

SY 2021-22 LEA Health and Safety Plans

LEA Name: LEARN DC PCS

LEA Contact: Jill Gaitens

LEA Type: Pre-K;Elementary

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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.**

Per OSSE Guidance "All staff and essential visitors (including contractors), including those who are fully vaccinated, must wear face masks at all times while on school grounds, on school buses, and while participating in any school-related activities. A face mask may be a non-medical (cloth) face covering. If a staff member or essential visitor has a contraindication to wearing a face mask, either medical or otherwise, they should not participate in in-person school activities."

All individuals in LEARN school buildings (students, employees, visitors/volunteers, etc.) must wear face coverings at all times, unless they are younger than two years of age. 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, we have developed the following policy.

STAFF: all staff members must wear their masks properly at all times while on campus. Those who fail to do so will be subject to possible disciplinary action. If a staff member is in their room alone and removes their mask, they must be more than 6 feet away from the entrance and out of the line of any flow from the A/C and/or open windows. If a second staff member needs to enter the room, masks must be worn immediately. The entering staff member should also be aware of airflow.

VISITORS: Visitors must check-in to LEARN D.C. with the office manager. Upon arrival they will complete the COVID screener, including a check to ensure that masks are worn correctly. The office manager will review expectations for the mask to be worn while in the building. Those who fail to comply will be asked to leave.

STUDENTS: Through interactive modeling students will be shown how to wear a mask. LEARN D.C. staff, including bus drivers, will remind students of the expectations. LEARN D.C. will also post signage on buses and around the building to illustrate proper mask wearing.

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.

Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with students with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

Students, including those who are fully vaccinated, must also wear face masks while on school grounds, on school buses, and while participating in any school-related activities, except in the event of a medical or developmental contraindication. Students who cannot safely wear a face mask, for example a student with a disability who is unable to remove the face mask without assistance if they have a breathing issue, will not be required to wear one to receive education services.

If a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks will be allowed at acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals. LEARN D.C. staff and student families will work with students to practice wearing a mask safely and consistently.

Instances when face masks should not be worn:

By children younger than 2 years of age;

- By anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- By children during naptime;
- When engaged in activities in which there is a risk of burn or injury from the use of a face covering—such as chemistry labs with open flame.
- Individuals with a medical condition preventing mask wearing (requires doctors note and use of a face shield)

Face masks do not need to be worn:

- When actively drinking or eating a meal;
- When in the water in a swimming pool or aquatic facility;
- When 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.

The safe use of clean face masks.

- When feasible, staff and students wearing face masks should bring multiple clean masks each day.
- LEARN D.C. will have face masks available for staff, students, and essential visitors in the event they forget or soil their face mask.
- Staff and students should exercise caution when removing the mask, always store it out of reach of other students, and wash hands immediately after removing.
- Be careful not to touch eyes, nose, or mouth while removing the mask.
- Face masks that are taken off temporarily to engage in any of the aforementioned activities should be carefully folded. The folded face mask can be stored in a plastic bag if it is wet or dirty or in a paper bag if it is not wet or dirty.
- When not being worn, face masks should be stored in a space designated for each student that is separate from others. They can also be placed next to the student on a napkin or directly on the desk/table if the surface is cleaned afterward.
- Student's face masks should also be clearly identified with their names or initials to avoid confusion or swapping. Students' face masks may also be labeled to indicate top/bottom and front/back.
- Students, teachers, and staff will speak more loudly, rather than remove their face mask, if speaking in

a noisy environment.

Other populations:

- Parents/guardians must wear face masks for drop-off and pick-up.
- While visitors to the school should be limited, any essential visitor must wear a face mask at all times on the school grounds and inside the school buildings.

This guidance may be superseded by any applicable Mayor’s order, regulation, or health mandate from DC Health.

