



2022-23 School Year Health and Safety Plan Questions

Please provide the LEA's detailed plan to implement each of the following mitigation strategies to minimize COVID-19 transmission in the school setting.

COVID-19 Vaccinations

Achievement Prep will continue encouraging that scholars be vaccinated. Staff will be required to vaccinate.

Face Masks

For SY22-23, masks will be optional for Achievement Prep scholars, staff and visitors, especially during low community levels. Achievement Prep will activity monitor community levels and will adjust its mask policy to ensure the health and safety of all persons in the school building.

When masks are required, we will ensure that masks are worn correctly. Achievement Prep will provide guidance to scholars and staff on mask usage. This includes:

- Cleaning hands before putting on a face mask
- Adjusting a face mask so that it covers the nose and mouth and fits snugly against the face
- Avoid touching a face mask while wearing it
- Encouraging staff to bring additional masks each day
- Inform staff scholars that temporary masks available
- Promote the safe removal and storage of masks through demonstrations and signage
- Demonstrating how to properly wear a mask when speaking (speak louder, do not pull the mask away from the face, etc.

When masks are required, any staff or adult essential visitor that is unable to wear a mask will not be allowed entry into the building. They will be asked to leave the premises immediately until they are able to comply with the mask requirement.

A scholar that is unable to wear a mask (when masks are required) will be physically distanced from other scholars, including and up to removal from the classroom to work with a support staff on properly wearing a mask. If the scholar remains unable to wear a mask, we will call the family for assistance in working with the scholar to practice wearing a mask safely and consistently. Unless we are unsuccessful with the scholar, we will do our best to keep the scholar in school.

Physical Distancing

Achievement Prep will not observe physical distancing recommendations during low community levels. We will monitor community levels and will adjust our physical distancing practices to ensure the health and safety of scholars and staff.

If physical distancing is required, we will take steps to setup each classroom so that scholars are seated and standing at least 3 feet apart from one another (head-to-head). Teachers will stay at least 6 feet from scholars and each other.

Staff and scholars will be assigned specific entry points for arrival times.

- A staff person will be stationed at each door for arrival to check test results.
- A staff person will be stationed on sidewalks in front of the building to direct scholars to their respective doors.

At dismissal time, teachers will escort their scholars to assigned Dismissal Waiting Areas. During elevated community levels, Achievement Prep will cohort scholars in order to reduce the number of bodies in any given space.

Cohorting

During elevated community levels, Achievement Prep will segregate scholars into cohorts by:

- Assigning staff and scholars into static cohorts that prevent cross-contamination between groups. Each group will have an identified entry point and corresponding stairwell that allows for cohort stratification throughout the entire day. This separation will allow us to quickly isolate groups and limit potential exposure risks to unaffected cohorts, should a case occur.
- Each cohort will have an identified entryway and corresponding stairwell (as previously mentioned) that allows for cohort stratification throughout the entire day. This separation will allow us to quickly identify and isolate impacted groups and to limit potential exposure risks to unaffected cohorts, if a COVID-19 case occurs.

Handwashing and Respiratory Etiquette

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

Our policy for Handwashing and Respiratory Etiquette states the school will reinforce frequent, proper handwashing strategies by staff and scholars with soap for at least 20 seconds. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). We will have all scholars and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or scholar centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing
- After physical education, dance and drama

In regards to respiratory etiquette, we will encourage scholars and staff to:

- Cover coughs and sneezes with a tissue when not wearing a mask or cough/sneeze into the upper sleeve
- Throw away used tissues and wash hands with soap and water or use hand sanitizer
- Step away from others, when possible, to cough or sneeze into a tissue
- Put on a face mask

We are planning on having hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will do weekly supply checks. We will also seek to have soap through hands-free dispensers and paper towels in every bathroom. These will be checked on a nightly basis by our custodial staff.

Personal Protective Equipment (PPE)

Achievement Prep will maintain sufficient PPE.

- Plexiglass sneeze shields will be installed at the lobby desks and we will install floor decals indicating increments of 3-6 feet spacing throughout the classrooms, hallways, restrooms, and waiting areas (both interior and exterior spaces).
- Every classroom, office, and shared space, will be equipped with sanitizer, sanitizing wipes, sanitizing spray, gloves, masks, paper towels. Classrooms will also have gowns for use when a scholar needs to be escorted to an SWR. Materials will be distributed on a weekly basis (Wednesdays) and upon request using an Operations Request Form.
- We've added touchless hand sanitizer dispensers at every entryway and the entry/exit points of each stairwell and will be frequently monitored by our facilities personnel.

