

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: Washington Latin PCS**  
**LEA Contact: Mr. Peter Anderson**  
**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:

- All students and staff will wear non-medical face coverings at all times on campus, including during arrival and dismissal, and on school transportation. Bus drivers will also wear masks and follow all other safety protocols. Masks must properly cover the nose and mouth and must be worn indoors, outdoors (while on school premises or during school-sponsored off-site activities), during physical activity including sports, and at all school-sponsored events. Individuals who do not comply with this requirement may be subject to disciplinary action as deemed appropriate by school administrators. Students unable to wear face masks throughout the day may be provided with mask breaks with appropriate social distancing, possibly outdoors. Families and educators will work with students to practice wearing masks safely and consistently.
- Face masks with clear mouth panels will be available for those who need to communicate with individuals who are hard-of hearing. Visitors to the school will be limited, and anyone entering the school (except those too young or otherwise unable to remove a mask without assistance) will be required to wear a mask properly covering their nose and mouth.

To ensure easy compliance with this policy, any visitor or member of our community who arrives without a face covering or has a lost or damaged face covering while attending a school activity, will be provided a new one. The school will keep an ample supply of PPE, including masks, until such time as face coverings is 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.

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

- Students not wearing a face mask as appropriate will first be given a verbal and/or visual reminder to put their masks on promptly and properly. Students refusing to do this will be separated from any larger group and reminded of the importance of masking for the good of the community. Continued resistance to masking will be referred to administrators or counselors as appropriate, and barring extenuating circumstances or incapacity, students may be asked to leave campus if they continually refuse to wear proper face coverings. Note that such removal would be a last resort. Before removing students from campus, parental support would be solicited.
- Staff or visitors who refuse to wear a face covering will be similarly reminded of the importance of masking for the good of the community and may be subject to further disciplinary action from

supervisors in response to continued resistance. Visitors refusing to properly wear a face mask will be asked to leave the campus or to wait outside the campus if meeting a student or adult member of the school community.

- Those unable to wear masks safely or to remove them on their own will be provided with training in acclimating to mask wearing as well as mask breaks with appropriate social distancing (ideally outdoors if possible). In addition and at the discretion of school leadership, they may be directed away from participating in on-campus activities.

**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). A “cohorting” model will be implemented to support physical distancing across groups (see next question for more details). Teachers will stay at least 6 feet from students and each other. We are encouraging all staff and eligible students to get vaccinated and will require masks until such time as face coverings are no longer required at schools. The school will only hold in-person gatherings that meet the distancing and capacity requirements/limits set forth by DC Health guidance for such gatherings. During activities such as Physical Education (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.

The school will also consider staggered arrival and departure times and the use of multiple entrances with appropriate staff at each entrance, as well as designating one-way hallways or lanes in hallways and one-way stairwells throughout the day. Locker use will be limited and organized by cohort, and teachers and administrators will continue to monitor arrival and dismissal closely and remind students verbally about distancing requirements.

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

- Classrooms will be set up with students seated at least 3 feet apart (measured head-to-head) and adults at least 6 feet from students when not moving through the classroom. Furniture will be consolidated or possibly removed from classrooms to allow for this if needed.
- Use of common areas such as the faculty work room and library will be minimized and such spaces will be set up to allow for six-foot distancing at all times and will be stocked with hand sanitizer and signage. High-touch surfaces in common areas such as copiers will be wiped down regularly by cleaning crew members.
- Any school-sponsored extra-curricular activities will be designed to allow for proper distancing and other COVID mitigation strategies, and faculty/staff leading such activities will confer with the school’s COVID POC to ensure community safety.