Infection Prevention Method	Non-Negotiables	Required
<p>Personal Protective Equipment (PPE)</p>	<ol style="list-style-type: none"> 1. All adults and students wear face masks at all times in the building, except for very limited exceptions* 2. Clear and prominent signage reminding students and staff to wear masks/face shields (where appropriate) 3. In limited situations* where PPE is not possible to use properly, all students and staff must utilize physical barriers and/or maintain 6 ft of social distancing <p><i>*Limited exceptions/situations are defined as moments where it is impossible for a person to complete a function with a mask on. Ex, eating or if a student is being assessed for a facial injury like split lip.</i></p>	<ul style="list-style-type: none"> • Temporary removal of face mask for adults only if they are alone in a room • Unvaccinated staff use face-shields as added layer of protection during high risk activities** <p><i>**High-risk activities defined as activities with increased likelihood of transmission of COVID-19. Ex, nurse assessing a symptomatic student, 1-on-1 support of a high-need student, management of a student displaying severe physical behaviors</i></p>
<p>Rationale</p>		
<p>The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission.</p>		
<p>Additional Requirements</p>		
<ul style="list-style-type: none"> • Masks will be required for visitors or vendors • All face masks must cover the nose and be worn correctly • Accountability for students and staff who won’t wear mask - no inside building access • Remote learning, outside classroom accommodations for students who cannot wear mask • Setup and procedure for non-mask moments (i.e. meals) to ensure distancing. 		

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.

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.

According to the American Lung Association, wearing a mask does not have harmful effects. The Association provides [guidance](#) on steps to take to become used to wearing a mask. If staff or students have a [verifiable disability](#) that may prevent wearing a mask, they should contact their Principal and HR to discuss their situation to assess if reasonable accommodation is viable. Refusal to wear a mask is considered a violation of our health protocols.

FACE SHIELDS: Face shields **cannot be used in place of masks** but should be used in addition to (on top of) masks. Face shields are not effective without a mask and do not provide protection within 6 feet without a mask. Face shields will be provided to all staff and are helpful when providing language instruction that requires the visual of mouth formation - e.g. English Language Learners, primary literacy learners, scholars with hearing impairments etc. All LEARN Staff will be provided with an optional Face Shield.

STUDENTS: For students who refuse to wear a face covering at all times, the following procedure will be followed: Students will be counseled to wear masks at all appropriate times and given breaks during outdoor activities. Should a child refuse to wear a mask, the child will be moved to a setting where six feet of distance can safely be offered. Only as a last resort, the child will be placed in the LEARN D.C. remote learning program.

STAFF: staff who refuse to comply with proper mask wearing will be subject to progressive discipline, as outlined through HR. This would include a verbal reminder, written letter of directive, letter of reprimand, etc.

VISITORS: visitors who refuse to comply with proper mask wearing will be asked to leave. These visitors may not return until they agree to follow all COVID protocols.

LEARN D.C. will follow all OSSE and CDC guidance and employ a full time nurse to continually update our policies and procedures.

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.

LEARN D.C. will follow all OSSE and CDC guidance to support policies and procedures for physical distancing. The LEARN D.C. temporary campus on JBAB has been designed during the COVID 19 crisis to accommodate distancing and to provide a safe and healthy environment.

The school consists of three modular buildings with 12 classrooms, each with a separate restroom, cleaning area, entrance, and ventilation system. With a raised roof over nine foot wide decked hallways, distancing can be accomplished for all entering the campus. Individuals not from the same family will be required to maintain a distance of 3-6 feet depending on the activity. Classroom groups will remain distanced from other classroom groups throughout the school day. There are currently no indoor common spaces. Outdoor equipment will be used by one classroom at a time and cleaned between uses.

Each classroom will be organized to support students seated and standing at least 3 feet apart from one another (head to head). Teachers will stay at least 6 feet from students and each other. For our students who are 18 and older, the physical distance will be 6 feet. We are encouraging all staff and eligible students to get vaccinated, and will require masks. The school will not hold in-person assemblies until guidance allows for this. During activities such as PE, recess, and during arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance for their age, which is currently 6 feet for all.

