

## SY 2021-22 LEA Health and Safety Plans

**LEA Name: YouthBuild DC PCS**

**LEA Contact: Ms. Claire Libert**

**LEA Type: Adult**

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### **Background and Purpose**

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

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

## Face Masks

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

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

All staff, students, and visitors to the building will be required to wear non-medical face covering or face masks when entering, while in the building, and while participating in school activities. YouthBuild DC PCS' masking policy will be posted throughout the building and will be enforced consistently by staff trained to support and monitor students, staff members', and visitors' wearing of masks/non-medical face coverings. Face coverings will also be required at construction work sites and on school grounds, where appropriate, e.g. while working in close proximity in the school garden. As an adult school, YBPCS does not have outdoor playgrounds.

YouthBuild DC PCS has been in consistent operation throughout SY20-21 - with periods of periodic shutdown when the city's case rate climbed. As a result, we have provided training to students and staff about the masking policy throughout the year. Additionally, we have had significant practice with enforcing the masking policy and proper wearing of masks. We plan to build on lessons learned from our practice year during SY20-21 to continue to improve communication, professional development and support for staff and students around this important issue.

### 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.

YBPCS' masking policy will be posted throughout the building and will be available for all students, staff members, and visitors to review. Unless there is a documented medical reason why someone cannot wear a mask or face covering, they will be required to do so.

### 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.

#### Physical Distancing in Classrooms and Common Spaces

The safety of our staff and students (and families if students are minors) is an important priority when offering on-site learning. Students and staff in the facility will generally maintain a distance of three feet of separation between each other in classrooms and in common spaces; generally, the school will follow OSSE guidance, to the extent practicable, around not exceeding the maximum number of individuals in a single room recommended by DC Health and the Mayor's office.

#### Entering and Exiting the School Building

As a very small school community, all students, families, and staff, will be provided instructions for entering and exiting the school.

All students will enter the building through the main front entrance. Students will maintain three feet of distance between each other before entering the school.

- Each student will complete the daily health screening (which will take place in a designated area outside the front door, and which will be covered in the event of inclement weather), with the designated YB staff member.
- Assuming the student passes the health check, the student will proceed through the security vestibule.
- Once through security (where students will pass through a metal detector), students will head directly to their assigned classroom. Signage and staff posted along the route will ensure that everyone follows social distancing protocols.

### **Extracurricular Activities**

As an adult/alternative high school, YouthBuild does not offer traditional extracurricular activities. For all special activities that are offered - e.g. Yoga, cooking classes, etc. - students will maintain distance of three feet of separation between each other in classrooms and in common spaces; generally, the school will follow OSSE guidance, to the extent practicable, around not exceeding the maximum number of individuals in a single room recommended by DC Health and the Mayor's office.

#### **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 school model follows a cohorting policy. All students are assigned to small cohorts and remain with their cohort group throughout the day. YouthBuild will take additional measures in its scheduling and planning to achieve the following grouping practices:

- We will not host any group activities or large gatherings of students, such as assemblies when safe distance is not possible.
- We will correlate classroom groups and coordinate use of hallways, restrooms (as applicable), and other shared spaces to avoid mixing groups, and will take extra care to ensure students with special needs and any immunocompromised students receive the care and attention they need.

#### **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.**

Regular hand sanitizing, proper handwashing, and effective hygiene will be encouraged and enforced. We will:

- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not available and hands are not visibly dirty, students and staff will be directed to use an alcohol-based hand sanitizer that contains at least the recommended percent

alcohol. (NOT METHANOL)

- We will make hand cleaning supplies readily available in classrooms, bathrooms, and offices.
- We will set up sanitizing stations outside of large common spaces including the entrances/exits.
- Students will wash or sanitize their hands when both entering and exiting a classroom or between activities.

We have installed HEPA filters in all classrooms. Additionally, we have increased air circulation only where safe and possible and ensure ventilation systems are operating properly. We will also:

- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

**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.**

YouthBuild has been proactive about acquiring and ensuring that adequate supplies are on-hand and replenished regularly to ensure that the school has everything it needs to support healthy hygiene practices. This plan includes having hand sanitizer stations throughout the building, as well as regularly checking and refilling soap, paper towels, tissues, etc. in bathrooms, having supplies of tissues in each classroom, etc.

**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.**

Face coverings (masks) will be provided for all staff members and students. In addition, any individual participating in health screenings will wear gloves and a face covering. Visitors will be provided with disposable masks as well.

Students will be provided with sterilized containers to hold their supplies and personal belongings.

All staff will be provided with:

- 3 reusable masks, as well as disposable masks as needed
- Disposable gloves as needed.
- Reusable face shields for conducting health screenings.

