

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: Washington Yu Ying PCS**

**LEA Contact: Maquita Alexander**

**LEA Type: Pre-K;Elementary**

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### **Background and Purpose**

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

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

## Face Masks

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

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

## Face Masks

### *Face Covering Requirements*

Yu Ying students, staff, contractors, visitors and other personnel must wear face coverings properly over their nose and mouth, at all times both inside our building and outside when students and families are near. Children younger than age 2 will not be required to wear a face covering.

Students and staff must wear a mask at all times except for when:

- A child is having trouble breathing and/or can't remove their mask without help
- Younger students are napping
- Eating

Face coverings should be clean and put on and taken off safely. Students and staff need to:

- Bring multiple cloth face coverings with them to school. If a student, staff member or visitor doesn't have a face covering, we'll provide one to them.
- Be careful when taking off their face covering and wash their hands after removing it.
- Store the face covering out of anyone's reach.
- Use a clean face covering if someone touches the one they're currently wearing

### 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.

### *Face Covering Issues or Concerns*

If someone has a medical condition preventing them from wearing a face covering, they must have documentation on file from a health care provider with this information. We'll work with community members requiring accommodations. In some cases, on-campus school activities may be off limits for them.

If someone doesn't want to wear a face covering, our leadership team will ask them to leave campus immediately. Students who refuse to wear masks will be placed in our isolation room until a parent or guardian can pick them up. Leadership will work with the family to make sure the student is able to wear a mask at school.

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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.**

## Social Distancing

We'll do our best to keep everyone three feet apart by:

- Ensuring there's a minimum three feet of distance between desks, tables and other learning spaces.
- Limiting the number of people in a given space. For example:
  - Staggering and spacing individual work spaces.
  - Using individual mats during floor time for PreK 3 - kindergarten students. Each student will be assigned one mat, which will be three feet apart from any other mats.
  - Having students maintain three feet of distance when sitting across from each other at tables.
- Closing many of Yu Ying's communal spaces such as the multipurpose room (MPR) to group gatherings. Communal spaces that aren't closed will be cleaned and disinfected between use. These areas include:
  - Photocopiers, cutting boards, book rooms, etc.
  - The playground, balls and recess equipment
  - Staff refrigerators, microwaves, etc.
- Holding physical activities outside, weather permitting. We'll enforce proper social distancing with visual cues such as marking the ground where students should stand. We won't allow interactive activities including basketball, football or soccer.
- Using physical barriers such as plastic flexible screens in some areas including bathroom sinks and urinals, the front reception desk, and the REEF reception desk.
- Designating an area with its own ventilation for any students or staff who have symptoms such as a fever or a cough until they can safely leave the building. This area will be separate from the routine health care area.
- Placing students head to toe and three feet apart during nap times.
- Allowing only one PreK 3 or PreK 4 parent or guardian in the building during arrival.
- Allowing only parents and guardians on campus for dropoff and pickup. Adults must park in the neighborhood, walk to campus and come in at their designated entrance. Everyone must wear a mask and limit their time on campus to 15 minutes or less.
- Not allowing parents or guardians inside our building unless they have an appointment during the regular school day.
- During after care, having parents or guardians enter the school and leave in 15 minutes or less.

In our hallways, we'll:

- Place arrows on the floor to show the traffic flow direction – walk on the right.
- Post wall art to remind students and staff about social distancing and wearing their masks.
- Monitor the hallways to make sure they're not overcrowded so it's possible to social distance.
- Give students and staff extra time to get from one place to another to ease transitions.
- Make sure students stay three feet apart and walk quietly in a single file line.
- Move cubbies into the classrooms to provide more space in the hallways.

During restroom breaks, we'll:

- Have students sanitize their hands when they enter the restroom.
- Require students to wash their hands for 20 seconds with soap and water before they leave the

restroom.

- Keep students who are waiting in a line three feet apart while in the hallway.

### *Arrival Process*

Families will need to follow these instructions when dropping off their children – if a family is new to Yu Ying, staff members can help them along:

- Complete the SchoolPass app daily wellness check before 8 a.m.
- Park legally in the neighborhood and walk on to campus.
- Enter campus through the east pedestrian gate, closest to Brookland Ridge apartments.
- Follow the dragon to the outside wellness check station.
- If the student’s SchoolPass wellness status is **green**, proceed to their arrival location. If their wellness status is **red**, families must take their student home and seek medical advice.
- Walk to the student’s assigned arrival location – if there’s a line, they must go to the end and stay three feet apart from others.
- Walk students to their entrance location – **only PreK parents or guardians are allowed to enter the building.**
- To leave campus, families will follow the arrows to the west pedestrian gate, closest to the Nature Center.

