuring the safe and correct use of clean face coverings:

- Students and staff should have multiple cloth face coverings; ITDS will provide if needed.
- Staff and students will exercise caution when removing the covering, storing it out of reach of other students, and washing hands after removing it. Best practice recommends placing it in a plastic bag after removal and replacing it immediately with another clean face covering.
- If a student or staff member tampers with the face covering of another student or staff member, it should be removed immediately and replaced with a clean one.
- Student face coverings should be labelled with names or initials to avoid confusion or swapping.
- Correct usage of the mask (covering mouth and nose) will be reviewed with students; signs are posted about how to wear a mask correctly; and reminders will be given to those who need them. While all staff members share the responsibility to provide reminders and correct directions for how masks should be worn and handled, designated staff members will monitor and provide oversight to maintain adherence to these requirements.

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. Those who do not wear a mask properly will be corrected.

### 2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

For students who refuse to wear a face covering at all times, or who are not wearing one correctly, the following procedure will be followed:

- Verbal and visual reminders
- Removal from the classroom or community space to receive guidance/explicit instructions from appropriate staff regarding how the face mask must be worn
- The student's family will be contacted and requested to inform the student of school requirements regarding mask wearing
- Student/family conversation/conference to develop appropriate plan to ensure student will wear face mask
- Exclusion from classroom/building (last resort and only in extraordinary circumstances and when exclusion does not violate any documented special education needs/accommodations); family pick-up required

For staff who refuse to wear a face covering appropriately at all times, the following procedure will be implemented:

- Verbal and visual reminders
- Conversation with supervisor; develop corrective plan of action
- Documentation in personnel file of refusal to abide by school policies
- Denial of entry and/or removal from school building

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

- Verbal and/or visual reminder
- Denial of entry and/or removal from school building

**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.**

While we are encouraging all staff and all eligible students to be vaccinated, and we will continue to require masks at all times at school, ITDS will also support physical distancing within the school building as follows:

In classrooms:

- Student desks/work spaces will be organized to provide at least 3' distance between students and 6' from the teacher(s)
- Kindergarten - 8th grade will primarily have individual desks rather than shared tables
- Preschool and Prekindergarten classrooms will have a mix of tables (limited number of students), carpet squares, standing areas, and chairs
- Plexiglass dividers will be available for use in limited circumstances where an additional barrier is warranted or appropriate distancing is unavailable.
- Small group instruction will take place in hallway learning nooks outside the regular classroom, or in divided larger common areas to make space for appropriately spaced desks inside classrooms
- Classroom furniture will be limited to student desks and chairs, and approximately 3 shelving units; all other furniture will be stored outside of the classroom or placed in spaces designated for instructional use
- Students will keep personal belongings at their desks; use of cubbies and lockers will be limited (if used, students will go to them at staggered intervals to avoid crowding)

- Classrooms will not have a large carpet for whole class meetings/gatherings. Teachers will use alternative seating or standing for class meetings/gatherings

#### In common spaces:

- Any use of common spaces will be structured and set up such that 3' between students will be maintained (i.e. dividers and tables/chairs that meet the standard)
- Hallways are at least 6' wide; social distancing signs and stickers will remain; students in hallways at same time will walk in lines at either side of hallway to maintain distance (floor stickers are in place to guide students about physical distancing)
- Stairwells have an 'up' side and a 'down' side. Stickers and signs will be placed as reminders

#### At arrival:

- Up to 3 entrances will be used for arrival, based on grade level and where students are headed (i.e. first floor, second floor, third floor) to minimize and guide traffic in hallways and stairwells
- Student arrival time will be staggered to minimize cohort crossing; families will choose which window (Group A or Group B during which to arrive):
  - 8-8:15: Family group A (use 3 doors based on grade)
  - 8:15 - 8:30: Family group B (use 3 doors based on grade)
- Breakfast will be served in a grab-and-go fashion. In order to follow the guidance to ensure 6 feet distancing when eating, we will use a combination of an option to eat outside, designated spaces in the building where 6 feet can be maintained, and breakfast in the classrooms where distancing can be maintained.

#### At dismissal:

- We will have at least 2 dismissal windows by grade, and use 2 separate dismissal doors:
  - Preschool/PK/K (1 door): 3:15-3:30
  - 1st - 4th (1 door): 3:15 - 3:30
  - 5th- 8th (2 different doors): 3:30 - 3:45
- We will use the SchoolPass app to manage dismissal: this allows students to be individually called for dismissal when the family member arrives. Teachers receive a message to send a student down when their family member is present. This prevents large groups of students from being in the hallways or stairwells at the same time.

