

## **GUIDELINES FOR VISITING CAMPUS (updated 1/29/2021)**

We appreciate everyone following these Guidelines for the health & safety of everyone and to prevent the spread of COVID-19 in our community. The DC government has issued guidelines that apply to everyone visiting a DC school. These Guidelines apply those requirements to Carlos Rosario International Public Charter School.

### **I. General Guidelines – for both inside and outside visits to campus**

- **Everyone must have pre-approval from the CEO before coming to campus.** This applies for all visits - whether outside or inside the buildings.
  - To start the request process, you can contact your supervisor, who will forward the request to the CEO for approval.
  - Once approval is granted, the manager and/or employee must inform the following people about the approved visit: the Principal HollyAnn Freso-Moore or Karen Rivas, Carmen Ramirez of CCC, and School COVID Points of Contact Kristine Dunne and Alice-Ann Beachy. This is important to coordinate staffing, other events in the building, security, cleaning, and health & safety.
- **Everyone must wear a face covering:** Everyone must wear a face covering on campus at all times – both inside the buildings and outside on the campus. DC guidelines for schools are that all adults must wear face coverings at school.
  - The School has ordered cloth reusable face coverings for everyone coming to campus (students and staff). We plan to give each person 3 reusable masks. Everyone will need to wear it to school and be responsible for washing it in between uses. You are welcome to “double mask” or add a filter to the cloth mask. There is some emerging information that additional mask layers may provide extra protection from the virus.
  - You are welcome to bring your own face covering to wear. Please make sure that it is clean, covers your mouth and nose, and fits snug against your face. Face masks with vents/valves are not permitted, nor are gaiters or bandanas. Face shields may not be used instead of a face mask. (Please note that authorized staff such as screeners conducting daily health screens at building entrances are authorized to wear face shields and/or use clear plexiglass barriers in addition to face masks.)
  - We may have a limited supply of disposable face coverings at each campus in the event that someone arrives without a face covering. Please do not count on this being available at this time. The bottom line is that it is everyone’s individual responsibility to wear a face covering on campus. This is required in DC schools.
  - If there is a health reason why someone cannot wear a face covering:
    - Staff: Please contact Human Resources before coming on campus for further guidance. Current DC requirements do not provide any exceptions for staff to be allowed on campus if they are not wearing a mask.
    - Students: Please contact the School’s special needs coordinator Alice-Ann Beachy at [abeachy@carlosrosario.org](mailto:abeachy@carlosrosario.org) and (202) 797-4700 extension 146 if you believe that you will be unable to wear a mask.
    - Contractors/Approved Visitors: Please inform your school contact person. At this time, there are no exceptions for contractors to be allowed on campus if they are not wearing a mask.
  - We recognize that individuals who need to be on-campus for a longer period of time may need to drink or eat, which will require removing the face covering.

Please try to limit this time, make sure that you are socially distanced from others while eating and drinking (i.e., in a separate room by yourself with the door closed), only remove your face covering when you are actively eating, and put it back on your face as soon as possible when you are not eating. (Please coordinate with your supervisor about eating locations. This will help us with coordinating special cleaning of those areas that have been used.)

- Staff: you may remove your mask if you are in an enclosed office or classroom that no one else is permitted to enter. We encourage you to keep your mask on as much as possible, however, even when you are alone.
- **Practice social distancing:** Keep distance of 6 feet between yourself and others at all times. There may be very brief periods of time when you may need to be closer than 6 feet, but please keep these to a minimum and be creative about avoiding having to do so.
- **When inside the building: Maximum of 12 people per room or area** (including large rooms like cafeteria, auditorium and hallways): The School cannot allow more than 12 people in any room or area in school buildings, and everyone must maintain a social distance of 6 feet. Both of these requirements must be followed. That means if a room or area is too small to fit 12 people who are socially distancing, the room cannot have 12 people in it. Class cohorts of 12 should not intermingle with other classrooms or groups; for this reason we have designated separate bathrooms to be used by each group. The default is to use the restrooms on your assigned floor of the building. Where we have made changes, staff will be informed.
- **Discourage congregating of students** or others on or around campus.
- **Follow hygiene guidance:**
  - **Wash hands** often with soap and water for at least 20 seconds. If not able, can use alcohol-based **hand sanitizer**.
  - **Avoid touching eyes, nose, mouth** with your hands.
  - **Cover coughs and sneezes** with tissue or elbow/shoulder.
  - **Have hand sanitizer available for others** throughout the school, including in classrooms and where special workstations are set up during this time, e.g., packet distribution tables.
  - **Use hand protection when touching surfaces or door handles, or make sure to clean hands immediately after.** The same goes when using shared equipment such as printers or copiers.
  - When entering or leaving a room, use hand sanitizer.
- **Everyone should closely monitor themselves for symptoms** of COVID-19.
  - **Don't come to campus if you are sick:** If you arrive to campus sick, become sick with COVID-19 symptoms, or get positive COVID-19 test results while on-campus, you should immediately inform Human Resources (for staff) or the Principal (for students) and you will be separated from others in the workplace and sent home immediately. Contractors, please immediately inform your School point of contact or Security staff on duty. We hope that you will understand that this is for the safety of everyone on-campus and a requirement for DC schools.
    - Individuals with a pre-existing or chronic health condition that includes one or more symptoms that are also on the list of COVID-19 related symptoms (see Daily Health Screen Question 1 for COVID-19 symptom list): you will still be able to come to campus while you are experiencing the symptoms if a healthcare provider has provided the School written or verbal documentation that those specific symptoms are not due to COVID-19. (Staff should provide the documentation to Human Resources; students should provide the documentation to the campus