### *Dismissal Process*

When picking up students, families will:

- Open their SchoolPass app and click the “Pick Up” button to notify staff they’re arriving.
- Park legally in the neighborhood and walk on to campus.
- Enter campus through the east pedestrian gate, closest to Brookland Ridge apartments.
- Walk to the appropriate dismissal station. Dismissal stations will be clearly labeled. If there’s a line, families must join the end and stay three feet apart from others. The line will wrap from the south door to the back, or west, side of the building.
- Pick up their child after a staff member checks the SchoolPass dashboard.
- Leave by walking around the building and out the west pedestrian gate, closest to the Nature Center.

Normally, we have a different dismissal plan if the weather is bad. Unfortunately, we can’t do this with our new safety measures. This means parents and guardians need to wait outside to pick up their child. They’ll have to bring an umbrella, rain jacket and/or dress warmly!

### *Staff Breaks and Lounge Guidelines*

Our teachers will get needed breaks throughout the day when they’re on campus. Staff can use Yu Ying’s lounge to:

- Store food in the refrigerators.
- Heat up food in the microwaves.
- Use the coffee machine.
- Make copies or create signs with the poster machine.

While using the lounge, staff will:

- Sanitize their hands before entering the room, or wash their hands for at least 20 seconds right after going inside.

- Wipe down the refrigerator, microwave, copier keypad, etc. with sanitizing wipes provided before and after each use.
- Maintain three feet of distance.

When eating meals or snacks, staff will:

- Find a space to eat alone or six feet away from others.
- Consider eating outside or in their car, especially if space inside the building is limited.

**Staff will not hang out, sit down or eat in the staff lounge.** They'll:

- Wash all dishes immediately with the supplies provided. Dishes should never be left in the sink or on the countertops.
- Maintain social distance at all times.

- 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.**

### Small Group Cohorts

Students will be organized into cohorts by grade level. We'll:

- Group students and staff together each day instead of mixing groups of teachers and students, where possible.
- Limit large group activities when three feet of distance isn't possible.
- Identify entry and exit points based on classroom groups and coordinate by group the use of hallways, bathrooms, playgrounds and other shared spaces.

- 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.**

### Handwashing and Respiratory Etiquette

We want to do everything we can to keep our environment safe and healthy for everyone. We'll work with our staff and janitorial team to help make this happen. We'll also follow these hygiene practices:

- Require daily health screenings for anyone entering our building.
- Properly clean any health screening materials.
- Provide adequate supplies such as soap, paper towels, hand sanitizer and tissue in every bathroom and classroom throughout the day.
- Give students their own materials in designated and labeled bags or bins.
- Separate and store all student belongings in designated areas – for example, a cubby or bin.
- Assign electronic devices such as iPads and Chromebooks to one person. If a student needs to borrow a device for the day, we'll give them recently sanitized equipment.
- Increase air circulation where safe and possible and make sure ventilation systems are operating correctly.
- Encourage staff and students to cover coughs and sneezes with a tissue. Any used tissues must be

thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- Install no-touch fixtures where possible – for example, automatic faucets, trash cans and hand sanitizer dispensers.
- Provide two bottle filling stations on our third and fourth floors. Sinks on the first and second floors have bottle filling faucets with filtered water.
- Enforce regular sanitizing:
  - Proper hand washing means cleaning them with soap and water for at least 20 seconds. This is especially important after using the bathroom, before eating, and after using a tissue, coughing or sneezing. If soap and water aren't available, an alcohol-based hand sanitizer can be used instead.
  - Students must wash or sanitize their hands when entering or exiting a classroom and/or between activities. All classrooms will have touchless hand sanitizer dispensers just outside the classroom door.
  - Staff will remind students of our “you touch it, you take it” policy in classrooms and the cafeteria.

- 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.**

### **Handwashing and Sanitizing Supplies**

We'll have hand washing supplies readily available in classrooms, bathrooms and offices. We'll also set up sanitizing stations outside large common areas including the MPR, playgrounds or outdoor spaces, and our entrances and exits

- 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.**

### **Staff Personal Protective Equipment (PPE) Supplies**

All Yu Ying staff will be given appropriate PPE to complete necessary tasks throughout the school day including:

- Gloves
- Protective gowns
- Shoe coverings
- Protective glasses
- Extra masks

Our Director of Operations will distribute necessary PPE to staff and oversee Yu Ying's PPE inventory.