#### Use of bathrooms:

- Preschool - Kindergarten will use the bathrooms in their classrooms
- We will create a bathroom schedule for 1st-8th grade, maximizing all bathrooms in the building. Some classrooms will have a dedicated bathroom and others will have a schedule identifying which bathroom to use during specific blocks of time; bathroom schedules will be displayed on each bathroom and in each classroom.

#### At lunch:

- We will use a combination of students eating in their classrooms and eating in the cafeteria to ensure all students are at least 6' apart during lunch. We anticipate half of our students will eat in the cafeteria during multiple lunch periods; the other half will eat in their classrooms. We are also looking to purchase picnic tables so that some students can eat outside, weather permitting

#### At recess:

- We will use all outdoor space (front playground, back field, back playground) available to spread

students out during recess. We are working with DPR to secure necessary permits for the Edgewood field.

- Students will have assigned recess areas (i.e. near end zone, far end zone), and students will not be allowed to cross cohorts during recess

General policies:

- We will not have any assemblies or multiple cohort gatherings until health guidelines confirm this is safe
- Social distancing signs will be posted throughout the building
- Floor stickers to provide a visual cue for social distancing are in hallways and in classrooms, as needed
- All staff members are expected to monitor and support required distancing inside and outside of the building

**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.**

ITDS plans to create cohorts by grade level — we have 2 classes (approximately 50 students) at each grade level. While we intend to limit mixing between the 2 classrooms at each grade level, we do anticipate that in order to provide teacher planning, breaks, and appropriate supervision during lunch and recess, there may be times when adults move between the 2 classrooms, or students are sharing a common indoor or outdoor space. We may also allow for some cross-grade mixing for extracurricular activities; this will be determined based on the guidance provided to schools in August.

To limit cohort mixing, we may implement the following procedures:

- Staggered arrival and dismissal times
- Use of multiple doors for arrival and dismissal
- Designated and/or scheduled bathroom use
- Breakfast in the classroom
- Lunch in classroom or outside with alternating recess times and/or limited number of students in the cafeteria
- Classrooms will move through the building only with an adult and in socially distanced lines moving according to distance and direction floor stickers

**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.**

Our policy for handwashing and respiratory etiquette is as follows:

- We will reinforce frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds.
- We have hand sanitizer that contains at least 60 percent alcohol throughout the school (dispensers are in every classroom, common areas, and office suites; individual bottles are also available).
- Tissues will be available throughout the building.
- Students and staff will 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 during which students are using objects that may be used by others;
  - After going to the bathroom;
  - After removing gloves;
  - After blowing noses, coughing, or sneezing.
- Students and staff will be taught and encouraged to engage in practices that support respiratory etiquette, including covering coughs and sneezes with a tissue or the elbow, if a tissue is not immediately available. Used tissues will be thrown away immediately, and the person will be instructed to wash their hands for at least 20 seconds, or use hand sanitizer.

**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 have hand sanitizer dispensers in all classrooms, common areas, entrances, and office suites; we will also have tissues in all classrooms and offices. We have a section in our open supply room of bottled sanitizer, tissues, and cleaning products. We do daily and weekly supply checks. Bathrooms will have paper towels, which are checked and restocked throughout the day by the day porter and 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.**

ITDS is committed to ensure that everyone has easy and free access to the PPE they need.

We have individual PPE “kits” throughout the building, including all classrooms, isolation rooms, the front lobby, and arrival stations; these are replenished throughout the day as needed. PPE kits contain the following:

- Masks
- Gloves
- Disinfectant wipes
- Hand sanitizer
- Face shields
- Non-contact thermometers

We have a fully stocked PPE area for staff to use as needed, located in the first floor supply room. Staff may take as needed:

- Hand sanitizer
- Hand soap
- Disposable adult masks (boxes of 50 or individual bags of 8)
- Disposable kid masks
- Gloves (size S, M, L)
- Disinfectant wipes (clorox & alcohol)
- Disinfectant spray

- Face shields (adult and kid size)

Additionally, staff may have the following, upon request:

- Reusable cloth masks
- N95 masks
- Transparent window masks
- Larger bottles of hand sanitizer
- Coveralls
- Plexiglass dividers for desks

## 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).**

The school will regularly clean, disinfect, and sanitize surfaces, toys, and materials per DC Health's *Guidance on Cleaning and Disinfecting*. The school will adhere to the following:

