

SY 2021-22 LEA Health and Safety Plans

LEA Name: Washington Leadership Academy PCS

LEA Contact: Stacy Kane

LEA Type: 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: Students must wear correctly wear masks at all times in the building and out of the building during school activities except while eating. Students who refuse to wear a mask will receive ordinary consequences according to the behavior management system detailed in the Student Handbook.

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.

For students with disabilities, if not wearing a face covering is a manifestation of a disability, an individualized plan will be developed.

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, tiered disciplinary strategies will be employed from our behavior system in our student handbook. For students with disabilities, if not wearing a face covering is a manifestation of a disability, an individualized plan will be developed. Staff will receive escalated consequences for not wearing a mask, according to the staff handbook.

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.

WLA will try to space students as far apart in each classroom as possible by utilizing all space available. Desks will reach from wall to wall and students will all face toward the front of the room so that they are not facing each other. Some desks may be outfitted with physical plastic barriers to increase safety as an additional precaution. All members of the WLA community are being encouraged to get vaccinated. The school will not hold any large gatherings until the health guidance allows for it, and will instead hold virtual town halls and gatherings for students in the school building to use their computers. Arrival and dismissal will utilize practices that encourage adequate spacing between students and adults by utilizing staggered timing and adults dismissing classroom by classroom. Extracurricular activities will follow the same practices and policies as classroom settings.

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.

In order to accommodate the mandate that all students can be fully in person and that all students can acquire the appropriate credits towards high school graduation, WLA will utilize a school schedule that accommodates that strategy. The only way to cohort in a high school is the entire high school. WLA's cohort is the entire high school. In a typical high school, such as WLA, students take courses across all four grade levels. Thus, there is mixing and spread among all grade levels. All attempts were made to figure out how to limit this mixture but it is impossible if we want students to acquire credits toward graduation along the timeline they are needed.

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.

- WLA will reinforce frequent, proper handwashing strategies by staff and students, to include washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, WLA will ensure students use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- *Key times that students and staff will perform hand hygiene include:*
 - *before and after eating food;*
 - *before and after group activities;*
 - *after going to the bathroom;*
 - *before and after putting on, touching, or removing face masks or touching your face;*
 - *after removing gloves; and*
 - *after blowing one's nose, coughing or sneezing.*
- WLA 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.

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

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.

WLA has a very large supply of masks, hand sanitizer, and gloves that will ensure that anyone who needs access to it at any time will have it. Supplies will be distributed as needed by the operations team.

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).**

WLA's landlord has assured us that they have instructed Day porters to provide enhanced cleaning on all high touch surfaces (door knobs, counter spaces, bathrooms) in public areas with CDC approved cleaning products throughout the day, adjusting the frequency of use as needed. In restrooms, cleaning staff will be directed to place paper products in an area where individuals can "grab and go" to limit touchpoints. At night, the building's cleaning crew will focus on classroom spaces and restrooms cleaning with CDC approved materials with specific attention to high touch points and surfaces.

For the HVAC building system, the building maintenance manager has and will continue to replace all filters with Merv-11 or 13 filters (depending on the size of your unit) to increase air-filtration on a monthly basis. The building maintenance manager will set air intake equipment to the maximum fresh air exchange rate possible for the unit.

- 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.**

WLA will follow OSSE's most recent guidance on how to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive.

In the event of a confirmed COVID-19 case in a student, staff member, or essential visitor, WLA will follow DC Health's Guidance on Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID-19 as well as the cleaning and disinfection guidance from the CDC: "If the COVID-19 positive individual has been in the school building within the past 24 hours, the school must clean and disinfect the area(s) where the sick individual has been. o Schools must close off areas where the sick individual has been. If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort should be dismissed and the room vacated as soon as possible. If the COVID-19 positive individual has not been in the building that day, then it is acceptable to remain in the room until the end of the day. o Staff supporting, accompanying, or cleaning up after a sick child should adhere to PPE best practices as articulated in Appendix B. o Once the room is vacated, schools should wait as long as possible before entering the room to clean and disinfect (at least several hours). Schools should perform deep cleaning and disinfection of full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member. During cleaning and disinfection,

schools should increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings). Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff should also follow additional PPE best practices as articulated in Appendix B. For additional material-specific considerations, including for soft surfaces, laundry, electronics, and outdoor areas, see DC Health’s Guidance on Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID19. • If it has been more than 24 hours but less than three days since the COVID-19 positive individual was in the school building, the school must clean any areas where the individual has been. Disinfection is not necessary. • If it has been more than three days since the COVID-19 positive individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.”

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

WLA will run a supply inventory regularly to ensure that we have appropriate disinfection supplies. Our cleaning is done by our landlord via Busy Bees and our agreement with them 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.

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.

WLA has had maintenance and cleaning staff in the building for the entirety of the pandemic who have ensured that the building remains in safe and working condition. Ventilation systems and plumbing systems remain ready for use.

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.**

WLA will comply with all requirements regarding COVID-19 positive cases. No one with a positive test result will be admitted, and anyone meeting the criteria while in the facility will be immediately dismissed. WLA students and staff will be ready at all times to quarantine in case of exposure so that they can continue teaching or

learning from home anytime.

