

SY 2021-22 LEA Health and Safety Plans

LEA Name: Richard Wright PCS for Journalism and Media Arts

LEA Contact: Marco Clark, Ph.D.

LEA Type: Middle School;High School

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Background and Purpose

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

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

Face Masks

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

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

To ensure all students, staff, and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities, we have developed the following POLICY. In order to ensure the safety of ALL students, staff, teachers, and families, and visitors are required to wear masks, have their temperature checked upon entering the building, and use of hand sanitizer stations throughout the building. Staff and students may remove masks when eating. Staff and students have been given RWPCS Masks. Staff/Students are able to wear their own CDC approved masks. RWPCS has disposable masks available daily for any Staff/Students arriving without a mask, or having lost or damaged their mask during the day.

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.

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.

RWPCS will have masks available at Points of Entry in the event a person leaves their mask home. We will be sure to ask if the individual is aware that face coverings are required on campus. If noncompliance continues, RWPCS will either ask the individual to leave or, if able, remove others from the area until escorted out by security. For ongoing violations and/or egregious violations, we will report to the CEO/Head of School. Staff or visitors who refuse to wear a face covering will not be allowed in RWPCS.

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.

All persons entering into RWPCS will maintain Social Distancing. In order to ensure the safety of ALL students, staff, teachers, and families, there will be established boundaries and directional markings on the floors, walls, and in elevators. Our students will use two different one-directional stairwells (one for going up and one for going downstairs) and hallways. 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.

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.

RWPCS will have masks available at Points of Entry in the event a person leaves their mask home. We will be sure to ask the individual to please honor the physical distancing requirement and allow for at least 6 feet apart. If noncompliance continues, RWPCS will either ask the individual to leave or, if able, remove others from the area until escorted out by security. For ongoing violations and/or egregious violations, we will report to the CEO/Head of School.

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.

RWPCS will reinforce frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). We will have all students and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or student centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing.
- After a students sneezes/coughs/blow noses and has touched instruments and other school manipulatives, teachers must spray items down with provided disinfectant or sanitization spray.

- 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 stations, 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.**

Our PPE is kept on every floor in the supply closets, and for main office at desk Items are distributed by the Office Secretary, Dean of Students, or Leadership Team Member 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).**

Daily, our staff will clean high touched surface areas between classes, and at the end of the day ensuring use of gloves. Richard Wright PCS has contracted an outside vendor who specializes in deep cleaning and disinfection. Cleaning occurs every Monday, Wednesday and Friday after hours. RWPCS has given every staff member a spray bottle filled and refillable with CDC and EPA approved disinfectant for COVID-19 to be used after each class wiping down desks and chairs. Disposable shop paper towels are used. Cafeteria staff cleans food prep and housing areas daily with Disinfectant. Staff and Students upon entry must use hand sanitizer made available by RWPCS. Touchless hand sanitizer stations are in bathrooms, cafeteria, offices, and each classroom. Staff and students are given ammonia-free cleaning wipes with 40% isopropyl alcohol to wipe down their laptops upon arrival daily and are available as needed all day.

1.

Legend: C= Clean D = Disinfect S = Sanitize

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms	C	D S	S3x per week	
	Student desks, chairs	D	D S	S3x per week	
	Teacher desks, chair	D	D S	S3x per week	
	Walls and white boards	D	D S	S3x per week	
	Manipulatives, text books, etc.	D	D S	S3x per week	
	Pens, pencils, white board markers, crayons, markers	D	D S	S3x per week	
Hallway/Stairs	Fixtures (switches, knobs, buttons)	D	D S	S3x per week	
	Railings	D	D	SS3x	

			S	per week	
	Lockers	D	D S	S3x per week	
	Floors of hallways		D S	S3x per week	
Office and Common Area	Pens, pencils	D	D S	S3x per week	
	Fixtures (switches, knobs, buttons)	D	D S	S3x per week	
	Chairs	D	D S	S3x per week	
	Copiers, etc.	D	D S	S3x per week	
Bathrooms	surfaces	D	D S	S3x per week	
	floor	D	D S	S3x per week	
	Fixtures, handles, switches, faucets	D	D S	S3x per week	
Outdoor Space	Playground	DNA	DNA		

	Balls, toys	D	D S	S3x per week	
Other	ELEVATOR	D	D S	S3x per week	

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.

In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following identification of a known positive case without gloves and masks and other PPE, as deemed necessary. The school cleaning vendor will be notified and asked to conduct thorough cleaning and disinfecting.

Immediately following an exposure, the CDC recommends closing off areas used by the ill person and waiting 24 hours or as long as possible before beginning to clean and disinfect, opening doors and windows to improve air circulation.

- o Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- o Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

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

RWPCS provides staff members, and janitor, with all CDC approved items to daily disinfect and/or sanitize areas.