- BusyBee cleaning staff will continue increased daily cleaning of high-touch surfaces in common areas and in classrooms, offices, and conference rooms. We have hired an additional Day Porter to ensure that frequent cleaning happens regularly throughout the day.
- Throughout the day, Day Porters clean and disinfect surfaces and objects that are frequently touched; this happens at least twice/day: Day Porters complete rounds during the day and the night crew completes rounds for the whole school every evening. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops, handrails, elevator keypads). Floors are disinfected every evening.
- There are signs in every classroom reminding staff of cleaning protocols; staff may choose to wipe down tables, chairs, and door knobs during the day.
- To the greatest extent possible students will not share pens, pencils, markers, crayons, etc.
- Toys that have been in children's mouths or soiled by bodily secretions will be immediately set aside. These toys will be cleaned and sanitized by a staff member wearing gloves before being used by another child.
- Machine washable toys should be used by only one child and laundered in between uses.

- 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.**

We will follow OSSE's guidance on how to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive. Our full cleaning and disinfection policy will be provided to staff and families in a School Year 2021-22 Covid-related Policies and Procedures Handbook. The protocols include:

If a student, staff member, or visitor **develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building**, ITDS will clean and disinfect the area(s) where

they have been.

- ITDS will close areas where the sick individual has been.
  - If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort will be dismissed and the room vacated as soon as possible.
  - The cohort will remain in the room until the end of the day in the following circumstances:
    - If an individual has symptoms but is not confirmed to have COVID-19; or
    - If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.
- Staff supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE best practices including wearing gloves and disposing of cleaning tools appropriately.
- Once the room is vacated, ITDS or Busy Bee personnel will wait as long as possible before entering the room to clean and disinfect (at least several hours). ITDS/Busy Bee will perform deep cleaning and disinfection of the full classroom and any other spaces or equipment with which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
  - During cleaning and disinfection, ITDS will increase air circulation to the area, as possible - likely with the use of an additional portable air filter.
  - Staff will wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff should also follow additional PPE best practices.

If a student, staff member, or essential visitor **develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days**, since the individual was in the school building, ITDS will clean any areas where the individual has been; special disinfection procedures will not be necessary.

If a student, staff member, or visitor **develops symptoms of or tests positive for COVID-19 and it has been more than three days** since the individual was in the building, no special cleaning and disinfection procedures will be done, and the school will follow routine cleaning and disinfection procedures.

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

The vast majority of our cleaning and disinfection is done through our cleaning/maintenance vendor (Busy Bee) which provides two Day Porters and an evening cleaning crew. They provide all cleaning and disinfection supplies for their staff. All DC Health guidelines have been shared with Busy Bee; their staff wear masks and gloves while cleaning throughout the building, and their staff are regularly observed by ITDS full-time staff.

In addition, the school keeps a stock of various cleaning supplies including disinfecting wipes.

#### **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.**

##### **Ventilation**



ITDS engaged Setty & Associates International to conduct a thorough analysis and assessment of our school building. In 2020-21, ITDS installed MERV-13 filters in the primary HVAC units, boosted the outside air intake to the maximum fresh air exchange rate as possible, and placed portable HEPA/UV air filters in classrooms. Using the Wells-Riley Equation to project the estimated transmission risk in a typical classroom, Setty's analysis showed that our classrooms have a 4.5% transmission risk, below the target of 5%, and the currently occupied spaces (i.e. classrooms) have an air exchange rate of 6-7 air changes per hour when considering the outside air intake exchange and the portable filters together. For the coming year, we anticipate making additional adjustments to our system to ensure that the building-wide air exchange rate (not just classrooms) meet the air change per hour goals. This may include summer upgrades such as: installation of a UV-C light in a primary rooftop unit, large air purifiers for our large common areas including the Multipurpose rooms and the Commons, and overhead air purifiers and ductwork upgrades in the bathrooms. Additional recommendations for HVAC settings include disabling the demand controlled ventilation and running the systems 2 hours before and after occupancy.

Setty has also provided an additional detailed list of regular maintenance and HVAC system recommendations that we have shared with our landlord and building management company so that the regular maintenance, filter changes, and air flushing is completed and in a timely manner.

After any prolonged shutdown, ITDS will ensure all HVAC systems are working and the air has been circulated/flushed before re-opening.

