

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19
8/24/20



MISSION

LAYC Career Academy engages and empowers young people between the ages of 16 - 24 by providing a college-preparatory education, career training in high growth occupations, and college-credit classes.

Vision

Career Academy envisions a future in which all youth have a successful pathway to college and careers with opportunities for advancement and becoming engaged members of the community.

LAYC Career Academy Community Creed

I am a member of the LAYC Career Academy Community

Gracious: I am humble and appreciative of the opportunities provided for success. I am willing to help others on their journey

Respectful: I am empathetic to the personal struggles of all whom I encounter: myself, my peers, and my community

Excellent: I perform to the best of my ability at all times, motivated both in and out of the classroom

Ambitious: I constantly challenge myself to grow personally and professionally, despite what obstacles may arise

Tenacious: I am committed to overcoming any obstacle in my path and determined to achieve high standards in all aspects of my life

I am G.R.E.A.T!

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INTRODUCTION

LAYC Career Academy (Career Academy) plans to implement distance learning for the Fall of 2020 as it has since March 2020. Details about Career Academy's distance learning plan can be found in the section of this document labeled "Distance Learning as the Sole Modality of Instruction." **The Career Academy team will ensure that students are well equipped prior to the first day of classes with the necessary technology to be able to achieve their academic goals. The CA will also provide information on the following:**

- their academic schedules,
- orientation on Google Classrooms and how to navigate their courses,
- expectations for distance learning,
- who to contact regarding any technology problems,
- who to contact for non-academic issues,
- what days students can come physically to the building if they need a space that is more conducive to learning,
- contact information of key personnel.

Please be advised the majority of this plan focuses on the gradual return to in-person learning that will take place when health indicators improve to a satisfactory level but before a vaccine is widely available. The school has created this plan to help employees, students, and families feel safe about returning to in-person learning in light of the COVID-19 crisis. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), and Office of State Superintendent of Education (OSSE). Regular updates will be made to this plan based on information provided by the CDC, WHO, OSSE and applicable federal, state and local agencies.

WELL-BEING OF CAREER ACADEMY STAFF AND STUDENTS

In order to ensure the continued well-being of employees the following measures are in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

TIMELINES

Information and direction about the timeline will be sent to all employees before implementation. Below is a summary of the timelines.

Phase	Timing	Items
Planning	July-August	<ul style="list-style-type: none"> • Procure supplies and equipment • Prepare detailed work schedule • Facilitate virtual Internal Seminar
Virtual Reopening	August 31st	<ul style="list-style-type: none"> • Offer distance learning • Follow guidelines from CDC and WHO
Reopening	TBD	<ul style="list-style-type: none"> • Prepare building to reopen with thorough cleaning • Implement social distancing protocols and open facilities • Follow guidelines from CDC and WHO

EMPLOYEE AND STUDENT SAFETY

VISITORS

Students who are enrolling will be able to do so in person or virtually. Career Academy will provide a virtual orientation on August 31, 2020 starting at 11:00 am. Enrollment appointments will be scheduled ahead of time in order to minimize the amount of individuals in the building. From reopening onwards, Career Academy will allow visitors, but with strict adherence to CDC and WHO guidelines. It is strongly recommended that all visitors have appointments. The Registrar will have access to all staff members' updated google calendars to ensure the visiting party has an appointment scheduled.

Visitors who wish to enroll or have questions about enrollment will be provided with a QR code to be scanned on their device. This will direct them to the school website where they can find detailed information regarding program offerings and enrollment information.

Under the enrollment tab, on the drop down menu there will be a section where visitors can schedule an appointment with the Registrar and or Recruitment Specialist (in English or Spanish) to address their questions, concerns and to submit any residency documentation. Visitors of the website who have additional questions or concerns may also schedule appointments by following the steps above. Appointment time frames will be adjustable via the scheduling app. There will be a minimum of 15 minutes between appointments to allow for cleaning and sanitizing of meeting space.

No in person tours of the building will be offered until further notice. Should visitors request a tour, they will be directed to the website to access the virtual tour feature.

TRAVEL RESTRICTIONS

Career Academy will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the respective supervisors and principal with adherence to DC government guidelines.