## Classroom Personal Protective Equipment (PPE) Supplies

All classrooms are stocked with these supplies:

- One mounted hand sanitizer at the entrance
- One red trash can for disposable PPE
- One yellow trash can for reusable PPE
- One box of tissues for each student
- One box of PPE gloves – 100 count
- One box of food service gloves – 500 count
- One dish soap – first and second floor classrooms only
- One hand soap – first and second floor classrooms only
- One bottle of disinfectant
- Two bottles of hand sanitizer
- Two reusable masks for each student
- Two boxes of BAND-AID® bandages
- Three microfiber cloths

Our Business Associate will take inventory and refresh each classroom's PPE every Friday afternoon.

### 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).**

## Cleaning Schedules and Processes

### *Regular Cleaning Schedule*

At the start of the COVID-19 pandemic, we developed and implemented a schedule for increased routine cleaning, disinfecting and sanitizing our building. We'll continue this schedule throughout school year 2021-22. Additionally, we added equipment to help better clean and filter the air. The following is an overview of our regular cleaning procedures.

- Yu Ying's janitorial day team will routinely clean and disinfect frequently touched surfaces. This includes objects and surfaces not typically cleaned daily such as doorknobs, light switches, classroom sink handles and countertops.
- Thermometers will be thoroughly cleaned and disinfected before and after each use according to the manufacturer's instructions.
- We'll follow the manufacturer's instructions for all cleaning, sanitizing and disinfecting products including concentration, application method, contact time and drying time before use. We'll also use Centers for Disease Control and Prevention (CDC) [guidance for safe and correct application of disinfectants](#). Additionally, we'll communicate regularly with our janitorial team so we know they're following instructions.
- Our staff and janitorial team will safely and correctly store all cleaning and disinfecting products.
- We'll make sure there's adequate ventilation when using cleaning products to prevent students and

staff from inhaling toxic fumes.

- We'll place signage in every classroom to help remind staff of cleaning protocols.
- We'll limit the use of shared objects such as gym or physical education equipment, art supplies, toys, and games.
- Toys that have been in children's mouths or soiled by bodily secretions will be immediately set aside. They'll be cleaned and sanitized by a staff member wearing gloves before being used again.
- PreK 3 and 4 students' mats and bedding will be individually labeled and stored separately.
- Playground structures will be included as part of our routine cleaning.
- Students will choose a set of toys to play with each day. All toys will be sanitized daily.
  - Staff will spray the materials with disinfectant daily at the end of each day before they're used the next morning.

Our Director of Operations will provide the janitorial team with hard copies of the daily cleaning logs. The janitorial team will sign off on those logs once sections of the building are cleaned. The Director of Operations will determine the frequency of the cleaning schedule based on the number of people in our building at a given time.

- 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.**

### **COVID-19 Disinfection and Cleaning**

We'll immediately close any rooms the person who tested positive for COVID-19 was in. If the COVID-19 case is confirmed during the day, and the sick person has been in the facility, the students/staff in the affected classroom or cohort will be dismissed as soon as possible. Once all students and staff are out of the building, we'll follow [CDC guidelines for cleaning, disinfecting and sanitizing](#) those areas.

- **We'll follow these steps if it's seven days or less since the person who is sick used the building:**
  1. Close off areas used by the person who is sick.
  2. Put the thermostat fan on high to make sure the fresh air system is running all day and night to increase circulation within the space.
  3. Add portable UV-C equipment to any areas the person was in and run it for 12 or more hours to thoroughly clean the air.
  4. After 48 hours, clean and disinfect all spaces used by the person who is sick, such as classrooms, bathrooms and common areas.
- **If it's more than seven days since the person who is sick used the building, additional cleaning and disinfection isn't necessary.** We'll continue with our routine cleaning and disinfection process.