To promote physical distancing, our LEA is implementing the following policies and procedures:

- a. Desks will be set up 3 feet apart for students. In small group time students will have assigned spaces. This includes designated floor space, table placement and cubbie assignments. This may be marked with tape on the ground or at larger, horseshoe tables for instruction. Areas in the classroom that may promote students congregating (e.g., classroom library) will be monitored and utilized in a structured manner.
- b. Common areas will include the maximum number of bodies allowed into the space that will allow for social distancing. For common spaces utilized by students (e.g., cafeteria) tape will mark off 3 feet to promote social distancing. Staff will adhere to guidelines for the number of adults in a common space and socially distance using their judgement.
- c. Extracurricular activities will adhere to same expectations as those during the regular school day in regards to social distancing.
- d. All LEARN D.C. Classrooms have separate entrances open to outdoor space. Teachers will meet students in the open drop off area each morning and students will remain in their classroom cohort throughout the day. Each class of students will enter classrooms in their assigned staggered order to maintain social distancing.
- e. Dismissal will be staggered. Students will be called or escorted back to designated space for pick up to prevent congestion inside the building.
- f. Signage will be posted throughout the building designating how to transition throughout the building and where to stand.
- g. For PreK students, Cots will be arranged 6 feet apart and placed head to toe.

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 keeping all students together with the same two teachers throughout and across school days to minimize group mixing. The school will serve PreK3 to 1st grade students and will not share elective teachers for the 2021-2022 school year to minimize group exposure. Each cohort will be assigned two teachers. PreK classrooms will also be assigned a teaching assistant that will be available to support the cohort as needed. All meals will be served in classrooms. Recess, restroom break, transitions, arrival and dismissal will be staggered to minimize cohort mixing.

The campus will have a dedicated social worker and special education teacher. The itinerant staff (speech and language pathologist, occupational therapist and physical therapist, EL support) will remove students from their cohort and provide 1:1 support. All social distance and face covering requirements will be followed.

As much as possible students will not move classrooms. This means that enrichment teachers will conduct class in the homeroom.

To limit cohort mixing, we may implement the following procedures: students will use the restroom in their assigned classroom, entrance and exit times will be staggered, use of outdoor space will be assigned, and meals will be provided in the classroom or outdoors.

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.

The school will prioritize personal (hand) and school-wide hygiene practices that prevent and contain the spread of disease, including COVID-19.

AppleTree will reinforce frequent, proper handwashing strategies by staff and students with soap and water for at least 20 seconds paying close attention to the surface between the fingers and on the back of the hands. . We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms. We will have all students and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or student centers;

- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing (staff and students are expected to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds).
- If their hands are visibly soiled
- After all extracurricular activities and outdoor play.

Hand washing signs will be posted at all rest rooms and/or hand sinks. Soap, warm water and towels or an air dryer will be located at all hand washing areas. The school will provide education in hand washing and hand hygiene.

Infection Prevention Method	Non-Negotiables	Required
Hygiene Practices	<ol style="list-style-type: none"> 1. All students required to sanitize/wash hands upon entering the building & after using the restroom 2. Implement modifications for high-risk practices and spaces 3. Clear & prominent hygiene signage (hand wash signs, hygiene station, etc.) 4. Hand sanitizer and hygiene stations are available for all students and staff in all classrooms and common 	<ul style="list-style-type: none"> • Sanitizing protocols are implemented after each time a space is used (including classrooms and common spaces) • All students, staff, and visitors cover mouth and nose when coughing and sneezing outdoors or when masks are removed for eating or drinking.

spaces
5. Sharing of resources for staff and students, whenever possible, or provide sanitization supplies and instructions when equipment is shared.

Rationale

The CDC states that the virus is spread from person-to-person via respiratory droplets and via surfaces. As a result, some of the best ways to prevent illness is to avoid being exposed to this virus through frequent and thorough hand-washing, cleaning and disinfecting, and avoiding close contact with others.