EMPLOYEE AND STUDENTS SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees, Career Academy will require all persons entering the building to complete a health screening daily. This will be provided by the Director of Student Support, Student Support Specialists (S3s), Principal, Director of Academics or Director of Operations. The screening includes a temperature reading, visual/audial health assessment and completion of a COVID-19 symptoms questionnaire, which will inquire about:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit in the past week
- Known close contact with a person who is lab-confirmed to have COVID-19

All information will be kept confidential by the staff member facilitating the screening . If a staff member or student becomes infected, the Director of Student Support and the Principal will ensure that any staff members and students who might have been in contact with the infected person be notified immediately.

List of staff members who are required to be in the building:

- a. Staff schedule:
 - i. Registrar -- everyday
 - ii. Recruitment Specialist -- as needed
 - iii. Director of Operations -- as needed
 - iv. Teachers and Student Support Department (SSD) -- (See A,B, and V schedules under respective departments)
 - v. Director of Academics -- A schedule (Mondays and Tuesdays in person) (Wednesdays,Thursdays and Fridays virtual)
 - vi. Executive Director -- as needed
 - vii. Principal -- B schedule (Mondays, Tuesdays and Wednesdays virtual) (Thursdays and Fridays in person)
 - viii. Academic Support Coordinator -- every other day (testing as needed)
 - ix. All staff-- Remotely on Wednesdays

SECURITY

The security guard will still search all bags brought in by students and visitors. They will step six feet back while the student or guest puts their bag(s) on the counter. Then the bag(s) owner will step six feet back while it is being searched.

Notes:

Students will be encouraged to only bring a limited number of essential items to/from school to ensure a brief security check and lessen the potential of contamination. The Director of Student Support or an S3 will direct students to use hand sanitizer upon entry and then to wash hands periodically throughout the day.

Safety considerations:

- The security guard will have a sneeze guard at his/her/zir desk for guest check-in
- Guests will be provided sticker guest passes. Plastic guest passes will no longer be used until further notice
- The security guard will wear a face shield when wandng students/guests down
- The wand will be covered with a plastic bag (similar to umbrella bags for sanitization)

- Students will still be asked to empty all items from their pockets into baskets that will also be sanitized after each use

Swipe

- A Student Support Specialist will be assigned to manually enter students' numbers in Swipe
- S3 will ask students if they have an academic schedule. If the answer is no, the S3 will direct the student to the multipurpose room to see the Director of Academics or Principal for a schedule
- If the student already has an academic schedule, the S3 will direct the student to the cafeteria for breakfast. The student also has the option to go to their first period class

Lobby Area/Waiting Area

- The waiting area in the lobby will be re-arranged so that seats are six (6) feet apart or signs will mark seats to indicate they should not be used to ensure six (6) feet minimum. Additionally, colored tape will form an "X" over these seats to further encourage social distancing.
- If necessary, a second bag check area can be set up in the lobby waiting area with one staff person wearing a face shield. The same protocol applies as above

Registrar's Desk

- Sneeze guards will be installed on both sides of the desk
- A crowd control rope will divide the printer from the Registrar's desk to ensure social distancing
- There will be no unnecessary "hanging out" in the lobby area

BUILDING ENTRY:

Face masks will be required at all times in the building until further notice.

Place markers will be on the floor, measuring six feet apart going out of the front entrance. Students must wait in line, six feet apart.

In case of inclement weather: Line will flow towards the multi-purpose room, with floor markers placed six feet apart.

Hand sanitizer stations are located at the entrance, in every classroom, office and communal space.

Temperature Protocol: Security or a staff member will reach around the sneeze guard to take the measurement with an infrared forehead thermometer. A paper wristband will be given to each individual who passes the health screening. This will be a clear indication for

all staff that a person has completed their health screening for the day. A different color will be used for each day of the week.