### **What to Do if a Student, Staff Member or Visitor Has COVID-Like Symptoms**

**If a Yu Ying student feels ill or has symptoms of COVID-19 during the day the student will be escorted to one of the isolation rooms with their belongings for further evaluation. If the student is not wearing**

**a mask they will be given one. The isolation room attendant will be provided the following PPE for use throughout the interaction:**

- Face mask
- Eye protection, which can be goggles or a disposable face shield that fully covers the front and sides of your face
- Single pair of disposable gloves
- Gown, if the illness is extensive

The student will remain in the isolation room until their emergency contact arrives. Once the student leaves the building the isolation room will be cleaned following the CDC's guidelines for cleaning, disinfecting, and sanitizing. The affected student's classroom and supplies will be disinfected following the dismissal of all students. After the student is dismissed, the isolation room attendant should properly dispose of the used PPE, washing their hands with soap and water for at least 20 seconds.

- Any employee, service provider or contractor who develops symptoms of possible COVID-19 while in the school building will need to leave campus right away. We'll then immediately follow our cleaning and disinfecting procedures for any area the person was in and materials they may have touched. They must also complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#).

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

### **Cleaning and Disinfecting Supplies**

We'll run our supply inventory every week to make sure we have the right amount of disinfection supplies. Our cleaning is done by Bolana Enterprises Inc. Our agreement with Bolana confirms their teams will wear appropriate PPE while cleaning and disinfecting spaces throughout the building. Our Director of Operations conducts random checks to ensure Bolana is adhering to our agreement.

**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.**

### **Ventilation and Air Quality**

Over the years, Yu Ying has made a lot of investments in our ventilation system:

- **We use hospital grade air filters within our HVAC system.** While they cost more, these special filters reduce a variety of germs contaminants and help everyone breathe easier.
- **Our large classroom windows maximize exposure to daylight and open wide for great ventilation**
- **We have a state-of-the-art HVAC system** to circulate fresh air through every classroom all day

long.

Because of COVID-19, we wanted to do even more to enhance our building's air quality and ventilation. In June 2020, we engaged Setty – a highly regarded facilities consulting firm – to look at our building and make recommendations for further improving its air quality and cleanliness. Setty provided us with a thorough assessment. Based on their feedback, we:

- Purchased 10 portable UV-C units to thoroughly clean the air in any rooms a sick child or staff member were in. Additionally, we keep one or two of these portable units in the front lobby for ongoing air cleaning.
- Bought air purifiers for each classroom and office space.

## Water System

Before we reopen after any long shutdown, we'll flush our water system so it's cleared of stagnant water and replaced with fresh water. This process also removes any metals such as lead that may have leached into the water over time – and helps minimize the risk for Legionnaires' disease and other diseases carried by water.

Our systems will be flushed following CDC [guidance for reopening buildings after prolonged shutdown or reduced operation](#):

- Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets and urinals.
- Set the water heater to 140° F and flush each fixture with hot water until its maximum temperature is reached.
- Flush additional water using devices and fixtures according to the manufacturer's instructions.

### 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.**

## What to Do About Symptoms of Illness or COVID-19 Exposure

We'll take any signs of illness very seriously. The following is our plan for students and staff who feel sick or have been exposed to the virus.

### Students and staff must stay home or will not be allowed on campus if:

- They have a temperature of 99.6° F or higher or any of the symptoms listed in the daily health screening
- Any member of their household tested positive for COVID-19
- Any member of their household is waiting for their COVID-19 test results, **or**
- They have traveled outside of the DC, Maryland, or Virginia area within the last 14 days, and have not

received a negative COVID-19 test

If a student or staff member has a fever, they will not be allowed to be on campus until their fever is gone for 48 straight hours without using fever-reducing medication, such as Motrin® or Tylenol®.

If a staff member or student has a pre-existing medical condition that presents with COVID-19-like symptoms, they'll be asked to provide a note from their doctor. They won't be excluded from on-campus learning or activities

### **Students and staff who are diagnosed with or have been exposed to COVID-19:**

- Will not be allowed on campus for at least 10 days or until they have documentation from their health care provider that shows they can return.
- Must complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#) or [COVID-19 Close Contact Form](#).

**Important note:** A negative test result after close contact with someone who is confirmed to have COVID-19 does not shorten the quarantine length of at least 10 days.

### **Students and staff who have been in close contact with someone who's waiting for their COVID-19 test result:**

- Will not be allowed to return to campus until the person's results come back negative. If the results are positive, students or staff will not be allowed on campus for at least 10 days or until they have documentation from their health care provider that shows they can return.
- Must complete our [COVID-19 Close Contact Form](#).