Additional Considerations

- “High risk practices and spaces”- water fountain usage will be limited to reusable bottles and disposable cups, bathroom usage for students will be limited to assigned classrooms.
- Staff will limit resource sharing for frequently used items, such as phones, copy machines, desks, offices, desktop computers, books, art/enrichment supplies, headphones, coffee machines, water coolers, water fountains, communal snack bins, or other work tools and equipment.
- Specific items will not be shared by students: pencils, pens, erasers, rulers, protractor, notebooks, folders, binders, etc.
- Specific items that will not be shared by staff: pencils, pens, markers, highlighters, folders, etc.
- Resources that promote personal hygiene include, but are not limited to: tissues, no touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

We are planning on having hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will do weekly supply checks. We will also seek to have soap through hands-free dispensers and paper towels in every bathroom. These will be checked on a nightly basis by our custodial staff.

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

LEARN D.C. will employ a full time nurse who will maintain, distribute, and support the appropriate use of PPE in accordance with CDC and OSSE Guidance. As part of a network of 11 charter schools, LEARN has an adequate supply chain of PPE and will provide all staff, students, and visitors with masks and gloves as necessary. Gowns/coveralls/gloves, surgical masks, eye protection, and N95 masks will be available in the nurses suite upon request at the front office or via phone/text.

- LEARN will provide face masks for students, staff, and visitors without one or if their mask becomes soiled, lost or destroyed.
- Any visitor who is entering the building with permission will have access to face masks.
- All health screeners will have full PPE at all times, including gloves, face masks, and face shields. Gowns are available as needed / requested.
- Sets of full PPE (gloves, face masks, face shields, gowns) will be available in each classroom for toileting and other emergency needs.
- Kitchen staff and cleaning staff will have appropriate PPE supplies available for them.
- Plastic barriers have been placed at the front desk of each school to protect our front office staff, and all health screenings will take place outside.
- PPE supplies will be stored in classrooms closets, the custodial supply closet and the kitchen closet to make it easily accessible to staff. Additional supplies will be stored in the school's supply closet. School Operations Coordinator will support in managing the PPE inventory at their campus and is responsible for ordering/requesting additional supplies as needed.

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).

LEARN will regularly clean, disinfect, and sanitize surfaces, toys, and materials per District guidance on cleaning and disinfecting and the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. To support this work, a janitor will be available to support cleaning and sanitizing throughout the regular school day. The service provider will utilize a cleaning and disinfecting schedule, indicating the completion of the cleaning and disinfecting tasks on a daily log.

The school will adhere to the following:

- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). All soft/high touch/difficult to clean items will be removed. (e.g., dress up clothes in dramatic play areas, sand from sand tables, forks and spoon in kitchen area)
- Thoroughly clean and disinfect thermometers before and after each use per manufacturer's instructions.
- For all cleaning, sanitizing, and disinfecting products, follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a child. See CDC's guidance for safe and correct application of disinfectants.
- Signage in every classroom reminding staff of cleaning protocols.
- Develop and implement a schedule for increased, routine cleaning, disinfection and sanitization.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited and cleaned between use.
- Toys, including those used indoors and outdoors, will be frequently cleaned and sanitized throughout the day.
- Toys that have been in children's mouths or soiled by bodily secretions must 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.
- Mats/cots and bedding are to be individually labeled and stored. Mats/cots will be placed at least six feet apart while in use and cleaned and sanitized between uses.
- Bedding will be washable and laundered at least weekly or before use by another child.
- Mats/cots may be stacked between uses if it is cleaned and sanitized appropriately before stacking.
- Playground structures will be included as part of routine cleaning (as defined in District guidance on cleaning and disinfecting), especially high-touch surfaces (e.g., handlebars), but

do not need to be disinfected.