Building Entry Requirements:

- Pass Visual/Audial Health Inspection (Does staff notice any coughing? Shortness of breath? Difficulty breathing? Bluish lips?) *If shortness of breath, difficulty breathing or bluish lips are recognized, emergency medical care should be sought immediately. The person should be sent to the isolation room if severely unwell until help has arrived.*
- Pass Infrared Forehead Thermometer reading. Guidelines found in table below.
- Pass a Health Assessment. Questionnaire found [here](#).
- For each student, staff and visitor entering the building, staff will log: Date, Temperature, Visual/Audial Observation Results, Health Assessment Results and any notes in this [COVID-19 Health Tracker](#)

Temperature Range:

Temperature Range	Protocol
97 - 99	98.6 = average. Person in this range may enter the building after passing the Health Assessment and Visual/Audial Symptom check.
99.1 -100.3	Person may enter the building after passing <i>all</i> parts of Daily Health Screening. Inform the individual of her/zir/his temperature. <i>Option</i> for the person to have their temperature monitored throughout the day; she/ze/he <i>may consider</i> isolation. Note: 100 is considered a slight fever. Monitoring <i>strongly</i> recommended for 100 or higher.
100.4 or higher	Fever: 100.4 Slight Fever: 100 High Fever: 100.8+ Individual will be sent home and instructed to contact healthcare provider. If she/ze/he does not have one, an S3 will assist in contacting one. If symptoms are severe, student/staff may be sent directly to a healthcare provider. Give student/staff resources (Spanish translation available).

	<p>Give student a prepared Care Kit to take home and informational packets and/or emailed links to COVID Resources. If student is a minor, have them wait in the Isolation Room until a parent or guardian is available.</p>
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Protocol for someone attempting to enter the building with symptoms:

- An individual is not able to enter the building if *any* of the following occur:
 - Failure of Health Assessment
 - Clear display of symptoms (cough, shortness of breath, etc)
 - Failure of the infrared thermometer test
- Minor: A minor student will be instructed to remain in the Isolation Room until a parent or guardian is able to pick them up. We will also consider that if the parent or guardian cannot pick the student up we will obtain permission from the parent or guardian to send the student home safely, for a non minor student the student will be ask to leave the building or dismissed due to symptoms arising, the student will be given a care package, informational packet and will be emailed resources as well
- The students will be asked if they have a doctor or clinic. If not, an S3 will help them through the process, by giving them a list of referrals. The S3 will make calls/contact if necessary and periodically check in on the student to assess further need. The S3 will inform instructors of the student’s absence.

Protocol for someone who develops symptoms during the school day

Staff should be observant of any visible/audible symptoms in students and/or other staff and report recognized symptoms to the Director of Student Support and Principal.

The Director of Student Support will determine next steps.

Health Assessment:

ASK: Individuals entering the building should be asked if she/ze/he has experienced the following symptoms consistent with COVID-19:

- Fever (subjective or 100.4 degrees Fahrenheit) or chills
- Cough
- Congestion
- Sore throat

- o Shortness of breath or difficulty breathing
- o Diarrhea
- o Nausea or vomiting
- o Fatigue
- o Headache
- o Muscle or body aches
- o New loss of taste or smell
- o Or otherwise feeling unwell.

• **LOOK/LISTEN:** School staff should visually/audibly inspect each person for signs of illness which could include:

- flushed cheeks
- rapid breathing or difficulty breathing (without recent physical activity)
- fatigue
- or extreme fussiness
- cough

• Any person affirmative for any of the above “**ASK, LOOK/LISTEN**” criteria in the program’s daily health screen shall not be admitted. Such individuals shall be instructed to call their health care provider to determine next steps.

Note: Students or staff with **pre-existing health conditions** that present with specific COVID-19-like symptoms may not be excluded from entering the school building on the basis of those specific symptoms. This is only if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19.

This Health Assessment will be posted on the sneeze guard for the student to review. Staff can read it off to the students as well.

Isolation Room

Purpose: For *minor students* showing symptoms or *very unwell* individuals

Protocol:

- An isolation gown will be provided, if available
- This room has air flow because windows can be open
- Gloves will be given to the individual and must be worn while in the isolation room

- A new surgical mask should be given to the individual. Can be worn with a cloth mask, but a cloth mask alone is not sufficient if in the isolation room

Where feasible, no more than one sick student should be isolated in the same place. If multiple sick students must be isolated together, it is crucial that they maintain a physical distance of at least 6 feet and wear face coverings, gowns (if available) and gloves.

When to Seek Emergency Medical Attention

Staff must be on the lookout for emergency warning signs* for COVID-19. If someone is showing any of these signs, emergency medical care should be sought immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. A medical provider should be consulted for any other symptoms that are severe or concerning.