**Important note for fully vaccinated people:** Those who are fully vaccinated against COVID-19 may come to campus at any time if they've been:

- Exposed to someone who's been diagnosed with COVID-19 and don't have COVID-19 symptoms, or
- In close contact with someone who's waiting for their COVID-19 test result and don't have COVID-19 symptoms.

You're considered fully vaccinated 14 days after you get the second dose of a two-dose COVID-19 vaccination series, or 14 days after one dose of a single-dose series. Even if you're fully vaccinated, **we still ask that you complete our [COVID-19 Close Contact Form](#)** and answer the questions in the "Vaccination Information" section.

## **What We'll Do if Students or Staff Feel Sick at School**

If a student or staff member have COVID-like symptoms while at school, we'll follow CDC safety recommendations for taking their temperature. **The following is our plan for students or staff who get a fever or other signs of illness while on campus.**

### **Procedure for Students With COVID-Like Symptoms**

If a student develops COVID-like symptoms while at school, they'll be safely brought to our school nurse in one of the identified isolation rooms. A rapid COVID-19 test will be given to the child if we have a signed DC Health symptomatic testing consent form on file. If we don't have a signed consent form, the child will be brought to the isolation room and need to be picked up immediately.

Test results will be shared with the student's family and school administration. The results determine what

happens next:

1. **If the rapid test is positive**, the student's emergency contact will be called and asked to pick them up right away. Families should contact their health care provider and follow [CDC guidelines for treatment](#). They must also complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#).

Students may not come to campus for at least 10 days or until they have documentation from their health care provider that shows they can return.

Students in the affected classroom or cohort will be dismissed to their emergency contact following confirmed exposure to COVID-19.

2. **If the rapid test is negative**, the student will be sent home and the family will need to get them a PCR test on their own. If the PCR results are negative, families must complete [this form](#) and upload a picture of the results in the space provided. The student can then return to school.

3. **If the rapid test is negative but the PCR test is positive**, families should contact their health care provider and follow [CDC guidelines for treatment](#). They must also complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#).

Students may not come to campus for at least 10 days or until they have documentation from their health care provider that shows they can return.

Whatever the test outcome, we'll immediately follow our cleaning and disinfecting procedures for any area the student was in and materials they may have touched.

### ***Required for All Students: Signed DC Health Symptomatic Testing Consent Form***

DC Health requires us to have signed consent forms for all students so our school nurse can do COVID-19 tests on campus. Before your child attends hybrid learning, please follow these steps so we have your signed consent on file.

1. Download and print the form in your preferred language:

- [English form](#)
- [Spanish form](#)
- [Chinese form](#)

If you need a hard copy of the form, you can ask the front reception desk or get one at dismissal.

2. **Fill out the form, sign it and bring to your child's first day of on-campus testing.** If you get tested on your own, please put the completed form in your child's communication folder or ask your child to give it to their teacher by the end of their first week on campus. You can also email it to [enrollment@washingtoneying.org](mailto:enrollment@washingtoneying.org).

## **Procedure for School Personnel With COVID-Like Symptoms**

Any employee, service provider or contractor with a fever will need to leave campus right away. We'll then immediately follow our cleaning and disinfecting procedures for any area the person was in and materials they may have touched. They must also complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#).

## COVID-19 Exposure: Reporting, Communicating and Disinfecting

We'll ask families and staff to complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#) or [COVID-19 Close Contact Form](#) if they test positive for COVID-19 or think they've been exposed. We'll then move forward with the following steps.

### Step 1: Report Exposure to DC Health.

We'll follow existing procedures for reporting a communicable disease. If a positive COVID-19 case is confirmed in anyone who's been in our building, we'll notify DC Health through their [Notifiable Disease and Condition Case Report Form](#).

### Step 2: Communicate to Families and Staff.

We'll use our existing communication methods to tell families and staff about a positive COVID-19 case. We'll notify:

- All families and staff of a positive case and any changes to our school schedule, and tell them of our disinfecting plans and quarantine notice to affected families and staff
- Families and staff who were in close contact with the person who tested positive and request they quarantine for at least 10 days

For more details on how we communicate with families and staff, please see the "General School-Wide Communication" section.

### Step 3: Clean, Sanitize and Disinfect Affected Spaces.

We'll immediately close any rooms the person who tested positive for COVID-19 was in. Once all students and staff are out of the building, we'll follow [CDC guidelines for cleaning, disinfecting and sanitizing](#) those areas.