Maintain Clean and Healthy Facilities

2. 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).

		Throu ghout the day	Daily	Weekly	Monthly
Classroom	Floors of classrooms		X		
	Student desks, chairs		X		
	Teacher desks, chair		X		
	Walls and white boards		X		
	Manipulatives, text books, etc.		X		
	Pens, pencils, white board markers, crayons, markers	X			

Hallway/Stairs	Fixtures (switches, knobs, buttons)	X			
	Railings	X			
	Lockers				
	Floors of hallways		X		
Office and Common Area	Pens, pencils		X		
	Fixtures (switches, knobs, buttons)	X			
	Chairs		X		
	Copiers, etc.		X		
Bathrooms	surfaces	X			
	floor		X		
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground		X		
	Balls, toys	X			
Other					

3. Frequently throughout each day, our facilities team will clean and disinfect high touch surfaces and objects. Our daily cleaning protocol requires sanitization of all surfaces, furniture, bathrooms and hallways. We have expanded our daily treatments to include providing special, detailed attention to objects/surfaces that are usually reserved for deep-cleaning (e.g., doorknobs, light switches, the edges/back of chairs, window sills and handrails).
 - Cleaning MUST happen before and after eating and any other time can be determined by the teacher.
 - In the event that a scholar, staff member or visitor develops symptoms of possible COVID-19 while in the school, we will
 - a. Close off the area where the sick person has been (including relocating other scholars to a different room as soon as possible)
 - b. Wait several hours before entering the room
 - c. Open windows and doors to increase air circulation
 - d. Cleaning staff will don PPE for the cleaning process
 - Clean surfaces, including visibly dirty surfaces with soap or detergent
 - When cleaning is completed, staff will
 - Remove masks and gloves
 - Wash hands

- Put on a clean mask
 - e. Re-open the space for routine use after cleaning
- In the event of a positive COVID-19 case within our school community, we will continue our standard daily cleaning routine and also institute an even more aggressive sanitization protocol in order to curb any potential exposure risk.
 1. Once aware of a positive COVID-19 case, we will perform in-house contact tracing (in most cases, assuming the entire class is a close contact).
 2. Our cleaning team will be notified of the confirmed case and we will share all of the details from our internal review of potential locations of exposure.
 3. The cleaning team will completely sanitize the rooms, materials and equipment that the infectious person may have come in contact with and deploy antiviral fumigation throughout the building for overnight treatment. No individuals will be allowed in the potentially contaminated area directly following identification of a known positive case until proper sanitization has been administered.
 4. Lastly, Achievement Prep will follow existing procedures for reporting communicable diseases in the event that 25 or more positive cases associated with a single event hosted by Achievement Prep.
- 4. In order to meet the COVID-19 facilities safety requirements issued by the District, we engaged an MEP engineering firm to perform a comprehensive building assessment of the HVAC system, our plumbing and waterways and our capacity for sanitized disposal/waste within our facilities. The firm's findings focused on three core elements - 1) preparing the physical building for reopening, 2) HVAC system modifications to optimize airflow and minimize the spread of airborne pathogens and 3) acquiring proper PPE and performing ongoing sanitation. To date, we have implemented the directives from the MEP assessment and we continue to expand on its initial guidance.

Our first objective was to ensure that our physical space was safe and fit for reentry. We started by conducting VRV testing and balancing of the main air handlers so that we could maximize the amount of fresh air circulated into the building. In order to prevent COVID-19 particulates from being recycled by our internal air handlers, we upgraded our filters to MERV 13 throughout the building. We then performed the following steps to ensure that our HVAC system was properly configured for occupant safety:

- We reviewed air distribution conditions of existing spaces - specifically looking for covered diffusers and blocked returns that would impede airflow.
- Performed initial air flush of all spaces prior to occupants re-entering building
- Cleaned all HVAC intakes.
- Verified proper separation between outdoor air intakes and exhaust discharge outlets to prevent re-entrainment of potentially contaminated exhaust air.
- Performed a general inspection of spaces to identify any potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Reviewed control sequences to verify systems are operating according to this guidance to maintain required ventilation, temperature and humidity conditions to occupied areas.
- Altered the normal sequence of operation to run 2 hours before and 2 hours after occupancy.

