

Health and Safety Plans for SY 2022-23

The school policies and procedures are designed to be flexible and responsive to new guidelines that may be issued by CDC, OSSE, and DC Health.

1. Everyday Prevention Measures (Regardless of COVID-19 Community Level):

a. COVID-19 Vaccination

i. COVID-19 Vaccination Requirement:

The school has a policy of vaccination requirement as a condition for employment that includes medical or religious exemptions. Beginning SY 2022-23, all students will be required to be vaccinated for COVID-19 unless there is medical or religious exemption. The School will clearly communicate this requirement in advance and provide an appropriate process for medical and religious exemptions.

ii. School COVID-19 Vaccination Advocacy & Support Plans:

The School is strongly encouraging all School community members to get vaccinated and be up-to-date with recommended doses as soon as they are clinically permitted to do so. As an adult school, all School community members are eligible for the vaccine based on age, although a small number of individuals may have contraindications for getting the vaccine. Additional advocacy and support measures include:

1. Sharing information about COVID-19 vaccinations from trusted resources, such as DC Health, and CDC.
2. Publicizing community vaccination events and informational programs.
3. Providing vaccine information to the school community in multiple languages, including English, Spanish and Amharic.
4. Providing employees with paid time off to get vaccinated. Ensuring there is no penalty for students who are absent from class due to getting vaccinated.
5. Hosting vaccination information webinar for School community with trusted community health organizations (e.g., Mary's Center) and representatives from the healthcare field.
6. Hosting vaccine clinics on-site with language support in English, Spanish and Amharic, including evening hours that will be critical to support our school community members who work or have other responsibilities during the day.

b. Staying Home When Sick

The School strongly advocates the need to stay home when sick as an important everyday COVID prevention measure. The School uses various methods, including signage in the

school building, to remind students and employees of symptoms that should make them consider staying home.

c. **Physical Distancing**

Six feet distancing is recommended in school buildings whenever possible. Masking is required when closer than 6-ft apart, including but not limited to hallways, classrooms, offices/work areas, bathrooms, and during all other activities except as expressly permitted, such as when actively eating or drinking. There is no limit to the number of people who may be in a room or area, so long as health & safety protocols for masking are followed. Just as with indoor activities, there are no limits to the number of individuals who may participate in outdoor activities so long as distance is maintained.

d. **Face Masks When Persons are Unable to Maintain 6-ft Distance**

Everyone will be required to wear a face mask in situations where they are unable to maintain 6-ft distance such as in the kitchen, nursing lab, classrooms, and all other indoor areas, except when actively eating or drinking. In spaces where 6-ft distancing can be maintained, masking will be optional. When community levels are high, everyone will be required to wear a face mask at all times.

e. **Isolation**

Individuals who test positive and/or are symptomatic for COVID-19 should self-isolate, monitor their symptoms, and consult healthcare professionals. The school will communicate with them regarding:

- i. When they are allowed to return to campus consistent with CDC guidelines:
 1. Regardless of vaccination status if symptomatic, isolate *for at least 5 days*. To calculate the 5-day isolation period, day 0 is the first day of symptoms. Day 1 is the first full day after symptoms developed.
 2. You can end isolation after 5 full days **IF** you are fever-free for 24 hours without the use of fever-reducing medication **AND** your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
 3. You are required to continue to wear a well-fitting mask around others while at school for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. CDC also recommends wearing a mask at home and in public during this period.
- ii. How they can be connected with school resources if needed:
 1. Students will be connected with Student Services for assistance if needed.
 2. Students will be provided information on how to continue their virtual learning remotely (if they don't already have that information).
 3. Staff will be connected with HR for assistance if needed.

f. **Quarantine**

Following [CDC guidelines](#):

Whether vaccinated or unvaccinated, individuals who are exposed to a COVID positive person are no longer required to quarantine and may continue to work and attend school. **HOWEVER**, exposed individuals will be required to wear a well-fitting mask at all times for 10 days, monitor for symptoms of COVID for 10 days, and test for COVID on day 5. If test results are positive, individuals need to notify the school and follow isolation protocols.