**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 grade-specific cohorts for all grades, with some mixing as required for academic purposes in the Upper School. To limit cohort mixing, we are considering continuing many of the procedures we used in the Spring of 2021 including multiple designated entrances and exits, designated recess and lunch locations for different cohorts with no mixing allowed, designated bathrooms with usage times for specific cohorts and cleaning between cohorts, as well as possible staggered arrival and dismissal times. Lunch times have always been staggered with middle school grades typically seated in different parts of the lunchroom separated by an airwall; we may expand that to include Upper School grades or consider designating other physical spaces as well as the use of room partitions and/or desktop dividers (and of course 6-foot distancing). Differences in middle school and Upper School schedules and the current locations of classrooms within the building already minimize the possibilities for cohort mixing between the middle and upper grades.

**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.**

Latin has invested extensively in resources to support handwashing and respiratory etiquette. Our policy is to encourage frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. We currently include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). All students and staff will have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or student centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing.
- Before and after PE class
- When entering and exiting school buses and vans
- When entering and exiting the building

In addition, Latin will encourage all staff and students to cover coughs and sneezes with a tissue when not wearing a mask and to throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds, or if soap and water is unavailable, use hand sanitizer.

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

We currently have pump hand sanitizer and sanitizing wipes, as well as tissues, in all classrooms, offices, and common areas and will ask teachers and others to do daily supply checks. We also have antibacterial soap and paper towels in every bathroom, both student and adult, as well as the kitchen. These will be checked on a nightly basis by our custodial staff. We have ample supplies of these products on hand and have checked all expirations dates. We also equipped all commodes with toilet lids and signage to close the lid before

flushing.

**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 policy is that everyone be masked while on campus (as articulated earlier), and that gloves, goggles, face shields, etc. be worn for specific activities as directed by DC Health guidance. Latin has made a significant investment in PPE and has extensive supplies of standard cloth and KN95 masks as well as face shields on hand for students and faculty. While students, staff, and visitors typically arrive on campus with their own masks, we have sufficient supply to furnish all persons who visit the building, and we ensure that our stock is replenished on an ongoing basis. We purchased PPE in the spring and summer of 2020 and additional items were secured throughout the 2020-2021 school year.

Our PPE is currently kept in two accessible locations on the first floor and is available by request to the Director of Operations or for faculty to pick-up as needed. Additional protection such as goggles and gowns are available in our health suite, and gloves are available both on the first floor in the kitchen and in the health suite. Our front desk, security desk, and food service lines are also equipped with plastic barriers for additional protection. As supplies of any PPE are depleted, Latin will procure additional items as needed and make faculty and students aware of their availability.

**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).**

Washington Latin increased our cleaning staff and provided training for them during the spring of 2020 and throughout the 2020-2021 school year. Other personnel, including teachers, recess supervisors, administrative staff, etc. have also been trained. The Director of Operations does spot checks to ensure that the schedule and protocols are being followed. The cleaning schedule below has been established and will be maintained as long as conditions warrant:

		Throughout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		X		

	Student desks, chairs	X			
	Teacher desks, chair	X			
	Walls and white boards		X		
	Manipulatives, textbooks, etc.		X		
	Pens, pencils, white board markers, crayons, markers	X			
Hallway/Stairs	Fixtures (switches, knobs, buttons)	X			
	Railings		X		
	Lockers (if used)			X	
	Floors of hallways		X		
Office and Common Area	Pens, pencils, phones	X			
	Fixtures (switches, knobs, buttons)		X		
	Chairs	X			
	Copiers, etc.	X			
Bathrooms	Surfaces	X			

	Floor		X		
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground (n/a)				
	Balls and other outdoor athletic or recess equipment	X			
Other	Cafeteria equipment and surfaces	X			

**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 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. The protocols include:

In the case of someone who has been in the building in the past 24 hours testing COVID positive, the school will clean and disinfect any areas where the sick individual has been, waiting as long as possible but ideally several hours before doing a deep cleaning and disinfection of the space and the equipment (including the isolation room). Cleaning crew members will allow all cleaning/disinfecting solutions to sit undisturbed if indicated in manufacturer's instructions, will open windows and doors to increase air circulation while cleaning, and must wear masks and gloves, and additional PPE as appropriate.