Principal). This follows OSSE guidelines for DC charter schools and is because they have found that individuals with COVID-19 may experience symptoms from a pre-existing or chronic condition while infected with COVID-19. Please contact Human Resources (for staff) or the campus Principal (for students) if you have questions.

- **Avoid contact with people who have or may have COVID-19:** Do not come to campus if you or a member of your household or someone you have been in close contact with has tested positive for COVID-19. Please immediately inform Human Resources and contact your health care provider if you develop symptoms. The CDC currently defines “close contact” as less than 6 feet away for 15 or more minutes.
- **We encourage individuals to consult a health care professional** if you develop COVID-19 symptoms or learn that you have come into close contact with someone who has the virus.
- **Don’t come to campus if you are waiting for COVID-19 test results or if you have traveled in the last 14 days to a “high risk” state or country.** Contact Human Resources (for staff) or Principal (for students) if you have a question about this new requirement.
- **Increased risk individuals:** We want to make all staff and students aware that DC Health recommends that any individual at increased risk for experiencing severe illness due to COVID-19 should consult with their medical provider *before* attending in-person activities at school. Currently the increased risk categories include people with:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Down syndrome
  - Pregnancy
  - Smoking
  - Immunocompromised state from solid organ transplant
  - Obesity (Body Mass Index (BMI) of 30 or higher)
  - Severe obesity (BMI of 40 or higher)
  - Serious heart conditions
  - Sickle cell disease
  - Type 2 diabetes mellitus

For a complete list of current conditions which may be at an increased risk for severe illness from COVID-19, please see [www.cdc.gov/coronavirus/2019-ncov/need-extraprecautions/people-with-medical-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extraprecautions/people-with-medical-conditions.html)

Any student or staff member who has a medical condition not listed but who is concerned about their safety are recommended to consult with their medical provider before attending in-person activities.

- The School does not require a written clearance from high-risk individuals prior to participating in in-person activities at school. High-risk individuals, however, are encouraged to consult with their health care provider.
- Staff who are high-risk and are concerned about returning to in-person activities at school should contact Human Resources for further information including special leave that is available.

- Students who are high risk and are concerned about returning to campus should contact Student Services for additional information and remote learning alternatives.
- **Contact tracing:** DC Department of Health has expanded its capacity for contract tracing of the virus in our city and they are requiring schools to report COVID information. This is very important to protect the health and safety of the entire community. *If you experience COVID-related symptom(s) or test positive for the virus within 14 days after visiting campus OR If you are awaiting a COVID-19 test result, you must not return to the school until permitted to do so and we expect you to notify the School immediately as follows:*
  - Staff: You must inform Human Resources as soon as possible, and they will in turn immediately report the information to the School COVID Point of Contact (POC), and let your manager know that you will not be in the building. Human Resources will also be able to provide information about special leave programs that staff may be eligible for in addition to our standard leave benefits. The POC will inform DC Health if required.
  - Students: You must inform the Principal as soon as possible, and they will in turn immediately report the information to the School COVID Point of Contact (POC). Students will be offered supportive services including health care referrals if needed. The POC will inform DC Health if required. Teachers or other Academic team members: If a person informs you, please inform the Principal as soon as possible.
  - Contractors/Approved Visitors: You must inform your school contact person as soon as possible, and they will in turn immediately report the information to the School COVID Point of Contact (POC). The POC will inform DC Health if required.

