SY 2021-22 LEA Health and Safety Plans

LEA Name: Capital Village PCS
LEA Contact: Monica Green
LEA Type: Middle School
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Background and Purpose

OSSE's Health and Safety Guidance for Schools is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will supportthesafe reopeningand operationof school buildings, including guidelines on masking,social distancing,handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, andappropriate 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 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. Masks must be worn properly by ensuring the nose and mouth are fully covered. Prior to entry into the school building, staff will verify that anyone entering has on a mask. If someone's mask breaks or they do not have one, a mask will be provided to them. Extra masks will be provided to the front office and all classrooms.
Teachers and Leaders will consult the guidance from OSSE on additional protocols to support the safe use of clean face coverings and provide instruction on the proper use of face-coverings. Families and educators should work with students to practice wearing a mask safely and consistently.

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.**

If a staff member or essential visitor has a contraindication to wearing a face mask, either medical or otherwise, they should not participate in in-person school activities.

Students who cannot safely wear a face mask, for example a student with a disability who is unable to remove the face mask without assistance if they have a breathing issue, should not be required to wear one and are entitled to education services. If a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals. Families and educators should work with students to practice wearing a mask safely and consistently.

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.**

The school will take the following measures to promote physical distancing:

- Staff professional development and meetings will be held both virtually and in person. For sessions that are in-person, staff will meet in spaces that allow for a minimum of six feet of distance between

them.

- For students, maximize the spacing of occupants in each space with a minimum of three feet distance between desks.
- Students will have assigned seats throughout the day. They will face the same direction (rather than facing each other) to reduce transmission from virus-containing droplets (e.g., from talking, coughing, sneezing). Anywhere that individuals are closer than three feet (teacher's desk, front desk, stations for group work), we will provide physical barriers, such as plastic flexible screens.
    - Individual desks will all be turned to face the same direction and students will be staggered to maintain a three feet distance.
    - No more than 3 students will be assigned a table designed for 6 and no more than 2 at tables designed for 4. Students will maintain a 3-foot distance.
    - Student communal-use spaces (i.e., cafeteria) will be used as long as a minimum of 3 feet distance can be maintained.
- Recess, physical education and enrichment classes will be held both indoors and outdoors, weather permitting. Students will maintain a minimum of 3-feet distance in those spaces using visual cues (e.g., mark the ground where students should stand) and instructions from teachers.
- Signs will be posted in the restroom for which sinks and toilets can be used, and which cannot in order to maintain adequate physical distance.
- Accessibility to Sinks: Capital Village will consider the accessibility of sinks to students with disabilities using assistive devices.
- A designated room, with its own ventilation, will be available for any student or staff who exhibit symptoms, such as a fever or a cough until the individual can be safely removed from the facility. This area will be separate from the area used for routine healthcare.
- Outdoor Turf/Play Area: The outdoor turf/play area will be open for student use, and students will maintain a minimum of 3-feet physical distance.
- Staff communal-use spaces will be set up to maintain six feet of distance at all times. Staff will also be asked to stagger use, providing time for cleaning and disinfecting between uses.
- Staff Room: No more than 4 staff members will be allowed into the staff room at one time, and they will maintain a minimum of 6-feet physical distance. All staff will maintain six feet of distance at all times and there will be physical distancing stickers on the floor to aid with this. The room will be disinfected between uses by the custodial team. In addition, staff will need to use hand sanitizer prior to using any common use items (i.e. copiers, Keurig, sink). They will also need to wipe down common use items with disinfectant wipes after usage.

- Arrival and dismissal- In order to ensure physical distancing at arrival and dismissal, markers/stickers will be placed on the ground to help students maintain a minimum of 3-feet physical distance. There will be two building entrances available for students in order to help with physical distance. Car rider students will use the main entrance, while students walking will use the back entrance. Staff will be out at arrival and dismissal to ensure students maintain 3-feet physical distance.

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.

Cohorting of students will be used to the greatest extent possible to minimize exposure across the school environment. When cohorting is not an option, the consistent use of physical distancing protocols will help to minimize exposure.