In the case of someone testing COVID positive who has not been in the building in the past 24 hours but was in the building in the past three days, the school will do a detailed cleaning of any areas where the sick individual has been. If someone who tests positive has been out of the building for more than three days, normal cleaning protocols will be followed. Cleaning crew members will wear masks and gloves, and additional PPE as appropriate.

**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 is done by Latin Janitorial and our agreement with Latin Janitorial confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Our agreement includes language stating that employees of Latin Janitorial will wear gloves when cleaning and that should Latin Janitorial be unable to supply gloves the school will provide them from our supply. Our Director of Operations regularly observes the cleaning crew to ensure that gloves and masks are being worn consistently and properly.

**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.**

As our building was never completely unoccupied, Latin upgraded our HVAC system with MERV13 filters in early 2020 and has performed regular filter changes and other HVAC maintenance since Summer 2020. We have continued to do our usual regular water checks – including checks for Legionnaire’s Disease – throughout the pandemic as well and have participated in the PCSB lead checking program for all our drinking water sources. During periods of lessened activity, the cleaning crew has regularly flushed toilets, run faucets and showers, and otherwise ensured that there is no stagnant water in any interior location.

**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.**

We follow OSSE guidance for appropriate inclusion and exclusion of individuals based on COVID status. If an individual develops COVID symptoms while at school, we will bring the symptomatic individual to the isolation area for a rapid COVID test, and alert parents to come and get the child (or send the individual home if an adult) regardless of the rapid test result.

In the case of someone being confirmed as COVID positive during the school day, if the COVID-positive individual is on campus, anyone in their cohort who is unvaccinated or displays symptoms will be dismissed (those who are vaccinated and symptom-free do not have to be dismissed) and the room vacated as soon as possible. . The cohort will remain in their designated classroom for the day if the individual has symptoms but is not confirmed to have COVID, or if the individual is confirmed to have COVID but has not been present at school that day.

In the case of a student or adult who arrives at school with symptoms, fails the health screening, or has a family member awaiting results or has travelled and is unvaccinated, the school will send that individual home, placing a student who must wait for a ride home in an appropriate setting such as the isolation area or outdoors if possible to await pickup. The isolation area would then be cleaned according to protocols after



the individual who was denied entrance has departed.

We will use the layered communications protocols already developed (see question 15, below) to alert any other students or adults with whom a COVID-positive individual has had contact and will follow guidance from DC Health Contact Tracers regarding appropriate return to campus for individuals considered close contacts.

We followed the aforementioned policies and protocols during in-person instruction during the 2020-2021 school year. While there were a handful of suspected and/or confirmed cases, there was no evidence of on-campus transmission/spread.

**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 Martita Fleming, Director of Operations. She has been in regular contact with families, staff, contractors, and vendors since March 2020 and has reported positive cases of COVID-19 to DC Health as appropriate across that time. Ms. Fleming has participated in extensive training and consulted widely with local, regional, and national experts.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health includes clear information on how staff, families, and vendors can contact us when a member of our community has a positive test result. The COVID-19 POC continues to receive calls throughout the day and into the evening hours. The COVID-19 POC has also proactively reached out to families of students, staff, and visitors who had symptoms or have been absent to inquire. As has been the case since March 2020, all confirmed reports will be shared with DC Health that same day in a means that is requested by them.

To ensure that we maximize onsite, in-person instruction, 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. Our COVID-19 POC regularly reviews all our daily screening questions to ensure that students or staff with preexisting symptoms have not been excluded, and that our questions are consistent with DC Health guidance. In some cases, the COVID-19 POC has sought the counsel of the school nurse and will continue to do so.

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

We have developed our own screening app (HealthCheck) and have used that to support DC Health contact tracing efforts when requested. Per the form's guidance, "Records of screenings are strongly recommended to 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 [Updated Health Guidance](#) from OSSE (p 28-29) and the [DC Health Reporting Requirements](#). 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](#).