- **We'll follow these steps if it's seven days or less since the person who is sick used the building:**
  1. Close off areas used by the person who is sick.
  2. Put the thermostat fan on high to make sure the fresh air system is running all day and night to increase circulation within the space.
  3. Add portable UV-C equipment to any areas the person was in and run it for 12 or more hours to thoroughly clean the air.
  4. After 48 hours, clean and disinfect all spaces used by the person who is sick, such as classrooms, bathrooms and common areas.

**If it's more than seven days since the person who is sick used the building, additional cleaning and disinfection isn't necessary.** We'll continue with our routine cleaning and disinfection process.

### 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.**

### COVID-19 Point of Contact

Our COVID-19 point of contact is Maquita Alexander, Executive Director of Washington Yu Ying Public Charter School. Maquita will stay in regular contact with our families, staff, contractors and vendors, and report any positive cases of COVID-19 to DC Health.

If a staff member or student has a pre-existing medical condition that presents with COVID-19-like symptoms, they'll be asked to provide a note from their doctor. They won't be excluded from on-campus learning or activities.

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

### Daily Health Screenings

Before entering our building, students, families and staff are asked to complete a daily wellness check through our SchoolPass app. Only those with a **green** wellness status may come inside.

We'll ask families and staff to complete our [COVID-19 Symptoms or Positive COVID-19 Test Results Form](#) or [COVID-19 Close Contact Form](#) if they test positive for COVID-19 or think they've been exposed.

We'll follow existing procedures for reporting a communicable disease. If a positive COVID-19 case is confirmed in anyone who's been in our building, we'll notify DC Health through their [Notifiable Disease and Condition Case Report Form](#). We'll do this on the same day the case is discovered.

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

### Positive COVID-19 Case Response

If a student or staff member tests positive for COVID-19, our Executive Director and Chief Operating Officer will follow set guidelines and make sure they're completed. We use a COVID-19 positive checklist so we always follow the same procedures.

Example: COVID-19 Positive Case Checklist

Category	Task	Due Date
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		(Date, Time)
Reporting Requirements	Ask the person who tested positive or their parent or guardian to complete this COVID-19 self-reporting form: <a href="#">COVID-19 Self-Reporting Form</a>	Day 1
Reporting Requirements	Compile the names, birthdates and contact information for every student and adult who was in contact with the person who tested positive for COVID-19.	Day 1
Safety Protocols	Email DC Health for guidance.	Day 1
Safety Protocols	Identify everyone who was in contact with the person who has COVID-19.	Day 1
Phone Call to Staff Close Contacts	<p>Call staff members who were on campus and had close contact with the person who has COVID-19, telling them of the positive test.</p> <ul style="list-style-type: none"> <li>• Notify them about quarantining for at least 10 days from the last day of contact.</li> <li>• Tell them they'll be paid their same rate at an average of their hours over the past couple of weeks.</li> </ul>	Day 1
Reporting Requirements	Notify DC Health by submitting the online form on their <a href="#">website</a> under the section, "Non-Healthcare Facility Establishment Reporting."	Day 1
Safety Protocols	<p>Identify the classroom(s) and other spaces where the person with COVID-19 was in. List those places here:</p> <ul style="list-style-type: none"> <li>• Room #[Insert number]</li> <li>• Outside</li> </ul>	Day 1
Communication #1: Email to Close Contacts	<p>Email the families of the students who had close contact to the person with COVID-19. Tell them:</p> <ul style="list-style-type: none"> <li>• Close contact students may not return for at least 10 days.</li> <li>• Siblings must stay home.</li> <li>• The student and family members should get tested.</li> </ul>	Day 1
Communication #2: Text to	Text families of students who had close contact to the	Day 1