All students will be provided with:

- 3 reusable masks, as well as disposable masks as needed
- Disposable gloves if and when using shared materials

## 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).**

The school will regularly clean, disinfect, and sanitize surfaces, and materials. The school will adhere to the following:

- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops, and construction tools and equipment)
- Thoroughly clean and disinfect thermometers before and after each use per manufacturer's instructions.
- For all cleaning, sanitizing, and disinfecting products, follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a student.
- Cleaning providers will place signage in every classroom reminding staff of cleaning protocols.
- Develop and implement a schedule for increased, routine cleaning, disinfection and sanitization.
- Use of shared objects (e.g., construction equipment) will be limited and cleaned between use.
- Shared bathrooms will be assigned to specific groups of students and staff. Bathrooms will be cleaned and disinfected routinely.
- The school will implement safe and correct storage for cleaning and disinfection products.
- Staff will ensure that there is adequate ventilation when using these products to prevent students or themselves from inhaling toxic fumes.

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.**

Following OSSE's Health Guidance, YBPCS will follow the protocol below:

(1) If a student, staff member, or essential visitor develops symptoms, OR (2) in the event of a confirmed COVID-19 case in a student, staff member, or essential visitor, YBPCS 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:" (see OSSE Updated Final Health and Safety Guidance for Schools, (COVID19 Recovery Period), May 21, 2021, p. 30)

• If the COVID-19 positive individual has been in the school building **within the past 24 hours**, YBPCS will:

- Clean and disinfect the area(s) where the sick individual has been.
- 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 will 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 students and staff can remain in the room until the end of the day.

- Once the room is vacated, YBPCS will wait as long as possible before entering the room to clean and disinfect (at least several hours).
  - YBPCS will work with our cleaning vendor to perform deep cleaning and disinfection of the 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, YBPCS will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).
  - Staff/our cleaning vendor will wear a face mask and gloves for all steps of the cleaning and disinfection process.
- If it has been **more than 24 hours but less than three days** since the COVID-19 positive individual was in the school building, YBPCS will clean any areas where the individual has been. Disinfection will not be 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 will be taken, and YBPCS will follow routine cleaning and disinfection procedures.

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

As explained throughout this plan, YouthBuild has been open and operating over the course of this past year. As such we have acquired supplies for clearing and disinfection that are used by our staff (when necessary) as well as our custodial vendor. We regularly review our supply inventory to make sure that we have adequate supplies. Additionally, we provide training and updates to staff, along with liaising with our custodial vendor, to ensure that everyone is following proper cleaning procedures, such as wearing gloves while disinfecting spaces throughout the building.

**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.**

YouthBuild has been open and operating during the past year, with only short periods of shut down during the winter months. We have instituted consistent and careful maintenance and clearing throughout the 20-21 school year.

In the event that a prolonged shutdown were to occur, YouthBuild would follow the procedures outlined below:

After a prolonged shutdown our building will be re-opened safely to ensure building systems, such as ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains), are safe to use.

**Ventilation**

Prior to reopening after any prolonged shutdown, YouthBuild will work with our landlord to engage with the HVAC vendor to ensure the systems operate properly and increase circulation of outdoor air as much as possible. Windows and doors will be opened where possible to maximize air quality for occupants while considering safety and health risks such as risk of falling, outdoor air quality triggering asthma symptoms, building fire safety, and

security.

## **Water System**

Prior to reopening after any prolonged shutdown, YouthBuild will work with our landlord to flush all water systems to clear out stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following CDC guidance and as described below:

- Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.
- Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.
- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

## **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.**

YouthBuild will adhere to the following exclusion and dismissal criteria (and will update criteria regularly based on [OSSE](#) and [DC Health Guidance](#)):

*Exclusion Criteria:* Students and staff must stay home, or not be admitted if:

- The student or staff member has had a temperature of 100.4 degrees or higher,
- Are confirmed to have COVID-19. •
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19. (see exception below)
- Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results. (see exception below)
- 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 will 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 COVID19, 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. (Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.)

*If a student or staff member reports any of the above symptoms or exposure (minus the exceptions listed above), or is confirmed to have COVID-19, the student or staff member must not return to school until:*

- 72 hours **after** the fever has resolved without the use of fever-reducing medication (e.g. Motrin, Tylenol) and respiratory symptoms have improved; AND
- at least 10 days after symptoms first appeared, **whichever is later**; OR
- per their healthcare provider following DC health instructions.

*Dismissal Criteria:* If a student or staff member develops a fever or other signs of illness, YouthBuild will follow the above exclusion criteria regarding the exclusion and dismissal of students and staff.

- **For minor students**, YouthBuild will immediately isolate the student from other students, notify the student's parent/guardian contact of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
- **For staff and adult students**, YouthBuild will send the staff member/adult home immediately and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

If a school staff member must take a student's temperature at any point, they will follow CDC guidelines to do so safely, including with the use of barrier protection or Personal Protective Equipment (PPE).

