

SY 2021-22 LEA Health and Safety Plans

School Name: Capitol Learning Academy
School Contact: Alex Roosenburg
School Type: Private, Parochial or Independent School
Date Generated: 08/11/2021

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 School 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 School'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 School. Before publication, School'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 School'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.**

Capitol Learning Academy students and faculty will be required to wear non-surgical face coverings or face masks upon entry into the school building, for the duration of the school day. All staff and visitors, regardless of vaccination status, must wear face masks at all times in the school building as well. Face masks may be removed when eating snack or lunch, or sipping from water bottles. Masks must also be worn during outdoor school activities, such as recess or PE class.

Masks must be worn correctly, covering both the nose and mouth of students and faculty. Immediate correction will be given if a mask is not being worn properly, and if the mask slips in position multiple times, it will be tightened or a disposable mask will be supplied.

2. Provide the School'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.

In the event that a student or staff member is unable or unwilling to wear a mask at all times through our school hours, consideration will be given for the underlying reason. If the person involved is fully vaccinated, a shield system may be implemented in order to allow for continued in person learning. Temporary at home learning options may be provided for students who are unable to wear masks. Should this situation continue beyond 2021, enrollment or employment at Capitol Learning Academy may need to be reconsidered in the interest of safety for the larger CLA Community.

3. Provide the School'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.

Students and their families will wait outside of the doors to the school, maintaining 6 feet of distance between each family. Each student will be seen one by one at the front door, for a symptom and temperature checked prior to entering the building. Students will enter the building one by one, with time to put away belongings prior to another student entering. Dismissal will work much the same, in reverse, with students packing up and exiting one by one in the front hall area.

Students will maintain approximately 3 feet of distance between one another for lines, seating, activities, and other collaboration. When work requires closer proximity, students will wear face shields in addition to masks, in order to create an additional barrier of protection.

4. Provide the School's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

As CLA is a very small school, our entire school is one cohort of 12-14 students and 2 staff members. Students

will remain in this fixed cohort throughout the entirety of the school day, including recess and specialist classes. Any additional adult interaction for counseling, drama, PE, etc. will occur with distancing and masks, and students will remain in the CLA classroom space for the majority of these lessons.

5. Provide the School's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

All sneezing and coughing is to be done in the crook of the arm, with a mask on. If a sneeze causes a mask to become wet, students will change into a fresh mask.

Handwashing is regularly encouraged, and hand sanitizer is dispersed throughout the learning space for easy access. Students are required to wash hands prior to eating snack or lunch, and when returning from outdoor play.

6. Provide the School'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.

The school will maintain a ready supply of toilet paper, paper towels, soap, tissues, cleaning supplies and hand sanitizer so that there is never a chance of running out of something in the middle of a school day. Supplies will be monitored daily, mid-day and at the end of each school day.

7. Provide the School'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.

The school will acquire and provide all necessary PPE for faculty and staff who work with or in the school. Students will supply their own masks, but will be given two additional cloth masks with the school logo, which may be used. Additionally, there will always be child-sized disposable masks available for students in the case of a broken, dirty, or ill-fitting mask. Should a need arise for more PPE, additional layers of protection, etc. CLA will supply all necessary materials. All materials will be purchased either through government grants, or the school budget (amazon.com).

Maintain Clean and Healthy Facilities

8. Provide the School'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 is surface cleaned 3 times per day, with clorox wipes, bleach spray, mops, and all other necessary measures. Additionally, the school is given a deeper clean each evening, and an even more thorough clean on weekends. High touch surfaces are wiped each hour, if touched by students. Light switches, door handles, and other main control functions are only touched by faculty/staff. Manipulatives, books, and other normally shared materials are instead assigned to a student for the week, and then wiped down and set aside for 36 hours before use by another student.

Playground recess is only on the field and not on bars or climbing equipment at this time.

There is an air filter running on the "germ" filtration setting 24/7 and a medical grade filtration system that runs each evening in addition.

9. Provide the School'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.

Should faculty/staff, a student, or other member of the community develop possible COVID symptoms while in school, they will be separated from the group, in the front entry vestibule (we are a one-room school house), with the door cracked open for ventilation, until they can be picked up. Faculty/staff may leave immediately upon disclosure of the symptoms. All items touched or at the work space of the person with possible COVID symptoms would be immediately disinfected, and the rest of the learning space would be disinfected thoroughly upon departure of that individual, as well as at the end of the school day.

Should a positive COVID case develop in the school or amongst the school community, the school would move to virtual learning for 10 days. Families would be asked to pick students up from school as soon as possible on the day of the positive case. The school would be completely wiped down, all surfaces, materials that have been used in the past 24 hours, etc. Air filtration (both general and medical grade) will be run 24/7 for 10 days while the building stands empty.