Staff should contact HR. Students should contact the principal of their respective campus. Contractors/visitors should contact the School COVID Point of Contact.

g. Hand Hygiene and Respiratory Etiquette

- i. Wash hands often with soap and water for at least 20 seconds. If not able and hands are not visibly dirty, use alcohol-based hand sanitizer. It should be alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- ii. Avoid touching eyes, nose, mouth with your hands.
- iii. Cover coughs and sneezes with tissue or elbow/shoulder. Used tissues should be thrown in the trash, and then wash hands or use hand sanitizer immediately after.
- iv. 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.
- v. When entering or leaving a room, use hand sanitizer.
- vi. When using a desk, workspace, or area to eat in (e.g., in the cafeteria), use hand sanitizer and use an alcohol wipe to clean the immediate desk or area you are using.
- vii. Limit sharing of equipment and supplies to the greatest extent possible.
- viii. The School expects everyone to perform hand hygiene at the following key times:
 1. Before and after eating food.
 2. Before and after group activities.
 3. After using the restroom.
 4. Before and after putting on, touching, or removing face masks or touching face;
 5. After removing gloves; and
 6. After blowing one's nose, coughing or sneezing.
- ix. Encourage everyone to bring their own water bottle and use touchless water dispensers. During this time, the water fountains remain shut off and not in use.

h. Optimizing Indoor Ventilation and Air Quality

- i. On an ongoing basis, the School will maintain ventilation systems by, among other things:
 1. Ensure ventilation systems are operating properly.
 2. Use MERV 13 filters on interior and exterior air vents at both campuses and replace them on a quarterly basis.
 3. Quarterly servicing of air handlers including cleaning and sanitizing.
 4. In conjunction with the quarterly cleaning and sanitizing maintenance cycle, the air intakes at both campuses are set to circulate the maximum amount of outdoor air subject to other conditions, such as heat and humidity.
- ii. Interior and exterior doors may not be opened to the extent they are fire-rated or based on other safety and operational requirements. This means that they are not allowed to be propped open or otherwise left open. Leaving doors open would also circumvent the School's security and emergency response system, and would cause the ventilation to not work as properly.
- iii. The School has very few windows that are able to open, and based on its review of the ventilation system and other health & safety considerations, the School has determined these windows should remain closed at this time.

i. Cleaning and Disinfection

- i. The School's cleaning contractor supplies its own cleaning, disinfection and sanitization supplies to ensure it complies with the School's contract for the provision

of those cleaning services on a regular, and special as-needed basis (such as in the event of COVID-19 infection or spread on campus).

- ii. The School requires anyone cleaning and disinfecting on campus following infection or outbreak on-campus to wear gloves due to the COVID-19 health and safety risks. This requirement is extended to all contractors. The School periodically conducts random checks to ensure that its employees and contractors are complying with all health & safety requirements, including but not limited to the cleaning and disinfecting schedule. While these obligations are not expressly mandated in the School's existing cleaning contracts, the contractors are obligated to comply with applicable laws and school requirements.

2. Enhanced Prevention Measures:

a. For Medium or High COVID-19 Community Levels (or Facility-Specific-Needs)

i. Masks:

The school requires masking when individuals are unable to maintain 6-ft distancing and will require masking at all times (other than when actively eating or drinking), during High COVID-19 Community Levels.

Details on face mask requirements:

1. Everyone is expected to bring multiple face masks with them to school each day. If they do not have a face mask, a face mask will be provided that may be disposable.
2. Face coverings should be two to three layers of tightly woven fabric, cover the nose and mouth, and fit snugly against the sides of the face. Alternative face coverings that do not meet these requirements will not be permitted.
3. Face masks with vents or valves are not permitted. Face gaiters or bandanas are not permitted.
4. Clear face masks (not face shields) may be considered such as for communicating with students who are deaf or hard of hearing.
5. Clear face shields may not be used instead of a face mask.

As an adult school, we expect that everyone should be able to wear masks unless there is a contraindication, medical or other, for doing so.

ii. COVID-19 Screening Testing:

The school practices test-to-return screening following semester breaks and long weekends using rapid test antigen kits contingent upon supply from OSSE.

b. For High COVID-19 Community Levels (or facility-specific needs)

i. Avoiding Crowding in the Facility:

Common areas, including hallways, stairwells, and elevators, have been marked with physical distancing signs on the floors and walls to remind everyone to maintain 6-ft distancing, and to stay to the right side in hallways and stairwells to allow for 6-ft distanced two-way traffic if needed. The school will **require** masking at all times (other than when actively eating or drinking), during High COVID-19 Community Levels.

