

SY 2021-22 LEA Health and Safety Plans

LEA Name: Two Rivers PCS

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LEA Type: Pre-K;Elementary;Middle School

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Background and Purpose

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

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

Face Masks

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

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

As long as mandated Except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are full vaccinated, will be required to 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. Specifically, the following, implemented in fall of 2020, will remain in place to ensure consistent mask usage:

- *Each on-site staff will be provided 8-10 reusable face masks, assuming the need for 2 masks per day for a 4-5 day on-site work week.*
- *Students will be expected to supply their facemasks; however, Two Rivers has purchased child-size reusable masks for those families that are unable to afford acquiring multiple days of reusable masks.*
- *Disposable masks are on-site for non-staff or if any staff or student requires an additional mask for that day.*
- *Reusable face shields, gloves, and gowns are available at each site in the event staff need to have physical contact with students in need. For example, treating an ill student or assisting with managing behaviors.*
- *Desk-level sneeze guards will be available for any assessment or individual sessions that require face-to-face engagement.*
- *Mobile sneeze guards will be available to create temporary isolation spaces.*

Teachers have access to and are required to go through an onsite training to ensure they are able to manage and maintain proper safety procedures as they relate to the spread of COVID-19. This training includes ensuring teachers are aware that masks must be worn correctly at all times and how to support students to wear masks properly. These trainings were put in place during the winter of 2020 and updated during the summer of 2021. Training is available in video form, virtual, and onsite.

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

- *Two Rivers will adhere to all REQUIRED Guidance outlined in
 - *Use of Indoor Space and Use of Outdoor Space in Updated OSSE Health and Safety Guidance 5.21.21 (p 8-9)*
 - *And Section F. Face Masks (13-14)**
- *Two Rivers will have posted signage throughout the building and entrances informing all students, staff, and visitors stating our mandatory face mask 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.

To monitor adherence and assist with norming the face masks requirement, Two Rivers will start the school year with COVID Monitors. The COVID Monitor's responsibilities will include walking the campus every 30 - 60 minutes to ensure face coverings are correctly worn. The monitor will advise non-compliant students and staff on proper wearing techniques. If the monitor has to address the same student or staff within the same day, they will report the student or staff to the school administrator.

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.

All Two Rivers faculty, staff, and visitors to our campuses must wear a face cover appropriately while in our buildings. To support access for persons unable to wear a cloth face mask, Two Rivers will encourage and if needed, supply a face shield. Clear masks will be provided to those who need them for purposes of lip reading. In alignment with our general approach to misbehavior, if a member of our community fails to wear a face covering, we will start with reminders and redirections. If a student refuses to wear a face covering or needs repeated reminders, we will contact the parent for a collaborative problem solving meeting to determine the root of the problem and develop strategies to address it. If a staff member refuses to wear a face covering and there is no medical exemption, a member of our HR team will engage with the employee and their supervisor to address the issue, and disciplinary action may need to be taken. If a visitor refuses to wear a face covering, they will not be allowed in our buildings.

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.

Each classroom will be organized to support students seated and standing at least 3 feet apart from one another (head to head). Teachers will do their best to stay at least 6 feet from students and each other. Floor markings will be placed in classrooms to indicate the appropriate spacing between students and staff.

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. Floor markings and directional arrows are placed in hallways and public spaces to indicate the appropriate spacing between students and staff.

During arrival and dismissal, classes will use designated entry and exit paths. Hallway monitors will be dispersed throughout the building to ensure students use the appropriate way to travel directly to class. Teachers will greet students at the classroom entrance and ensure they are reporting directly to their designated space in the classroom.

Students will have access to store materials in designated cubbies and lockers. To ensure physical distancing,

teachers will assign times and monitor when students can access cubbies and lockers. Hallway lockers will be assigned by class and will be located near the area where the class spends most of their time to minimize movement throughout 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.

Each school in our network will be considered its own cohort. We will maintain cohorting through the following methods:

- **Scheduling:** We will be expanding our arrival window from 15 to 30 minutes in order to space out the student and family traffic in the morning. Additionally, we will be designating different doors for arrival to minimize the number of students entering through the same door. Per our model, we will continue to have students eat in their classrooms wherever possible, and where necessary, assign classrooms specific spaces outside of their classrooms for meals.
- **Staffing:** In order to adhere to the recommended three feet of social distance between students, we are hiring additional teachers at our 4th Street campus so that we can decrease the number of students in each classroom by adding an additional section of students in Kindergarten and grades 2-5. We are also hiring additional specials teachers (Spanish, PE, arts) to minimize Two Rivers instructional staff moving between schools. Finally, we are also hiring additional related service providers and contracted services to specific campuses in an effort to minimize working across schools.