We will run our supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies. Our

cleaning is done by CJI Cleaning Management and our agreement with CJI confirms that they will wear gloves while cleaning and sanitizing spaces throughout the building. RWPCS is responsible for ensuring sufficient disinfection, cleaning supplies, and gloves, are available to maintenance and staff.

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.

Prior to reopening, 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.
- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.
- Flushing will occur by floor due to facility size.

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.**

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. Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health will include both how staff, families, and vendors know to contact us when a member of our community has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to families of students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in a means that is requested by them. Ensuring that all staff and students learn as often on-site as possible, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of the school nurse.

Ensuring that all staff and students learn as often on-site as possible,-we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed.

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 Belinda Millner, School Nurse. She will continue to be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health will include both how staff, families, and vendors know to contact us when a member of our community has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to families of students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in a means that is requested by them.

Ensuring that all staff and students learn as often on-site as possible, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of the school nurse.

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

We will use [OSSE's daily screening form](#) or similar form and per the form's guidance, we will follow the questions with person at entry. Records of screenings will be stored for 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility."

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Health and Safety Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POC 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.

RWPCS will communicate with parents via mass call using Call-Em-All that we'll leave messages and send texts in order to protect the privacy of the individuals while alerting families and staff to mitigate spread. Specifically, the protocol requires that the COVID-19 POC notify either the entire school 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.

RWPCS 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.

RWPCS also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by contacting Parent/Guardian for students and Emergency Contact for Staff members by the COVID-19 POC.

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. The ELL Coordinator will ensure that proper accommodations are implemented in materials. When necessary, the ELL Coordinator will translate applicable school information and make phone calls to any parent whose first language is Spanish and hire as needed for other languages.

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.

DNA

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.

RWPCS is supporting eligible students and staff to get vaccinated off campus with Health Care and other providers administering the vaccine.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

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

Students:

Incorporate lectures, videos and interactive exercises weekly during daily Family Matters meetings.

Provide health and safety education during student’s office visits.

Display health and safety signage in the health suite and around the building.

Collaborate and communicate with the mental health team to provide education and training for the students.

Collaborate and communicate with the PE/Health teacher to assist with education and training on health and safety information and updates.

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.

<i>Audience (e.g. teachers, staff, front office staff, administration, COVID-19 POC)</i>	Topic	Trainer/ TA provider	Date Range (if available) (e.g. summer, August 8-15)
ENTIRE STAFF	COVID PROTOCOLS FOR OPERATIONS	DR. CLARK, CEO, COVID CLEANING COMPANY, SCHOOL NURSE/COVID-19 POC	AUGUST 16-20, 2021
ENTIRE STAFF	SUSPECTING COVID CASE	DR. CLARK, CEO, COVID CLEANING COMPANY, SCHOOL NURSE/COVID-19 POC	AUGUST 16-20, 2021

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 CEO, in concert with the School Nurse, and Parent/Community Liasion will communicate key health and safety policies and procedures to students, families, staff and visitors as follows:

Students:

- Incorporate lectures, videos and interactive exercises weekly during daily Family Matters meetings.
- Provide health and safety education during student’s office visits.
- Display health and safety signage in the health suite and around the building.
- Collaborate and communicate with the mental health team to provide education and training for the students.
- Collaborate and communicate with the Health teacher to assist with education and training on health and safety information and updates.

Staff:

- Incorporate lectures, videos and interactive exercises weekly during daily Family Matters meetings.
- Attend staff meeting and professional development training to educate.
- Provide emails on up to date health and safety information and updates.

Families:

- Attend PTA meetings in person or virtual to offer health and safety education, training and provide updates on immunizations and other health and safety related issues.
- Provide health and Safety literature to families via email.
- Collaborate and communicate with the Registration staff

Visitors:

- Provide health and safety literature for visitors entering the building.
- Collaborate and communicate with the front desk staff and assist with information on healthupdates for visitors entering the building.

We will refer families to the following sites as well: <https://www.cdc.gov>, <https://www.hhs.gov>, <https://coronavirus.dc.gov>

We will have information posted on the school website as well and on our Social Media platforms. RWPCS Staff members will all assist in ensuring Health and Safety Policy is adhered to and report to School Security and CEO

instances of repeated and egregious non-compliance.

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

The CEO, in concert with the School Nurse, and Parent/Community Liasion will communicate key health and safety policies and procedures to students, families, staff and visitors as follows:

Students:

Incorporate lectures, videos and interactive exercises weekly during daily Family Matters meetings.
Provide health and safety education during student's office visits.
Display health and safety signage in the health suite and around the building.
Collaborate and communicate with the mental health team to provide education and training for the students.
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Staff:

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We will have information posted on the school website as well and on our Social Media platforms. RWPCS Staff members will all assist in ensuring Health and Safety Policy is adhered to and report to School Security and CEO instances of repeated and egregious non-compliance.