- Shared bathrooms will be assigned to specific groups of students and staff. Classroom schedules to include bathroom break time will be created to limit the number of individuals in a shared space for any period of time. Bathrooms will be cleaned and disinfected after each group has finished.
- The school will implement safe and correct storage for cleaning and disinfection products.
- No cleaning products will not be used near students. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Cleaning, Disinfecting, and Sanitizing Schedule

Legend: C= Clean D = Disinfect S = Sanitize

	Between Uses	Throughout Day	Daily	Weekly	Monthly
Surfaces		<i>C, D</i>	<i>S</i>		
Bathrooms	<i>C, D</i>	<i>C,D,S</i>	<i>S</i>		
Door Knobs		<i>D</i>	<i>S</i>		
Hallway floors			<i>C, D</i>		<i>S</i>
Windows				<i>S</i>	
Toys			<i>S</i>		
Desks, chairs, cots	<i>C, D</i>		<i>S</i>		

Teacher Daily Disinfecting Checklist

This list is not exhaustive and in addition to the items listed, teachers should get in the habit of cleaning and disinfecting any high touch area in their classroom throughout the day. This does not replace the work done by the janitorial staff throughout the day and the cleaning staff in the evenings.

During the day

	Teachers should have their own set of materials to limit sharing. However, any surface or items shared should be disinfected prior to use by their colleague.
	Student Tables and chairs: <ol style="list-style-type: none">1. Before breakfast2. After breakfast3. Before lunch4. After lunch5. End of the day
	Small group table <ul style="list-style-type: none">• After any student or group uses it
	Cots <ul style="list-style-type: none">• After use and before being stacked.
	Walkie Talkies, Class Phones and Cell phones

Student Shared Materials

	Each student will have their own bin and set of resources that will be designated for their personal use during the day. At the end of the day, these items should be left in a designated area so that they can be properly sanitized using the electrostatic sprayer.
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Student Personal Items

	All student personal items will be stored in their cubbie or designated area.
	Student bedding will be removed after each use and placed inside student's individual cubbies after each use.

Front Office/Personal Office Disinfecting Checklist

This list is not exhaustive and in addition to the items listed, front office staff and individuals who use personal office space should get in the habit of disinfecting any high touch areas in their space throughout the day. This does not replace the work done by the janitorial staff throughout the day and the cleaning staff in the evenings.

During the Day

	All door handles (interior and exterior)
	Main Office Phone
	Main Office PA system
	Main Office buzzer (for building access, etc)
	Copier
	Computers
	Student File cabinet
	All touched parts of the front office (sign in computers, visitor logs, chairs, sick station, water dispenser buttons, tabletops, information kiosks etc)

	Pens: Have a “sanitized” and “dirty” pen cup to keep track.
	All light switches
	All countertops
	Sneeze Guards

Toileting

Occasionally students will enter our preK program not potty trained and/or in need of toileting support. In these cases, a teacher will be provided with full PPE (face mask and shield, gloves, scrubs).

Steps include:

- Prepare (put on PPE)
- Wash child’s hands
- Clean the child/assist the child
- Remove trash (soiled pull-up and wipes)
- Replace pull-up
- Wash child’s hands
- Clean, disinfect and sanitize station
- Wash hands
- Properly dispose all PPE

Any soiled clothes will not be rinsed or cleaned at school. The soiled cloth clothes and its contents (without emptying or rinsing) should be placed in a provided plastic bag and sent home with the child.

- 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.

In the event in the event that a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or if LEARN is notified that a student, staff member or visitor who

tested positive has been in the school, LEARN will immediately close the room(s) the COVID-19 positive individual was in once all students in that group have exited the school and follow cleaning, disinfection and sanitization guidance from the CDC, linked [here](#) . The following Steps will be implemented immediately.

1. Immediately close areas visited or touched by the ill persons, including classrooms, restrooms, common areas, and shared electronic equipment.
2. Open windows and doors where possible and safe and operate fans to increase the ventilation rate in the affected areas.
3. Clean and disinfect all areas used by the ill persons. Vacuum the space if needed, using a high-efficiency particulate air (HEPA) filter.