## **Water System**

ITDS has been open with staff and students regularly in the building since January 2021, and will continue to have staff and students in the building throughout the summer. Prolonged shutdown and non-use of water systems is unlikely at this time. However, should a prolonged shutdown occur, the school will flush all water systems to clear out stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following CDC guidance and as described below:

- Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.
  - Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.
  - Care will be taken to minimize splashing and aerosol generation during flushing
- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

Drinking fountains are closed and locked; water bottle refilling stations are 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.**

ITDS will follow the following policies and procedures in response to a confirmed or suspected COVID-19 case:

- At the beginning of the year, and until such time as OSSE changes its requirement about not admitting individuals who meet exclusion criteria, staff and students will complete a daily health screen before arriving at school using the SchoolPass app; screening questions will be developed using OSSE suggested screening questions. Screenings will be checked for completion each morning. An alert is sent to school administrators when any person flags as meeting criteria for exclusion, which includes suspected or confirmed cases of COVID-19. School administrators and/or the ITDS COVID-19 Point of Contact will immediately contact the flagged individual to confirm the reason for exclusion and share Return to School Criteria. A database will be maintained of anyone who has failed the screening that includes the date they failed, reason for failure, how they meet return criteria, and projected return date.
- If a student, staff member, or visitor begins to show symptoms during the school day while at school, that person will be immediately removed and placed in one of the isolation rooms.
  - If staff or visitor, they will be sent home immediately and Return to School Criteria will be followed.
  - If a student, the nurse will conduct a rapid test, if possible; the nurse is not on-site at all times, and there are specific criteria that determine if a rapid test is warranted. Our intention is to do them in as many cases as possible. In all cases the family will be immediately notified for pick-up. Return to School Criteria will be shared with the family and followed.
  - If a rapid test is completed and the results are positive, the individual's entire cohort will be immediately dismissed; cohort will be advised to quarantine until otherwise advised by DC Health's contact tracing process.
  - If a rapid test is completed and the results are negative, cohort will remain; student will be required to receive a PCR test to confirm results and follow Return to School Criteria; DC Health guidance will be followed.
  - If no rapid test is completed, cohort will remain; student will be required to receive a PCR test to confirm results and follow Return to School Criteria; DC Health guidance will be followed.
- If ITDS learns of a positive COVID-19 case when the individual is not in school:
  - If the individual was in school during the infectious period, the cohort will quarantine while DC Health completes the contact tracing process.
  - If the individual was not in school during the infectious period, the cohort will not be asked to quarantine.

**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 Kate Keplinger, Chief Operating Officer. Ms Keplinger has been acting in this capacity for the last year, and staff and families know her and hear from her regularly in a variety of capacities; contractors and vendors know her as well. Her name will be in the School Year 2021-22 Covid-related Policies and Procedures Handbook and on the COVID-19 protocols section of the website.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health includes how staff, families, and vendors contact us when a member of our community has a positive test result. Ms. Keplinger is able to receive calls and emails throughout the day and into the evening hours. Ms. Keplinger may also proactively reach out to families of students, staff, and visitors who fail the daily health screen, who share information about travel or symptoms, who had symptoms or have been absent to inquire and confirm details. All confirmed reports will be shared with DC Health in a means that is requested by them.

ITDS will work to ensure that all staff and students are on-site as much as possible, and that excluding students and staff with similar symptoms but no underlying case must be avoided. To this end, our daily screening questions and information shared with staff and families about exclusion from school include information about how to confirm pre-existing symptoms that should not exclude them from school. In some cases, Ms. Keplinger 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.**

Our COVID-19 POC will report all positive cases and connect positive cases with DC Health, as described in the [Updated Final DC Health Guidance](#) from OSSE. The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POC will notify DC Health by submitting the online form on the DC Health COVID-19 Reporting Requirements website using the [Non-Healthcare Facility COVID-19 Consult Form](#).

We will use the SchoolPass app Wellness Check to help support DC Health's contact tracing, and, per OSSE guidance, we will store records for at least 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility.

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

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

The ITDS protocol to notify the community, as appropriate, about a positive COVID case is designed 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 the affected individuals within the cohort of the positive case, as well as a more general announcement to the whole community. 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 affected families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

The ITDS notification process and protocols are as follows:

- Notification to those staff and families of students in the same cohort with the individual and will state the current quarantine requirements (DC Health, not ITDS, will identify the close contacts and define who must complete the full quarantine);
- Notification to the entire school community that there was a COVID-19 positive case, those affected have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.
- Notification to all staff and families in the event of a change of school schedule.
- Notification will occur via email, with appropriate translation, as needed.
- Notification will include educational information about COVID-19, testing information, and other relevant information and referral information via [coronavirus.dc.gov](https://coronavirus.dc.gov).