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

Cleaning and disinfecting supplies are made available via government grants and school budget allocation. Wipes, spray, and all other necessary items are monitored twice daily and replaced as soon as they are running low.

11. Provide the School'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.

All ventilation has been thoroughly cleaned in the summer break. Filtration systems are regularly checked (3 months) and filters are replaced as recommended by each machine. Water fountain filtration is monitored and replaced as indicated on the red, orange, green light system attached. All other sink filtration is newly replaced (2019) and was inspected by a plumber in June 2021.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the School'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.**

The school has daily temperature and symptom checks in place, as well as parent reporting of any potential exposure or concerns. Families are regularly reminded to use their best judgement for the school community, and if there is even a question of exposure or of actual positive COVID tests, to have students stay home and log in for distance learning until there is a negative covid test and the required time period has passed following the initial positive test. Potential exposure in the school setting will result in an immediate closure of the school and a move for all students and faculty to perform distance learning until a 10 day period and/or negative covid tests pass.

Daily symptom checks are filled in and signed by parents at the door, prior to entry to the school for the student. Faculty complete their own checks as well. The form includes the following criteria to ensure students/faculty are within the realm of compliance:

A student, staff member, or essential visitor must stay home, or not be admitted, and must follow the applicable

DC Health guidance for isolation or quarantine, if they:

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

13. Provide the School'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.**

As a very small school (12 students, 2 teachers, 1 director), our community is very quick to inform/be informed. Alex Roosenburg, Director, will be the staff person who acts as point of contact to all families, staff, contractors, etc. in the case of a positive COVID-19 case. She will also communicate any positive cases to DC Health on the same day that the school is notified, once the school has successfully informed families and executed a safe dismissal.

Students, faculty, or other CLA members who have health conditions that present similar to COVID-19 symptoms will not be discriminated against or excluded from school based on those symptoms. Doctor's notes may be required in the case of something more severe than seasonal allergies.

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

In the event of a positive COVID-19 case, CLA will make every effort to support DC Health with contact tracing. We will notify families of possible questions from DC Health, and provide the names and days/times of contact of any persons involved with the school in the 2 weeks preceding a positive case.

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

As necessary, CLA will notify the surrounding community of a positive case of COVID-19. We will notify any companies or persons who were/ are in physical contact with the students, or spend time in the school outside of hours. The wider community will be informed if they ask about our closure for 2 weeks and subsequent distance learning.

COVID-19 Testing and Vaccines

- 16. If applicable, describe the School's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the School will take to encourage participation in the testing program. Please include the School'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.**

If a student or staff member exhibits symptoms akin to those linked with COVID-19, they will be dismissed from the school premises pending a negative test result. Test results must be shared with the school, and if positive, the results will be shared to DC Health, and positive COVID-19 protocol will go into effect. Students/staff will remain home and enact distance learning while waiting on the results of a PCR test.

- 17. Provide the School'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.**

All CLA staff are required to receive COVID-19 vaccinations. CLA will allow for time off to receive the vaccine or recover from resulting symptoms. Students and families will be encouraged to receive vaccinations, and vaccination sign-up information will be shared via email and Parent Portal to help families. Students will have excused absences for vaccines and resulting symptoms.

Students with Disabilities

- 18. Provide the School's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.**

Safety policies and procedures follow OSSE, DC Health, and CDC recommendations. If a student has a disability which prevents them from following all safety policies and procedures, accommodations will be made as possible, while still maintaining a safe environment for the larger CLA community. If a student's disability creates an unsafe environment for other students, and faculty/staff, then in-person attendance may need to be reconsidered for that student.

Training, Technical Assistance, and Monitoring

- 19. Please provide the School'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 and technical assistance for policies and procedures of Capitol Learning Academy is handled by the Director. All topics covered in the Family Handbook, Faculty Handbook, and Emergency Preparedness Manual will be covered. Training will be for the faculty/staff of CLA. Basic information training/sharing will be done with families in the week prior to the start of school as well.

As CLA was operating in person at full capacity for the 2020-21 school year already, the training for the 21-22 school year will be more of a review of procedures and notification of any changes to last year's policies. All training will occur in the week prior to school opening in August.

20. Provide the School'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 School will respond if a given campus is not adhering to the plan.

As we are a one-room school house on one campus, the Director is on-site daily and aware of all implementation of policies and procedures. Any failure to adhere will immediately be addressed in order to be in compliance and safe.

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

All policies and procedures are outlined in Faculty and Family handbooks, and are communicated via email. Visitors are informed of safety policies upon scheduling a visit, and basic regulations (masks, distancing, etc) are posted on our front door at the entrance to the building.