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

We will run our supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies. Our cleaning will be done by a Cleaning Service and our agreement will confirm that they will wear gloves while cleaning and disinfecting spaces throughout the building. They will also be responsible for ensuring sufficient disinfection and cleaning supplies. The final contract has not been finalized for SY21-22. Below is language that will be negotiated and included in the new contract:

Daily Services for Day Porter

1. Clean all bathrooms **hourly** to include
 - a. Disinfecting all sinks, toilets and urinals
 - b. Cleaning all high-touch surfaces such as door knobs
 - c. Wipe down partitions in stalls
 - d. Clean mirrors
 - e. Replace hand soap
 - f. Replace paper products
 - g. Remove any trash
 - h. Mop and disinfect floors
2. Clean high-touched surfaces hourly (e.g., hallways door knobs and push bars)
3. Clean glass on doors
4. Clean with disinfectant wipe the **playground equipment** before its first use of the day and after each recess
5. Remove trash from classrooms and offices
6. Clean kitchen

- a. Sweep
- b. Clean and disinfect
- c. Wipe down tables and countertops
- d. Remove trash

- 7. Damp mop and disinfect floors
- 8. Keep janitorial closet locked when not in use

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.

LEARN D.C. will be in a new facility designed during the Covid 19 crisis for safe occupancy. In order to maintain quality air and water systems LEARN staff have a strong understanding of how water and air flow in the buildings. LEARN will adhere to the following guidelines to ensure proper ventilation and water system safety:

- Monthly checks of HVAC and air filtration systems at all campuses to be performed by staff and or a contracted service provider.
- Water systems are checked annually for quality and lead, which includes but is not limited to water sampling.
- Drinking water systems are also checked after extended periods of school closures to ensure that stagnant water is cleared to avoid bacteria and other microorganisms.
- LEARN does not currently have decorative water systems, however water systems such as fish tanks will be cleaned according to manufacturer specifications.
- Maintain a regular schedule of plumbing repairs and replacements.

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.**

LEARN will adhere to the following exclusion and dismissal criteria:

Exclusion Criteria: Students and staff must stay home, or not be admitted if:

- The student or staff member has had a temperature of 100.4 degrees or higher,

- Any member of their household is confirmed to have COVID-19, or
- Any member of their household is awaiting COVID-19 test results.
- Have traveled domestically in the last 10 days to any place other than Maryland and Virginia unless they did not attend school until tested for COVID-19 three to five days after returning to DC and received a negative COVID-19 viral test.
- Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.

If a student or staff member reports symptoms or exposure, or is confirmed to have COVID-19, the student or staff member must not return to school until:

If symptomatic,

- at least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g. Motrin, Tylenol) and symptoms have improved; AND
- at least 10 days after symptoms first appeared, **whichever is later**;

If asymptomatic, may return after:

- 10 days from a positive test.

If any unvaccinated individual has been in close contact with a person who is positive for COVID-19, then the individual must not attend school for at least 10 days from the last date of close contact with the positive individual, provided that no symptoms develop, or as instructed by DC Health.

If any unvaccinated person has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not enter the facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.

Dismissal Criteria: If a student or staff member develops a fever or other signs of illness, the school must follow the above exclusion criteria regarding the exclusion and dismissal of students and staff.

- For students, the school is to immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
- For staff, the school is to send the staff member home immediately and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

If a school staff member must take a student's temperature at any point, they should follow CDC guidelines to do so safely, including with the use of barrier protection or Personal Protective Equipment (PPE).

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.**

- a. Our COVID-19 point of contact will be identified before the start of the school year. 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.
- b. 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 reported to DC Health on the same day the school is notified.
- c. Ensuring that all staff and students learn as often on-site as possible, excluding students and staff with similar symptoms but no underlying case must be avoided. To this end, students or staff with pre-existing health conditions that present with specific COVID-19 like symptoms must not be excluded from entering the building on the basis of those specific symptoms if the school nurse has provided written or verbal documentation that those specific symptoms are determined not to be due to COVID-19.