WLA will follow all OSSE health guidance including the below guidance regarding exclusion of anyone who tests positive or otherwise meets the criteria for exclusion listed below.

Exclusion Criteria

A student, staff member, or essential visitor must stay home, or not be admitted, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- *Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in the “Daily Health Screening” section of this guidance in the last 24 hours.*
- *Are confirmed to have COVID-19.*
- *Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.*
- *Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.*
- *Have traveled domestically in the last 10 days to any place other than Maryland or Virginia, unless they did not attend school until tested for COVID-19 three to five days after returning to DC AND received a negative COVID-19 viral test.*
- *Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.*

Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms must not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 within the last 90 days or is fully vaccinated may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID-19, when a household contact is awaiting COVID-19 test results, or after travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 in the last 90 days or is fully vaccinated against COVID-19 may be admitted immediately after domestic or international travel. They should get a COVID-19 test three to five days after international travel.¹⁴ Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above. If excluded, students (or their parents/guardians), staff, and essential visitors should call their healthcare provider for further directions.

DC Health recommends that students and staff should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the student or staff member themselves does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms.

Dismissal Criteria and Protocols

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

- *For students, the school should:*

- *Immediately isolate the student from other students.*
- *The student should immediately put on a face mask or surgical mask, if not wearing already.*
- *Identify a staff member to accompany the isolated student to the isolation area and supervise the student while awaiting pickup from the parent/guardian.*
- *The staff members briefly responding to the sick student in the classroom, accompanying the student to the isolation area, and supervising the student in the isolation area should comply with PPE best practices per Appendix B.*
- *Additionally, schools should:*
 - *Notify the student's parent/guardian of the symptoms and that the student should be picked up as soon as possible and instruct them to seek healthcare provider guidance.*
 - *Follow guidance for use of the isolation room below.*
 - *Immediately follow all cleaning and disinfection protocols for any area and materials with which the student was in contact, per Section H: Cleaning and Disinfection.*
- *For staff and essential visitors, the school should:*
 - *Send the staff member or essential visitor home immediately or instruct them to isolate until it is safe to go home;*
 - *Instruct the staff member or essential visitor to seek healthcare provider guidance; and*
 - *Follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.*

Isolation Room: Schools should identify more than one well-ventilated space to isolate sick individuals until they are able to leave the school grounds. The space should be in an area that is not frequently passed or used by other students or staff, is not simply behind a barrier in a room being utilized by other individuals and is not the health suite. If safe and weather permitting, schools are encouraged to isolate sick individuals outdoors under appropriate supervision. When in the isolation area, the sick individual should always wear a face mask or surgical mask, be within sight of the supervising staff member, and be physically separated from other individuals by at least 6 feet. Schools should isolate only one sick individual in the isolation area at a time. The isolation area should be immediately cleaned and disinfected after the sick individual departs. Supervising staff should comply with the PPE best practices in Appendix B.

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 Stacy Kane, Executive Director of the School. She will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health immediately upon discovery/ the same day of discovery.

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, excluding students and staff with similar symptoms but no underlying case must be avoided. 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 a healthcare provider.

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

We will use a daily screening form, and we will store the data 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 Final DC Health 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.

The school has a Communication with Families and Staff Protocol in place to protect the privacy of the individuals while alerting families and staff to mitigate spread. Specifically, the protocol requires that the COVID-19 POC notify the entire school 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. Notifications will be made via

email and robocall, as per our usual communication policies. Students at risk of having been exposed will likely be called personally.

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 by notifying the COVID-19 POC, isolating the student, and obtaining permission from the parent to dismiss the student to the parent. If it is a staff member, we will dismiss the staff member. Infected individuals will not be allowed to enter the community for as long as the quarantine rules dictate at the time.

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.

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.**

COVID-19 testing will be available to all students and staff on a regular basis at WLA from an outside provider. Staff are required to report a positive test result immediately. The frequency of testing will be determined according to the level of community spread at the time. Any and all positive results will be immediately reported to DC Health, on the same day they are received.

- 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 providing as much information as possible to the community to help them make the right choice for themselves and their family. We are using emails, town halls, and more.

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.**

WLA will work with any student who needs accommodations with any of the health and safety guidance

issues at any time. Families know that they can reach out to the special education team for any of their needs any time.

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.**

WLA will invite members of the OSSE team to train staff on technical guidance at the beginning of the school year along with operations staff members who will be trained. The training will cover all of the major topics in the health and safety plan. Students will also be trained on basic health and safety so that they can be participants in the plan.

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.

WLA will ensure that all operations staff and key leadership staff are trained in COVID safety and policies prior to the beginning of the school year. The training will cover this entire health and safety plan so that staff know all of the policies and procedures. The COVID-19 POC, the Executive Director, and the Director of Special Projects will deliver this training to the staff. The Director of Special Projects will ensure adherence to this plan. If certain procedures are not being followed by students, the discipline policy may come into effect, led by the culture team. If staff members are not following procedures, the staff discipline policy may come into effect, led by school leadership. The COVID POC will alert all leaders to any non-adherence to the plan so that the above action steps can be taken.

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 and families and staff during emails before the beginning of the school year, the handbook, the web site, 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.