Close Contacts	<p>person with COVID-19:</p> <ul style="list-style-type: none"> <li>• Your child may have had close contact with someone who tested positive for COVID-19.</li> <li>• Please read your email sent by [Name].</li> <li>• Your child and any YY siblings must stay off campus for at least 10 days.</li> </ul>	
Communication #3: Email to On-Campus Staff	<p>Email all staff who were on campus to let them know about:</p> <ul style="list-style-type: none"> <li>• The cleaning protocol</li> <li>• Who will be out (students and/or staff)</li> <li>• How long they'll be out</li> </ul>	Day 1
Communication #4: Email to Entire YY Community and Staff	<p>Email all YY families and staff to tell them about the positive case and our next steps.</p>	Day 1
Safety Protocols	<p>Make sure anyone identified as a close contact with the person who tested positive for COVID-19 doesn't come back to school until the designated date.</p>	Day 2
Safety Protocols	<p>Place two hospital grade UV air filters in the classroom(s) the person with COVID-19 was in.</p>	Day 2
Safety Protocols	<p>After 12 hours, remove the hospital grade UV air filters in the classroom(s) the person with COVID-19 was in.</p>	Day 2
Safety Protocols	<p>Arrange for Bolana to conduct a deep clean in the affected rooms.</p>	Day 2
Safety Protocols	<p>Make sure the affected rooms stay locked and closed until both the air cleaning and the deep cleaning are complete.</p>	Day 2
Reporting Requirements	<p>Call the person who tested positive or their parent or guardian to let them know DC Health will be calling and they need to answer the phone.</p>	Day 2
Reporting Requirements	<p>Expect follow up from a DC Health investigator within 24 hours of an appropriately submitted notification.</p>	Day 2
Reporting Requirements	<p>Follow DC Health's instructions on dismissals and other</p>	Day 2

	safety precautions for when a person with a known positive COVID-19 case came in close contact with others at school.	
Reporting Requirements	<p>Complete the contact list form sent by DC Health for anyone who had close contact with the person who tested positive for COVID-19. Include these details:</p> <ul style="list-style-type: none"> <li>• First and last names</li> <li>• Contact information</li> <li>• Birthdates</li> </ul>	Day 2

**We'll follow these safety protocols if it's been seven days or less since the person who tested positive for COVID-19 was on Yu Ying's campus or at a Yu Ying event:**

- Close off the areas used by the person who has COVID-19.
- Place two portable hospital grade UV air filter units in the space(s) the person with COVID-19 was in. Let the unit run for at least 12 hours.
- Crack the windows in the space(s) the person with COVID-19 was in.
- Lock the affected space(s) and place a sign on the door(s) explaining the space is off limits because of a COVID-19 cleaning.
- Deep clean the space(s) only after the hospital grade air filter units run for at least 12 hours and at least 24 hours have passed.

**Important note:** Additional cleaning and disinfection isn't necessary per [OSSE's health guidance](#) if it's been more than seven days since the person with COVID-19 was on Yu Ying's campus.

### *Communication Templates*

Our Executive Director, Chief Operating Officer or a designated staff member will communicate with the Yu Ying community about a positive COVID-19 case. There are templates for these audiences:

- Families of students who had close contact
- Staff who had close contact
- Families of students who were on campus when the person with COVID-19 was on campus or at a Yu Ying event
- Staff, service providers or other adults who were on campus when the person with COVID-19 was on campus or at a Yu Ying event
- The Yu Ying community including staff, families and the Board of Trustees
- Other community members, as needed

### **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).**

## Yu Ying COVID-19 Testing Program

Yu Ying goes above and beyond to create a safe environment for students and staff. Our COVID-19 testing program for students and staff is one example of that. Along with our other health and safety measures, testing is one way we can help reduce and stop the spread of germs on campus.

### *Testing Registration and Consent Forms*

Unvaccinated students and staff must register for testing at least once and provide their health insurance information so our health care vendor can try and bill for PCR tests. No costs are passed on to families or staff.

Staff and students' parent(s) or guardian(s) must also print, fill out and sign these two consent forms:

1. [Yu Ying's COVID Testing Consent Form](#) – This form has some of the same information as our testing registration form, but includes a hard copy of the consenting adult's signature.
2. [DC Health Symptomatic Testing Form](#) – This gives our DC Health nurse permission to give students a COVID-19 test if they have COVID-like symptoms while at school. The form is also available in [Spanish](#) and [Chinese](#).

### *Testing Times*

In general, we provide regular on-campus COVID-19 testing for students. Staff and other school personnel don't need to be tested if they're fully vaccinated..

### *Test Type*

During school year 2020-21, we gave students the antigen, nasal swab COVID-19 test. Yu Ying employees received the regular PCR tests. For school year 2021-22, we plan to provide pooled testing or test a percentage of our students on a regular basis.

### *Off-Campus Testing*

**We prefer students and staff get tested on campus.** However, we accept negative results for tests taken the Wednesday - Thursday before coming to Yu Ying. The negative results must be uploaded to our [Negative COVID-19 Test Results or Alternate Diagnosis Form](#) **by 3 p.m. Thursday.**

- 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.**

## Support for COVID-19 Vaccinations

Our LEA provides staff eight hours of paid leave so they have time to get their COVID-19 vaccination. We also provide incentives to staff who received their vaccinations. Finally, we applied to have Yu Ying become a vaccination site.