One of our current staff members was a trained DC contact tracer and served in that capacity for a period of time. She is available to us to assist in the appropriate implementation of our protocols.

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

In the event of an individual who has been on campus testing positive for COVID, Latin has created a robust suite of layered communications to close contacts, cohort members who are not close contacts, faculty and staff, and others as appropriate. We inform families and other community members of our communications protocols on our website as well as through these layered communications. Our avenues of communication regarding all COVID procedures and policies include e-mails, texts, interactive Zoom meetings/webinars, recordings to be watched at the viewer's convenience, as well as personal phone calls from the COVID POC and other Senior Administration to families, faculty, and staff. These communications consistently protect the privacy of the individuals involved while alerting families and staff to mitigate spread.

Specifically, the COVID-19 POC notifies either the entire school or the impacted individuals within the cohort of the positive case. The COVID-19 POC works 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 updates impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning. The COVID-19 POC complies with all guidance from DC Health and contact tracers regarding on-site and off-site learning for families and staff.

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. Students or faculty members who exhibit COVID symptoms without an underlying cause as documented by

a medical professional are moved to an isolation area for a rapid COVID test. Regardless of the outcome of that test, the symptomatic individual is dismissed from school for 10 days and until they are fever-free for 24 hours without medication and are otherwise asymptomatic. If the results of the Rapid test are negative, the individual must confirm that with a PCR test. If the results are positive for COVID-19, the individual is guided through the current quarantine procedures and requested to provide a letter from DC Health stating that quarantine is completed before returning to school. We follow all OSSE guidance on exclusion from and inclusion in on-site learning as detailed on pages 24-26 of the [Updated Health Guidance](#).

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting in accordance with DC Health guidelines and to communicate via e-mail and other means to families and faculty/staff as appropriate based on their level of contact with any individual who tested positive for COVID-19.

To meet the needs of our diverse community, details on these and many other non-COVID topics are available in Spanish, the required language as indicated on student/Family Home Language Surveys. The Communications Director who works very closely with our COVID-19 POC is bilingual in Spanish and all written communications are provided in Spanish as needed for Spanish-speaking families. Several other staff members are available to assist with both written and verbal translations of communications as needed. In addition, sign language interpreters have been provided for our hard-of-hearing families at all on-line forums (just as they were for in-person activities prior to the pandemic).

## COVID-19 Testing and Vaccines

**16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: [dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements).**

Upon entering hybrid learning in Spring 2021, Latin contracted with Curative to do weekly testing of all faculty and students on campus and completed the required documentation to ensure such testing met the minimum standards required by DC Health. (Some faculty, including several who were not on campus did at-home testing using LabCorp kits.) Results of COVID testing -- positive or negative -- are communicated to parents/guardians and to Latin, and notice to DC Health is simultaneously given as appropriate. The school conducted roughly 400 tests per week of both students and faculty (not including the LabCorp testing), using school staff trained by Curative and following all Curative-recommended testing protocols as well the safety guidelines outlined in Appendix B (PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test). Moving forward, our plan is to discontinue testing individuals who are fully vaccinated (meaning two weeks have passed since the final COVID vaccine dose was administered), which we hope will both eliminate needless testing and encourage vaccination for all who are eligible. The school will follow its protocol, outlined in question 14, to notify DC Health and to follow DC Health reporting requirements. Latin's testing vendor also communicates test results to parent/guardians, the school, and DC Health as required, via text/e-mail to individual families and through daily uploads to a database accessible to appropriate school/DC Health parties.