We also performed a comprehensive plumbing and water systems flush prior to re-entry in accordance with ASHRAE Guideline 188. The building water systems preparation was inclusive of the following:

- Domestic water systems were flushed and Domestic cold-water systems to flush piping mains and branch lines.
- Water pressure and flow rates were tested and calibrated
- Hot water tank was primed 150 F for 1 hour, reset to normal operating temperature and flushed.
- All toilets, sinks and soap dispensers were checked for correct operation
Drinking fountain bubblers will be removed and capped. Only touchless, filtered water spouts will operate during the 20-21 school year.

Response to a Confirmed or Suspected COVID-19 Case

5. A designated area (Satellite Waiting Room) will be available for any scholar or staff member who exhibits symptoms (e.g., fever, cough, nausea) while on premises until they can be safely removed from the facility. This area will be separate from the area used for routine healthcare.

Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

When a scholar or staff member develops symptoms of COVID-19 throughout the school day but is not confirmed to have COVID-19:

- Clean and disinfect areas and equipment with which the ill individual has been in contact.
- 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 room after use by an ill scholar or staff member.
- Staff supporting, accompanying or cleaning up after a sick scholar or staff member must adhere to PPE requirements.

A designated area (Satellite Waiting Room) will be available for any scholar or staff member who exhibits symptoms (e.g., fever, cough, nausea) while on premises until they can be safely removed from the facility. This area will be separate from the area used for routine healthcare.

Positive Case

Our COVID-19 point of contact is Coy Nesbitt, Managing 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. All positive cases will be required to isolate for at least 5 days. If a scholar or staff isolates for 5 days, he/she will be required to wear a mask on days 6-10. Any person that isolates for 10 or more days will be permitted to adhere to the mask optional policy.

Our reporting plan of applicable positive COVID-19 cases in a scholar, 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 scholars, staff, and visitors who had symptoms or have been absent to inquire. Confirmed cases of 25 or more associated with a single school event 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 who are eligible to participate in our Test-To-Stay program.

- Eligible staff and scholars will test one Day 1, 3 and 5 in order to return to the building the following day.
- Tests will be administered by parents or staff themselves.
- All scholars or close contacts will be required to wear masks during the Test-To-Stay period.

In some cases, the COVID-19 POC may seek the counsel of the school nurse.

Our COVID-19 POC will report all positive cases (of 25 or more, associated with a single Achievement Prep event as soon as possible on the same day the case was reported to Achievement Prep,

After notifying DC DOH:

- Inform affected staff via text or in-person of a positive case
 - Notify of positive case
 - Inform will receive a call from DC DOH
 - Share quarantine information
- Call parents of affected scholars
 - Notify of positive case
 - Share quarantine information
- Send communications to all staff (using developed templates)
- Send communications to impacted families (using developed templates)

Our protocol also limits the number of staff with details of a positive case to protect the privacy of the individuals while alerting families and staff to mitigate spread. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

If excluded, scholars/parents/guardians, staff, and visitors should call their healthcare provider for further directions.

We also commit to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by:

- Immediately isolate the scholar from other scholars and staff in the Satellite Waiting Room.
 - The scholar must immediately put on a cloth (non-medical) face covering or surgical mask, if not already wearing a mask.
- Notify the scholar's parent/guardian of the symptoms and that the scholar needs to be picked up as soon as possible.

- Instruct to seek healthcare provider guidance.
- Immediately dismiss exposed staff; such staff will not be admitted to a Satellite Waiting Room (unless transportation is needed)
 - Instruct to seek healthcare provider guidance.
- Immediately follow cleaning and disinfecting procedures for any area and materials with which the scholar was in contact.

Check-ins

Achievement Prep will conduct regular check-ins with teachers and families throughout the school year. These opportunities for two-way communications will include but not be limited to:

- Monthly School Newsletters via ParentSquare with general school updates
- Text messages with real-time updates (when necessary)
- Periodic Advisory Newsletters with specific updates for each scholar's classroom
- Weekly Phone Calls/Texts to check in on families and discuss scholar progress
- Our "APrep CareCorps" will do regular home visits to support scholar care and needs.