## 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 With Disabilities

Appropriate accommodations will be offered to students with disabilities with respect to our health and safety policies and procedures. Families may request accommodations by contacting our Learning Support Coordinator.

Currently, no families have reached out to secure special accommodations for their students. If families do contact us, we'll work with them to make sure all accommodations are met so their child can attend school.

## 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.

### Training, Technical Assistance and Monitoring

Before the start of the school year, we'll provide training for all staff on our COVID-19 policies and procedures during our staff professional development. Topics will include:

- Proper use of SchoolPass, our wellness app
- Proper cleaning of student supplies
- Protocol in case of student illness
- Social distancing

During professional development, administrators will attend additional training depending on their specific role. Along with the general health and safety protocol training, the administrator training will include isolation room protocol.

**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.**

### Health and Safety Implementation

To monitor cleaning and disinfecting, our Director of Operations will provide our janitorial team with hard

copies of the daily cleaning logs. The janitorial team will sign off on the logs once sections of the building are cleaned. Our Director of Operations will routinely check the daily logs and the building to confirm everything is completed correctly, and make any necessary adjustments.

Our Director of Operations will also monitor the school's PPE inventory, HVAC systems, response to student or staff illness in the building, and our COVID-19 testing program.

Our administration team will work together to ensure our staff, students and families follow Yu Ying's health and safety guidelines and plans. They'll provide feedback to those who aren't following our safety plans. If staff continue to not follow our safety plans, Yu Ying's Executive Director or Chief Operating Officer will take disciplinary action.

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

### **Family Engagement Policy**

We want our students, families and staff to feel informed and heard. We always make clear and consistent communication a priority. We also offer a variety of ways for everyone to provide feedback. While this is the case at all times, it's particularly true as we work to maintain the health and safety of our entire school community.

#### *General School-Wide Communication*

We'll use multiple communication methods to help keep everyone updated on news, policies and schedule changes. We'll:

- Host regular Zoom calls for families and staff to discuss updates and ask questions.
- Inform our family liaison of families without reliable internet so they can share updates directly.
- Post signage throughout our building.
- Provide access to resources and information on our school website and COVID-19 Response website.
- Send regular emails through Constant Contact.
- Share information through social media channels and individual outreach.
- Attend Parent Association meetings.
- Invite families to monthly Yu Ying Board of Trustees meetings.
- Send texts to communicate important, time sensitive information.

To help us track our outreach during the pandemic, we created a plan outlining what we're communicating, when, how and to whom. We'll continue to update the plan for every message we send.

#### *Unexpected School Closures and Other Events*

We'll tell families about school closures and health and safety updates through:

- Emails
- Our school website
- Our COVID-19 Response website
- Phone calls

- Social media channels including Facebook and Twitter
- Text alerts

### *Online Platforms: Managebac, Family Portal and Website*

We'll keep Managebac, our learning management system, updated with student portfolio and progress report information, and details and communications about our educational program. Additionally, we'll be sure our family portal and school website stay up to date with general school and operations details such as menus, activities calendars, administration and staff contact information, and Free and Reduced Meals (FARM) program applications.

### *Collection of Continuous Feedback*

Our instructional delivery plan was created to provide equitable access to all students, including during distance learning. We'll continually engage families to get feedback on their experiences so we can learn what's working and what needs improvement. We'll:

- Meet with families to get their opinions and provide answers to questions.
- Send surveys to help us gather perspectives and insights.
- Encourage families to reach out to our staff with any comments or questions, whether through email or by phone.

We'll also offer training opportunities and other resources to help support our entire community.

### *Trainings*

Throughout the year, we'll provide virtual – and eventually in-person – trainings to help families understand our continuous learning plan. These trainings will include, but are not limited to:

- Accessing our distance learning platforms and materials
- Navigating the learning management systems
- Other content-specific parent or guardian education sessions
- Troubleshooting tech devices at home
- Understanding Conscious Discipline and restorative justice practices and strategies
- Understanding the social-emotional needs of children

### *Resources*

Virtual trainings will be recorded and available to our families on Managebac and our family portal. Any printed guides or training materials will also be available to families on Managebac and our family portal.