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.**

The school will prioritize personal (hand) and school-wide hygiene practices, along with proper respiratory etiquette to help prevent and contain the spread of disease, including COVID-19.

Handwashing:

- The School will work with the janitorial/custodial services provider to ensure hand cleaning supplies (e.g., soap, paper towels, hand sanitizer, tissue) are readily available in classrooms, bathrooms, and offices.
- The school 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, use an alcohol-based hand sanitizer that contains at least the recommended percent alcohol.
- Set up sanitizing stations outside of large common spaces including the gymnasium, cafeteria, playgrounds or outdoor spaces, and entrances/exits.
- Regular hand sanitizing will be enforced. Students will wash or sanitize their hands when both entering and exiting a classroom or between activities.

Respiratory Etiquette:

- The school will encourage staff and students to cover coughs and sneezes at all times.
    - Coughs/sneezes with a tissue, or to cough in their elbow 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.**

All students and staff members will be supplied with three reusable face masks at the start of on-campus instruction. Capital Village also has a supply of disposable masks in case a student or staff member arrives without a mask. We also will keep a stock of face shields, gloves, hand sanitizer, and classroom cleaning products.

Furthermore, Capital Village staff will use the appropriate PPE, from the *PPE Best Practices for school Staff* :

Lower Risk: Six feet of physical distance cannot always be maintained. Close contact with secretions or bodily fluids is not anticipated.

• Face mask (A face mask may be a non-medical [cloth] face covering)

Medium Risk: Staff are in close/direct contact with less than 6 feet of physical distance from the student. Close contact with secretions or bodily fluids is possible or anticipated.

• Face mask

- If there is potential for bodily fluids to be splashed or sprayed (e.g., student who is spitting, coughing), use a surgical mask and eye protection (face shield or goggles) instead of nonmedical

(cloth) face covering.

• Gown/coverall (e.g., large, button-down, long-sleeved shirt)

• Gloves must be used per existing procedures (e.g., when diapering, administering medication)

Higher Risk: Staff are in close/direct contact with less than 6 feet of physical distance from the student and performing a higher-risk or aerosol-generating procedure, including administration of nebulized medication.

- N95 mask (with access to Respirator Fit Testing program)
- Eye protection (face shield or goggles)
- Gown/coverall

Gloves

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.**

All students and staff members will be supplied with three reusable face masks at the start of on-campus instruction. Capital Village also has a supply of disposable masks in case a student or staff member arrives without a mask. We also will keep a stock of face shields, gloves, hand sanitizer, and classroom cleaning products.

Furthermore, Capital Village staff will use the appropriate PPE, from the *PPE Best Practices for school Staff* :

Lower Risk: Six feet of physical distance cannot always be maintained. Close contact with secretions or bodily fluids is not anticipated.

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- N95 mask (with access to Respirator Fit Testing program)
- Eye protection (face shield or goggles)
- Gown/coverall

Gloves

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).**

Capital Village will regularly clean, disinfect, and sanitize surfaces and all classroom materials per the updated District guidance on cleaning and disinfecting and the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes and the updated OSSE guidance for schools. The school will adhere to the following:

1. 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). Each classroom will also be equipped with additional cleaning supplies to make sure that classroom materials can be cleaned throughout the day
2. Thoroughly clean and disinfect contactless thermometers (used for daily health checks) per manufacturer's instructions.
3. 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 child. See CDC's guidance for safe and correct application of disinfectants.
4. Cleaning products will be replenished monthly to ensure adequate supplies are available at all times. An inventory of all cleaning products will be maintained and updated weekly.
5. Signage will be placed in every classroom and common area, reminding staff of cleaning protocols.
6. Each group of students will have specific times during the daily schedule to use the bathroom. Students who need to use the bathroom outside of this schedule will use single-use bathrooms.
7. The school will implement safe and correct storage for cleaning and disinfection products.
8. No cleaning products will be used near students. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
9. In addition to the permanent fixtures, each classroom will have a bin labeled "Items to be Sanitized." This is where the teacher will put shared items to be cleaned at the end of the day.