1. Staff lounges: 6-ft distancing is encouraged whenever possible and masking is required except when actively eating or drinking. Employees should also use provided alcohol wipes when touching common touch surfaces and wash their hands or use hand sanitizer immediately after.

2. Cafeteria: we will revisit protocols regarding the use of cafeteria when community levels are high.
3. Water dispensers: Touch water dispensers and water fountains have been removed or disabled; both campuses now have touchless water dispensers for all community members to use, and people are encouraged to bring their own water bottle to use.
4. Restrooms: Individuals who use bathrooms are required to wear a mask at all times.
5. Computer station in Harvard front office & SG staff lounge: These computer stations are usually used for non-exempt staff to clock in and out. During the pandemic the School shifted to using an app for clocking in and out, therefore this computer station should not be needed for that purpose. If still in use, staff who use the computer should clean the surfaces they touch with the cleaning product provided at the computer station.
6. Photocopiers, printers, paper cutting boards: To the greatest extent possible, these and other community use items will be limited for use by individuals working on that floor and in that department, classroom, or office. Staff who use the equipment should immediately clean the surfaces they touch with the cleaning product provided beside the equipment.
7. Lockers: Individuals who use lockers are required to wear a mask at all times.
8. Hallways & Stairwells: There will be hallway traffic flow direction markings on the floor and walls with two-way traffic separated by 6-ft or maximum possible where space is not sufficient. Hallways will not be used for sitting or congregating. All furniture for sitting during breaks has been removed or closed off for use. Instead of having students stand or sit in line in the hallway, school departments such as Registration, Assessment, and Student Services will try to use other methods for scheduling appointments with students that need to be done in person, and always maintain 6-ft distancing during necessary meetings or use a plexiglass barrier if not feasible to distance. As much as possible, the School will arrange virtual appointments with students.
9. Entrances: Separate designated entrances introduced to mitigate COVID will no longer be required.
- ii. Prioritizing Outdoor Activities:
During high community level outdoor activities will be encouraged.

3. Additional Facility Responsibilities:

a. Contact Identification and Communication

i. Contact Identification/Contact Tracing:

1. When a case of COVID-19 is identified at a school, contact identification will be carried out by designated staff (HR for employees, and COVID team for students) to identify and advise potential close contacts. Close contacts will be advised to wear a well-fitting mask and monitor for symptoms for 10 days and test for COVID on day 5 (refer to 1. F above)
2. The school has a process in place to notify individuals who may have been exposed to COVID-19 at the school (e.g., a letter, an email, a phone call).
3. Contact identification focuses on COVID-19 cases who started having symptoms or tested positive for COVID-19 in the last 5 days. Contact notification should focus on those who were exposed in the last 5 days.

4. The School requires anyone (employees, students, visitors, contractors, etc.) visiting campus who later learns they are COVID-19 positive and they were on campus during their infection period to inform the School's COVID Points of Contact. (The infectious period starts 2 days before symptom onset date (or positive test date for people who do not have symptoms) and typically ends 10 days after symptom onset date (or positive test date for people who do not have symptoms).
- ii. School Health and Safety Communication
 1. The School will follow CDC and DC Health guidelines regarding communication with COVID positive or exposed individuals in the school. As an adult school that will be offering virtual, hybrid, and in-person learning for SY 2022-23, students will have an opportunity to continue their learning remotely during any isolation or quarantine period due to COVID-19.
 2. The school will share the following with potentially exposed staff and students:
 - a. Education about COVID-19, including the signs and symptoms of COVID-19.
 - b. Referral to Guidance for Close Contacts of a Person Confirmed to have COVID-19: Quarantine and Testing, available at: <https://coronavirus.dc.gov/healthguidance>
 - c. Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>
 - d. The privacy of the staff or student will be maintained.

4. Reporting:

The School will notify DC Health if:

- i. There are 25 or more confirmed COVID-19 cases tied to a single event that occurred at or was hosted/sponsored by the facility.
- ii. Notify DC Health by submitting an online form on the DC Health COVID-19 reporting requirements website: <https://dchealth.dc.gov/page/covid-19-reportingrequirements>
 1. By submitting a Non-Healthcare Facility COVID-19 Consult Form. When unable to access the Non-Healthcare Facility COVID19 Consult Form, the cases will be submitted via email to covid19.epita@dc.gov.

DC Health will be notified on the same day the outbreak is reported to the facility, as soon as possible after the facility is notified.