Call 911 or call ahead to a local emergency facility: Notify the operator that care is sought for someone who has or may have COVID-19.

From the CDC Symptoms page:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Staff Lounge:

- Staff must wipe down their area before and after eating
- Staff must maintain six feet of distance from each other
- Staff should bring their own supplies; shared communal items are not permitted until further notice (e.g. reusable Keurig pod)
- Lunch/snacks should be packaged together when in the fridge to avoid contamination
- Windows in the lounge should remain open for better ventilation whenever possible
- Masks must be used by staff when not eating or drinking
- No more than 2 staff members occupying the room at a time until further notice. A 3rd person may float (e.g. comes in to grab supplies and leave, comes in to microwave food or brew coffee and then leaves, etc)

ELEVATOR

- Only one person in the elevator at a time.

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person (student) is exhibiting symptoms of COVID-19 in school, they may be asked to go home or to the nearest health center
- Employees returning to work from an approved medical leave should contact HR. Staff may be asked to submit a healthcare provider's note before returning to work

If a staff member has been diagnosed with COVID19, they may return to work when all three criteria are met:

1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. Respiratory symptoms (cough, shortness of breath, etc) have improved; and
 3. At least seven days have passed since symptoms first occurred
- If COVID-19 symptoms are present without the evaluation of a medical professional or COVID-19 test, it is **assumed** that the staff member has COVID19 and may not return to work **until the three criteria listed above have been met**

EXPOSURE GUIDANCE

The hope is to avoid exposure to COVID-19, but Career Academy is prepared for that possibility. If someone, student or staff, has had contact with someone who has been exposed to the virus, the first concern is for their health and safety and those around them. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Exposed staff members will be asked to:

1. Quarantine in a specific room away from others in the home
2. Contact the following (in order of priority) to let them know they have been exposed to COVID19, then follow their instructions.
 - a. Their healthcare provider
 - b. The Career Academy HR department
 - c. Their supervisor
3. Their supervisor will work with HR to determine appropriate next steps

Exposed students:

1. Quarantine in a specific room away from others in the home
2. Students should inform her/his/zir S3. S3 will work with the Director of Student Support and the Principal to determine appropriate next steps. The Principal will reach out to the Director of Academics/Academic staff to determine academic accommodations, if necessary

Sanitizing Potentially Contaminated Areas Protocol:

- o The cleaning services vendor, Smart Cleaning Solutions, will deep clean any space that an infected community member has occupied. A report of the infected areas will be sent to the cleaning staff prior to their arrival at the school. Once the sanitization has been completed, the cleaning staff will post a “DISINFECTED” sign
- o The areas of possible contamination will be closed off until sanitization occurs by cleaning staff
- o Cleaning staff will wear appropriate PPE, which includes gloves, face masks and shields, gown/protective suit and shoe coverings
- o Cleaning staff should open outside doors and windows whenever possible to increase air circulation
- o They will be able to vacuum the space if needed with a Hepa-filter vacuum
- o Use of an electrostatic sprayer or fogger will be encouraged, because it applies chemicals in a more efficient, controlled manner, and improves infection control and the spread of viruses

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Career Academy employees, students, parents, and visitors should practice this by staying approximately six feet away from others and avoiding all physical contact

- Traffic flow – Wherever possible, taped lines on the floor will mark walking directions throughout the school in order to maintain the social distancing requirement of six feet
- Ad-hoc interactions/gatherings and non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Wearing face masks are an important part of employee and student protection, which should be practiced along with personal hygiene, social distancing, and frequent cleaning efforts. Face masks should cover both the mouth and nose (entirely). Face masks can be removed only to eat and drink, then promptly put back into place. Face masks should be cleaned/replaced, as needed.

This diagram can be used as a reference for how to safely wear and remove a face covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

All persons entering the building will be required to wear a mask until further notice. If someone does not have a mask, one will be provided for them.

Ensure face masks are worn properly:

- Hands should be washed before putting on the face covering
- The face covering should cover the nose and mouth and be secured under the chin
- It should fit snugly against the sides of the face
- With the face covering on, it should still be possible to breathe easily

Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. It is critical that hands are washed properly, as this is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Wearing gloves is not required, but if worn they must be disposed of properly.