Cleaning, Disinfecting, and Sanitizing Schedule

Legend: C= Clean D = Disinfect S = Sanitize

	Between Uses	Throughout Day	Daily	Weekly	Monthly
Surfaces	D	C, D	S		
Bathrooms	C, D		S		
Door Knobs		D	S		

Outdoor Furniture	C		D		S
Hallway floors			C, D		S
Windows				S	
Desks, chairs, Mats	C, D		S	D	
Student Materials	D				

For Adult Bathroom (single toilet):

As a supplement to our vendor's daily cleaning schedule for all staff and student bathrooms, we will also ensure that there is a disinfecting bin for adult use inside of each (single toilet) bathroom. It will be stocked and continuously replenished with disposable gloves, paper towels, and disinfectants. Adults will be instructed to wipe down all surfaces inside the bathroom before they exit.

For Spaces where Oral or Nebulized Medication has been Administered:

In the event that Capital Village has a student who receives oral or nebulized medication, the first step that Capital Village will take is to communicate with the family and strongly encourage them to replace the nebulizer with an oral inhaler when possible. If a student is not able to access an oral inhaler, the first site that Capital Village will utilize for the medication administration is outside (weather permitting). In the event of inclement weather, Capital Village will utilize a vacant room that has the proper air circulation for medicine to be administered. Additionally, Capital Village will work with families and the school administration to transition the administration of nebulized medication to before or after school, if appropriate. This indoor space will also be included in our cleaning vendor’s daily cleaning schedule. Our day porter will also be notified whenever the room is used so it can be marked as a priority for cleaning. Although our students will not be rotating classrooms during COVID-19, teachers will be responsible for the following items during their time in the classroom and then when they exit the classroom

Electrostatic Sprayers:

Our custodial vendor has electrostatic sprayers. Electrostatic sprayers wrap all furniture and supplies with the disinfectant so that no surface goes uncleaned. We feel confident in using these sprayers that we will fully disinfect our spaces if a positive case were to arise.

ITEM	EXPECTATIONS FOR INSTRUCTIONAL STAFF
Classroom Disinfecting Checklist (General Rules)	• Only use the items that are assigned to you (dry erase markers, erasers, etc) • Wear gloves while disinfecting • Daily cleaning before exiting the classroom must happen. Any surface that you touch will need to be disinfected before rotating shared spaces. • As a courtesy to the teacher that is coming into this room after you, ensure that the space is set up like new for them to enter.
How to Use Pure Disinfectant Cleaner	• Spray on surface • Let it saturate for about 20-30 seconds • Wipe down with a clean paper towel to get rid of all dirt and impurities
Surfaces to wipe down at the end of each block	• Teacher chair • Teacher desk • Small group table (if used during your block) • Door handles
Disinfecting Student Desks	All student desks must be disinfected throughout the day. The times are as follows: • After breakfast (Desks will already be disinfected for breakfast to occur as our custodial vendor does disinfection overnight) • Before lunch • After lunch • In between classes

Shared Student Materials	In an effort to avoid the transmission of any germs, students will have their own supply bin with materials that only they can access. Students will not be allowed to share materials. In the event materials need to be shared, they will be disinfected between uses.
End of Day Cleaning Protocol (Teachers)	Before each teacher leaves the classroom that they are in, they will be asked to wipe down all of the technology and touchpoints before they exit the building. The list is as follows: • Light switches • Air conditioner controls • Teacher cell phone

	• Teacher computer • Student Chromebooks • iPad (if applicable) • Walkie Talkie (if applicable)

In addition to these routine cleaning requirements, the following protocols will be followed in the event that a Capital Village scholar or staff member becomes ill. In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limiting personnel from entering the contaminated area(s).