Steps to Reporting a Confirmed Covid-19 Case:

Step 1: Report to DC Health Department

In the event of a confirmed case of COVID-19 in a student, staff member, or any individual who has entered the building, the school will notify DC Health by submitting the online case report found [here](#).

Step 2: Communication to Families and Staff

Schools are to have communication protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to all staff and families in the event of change of school schedule,
- Notification to those staff and families of students in close contact with the individual and will state the requirement to quarantine for 10 days; and
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.
- Impacted families will find out via email, text, and letter.

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

LEARN D.C. will use OSSE's daily screening form made available via a Google form and, per the form's guidance. Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the OSEE Health and Safety Guidance for Schools: Coronavirus (COVID-19) Recovery Period from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the Non-Healthcare Facility COVID-19 Consult Form.

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

Our LEA 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.

LEARN D.C. will use communication protocols that protect the privacy of individuals and alert their families and staff to a COVID-19 case while protecting the privacy of the individuals and alerting families and staff to mitigate spread. Specifically, the protocol requires that the COVID-19 POC notify either the entire school or the impacted individuals within the cohort of the positive case. The COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person's cohort may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

Communication will be completed, per DC Health directive and will include:

- Notification to the entire school that there was a COVID-19 positive case, those impacted have been told to quarantine, steps that will be taken (e.g., cleaning and disinfection);
- Education about COVID-19, including the signs and symptoms at coronavirus.dc.gov;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov; and
- Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing. DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID19 individual came in close contact with others at school.

To meet the needs of our diverse community, details on these topics will be available on our school

website, through Parent Square, and in writing in the school office in all languages that our community requires as indicated on student/Family Home Language Surveys.

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.

LEARN D.C. is requiring (pending final decision) all of their employees and contract employees who will be in direct contact with students at their schools to be vaccinated against Covid-19. Therefore, there is no testing protocol currently in place for staff.

In the advent that the school determines to test students, they will follow the safety guidelines outlined in Appendix B. PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test. This includes staying, when possible 6 feet distance from the individual, wearing a N95 mask (with access to Respirator Fit Testing program), eye protection (face shield or goggles), gown/coverall, and gloves. The school will follow its protocol, outlined in question 14, to notify DC Health and to follow DC Health reporting requirements.

If there is a demand from parents. We will offer weekly on-campus COVID testing for students whose families give permission.

Asymptomatic Testing:

- i. In partnership with the DC Health School Health Services Program (SHSP), and aligned with the Centers for Disease Control and Prevention (CDC), weekly asymptomatic testing using a random sampling of at least 10 percent of the in person programming student population.

Symptomatic Testing:

- ii. Health suite personnel and or campus designee (school operations coordinator) will administer symptomatic tests to students who exhibit minor symptoms to allow them back to campus.

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.

Vaccination is a key part of mitigating the risk of COVID-19, as it protects individuals from becoming sick, reduces the burden of needing to quarantine after exposure, and prevents those

individuals from unknowingly bringing COVID-19 into the school environment. At this time, our student population is not eligible to receive the COVID-19 vaccine; therefore, it is our position at LEARN D.C. to “get vaccinated” for those who “can’t”. All LEARN employees and contractors (unless they have medical or religion exemption) will be required to receive the COVID-19 vaccine.

LEARN D.C. will frequently share COVID-19 vaccine information with families to encourage family members who are eligible to get vaccinated to help mitigate the risk of COVID-19. LINK Strategic Partners, in partnership with EdForward, has created communications toolkits to support citywide vaccination efforts for schools. This toolkit includes overall talking points, email newsletter template, social media content, automated phone call script, and text message campaign script. LEARN D.C. will use the toolkit to support its community outreach.

- View the [English toolkit](#)
- View the [Spanish and Amheric toolkit](#).

LEARN D.C. will also take advantage of the city’s Vaccine Exchange program and the vaccination program on Joint Base Anacostia Bolling. The “Exchange” partners with vaccine providers in the District to provide vaccine’s onsite for LEARN employees and families who are eligible to receive the vaccine. Vaccines are available on a walk in basis for all military families at the health clinic across from the school building. This initiative shows LEARN D.C.’s commitment to helping mitigate the spread and risk of COVID-19.