**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.**

Our LEA is supporting eligible students and staff to get vaccinated by publicizing lists of vaccination sites, discontinuing required weekly testing of fully vaccinated individuals, and participating in the DC on-site vaccination clinic program (we have been approved to be a site and are awaiting scheduling of our on-site clinic, ideally in mid-July). In addition, our school nurse has fielded numerous questions via phone, e-mail, and in person regarding vaccination risks and benefits and continues to be available in that capacity. Our COVID POC was very active in getting faculty who were on-campus and those who were planning to come on-campus included in the OneMedical vaccination program this past Winter, and as a result more than 80% of our faculty have voluntarily shared documentation that they are fully vaccinated. In preparation for the Fall, the school plans to heavily publicize the fact that vaccinated individuals do not have to quarantine after travel or after exposure to someone who tests positive for COVID.

In multiple parent meetings via Zoom in May and June, school officials have encouraged parents to get vaccinated and to get their eligible children vaccinated. This message has been communicated in our weekly email newsletters. We will continue to encourage student vaccination throughout the summer.

### **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.**

Students at Latin in need of extra support generally work directly with a designated member of our Student Support Team. These staff members will consult with families on their caseloads to ensure complete understanding of the school's COVID protocols and surface any concerns. Students will be expected to participate fully in in-person learning in their regular classrooms with all appropriate accommodations per existing IEPs, 504 plans, etc. Where a family or student has concerns about understanding and complying with COVID protocols, any member of the Student Support Team may engage Latin's COVID POC or other administrators in the conversation and may suggest additional accommodations (e.g., designated mask breaks in appropriate locations, use of alternative hand sanitizer for students with sensory reactions to school-provided products, etc.) Latin will attempt to allow any reasonable accommodation that is consistent with prevailing COVID health and safety practices and compliant with DC Health, PCSB, and OSSE protocols/regulations.

The school had the opportunity during the spring to work with students with disabilities who returned to campus for hybrid learning and is using lessons learned from that experience to have proactive family meetings, enhance teacher training, and stand up any additional 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.

The school provided extensive training on our policies and procedures during the 2020-2021 school year, especially before the transition to hybrid instruction. However, we intend to provide updated training beginning in August, prior to the start of the new school year. Please see our training plan below:

Audience	Topic	Trainer/ TA provider	Date Range (if available)
Faculty and Staff	Updated COVID protocols and policies in response	COVID POC, Principal, Head of School	Faculty Orientation (mid-August)
Front Office Staff and Morning Greeters	Updates to specific start of day protocols including Health Checks, Temperature Checks, etc.	COVID POC, Principal, Head of School	Just before start of school (mid-August)
Students and Families	Specific protocols for on-campus learning including testing, one-way hallways, locker use, and many more	COVID POC, Principal, Head of School, Administrators, Classroom Teachers	Student orientation on-site in third week of August and in first days of school; parent orientation likely by webinar, newsletters, etc.

**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.**

We are a single-site LEA and our COVID point of contact is on campus constantly. Along with the Head of School and the Principal, the COVID POC will continuously monitor hallways, lunchrooms, classrooms, recess and other relevant areas and activities on campus. In addition, our school nurse will continue to be a valued partner in our work of keeping the campus safe through regular verbal reminders to students and adults about social distancing, mask wearing, hand hygiene and other COVID protocols. Should the POC

become aware of protocols not being followed, corrective action will be taken to reinforce appropriate behaviors/practices by school faculty and staff, cleaning crew, food service personnel, etc. Each week, a team of school personnel will review plan implementation and discuss changes that may need to be made. Health and safety protocols are also reviewed each week in a one-on-one meeting between the Head of School and COVID POC.

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

The school has consistently provided information on policies and procedures to students, families, and staff since March 2020. We plan to continue to communicate key health and safety policies and procedures with students, families, visitors, and staff through on-site signage, newsletter updates, back-to-school webinars, and orientation events. 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. As we have done with all parent-facing activities for the past several years, Latin's team of designated Spanish-language interpreters will help translate written materials and provide translation in person, and we will engage sign-language interpreters for families requiring this service.

In March 2020 we posted an extensive resource guide on health policies and health supports on our website. We will update this information and repost in mid-August.