- No individual(s) will be allowed in the potentially contaminated area(s) directly following the identification of a known positive case without gloves and masks and other PPE, as deemed necessary. Ventilation of the space will be used in the first 24 hours.
- Our vendor day porters will Immediately rope off or close, clean, and disinfect areas and equipment in which the ill individual has been in contact.
- The school cleaning vendor will be notified and asked to conduct a thorough cleaning and disinfecting
- Once the room is vacated at the end of the day, perform deep cleaning and disinfection of the full classroom, and any other spaces or equipment in which the ill individual was in contact. This includes the isolation area after use by an ill scholar or staff member.
- If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary but Capital Village will ensure that Our vendor (our custodial vendor) maintains their routine cleaning and disinfection schedule.

Ventilation:

Capital Village will engage with the HVAC vendor to ensure the systems operate properly and increase the circulation of outdoor air as much as possible. In addition, Capital Village is planning to have air purifiers in each classroom. Windows and doors will be opened where possible to maximize air quality for occupants while considering safety and health risks such as the risk of falling, outdoor air quality triggering asthma symptoms, building fire safety, and security. Under no circumstances may fire-rated doors be propped or otherwise left open.

Water System:

Prior to reopening after any prolonged shutdown, the school will 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 the 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.

The 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.

Traditional water fountains will not be used and instead touchless water coolers will be placed throughout the building in common areas. Classrooms will also have bottled water for students as an alternative.

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.**

Based on the updated Health and Safety Guidance for schools, if a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, the school will clean and disinfect the area(s) where they have been.

The school will close 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. It is acceptable for the cohort to remain in the room until the end of the day in the following circumstances:

- If an individual has symptoms but is not confirmed to have COVID-19; or
- If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been ***more than 24 hours, but less than three days***, since the individual was in the school building, the school will clean any areas where the individual has been. Based on the updated guidance, disinfection is not necessary. If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been ***more than three days since*** the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school will follow routine cleaning and disinfection procedures.

Cleaning, Sanitization, and Disinfection of Affected Spaces:

In the event of a confirmed COVID-19 case in a student or staff member, the school must immediately close the room(s) the COVID-19 positive individual was in once all students in that group have exited the school and follow cleaning, disinfection, and sanitization guidance from the CDC, linked here:

- Once the room is vacated, the school will wait as long as possible before entering the room to clean and disinfect (at least several hours). The area in which the ill individual has been in contact will be immediately roped off.
- The custodial vendor will perform cleaning and disinfection of the 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, the school will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings). Staff must wear a face mask for all steps of the cleaning and disinfection process. Staff should also wear gloves and follow additional PPE best practices as articulated in Appendix B of the updated Health and Safety Guidance for Schools.

Exclusion Criteria

Students, staff, and essential visitors must stay home, or not be admitted, if:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed below from the "Daily Health Screening" section of the Health and Safety Guidance
    - Symptoms of COVID-19 include the following: Fever (subjective or 100.4 degrees Fahrenheit) or chills, cough, congestion or runny nose, sore throat , shortness of breath or difficulty breathing, diarrhea, nausea or vomiting, fatigue, headache, muscle or body aches, new loss of taste or smell.
- 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.11
- 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.

** The requirement to quarantine after exposure or travel may be waived for fully vaccinated individuals.

Dismissal Criteria

If a student, staff member, or essential visitor develops a fever or other signs of illness, the school will follow the criteria below regarding the exclusion and dismissal of students, staff, and essential visitors as defined in the Health and Safety Guidance:

For students, the school will:

- Immediately isolate the student from other students. The student should immediately put on a face mask or surgical mask, if not wearing one 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:
    - If the student is wearing a face mask and is able to maintain 6 feet of distance, accompanying staff will wear:
        - Face mask
    - If the student is not wearing a face mask or is not able to maintain 6 feet of distance, accompanying staff should wear:
        - Surgical mask
        - Eye protection (face shield or goggles)
        - Gown/coverall
        - Gloves
    - While supervising a sick student in the isolation room, staff should always wear:
        - Surgical mask
        - Eye protection (face shield or goggles)
        - Gown/coverall
        - Gloves

- The sick student and any staff accompanying or supervising them in the isolation room should safely

remove and store their face mask, or dispose of their surgical mask, after use.