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 [here](#). Our policy is supported by signage posted throughout our buildings and a student and family friendly video. As stated in the policy, the school will reinforce frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms. Day porters as a part of their regular refresh of consumables, will refresh our handwashing stations and our hand sanitizer stations. Our stations will be located in several places inside the school building and in the classroom. Two Rivers teaching staff have created student friendly materials and videos to orient students to new handwashing regimens. 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 transitions in and out of the classroom and building;
- 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.

Two Rivers will encourage staff and students to cover coughs and sneezes with a tissue when not wearing a

mask. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with 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.

Two Rivers custodial staff will conduct daily supply checks for all bathrooms and common areas. Classroom and office healthy hygiene kits will be replenished as reported and needed.

Two Rivers has take the following steps to make sure staff and students are resourced to implement health and hygiene practices:

- Installed touchless hand sanitizer wall mounted dispensers throughout the building,
- Installed disinfectant dispensers in all adult restrooms
- Provided healthy hygiene kit per classroom and office. The healthy hygiene classroom kits comprise hand sanitizer, tissues, Purell Foodservice cleaner, paper towels, gloves, and disinfecting wipes. The office hygiene kit comprises hand sanitizer, tissues, and disinfecting wipes.
- Converted to all sinks, soap dispensers, and toilets to touchless fixtures.

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.

Two Rivers has purchased recommended PPE supplies and will monitor its inventory bi-monthly. We will replenish supplies to ensure we maintain a minimum of a month's reserve in inventory. Two Rivers will follow the guidance in *Appendix B: PPE Best Practices for School Staff on pages 34-36 for when it is "relevant and necessary."*

To ensure immediate access, Two Rivers have developed PPE supply kits that will be accessible on every floor, front desk, and the designated isolation rooms. The facilities associate will inspect supply kits daily and restock as needed. Upon request, staff will have additional PPE materials or kits placed in their offices or classroom.

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).

Please see Attachment 1.

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 that there is a person that develop symptoms of possible COVID-19 while in school or Two Rivers is notified that someone who has been in school has tested positive, Two Rivers will deeply **clean, sanitize, and disinfect affected area.** If a positive COVID-19 case is reported, the areas where the person was, including common entrance and egress areas will be disinfected by our facilities management team using the Clorox Total 360 Electrostatic System. The work area for the identified individual will be closed off until the custodial services team cleans, disinfects, and sanitizes all of the surfaces in the room. This process will occur within 24-48 hours of the reported case. Our process to disinfect will be triggered upon notification and will not differ whether the notification is within 24 hours or after the initial 24 hour mark. It is important to note that Two Rivers will continue to follow OSSE and CDC guidance for disinfecting our facilities.

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

Two Rivers contracts with Busy Bee Environmental Services. our agreement with Busy Bee confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. Additionally, It is their standard protocol that cleaners wear gloves and protective coverings as needed when they clean. Furthermore, we may conduct random checks. We will run our supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies. They are also responsible for ensuring sufficient disinfection and cleaning supplies.

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.

Throughout the 2020-2021 school year, Two Rivers buildings never shut down. Instead, during the pandemic, we followed our standard protocols of at a minimum of a bi-weekly maintenance check of plumbing system, daily check of HVAC, and filter changes based on an established preventative maintenance schedule. Therefore, we have been and will continue to be ready for use and occupancy and are adequately maintained throughout the operating period.

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.**

In the event of a positive COVID-19 case within our school onsite community, we will follow the guidelines of quarantining all exposed individuals who are not vaccinated for 10 days. For staff and students who are vaccinated, they will be able to attend school in their cohort. For those staff who must quarantine and cannot complete job duties, we will follow our extended absence policies for staff. [See relevant Staff Policies here.](#) We will similarly follow the latest guidance for exclusion and dismissal in the event of travel, awaiting test results, close contact with a positive case, or symptoms of illness.

In the event of an unexpected closure or partial closure, we will communicate with families as soon as a

closure determination is made using multiple modalities including email, text, and staff positioned at arrival and dismissal where appropriate. Two Rivers recently adopted ParentSquare as a technology platform and tool to provide streamlined, accessible communication from the school. Via ParentSquare, parents will receive alerts in the form they choose - in their app (email), text messages, and/or phone calls.