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.

LEARN D.C. is an inclusive environment who welcomes all students. Therefore, LEARN will work with students and families to find a solution for any students whose physical or mental disability (per law) prevents them from wearing a mask. The Student Support Team and School principal will work closely together to identify and understand the disability preventing the wearing of a mask and find an appropriate accommodation.

Accomodations:

- Have the students try different types of masks to get a more comfortable and likeable fit.
- Incorporate frequent breaks outdoors or any other mask free areas to provide relief for the student.
- Implement a reward system for both home and school to encourage mask wearing.
- Provide a face shield in lieu of a mask if masks are not an option.

LEAs 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:

- LEARN D.C. will provide regular parent contact through Parent Square to communicate the opportunity to request waivers, adjustments and reasonable accommodations for all students, not just those with disabilities.
- LEARN D.C. case managers will address the topic in each IEP meeting and within additional parent meetings, both in person and virtually.
- During all virtual school open houses, the Student Supports Coordinator will reference the waiver, providing an opportunity to discuss with parents in greater detail through a Zoom breakout session.
- Upon each parent request, the LEARN D.C. administrative team and student's IEP team will convene with parents to discuss the request and determine whether or not the request is appropriate. The team will take into consideration the impact of the situation on the child's academic and social emotional well-being. The team will document the meeting and notes on a form that can be shared digitally and in hard copy with all interested parties.
- As part of the school's Student Support Team process, the school will make every effort to identify students who may need accommodations in health and safety in the same manner that would be used to determine academic or behavior accommodations.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

Staff will receive training on health and safety policies during Summer PD for preschool staff and beginning August 9th for K-1 instructional and office staff. School leaders and school operations coordinators will be trained by the Director of Operations from AppleTree Learning and the LEARN D.C. School Principal.

In July and August, families will have an opportunity to participate in one of two network wide health and safety webinars. The webinars will be facilitated by the AppleTree Director of School Operations and the LEARN D.C. School Principal.

Additional school-based family training will be held in August. These sessions will be facilitated by the building principal in person and virtual.

School staff will also reiterate and follow up with families regarding health and safety expectations and prevention measures during orientation, family interviews and family handbook meetings.

Webinars will be recorded and shared with families via Constant Contact, and Parent Square, our

school messaging system. This training and any printed resources will also be available on the school website.

Students’ training will occur during the first weeks of school. Activities will include a focus on helping each child adjust to new experiences, SEL, and health and safety.

The goal of these training sessions is to ensure that all students, families and staff are aware of the ways they can mitigate the risks of COVID-19 in our school and ensure everyone’s safety. We will continue to provide additional support throughout the year as we monitor health and safety at our schools and integrate updates into our curriculum as needed.

Trainings

Staff	Families
<ul style="list-style-type: none"> • Building entry and exit procedures • Daily cleaning protocols • Handwashing protocols • Appropriate masks and other PPE wear • When PPE wear is appropriate • Covid-19 case response scenario • Sick child/staff protocol 	<ul style="list-style-type: none"> • Building entry and exit procedures • Appropriate masks wear • Covid-19 case response scenario • At home sick-child screening

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 LEARN D.C. Principal and the school nurse (when hired) will be responsible for daily monitoring of the implementation of the health and safety plan. These daily checks will be recorded and monitored by the Executive Director. The Executive Director will conduct weekly Covid-19 health and safety checks. The health and safety goal is 100% compliance. If the campus is not completing daily checks and/or receives a complainant score of less than 100%, the Executive Director will review the reasons for falling below the 100% threshold and put needed corrective actions in place (i.e. additional PPE, training, revamping of a procedure).

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

Our LEA plans to communicate key health and safety policies and procedures with students, families, and staff through website updates, Parent Square, social media, and both in person and virtual meetings. 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.