- Additionally, the school will 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.

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.

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

Capital Village will regularly clean, disinfect, and sanitize surfaces and all classroom materials per the updated District guidance on cleaning and disinfecting and the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes and the updated OSSE guidance for schools. The school will adhere to the following:

1. 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). Each classroom will also be equipped with additional cleaning supplies to make sure that classroom materials can be cleaned throughout the day
2. Thoroughly clean and disinfect contactless thermometers (used for daily health checks) per manufacturer's instructions.
3. 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 child. See CDC's guidance for safe and correct application of disinfectants.
4. Cleaning products will be replenished monthly to ensure adequate supplies are available at all times. An inventory of all cleaning products will be maintained and updated weekly.
5. Signage will be placed in every classroom and common area, reminding staff of cleaning protocols.
6. Each group of students will have specific times during the daily schedule to use the bathroom. Students who need to use the bathroom outside of this schedule will use single-use bathrooms.
7. The school will implement safe and correct storage for cleaning and disinfection products.
8. No cleaning products will be used near students. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
9. In addition to the permanent fixtures, each classroom will have a bin labeled "Items to be Sanitized." This is where the teacher will put shared items to be cleaned at the end of the day.

Cleaning, Disinfecting, and Sanitizing Schedule

Legend: C= Clean D = Disinfect S = Sanitize

	Between Uses	Throughout Day	Daily	Weekly	Monthly

Surfaces	D	C, D	S		
Bathrooms	C, D		S		
Door Knobs		D	S		
Outdoor Furniture	C		D		S
Hallway floors			C, D		S
Windows				S	
Desks, chairs, Mats	C, D		S	D	
Student Materials	D				

For Adult Bathroom (single toilet):

As a supplement to our vendor's daily cleaning schedule for all staff and student bathrooms, we will also ensure that there is a disinfecting bin for adult use inside of each (single toilet) bathroom. It will be stocked and continuously replenished with disposable gloves, paper towels, and disinfectants. Adults will be instructed to wipe down all surfaces inside the bathroom before they exit.

For Spaces where Oral or Nebulized Medication has been Administered:

In the event that Capital Village has a student who receives oral or nebulized medication, the first step that Capital Village will take is to communicate with the family and strongly encourage them to replace the nebulizer with an oral inhaler when possible. If a student is not able to access an oral inhaler, the first site that Capital Village will utilize for the medication administration is outside (weather permitting). In the event of inclement weather, Capital Village will utilize a vacant room that has the proper air circulation for medicine to be administered. Additionally, Capital Village will work with families and the school administration to transition the administration of nebulized medication to before or after school, if appropriate. This indoor space will also be included in our cleaning vendor’s daily cleaning schedule. Our day porter will also be notified whenever the room is used so it can be marked as a priority for cleaning. Although our students will not be rotating classrooms during COVID-19, teachers will be responsible for the

following items during their time in the classroom and then when they exit the classroom

Electrostatic Sprayers:

Our custodial vendor has electrostatic sprayers. Electrostatic sprayers wrap all furniture and supplies with the disinfectant so that no surface goes uncleaned. We feel confident in using these sprayers that we will fully disinfect our spaces if a positive case were to arise.

ITEM	EXPECTATIONS FOR INSTRUCTIONAL STAFF
Classroom Disinfecting Checklist (General Rules)	• Only use the items that are assigned to you (dry erase markers, erasers, etc) • Wear gloves while disinfecting • Daily cleaning before exiting the classroom must happen. Any surface that you touch will need to be disinfected before rotating shared spaces. • As a courtesy to the teacher that is coming into this room after you, ensure that the space is set up like new for them to enter.
How to Use Pure Disinfectant Cleaner	• Spray on surface • Let it saturate for about 20-30 seconds • Wipe down with a clean paper towel to get rid of all dirt and impurities
Surfaces to wipe down at the end of each block	• Teacher chair • Teacher desk • Small group table (if used during your block) • Door handles
Disinfecting Student Desks	All student desks must be disinfected throughout the day. The times are as follows: • After breakfast (Desks will already be disinfected for breakfast to occur as our custodial vendor does disinfection overnight) • Before lunch • After lunch • In between classes

Shared Student Materials	In an effort to avoid the transmission of any germs, students will have their own supply bin with materials that only they can access. Students will not be allowed to share materials. In the event materials need to be shared, they will be disinfected between uses.