For an isolated case where an unvaccinated student was exposed to COVID-19 outside of school, the school will perform the following:

- Communication with families: Two Rivers is providing all families with our “Crew Approach to Health and Safety” document which asks families to notify the school in the event of an exposure to a confirmed case of COVID-19 and provides a contact for families to use.
- Dissemination of materials: Two Rivers will communicate procedures for families to come on-site outdoors to check-out devices and other necessary instructional materials for the duration of any quarantine.
- Uninterrupted instruction through remote learning: Each teacher and student will continue to have access to Zoom and Google Classroom. If a student needs to move to remote learning due to exposure, we will leverage the use of Zoom to ensure students have access to instruction.

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.**

At Two Rivers, Our COVID-19 point of contact will be identified before the start of the school year for each school. 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 to DC Health will include 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. DC Health will be notified the same day that the school becomes aware of a positive COVID-19 case.

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 excluded. In some cases, the COVID-19 POC may seek the counsel of a 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 questions to screen students through our ParentSquare platform. Per the form's guidance, we will store records 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 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.

The COVID-19 POC will 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 remote learning until it is safe to return to on-site learning.

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.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

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. We are equipped to communicate with families using parents' preferred language in a number of ways. ParentSquare is synchronized with our student information system and uses Google Translate whenever the preferred language is not English, allowing all text-to-text communication to be translated into dozens of languages. Our new website also relies on Google Translate. We hire an agency to translate our core documents (enrollment, recovery framework for SY2021-22) and to provide interpretive services for conferences or townhalls.

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.

All Two Rivers schools participate in DC Health's in School Health Services program and have registered to participate in their asymptomatic and symptomatic COVID-19 services. Therefore, the school's nurse will administer testing at each campus. As part of the asymptomatic testing program, Two Rivers administrative assistant will supply the nurse with a roster representing 10% of the school's enrollment. At our Young campus the list will represent approximately 60 students and at our 4th st campus the list will represent approximately 40 students. Only students with consent on file will be selected to participate. Through school communications, Two Rivers will encourage families to consent for their children to be tested on-site for asymptomatic and symptomatic conditions.

All testing results will be shared directly with the nurse and families. If a positive case is reported, then Two Rivers' principal and COVID-19 Point of Contact will follow the current reporting guidelines to DC Health.

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.

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.

Two Rivers has regularly messaged the importance of vaccination during family town halls and community messages and shared resources provided by the city for accessing vaccination. We will continue this messaging campaign using our many communication channels with families into next school year.

Students with Disabilities

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

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:

Two Rivers will accommodate students with disabilities that impact their ability to consistently wear a mask for extended periods of time, or necessitate adults to wear a specialized mask so that lips can be read or other critical movements of the mouth are visible, such as during speech therapy or when staff are interacting with students who are deaf or hard of hearing. Individual plans will also be developed for students with disabilities that may require structured mask breaks throughout the school day .

Families will have the opportunity to request waivers/adjustments/reasonable accommodations by directly contacting the Director of Student Support.

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.**

Please see Attachment 2.

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.

Two Rivers will start the school year with COVID Monitors. The COVID Monitor's responsibilities will include walking the campus every 30 - 60 minutes to ensure face coverings are correctly worn. The monitor will advise non-compliant students and staff on proper wearing techniques. If the monitor has to address the same student or staff within the same day, they will report the student or staff to the school administrator. School leaders will partner with the COVID Monitor to assess and address any patterns of non-compliance in their school building through 1:1 conversations with supervisors or whole group training and messaging as needed. School leaders will use the information collected from the COVID monitor about the implementation of the health and safety plan to determine strategies for addressing non-compliance per above and engage network leadership where operational resources (such as additional signage) and human resources (such as training or additional non-compliance consequences) are identified.

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 using Staff Orientation, Summer Bridge (middle school), Summer School (all grades), and Crew (daily meetings with students at the start of the day). Prior to the start of school all students will have received updated policies and a video on onsite practices they can expect to see on their first day that may be different from typical years. To meet the needs of our diverse community, details on these topics for families will be available in all languages that our community requires as indicated on student/Family Home Language Surveys

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. Our LEA plans to communicate with families about safe reopening, student wellbeing, and accelerated learning clearly and consistently through a number of different channels: weekly newsletter ("the Trib"), Two Rivers website updates, a new ParentSquare communications platform that has a web portal and smartphone app, family conferences, summer mailing, Parent School Association (PSA), and social media. 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. We are equipped to communicate in parents' preferred language in a number of ways.