## II. Outside Activities On-campus

- Examples of Outside Activities: In-person registration and enrollment, device pick-up or drop-off, educational material packet pick-up, meal distribution, etc.
- Getting approval in advance: As with all on-campus activities until further notice, visits to campus must be pre-approved by the CEO. You can contact your supervisor to start the approval process. See above under General Guidelines for more details.
- Health & Safety Protocols to be followed: The General Guidelines for visiting campus (see above under Section I) should be followed at all times. This includes, for example, face coverings, social distancing of 6 feet, hand washing or sanitizing, and limiting exchange of documents and materials between individuals as much as possible (e.g., pens, paper).
- Until further notice, people attending outside activities MAY NOT enter the building unless they have been pre-approved and have followed all Inside Activities guidelines. This means that we cannot allow someone into the building to use the bathroom, get materials, etc. unless they have followed the Inside Activities guidelines below.

## III. Inside Activities On-campus – Entering Campus Buildings

- Examples of Inside Activities: Staff picking up necessary work items from their classroom/office, essential work such as checking mail, IT network maintenance, security and regular maintenance and repair. Staff should not bring visitors with them, and their visits should be as short as possible to accomplish the approved purpose of the visit.
- Until further notice, people attending outside activities MAY NOT enter the building unless they have been pre-approved and have followed all Inside Activities guidelines. This means that we cannot allow someone into the building to use the bathroom, get materials, etc. unless they have followed the Inside Activities guidelines below.
- Getting approval in advance: As with all on-campus activities until further notice, the activities must be pre-approved by the CEO. You can first reach out with your supervisor to start the approval process.
- Health & Safety Protocols to be followed: The General Guidelines for visiting campus (see above under Section I) should be followed at all times. This includes, for example, face coverings, social distancing of 6 feet, hand washing or sanitizing, and limiting exchange of documents and materials between individuals (e.g., pens, paper).
- Additional Health & Safety Protocols for approved inside activities:
  - Inform Security of your arrival: Use your ID to swipe in to enter the building. Please also inform Security of your arrival and let them know where you are going in the building. This is helpful for cleaning, contact tracing if needed, safety and security proposes.
  - Daily Health Screening: New DC requirements for schools requires that ALL staff and students (and all other visitors) that enter school buildings must go through a daily health screening. See the attached Daily Health Screening Certification Form.

### *DC Information Resources:*

- DC Mayor Orders and related guidance on COVID-19: <https://coronavirus.dc.gov/>

- OSSE health & safety policy guidance and FAQs for DC charter schools:  
<https://osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery#k12schools>
- DC Department of Health guidance for DC schools during Phase 2, including information on 14-day travel quarantine: <https://coronavirus.dc.gov/healthguidance>

## Daily Health Screening Certification – Part 1

*To be completed by every Individual requesting entry to school building each day*

DC requires that anyone wanting to enter a school building must complete a Daily Health Screening.

- Daily Health Screening must be completed EVERY DAY you plan to enter the school building.
- It must be completed BEFORE you are allowed into the building. Even for brief visits to the building.
- This is in addition to other School requirements for visiting campus at this time. Until further notice, all visits to campus must be approved in advance.
- The information shared through the Daily Health Screening is solely for the purpose of protecting the health and safety of School community members from COVID-19. This information will be confidentially maintained by the School and will not be a part of personnel files or official student records.
- If you have questions, please contact Human Resources (for employees), the Principal (for students), or the School COVID Point of Contact (for contractors).