End of Day Cleaning Protocol (Teachers)	Before each teacher leaves the classroom that they are in, they will be asked to wipe down all of the technology and touchpoints before they exit the building. The list is as follows: • Light switches • Air conditioner controls • Teacher cell phone • Teacher computer • Student Chromebooks • iPad (if applicable) • Walkie Talkie (if applicable)

In addition to these routine cleaning requirements, the following protocols will be followed in the event that a Capital Village scholar or staff member becomes ill. In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limiting personnel from entering the contaminated area(s).

- No individual(s) will be allowed in the potentially contaminated area(s) directly following the identification of a known positive case without gloves and masks and other PPE, as deemed necessary. Ventilation of the space will be used in the first 24 hours.
- Our vendor day porters will Immediately rope off or close, clean, and disinfect areas and equipment in which the ill individual has been in contact.
- The school cleaning vendor will be notified and asked to conduct a thorough cleaning and disinfecting
- Once the room is vacated at the end of the day, perform deep cleaning and disinfection of the full classroom, and any other spaces or equipment in which the ill individual was in contact. This includes the isolation area after use by an ill scholar or staff member.
- If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary but Capital Village will ensure that Our vendor (our custodial vendor) maintains their routine cleaning and disinfection schedule.

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:

Capital Village will engage with the HVAC vendor to ensure the systems operate properly and increase the circulation of outdoor air as much as possible. In addition, Capital Village is planning to have air purifiers in each classroom. Windows and doors will be opened where possible to maximize air quality for occupants while considering safety and health risks such as the risk of falling, outdoor air quality triggering asthma symptoms, building fire safety, and security. Under no circumstances may fire-rated doors be propped or otherwise left open.

Water System:

Prior to reopening after any prolonged shutdown, the school will 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 the 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.

The 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.

Traditional water fountains will not be used and instead touchless water coolers will be placed throughout the building in common areas. Classrooms will also have bottled water for students as an alternative.

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.**

Isolation Room

The school has identified a well-ventilated space to isolate sick individuals until they are able to leave the school grounds. The space is an area that is not frequently passed or used by other students or staff, not behind a barrier, and not located within the health suite. If there is safe and nice weather, the school will try to isolate sick individuals outdoors. When in the isolation area, the sick individual must always wear a non-medical (cloth) face covering or surgical mask, be within sight of the supervising staff member, and be physically separated from other individuals by at least 6 feet.

To the extent feasible, isolate only one sick individual in the isolation suite at a time. The isolation area will be immediately cleaned and disinfected after the sick individual departs. Supervising staff will comply with the PPE requirements listed above in the ***Dismissal Criteria*** section.

Return Criteria

Table 1 from the updated Health and Safety Guidance for Schools, identifies the criteria that the school will use to allow the return of a student or staff member with: (1) COVID-19 symptoms; (2) positive COVID-19 test results; (3) negative COVID-19 test results; (4) documentation from healthcare provider of alternate

diagnosis; (5) close contact with an individual with confirmed COVID-19; (6) a household member awaiting COVID-19 test results; or (7) travel to any place other than Maryland or Virginia.

Table 1. Return to School Criteria for Students and Staff

Student or Staff Member With:	Criteria to Return *Note: Criteria below represent standard criteria to return to care. In all cases, individual guidance from DC Health or a healthcare provider would supersede these criteria.*

1. COVID-19 symptoms (e.g., fever, cough, difficulty breathing, loss of taste or smell)	Recommend the individual seek healthcare guidance to determine if COVID-19 testing is indicated.
	
	If the individual is tested:
	• If positive, see #2.
	• If negative, see #3.
	• Individuals must not attend school while awaiting test results.
	