At all times, Achievement Prep's website will be regularly updated with general information about the school as well as specific details on 22-23 instructional program, typical school operations details (menus, activities calendars, enrollment applications, etc.), senior staff, and other important announcements. This information will be available to families 24 hours, 7 days a week.

- Operating Status: The school's operating status (open, closed, weather delay, et. al.) will be communicated as a banner on the main page of the website. Should the school need to close due to COVID-19 or for any other health or safety related reason, a banner will be visible on the homepage.
- Scholar Learning: A link to the student information system (LMS), PowerSchool Parent Portal, will be available for scholars and families to access scholar report cards, progress reports, and updates from teachers.
- Family Resources: Families will find the Scholar and Family Handbook, school enrollment and registration details, links to virtual learning resources and additional information to support families, such as social services resources.
- Contact Information: Parents of current and prospective scholars will find information on how to contact school leaders and staff.
- Food Service: Achievement Prep's food menu will be available to families each month.

Achievement Prep's social media channels including Facebook, Twitter, Instagram, and LinkedIn. These channels will be used on a daily basis to

- Build broad awareness of Achievement Prep;
- Engage the broader DC community (and country) in the success of Achievement Prep scholars and staff;
- Provide updates on operating status, continuous learning plan adjustments as needed;

- Update stakeholders on community activities (i.e. scholar bin pick-ups, scholar support giveaways, food drives, etc.).

In the event that the nurse at Achievement Prep determines to test scholars, s/he will follow the safety guidelines outlined the PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test. This includes staying, when possible, 6 feet distance from the individual, wearing a N95 mask (with access to Respirator Fit Testing program), eye protection (face shield or goggles), gown/coverall, and gloves.

Test-to-Stay Program

Test-to-stay (TTS) is a COVID-19 mitigation strategy schools use to reduce the number of students and staff who are quarantined after exposure to someone who tested positive. Under TTS, schools provide rapid antigen testing for multiple days after a close contact is exposed. As long as the close contact continues to test negative and has no symptoms, they attend school in-person, rather than quarantine. As soon as they test positive for COVID-19 or have symptoms, guidance suggests they isolate.

- Close contacts will be required to test multiple times during TTS (over 5 days).
 - Scholar tests can be administered by parents or Achievement Prep’s Patient Care Technician. Proof of a negative or positive test results must be submitted to covid@achievementprep.org or in-person.
 - Staff, visitors and volunteers will self-administer the test and report the results to the COVID-19 POC or covid@achievementprep.org.
 - As long as scholars and staff submit negative results they will be able to enter the building. Parents, staff, visitors and volunteers should continue monitoring symptoms for 5 days and report any changes in health conditions.
 - Masks will be required during TTS.
 - Unless scholars are required to quarantine, absences will be unexcused.
6. Our LEA is supporting eligible students and staff to get vaccinated by:
- Requiring that staff receive COVID-19 vaccinations.
 - Hosting on-site vaccination and testing events in partnership with DC Urgent Care.
 - Including information about vaccinations on surveys to staff and families.
 - Include information about vaccination events in webinars and Town Halls
 - Encouraging staff and families to speak with their healthcare providers about COVID-19 vaccinations.
 - Staff who are scheduled to receive vaccinations will be granted administrative leave instead of charging their personal or sick leave.

Communicating Policies and Procedures to Students, Families, Staff and Visitors

7. Achievement Prep plans to communicate key health and safety policies and procedures with scholars’ families and staff:

Virtual/In-Person Townhalls

- Back To School Night
- Summer Institute

Check-ins

Achievement Prep will conduct regular check-ins with teachers and families throughout the school year. These opportunities for two-way communications will include but not be limited to:

- Monthly School Newsletters via ParentSquare with general school updates
- Text messages with real-time updates (when necessary)
- Periodic Advisory Newsletters with specific updates for each scholar's classroom
- Weekly Phone Calls/Texts to check in on families and discuss scholar progress

At all times, Achievement Prep's website will be regularly updated with general information about the school as well as specific details on 22-23 instructional program, typical school operations details (menus, activities calendars, enrollment applications, etc.), senior staff, and other important announcements. This information will be available to families 24 hours, 7 days a week.

Achievement Prep's social media channels including Facebook, Twitter, Instagram, and LinkedIn.

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on Scholar/Family Home Language Surveys.