**Please answer the following questions:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>SYMPTOMS: Are you experiencing any of the following COVID-19 related symptoms?</b> <ul style="list-style-type: none"> <li>● fever (100.4 degrees Fahrenheit or higher),</li> <li>● chills,</li> <li>● cough,</li> <li>● shortness of breath or difficulty breathing,</li> <li>● fatigue,</li> <li>● muscle or body aches,</li> <li>● headache,</li> <li>● new loss of taste or smell,</li> <li>● sore throat,</li> <li>● congestion or runny nose,*</li> <li>● nausea or vomiting,</li> <li>● diarrhea, or</li> <li>● otherwise feeling unwell.</li> </ul> </li> </ul> <p style="margin-top: 20px;">(*Runny noses: If runny nose is circumstantial (such as from being outside in cold weather) and temporary (subsides within 30 minutes), and the individual is not experiencing any other COVID-19 symptoms or other criteria for exclusion, than the individual does not need to be excluded. The School’s determination on this is final.)</p> <p style="margin-top: 10px;"><u>If you answer YES, you should not come to school or enter the building.</u> Instead, you should go home, isolate immediately, and call your healthcare provider. <i>Staff:</i> Please let your supervisor know so that they will not expect</p>
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	<p>you to be in the building today; HR will contact you soon. <i>Students:</i> the School will contact you soon.</p> <p><u>If you develop any of these symptoms while on campus or learn that you are positive for COVID-19 while on campus, you should immediately inform the School, leave the school and seek healthcare provider guidance. <i>Staff:</i> You should immediately inform HR. <i>Students:</i> You should inform the Principal right away. If you are unable to safely go home, you can be directed to a space on the campus where you can isolate until you are able to leave. If you need urgent care, call 911.</u></p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p><b>2. TEST RESULTS: Have you or a close contact of yours taken a COVID-19 test and are waiting for the test results?</b></p> <p><u>If you answer YES, you should not come to the school or enter the building.</u> Instead, you should go home, isolate immediately, and wait for the test results. <i>Staff:</i> Please let your supervisor know so that they will not expect you to be in the building today; HR will contact you soon. <i>Students:</i> the School will contact you soon.</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p><b>3. EXPOSURE: In the last 10 days, have you been in close contact with a person who has COVID-19?</b> (This could be a friend, family member, household member, etc.)(Close contact is defined as less than 6 feet away from someone for 15 minutes or longer.)</p> <p><u>If you answer YES, you should not come to school or enter the building.</u> Please immediately inform the School, leave the school and seek healthcare provider guidance especially if you develop symptoms. <i>Staff:</i> Please let your supervisor know so that they will not expect you to be in the building today; HR will contact you soon. <i>Students:</i> the School will contact you soon.</p>

By signing below you:

- agree that you will not enter the building until you have submitted this form and a designated screener has completed the rest of the Daily Health Screening requirements (see below)
- agree to follow all applicable guidelines for campus visits in order to protect the safety and health of you and the rest of the school community
- acknowledge you have taken your temperature no more than 2 hours in advance of requesting entry to the school building
- if you have not taken your temperature or it has been more than 2 hours, you will allow the School to take your temperature when you arrive at the building.

Print Name: \_\_\_\_\_

For Contractors and Visitors only, provide company name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



## Daily Health Screening Certification – Part 2

*To be completed by designated screener before allowing Individual to enter building*

Name of Individual requesting entry to building: \_\_\_\_\_

Individual is (circle one):    Employee    Student    Contractor    Visitor

Campus they are visiting (circle one):    Harvard    SG

<b>CONFIRM</b> <input type="checkbox"/>	Individual seeking to enter the building has submitted completed Part 1, or completes it when arrive – blank copies of the form will be available.
<b>CONFIRM</b> <input type="checkbox"/>	<p>Designated screener asks Individual to confirm that they checked their own temperature 2 hours or less before arriving to campus, and their temperature is below 100.4 degrees F.</p> <p>If Individual was unable to take their temperature before coming to campus or it has been more than 2 hours, their temperature must be taken at the school before entering the building.</p> <p>The screener will take the Individual’s temperature using a contactless thermometer using the following protocols:</p> <ol style="list-style-type: none"> <li>i. Maintain a distance of at least 6 feet from others to greatest extent possible and wear face covering at all times.</li> <li>ii. Wash or sanitize hands, then put on gloves. (Gloves do not need to be changed when taking multiple people’s temperatures)</li> <li>iii. Stand behind plexiglass barrier or wear face shield while taking temperatures.</li> <li>iv. Clean the thermometer with an alcohol wipe between each person. Can use same wipe so long as it remains wet.</li> </ol> <p>If Individual does not either confirm their temperature is below 100.4 F, or allow the screener to take their temperature and confirm it, they will not be allowed into the building.</p>
<b>LOOK</b> <input type="checkbox"/>	<p>The screener must look at the Individual see if they are exhibiting any signs of illness.</p> <p>If the screener observes that the Individual is exhibiting any signs of COVID-19 related illness, the Individual will not be allowed into the building. If the Individual has any questions or concerns about the screener’s observation, please contact Human Resources (if you are an employee) or the campus Principal (for students and all others).</p> <p>Screener may NOT allow anyone to enter the building who they observe has any COVID-19 symptoms, even if the person says that it is a chronic condition unrelated to COVID. The only exception is if the person presents a letter from the School’s</p>

	<p>Human Resources Department (for employees) or School Principal (for students) allowing the person to enter despite the chronic condition.</p> <p>The one exception if runny nose: If a person appears to temporarily have a runny nose solely due to being outdoors in cold weather, then the Screener may in their discretion let the person enter the building if they are showing no other COVID-19 symptoms. The Screener's decision on this is final.</p>
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Designated screener conducting Daily Health Screening of Individual:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_