	If the individual does not complete test, they should:
	• Submit documentation from a healthcare provider of an alternate diagnosis, and meet standard criteria to return after illness; OR
	• Meet symptom-based criteria to return:
	  ○ At least 24 hours **after** the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and symptoms have improved; AND
	  ○ At least 10 days from when symptoms first appeared, whichever is later.
	
	Note: 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 not due to COVID-19.
	
	Note: Standard criteria to return after illness refers to the individual school's existing policies and protocols for a student or employee to return to school after illness.
	
	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 themself 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.[16]
2. Positive COVID-19 Test Result (Antigen or PCR) *See DC Health's Guidance for Persons Who Tested Positive for COVID-19 for more information.*	If symptomatic, may return after: • At least 24 hours **after** the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and symptoms have improved; AND • At least 10 days after symptoms first appeared, whichever is later. If asymptomatic, may return after: • 10 days from positive test Regardless of whether symptomatic or asymptomatic, close contacts (including all members of the household) who are not fully vaccinated against COVID-19 must not attend school for at least 10 days from the last date of close contact with the positive individual.
3. Negative COVID-19 Test Result After Symptoms of COVID-19	May return when: • Meet standard criteria to return after illness. • If the individual received a negative antigen test, that result should be confirmed with a negative PCR test. The individual must not attend school until the PCR test result returns. Note: Standard criteria to return after illness refers to the individual school's existing policies and protocols for a student or employee to return to school after illness. *Per Scenario #5, a negative test result after close contact with an individual with confirmed COVID-19 should *not* shorten the time period of at least 10 days before returning to school.
4. Documentation from Healthcare Provider of Alternate Diagnosis After Symptoms of COVID-19 (e.g., chronic health condition, or alternate acute diagnosis such as strep throat)	May return when: • Meet standard criteria to return after illness. Note: Standard criteria to return after illness refers to the individual school's existing policies and protocols for a student or employee to return to school after illness.
5. Close Contact of an Individual with Confirmed COVID-19	May return after: • A minimum of 10 days from last exposure to COVID-19 positive individual, provided that no symptoms develop, or as instructed by DC Health.

See DC Health's [Guidance for Quarantine after COVID-19 Exposure](#) for more information	Note: Returning to school after 10 days (on day 11) is only acceptable if: • The close contact did not develop symptoms of COVID-19 at any point during the 10 days. AND • The close contact continues to self-monitor for symptoms until 14 days after the last exposure to the COVID-19 positive individual. If the close contact is a household member, may return after at least 10 days from the end of the COVID-19 positive individual's infectious period (see Scenario #2), or as instructed by DC Health. Returning to school after 10 days is intended to minimize the risk of transmission of the virus while also minimizing the burden. DC Health guidance allows for schools to continue to implement the more stringent 14-day return to school recommendation if they choose to. Waiting 14 days before returning to school remains the recommended and most effective strategy for decreasing the transmission of COVID-19. DC Health strongly recommends that individuals who live or work with someone at higher-risk for COVID-19 (see Section I) quarantine for 14 days. 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 themself 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.[17] Individuals may return immediately after close contact with an individual with confirmed COVID-19 if the following are true: • They do not have any symptoms consistent with COVID-19. AND • They have tested positive for COVID-19within the last 90 days; OR • They are fully vaccinated against COVID-19.[18]
6. Household Member Awaiting a	If the household member tests negative: • May return immediately if the student or staff member has no symptoms of COVID-19 nor other exclusionary criteria met. If the household member tests positive:

COVID-19 Test Result[19]	• See Scenario #5. Individuals may return immediately in the event of a household member awaiting a COVID-19 test result if the following are true: • They do not have any symptoms consistent with COVID-19. AND • They have tested positive for COVID-19 within the last 90 days; OR • They are fully vaccinated against COVID-19.[20]
7. Travel to Any Place Other than Maryland or Virginia *See DC Health's Guidance for Travel and the CDC's COVID-19 Travel Recommendations by Destination for more information*	If the individual is unvaccinated or partially vaccinated, may return from domestic travel after: • 10 days from return. OR • Being tested for COVID-19 three to five days after return and receiving a negative result. If the individual is unvaccinated or partially vaccinated, may return from international travel after: • 10 days from return. OR • Seven days, if tested for COVID-19 three to five days after return, and received a negative result. ○ Even if the test is negative, the individual must not attend school for seven days. If the individual has tested positive for COVID-19 in the last 90 days or is fully vaccinated,[21] may return immediately after domestic or international travel, provided that they do not currently have any symptoms consistent with COVID-19. • If the individual is returning from international travel, they should get a COVID-19 test three to five days after traveling. For more detailed guidance related to returning from domestic and international travel, see DC Health's Guidance for Travel.

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 Keina Hodge, Director of Operations. Our choice is to have someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan 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 have 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, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID . To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of the school nurse.

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

We will use OSSE's daily screening form or similar form, and, per the form's guidance, we will ensure that "records of screenings are strongly recommended to be stored for 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility."

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the Health and Safety Guidance from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the Non-Healthcare Facility COVID-19 Consult Form.

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

To ensure a clear and efficient process for communication, the school has identified Keina Hodge 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. Capital Village has communication protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to all staff and families in the event of a change of school schedule, via email, text, social media, and website updates.

- Notification to those staff and families of students in close contact with the individual and will state the requirement to quarantine for 14 days; and
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.

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.

Capital Village will complete weekly COVID testing for all students and staff who have completed the COVID testing waiver. The COVID testing will be completed onsite, through Curative Labs. Any positive results will be reported to DC Health per the DC Health's COVID-19 reporting requirements.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

Supporting COVID-19 Vaccinations:

Capital Village has and will continue to support the vaccination of staff and students in the following ways:

- Providing "free" leave days for staff to care for self after symptoms of first or second dose
- Hosting a vaccination event on campus in July 2021
- Excused absences for students for vaccination appointments
- Excused absences for students to care for self after symptoms of first or second dose
- Waiver of quarantine requirement after exposure to COVID or travel

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.

Capital Village PCS will design educational programming to conform with CDC, DC Health, and OSSE guidance, and in doing so, consideration will be given to a student's 504 plan, IEP and least restrictive environment (LRE). The school will continue to provide, to the greatest extent possible, the special education and related services identified in students' IEPs and the accommodations and related services identified in students' 504 Plans. Regardless of the severity of a student's disability, the school 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.

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.**

Capital Village will provide training and technical assistance on its policies and procedures for safely reopening the school to:

- Staff, parents and students.
- The topics will include:
    - Arrival/ Dismissal
    - Daily Health Screening
    - Face Masks
    - Physical Distancing
    - Hygiene
    - Meals
    - Procedures for positive Covid-19 cases
    - Accommodations for students with disabilities

Training will be given during multiple sessions for staff and parent orientations. It will be given by the Senior Leadership Team of Capital Village. The Capital Village Senior Leadership Team will monitor the implementation of the Health and Safety plan by reviewing the policies and procedures monthly and by completing monthly walk-throughs. If any area is not adhering to the policies and procedures, the Senior Leadership Team will work together to ensure it’s adjusted to match the policies and procedures.

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.

Capital Village PCS will communicate key health and safety policies and procedures to students, families, staff and visitors by:

- Hosting staff, parent and student orientations that review all of the policies and procedures.
- The Continuing Education Plan, along with the Health and Safety plan will be made available on the school website.

- Signage throughout the building will also be used to ensure procedures are followed.
- Visitors will be provided information about the school's policies and procedures upon arrival to the building.

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

Capital Village PCS will communicate key health and safety policies and procedures to students, families, staff and visitors by:

- Hosting staff, parent and student orientations that review all of the policies and procedures.
- The Continuing Education Plan, along with the Health and Safety plan will be made available on the school website.
- Signage throughout the building will also be used to ensure procedures are followed.
- Visitors will be provided information about the school's policies and procedures upon arrival to the building.