To meet the needs of our diverse community, ITDS's School Year 2021-22 Covid-related Policies and Procedures Handbook will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. It will be emailed to families and available on our website.

## 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).**

Currently ITDS is participating in the School Health Services Program (SHSP) symptomatic student testing program which has our school nurse able to administer a rapid COVID-19 test if a student meets certain COVID-19 symptom criteria while at school. We intend to continue participation in this program.

ITDS may participate in the SHSP asymptomatic student testing program which tests a sample of students each week. We have also discussed options with District Urgent Care and their immunization/health/COVID testing programs for students; we will pilot an asymptomatic testing program with them during our summer school. Other options could be partnering with Curative or Elaine Ellis to provide regular asymptomatic student testing.

ITDS staff are participating in the at-home testing kit program through the DC Department of Health.

**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.**

ITDS is strongly supporting and encouraging eligible students and staff to get vaccinated. We believe over

70% of our staff are already vaccinated and we will work to learn about our students (we only have a small number of students who are currently eligible). We will continue to share eligibility and vaccine site information, vaccine information, and provide time-off for vaccine appointments outside of existing PTO. We have already shared and will continue to share the benefits of being vaccinated, including the ability to avoid quarantine after travel or COVID-19 exposure. We are exploring possible options to be a vaccine site, particularly when children under 12 become eligible.

**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.**

As ITDS implements its health and safety policies and procedures, special education staff will monitor the need to provide appropriate accommodations. ITDS teachers and staff will collaborate with the Speech Language Pathologist and Educational Audiologist to support students with language and hearing impairments in accessing instruction and communication with the use of masks and PPE. ITDS has offered, and will continue to offer, reasonable accommodations, waivers, and adjustments in relation to health and safety policies. For example, students with Autism Spectrum Disorders have had adjustments to on-site COVID testing policies based on parental input and disability profile. To date, no family has requested a mask waiver based on disability. However, the opportunity to request accommodations will be communicated in conjunction with each policy, as well as during school presentations. The necessity and appropriateness of requested accommodations will be determined based on available medical documentation, consultation with the requesting party (physician, family, student, etc.), and whether the proposed accommodation poses any health risk to others. ITDS will adhere to the most recent guidance related to EEO and ADA accommodations related to Covid-19.

**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)
Families	CEP plan	COO, Principals	July 2021
Staff	CEP plan	COO, Principals	July 2021

Classroom staff	Use of space, social distancing protocols	COO, Principals	August 11-20
Ops team	Arrival, Dismissal, hallway, lunch, recess duty expectations and policies	COO	August 11-20
Maintenance	Cleaning protocols	COO	August 11-20
All staff	Health screens, meal service, testing, daily schedule and required protocols	COO, Principals	August 11-20
Families	Health screens, testing, student expectations	COO, Principals	Family orientation (August 2021); Back to School Night (Sept 2021)
Students	Safety protocols and expectations	Classroom teachers	Student orientation (August 2021); First weeks of school

**20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.**

The ITDS Leadership Team including the Chief Operating Officer/COVID-19 POC in particular, will hold primary responsibility for the monitoring of the health and safety plans. Should incidents occur where the plans are not being adhered to, the following steps will be taken:

- Reminders in-person, via email, and/or phone
- Conversation between employee and direct supervisor and/or COO
- Conversation with student and/or family member and Principal and/or COO
- Revisit training/clarification of expectations with appropriate parties
- Create plan of action/alternate arrangements, as appropriate and necessary
- Ongoing reviews and engagement to determine factors that may need to be modified in order to ensure full compliance throughout the ITDS community

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

**families, staff and visitors.**

ITDS will communicate key health and safety policies and procedures with students, families, and staff primarily through the ITDS School Year 2021-22 Covid-related Policies and Procedures Handbook. The Handbook will be emailed to families and posted on the website; it will be available in English, Spanish, and Amharic, the languages identified in our community as needing translated materials. During back-to-school events, including orientations for families, students, and staff, key elements of the Handbook will be highlighted and discussed. Regular e-newsletters and updates to families from classroom teachers will include reminders, as needed. Spanish and Amharic translation services will be available as needed. School staff will focus on the Handbook during preservice to ensure a thorough understanding of requirements and expectations.

Visitors to the school will be limited at the start of the school year and may be modified as new guidance is released. Contracted staff to provide special education services will be allowed. As much as possible policies and procedures will be shared with visitors in advance of their arrival. We will post and provide visitors upon arrival the key policies and procedures for their visit. The SchoolPass app allows for a health screen to be included when visitors check-in.