### **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.**

To ensure a clear and efficient process for communication, YouthBuild has identified **Keisha Morris, Director of Operations**, as the internal COVID-19 point of contact (POC). This person is responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19.

YouthBuild will follow existing procedures for reporting communicable disease. In the event of a confirmed case



of COVID-19 in a student, staff member, or any individual who has entered the building, the school will immediately notify DC Health and will submit an online form on the DC Health COVID-19 Reporting Requirements website - ([dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements)) under the section “Non-Healthcare Facility Establishment Reporting,” using the “Non-Healthcare Facility COVID-19 Consult Form.”

YouthBuild will not exclude staff members or students 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. We will simply ask students/staff to provide documentation prior to admission to the school site.

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

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 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the Non-Healthcare Facility COVID-19 Consult Form.

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

YouthBuild has communication protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication will be completed, per DC Health directive, and will include:

- Notification to all staff and families/students in the event of change of school schedule,
- Notification to those staff and families of students in close contact with the individual and will let them know that they must not attend school for 10 days; and
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine (if not vaccinated), and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.

YouthBuild will also provide information about where to learn more about COVID-19, including the signs and symptoms, available at [coronavirus.dc.gov](https://coronavirus.dc.gov); referral to the Guidance for Contacts of a person confirmed to have COVID-19, available at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance); and information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing).

YouthBuild will notify students and families via text, and via email to their YouthBuild and personal email accounts. In addition, the school will post any building closure notifications on its website and on social media.

**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).

YouthBuild DC PCS will follow updated OSSE Health and Safety guidance for symptomatic staff. Symptomatic students and staff will be referred to nearby testing providers, as needed.

**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.**

YouthBuild will support eligible students and staff to get vaccinated by including vaccination eligibility and site information through staff meetings, emails, vaccination incentives (if appropriate for students), community meetings, and all onboarding communications.

The school will encourage all eligible students and staff to consult with their medical professionals regarding the benefits of vaccination and will highlight the benefits of vaccination including no mandatory quarantine periods barring a mandated DC Health investigation or if the individual is experiencing COVID-19 symptoms.

### **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.**

As noted throughout this plan, YouthBuild DC PCS will provide appropriate accommodations to students with diagnosed disabilities, ensuring that they are receiving FAPE in the least restrictive environment. We will also:

- Ensure that educational programming is provided to “conform with CDC, DC Health, and OSSE guidance, and in doing so, we will consider each student’s “504 plan, IEP and least restrictive environment (LRE).” We will follow OSEP guidance.
- Regardless of the severity of a student’s disability, we will make “every effort to enable full participation of students with disabilities in building activities and to mitigate factors that could discourage participation, such as cost and accessibility.”
- If a student with a disability is excluded from school, we will provide services consistent with all applicable disability laws.

See Updated OSSE Health and Safety [guidance](#).

### **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.**

All staff, students, and families will receive training and support - through professional development for staff, orientation, onboarding, and regular communication support for students, and through meetings and regular communications with families.

As explained in the instructional section above, training and technical assistance will include:

- Key wellness and safety issues (e.g. effective mask-wearing, physical distancing, health screening, closure/exclusion in the event of a Covid-19 case);
- Effectively addressing staff, student, and family trauma;
- Preparation for returning to school - how health and safety procedures will be implemented and the supports and services that will be provided to students (and families, if applicable)
- Ongoing support for wellness and safe return to school, as policies and practices continue to evolve.

Training and technical support will be provided by school leadership, who participate in regular LEA Leader and OSSE Health and Safety calls. If needed/appropriate, we will work with PCSB or OSSE consultants to provide added expertise around particular topics.

**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.**

As a single-site campus, our Director of Operations will work in conjunction with our Head of School to oversee the implementation of health and safety plans at YouthBuild DC PCS. Plans will be monitored consistently to ensure that they are being implemented with fidelity, and assistance will be provided to any staff or classrooms that need additional support to follow our health and safety plan.

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

Plans, policies, and procedures will be communicated to multiple ways (and in multiple languages) to students, families (of minors), staff, and visitors:

- Procedures and policies (e.g. mask wearing and hygiene) will be posted throughout the building and communicated verbally to all staff, students, families and visitors;
- Staff will receive extensive training about key health and safety policies and procedures during pre-service, through weekly emails, and through regular departmental and all staff meetings;
- We will meet intentionally and proactively with parents or guardians of minors to communicate policies and procedures for effective return; and
- Students will receive information about policies and procedures during orientation, onboarding, through daily classroom reminders, and weekly texts and emails;

Policies and procedures will be updated, as applicable and appropriate throughout the school year, and communications will be proactively updated and shared as well.