The CDC recommends this process for proper glove removal:

1. Grasp the outside of one glove at the wrist. Do not touch bare skin.
2. Peel the glove away from the body, pulling it inside out.
3. Hold the glove just removed with the gloved hand.
4. Peel off the second glove by putting fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while pulling it away from the body, leaving the first glove inside the second.

6. Dispose of the gloves safely. Do not reuse the gloves.
7. Clean hands immediately after removing gloves.

This diagram from the CDC can be used as a reference for glove removal in detail:

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

Social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, it is important to remember to:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol, if soap and water are not available
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when coughing or sneezing or use inside of elbow

PERSONAL WORKSPACE/CLASSROOM

Career Academy staff will use the appropriate signage to indicate rooms/spaces available for usage (have been sanitized and disinfected). All teachers and students are asked not to visit classrooms/spaces outside of their assigned class in their academic schedule.

Employees will disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Each classroom and office will be provided with a caddy of cleaning materials. Students and staff will wipe down areas before/after each class. Offices: wipe down/spray surfaces every hour. Communal spaces (multi-purpose room, conference room, etc) will be wiped down before and after each use.

Drinking directly from water fountains will not be encouraged. Students and staff will be provided with a school water bottle. Additionally, a touchless water bottle filler will be added to the school's water fountain. The water fountain will be cleaned daily utilizing neutral disinfecting solutions such as Oxivir, KBQ-32, Purtabs or Virex products. The water drinking faucet will be covered, further discouraging direct contact.

Classroom windows should be opened when possible and closed by the respective staff member before leaving for the day or as needed.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Career Academy has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and

surfaces such as telephones and keyboards. The Career Academy cleaning staff will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage guidelines are as follows:

Capacity– Career Academy will be monitoring the number of employees in offices while the risk of infection exists and begins to diminish.

Conference Rooms–Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Staff Lounge/Multipurpose Room–These spaces will be opened for use however only 2 staff members are allowed at a time. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. All surfaces must be wiped down after they have been used/touched. The multi-purpose room can act as a classroom as there is much space, allowing for proper social distancing.

Copy Room 2nd floor – There will be limited access to the copy room. Signage indicating restrictions will be posted.

FACILITIES CLEANING

The safety of employees and students is the top priority. Upon reopening, the school will have been completely cleaned and disinfected. Staff will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the building before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading infection. Employees will be required to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency	Responsible Party
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CAREER ACADEMY RETURN TO SCHOOL PLAN

Workspaces	Classrooms, offices	At the end of each hour and end of day	All instructors, Leadership Team, Registrar, HR
Appliances	Refrigerators, microwaves, coffee machines	Daily	ALL staff who utilizes any appliance in the staff room must wipe them down SSD: Is responsible for appliances on the 4th floors, attendance table, Swipe machine and Swipe area Registrar: end of the day: Copy machine on the 2nd floor First Floor- Registrar, Dir of Ops, Dir of Acad, Acad Supp Coord, School Principal
Electronic Equipment	Copier machines, shared computer monitors, TV's, telephones, keyboards	At the end of each use/day and/or between use	ALL STAFF
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day	The Dir of Ops, the cleaning staff, as well as staff members who volunteer. All staff responsible for these objects in their own workspaces
Common Areas	Cafeteria, library, conference rooms, common areas	At the end of each use/day; between groups	Library-Acad Supp Coord, Conference room-School Principal Lobby- Registrar, Dir of Ops, Dir of Acad, School Principal

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

In order to help slow the spread of disease, the following general disinfection measures outlined [here](#) will be applied.

- o The cleaning staff will clean daily utilizing neutral disinfecting solutions such as Oxivir, KBQ-32 or Purtabs. They will also utilize Virex products. Smart Cleaning Solutions, the Career Academy cleaning company, offers disinfecting via electrostatic sprayers as well. This reduces the time it takes to cover and disinfect all surfaces and hard to reach places by 50% compared to conventional methods and it improves infection control and the spread of viruses. In addition to these daily cleaning protocols, a deep cleaning will be conducted every Wednesday.
- o Instructors are expected to wipe down their classrooms with disinfectant at the beginning and end of every class and upon their departure for the day. All other staff will be expected to wipe down their work spaces every hour and upon departure. Communal spaces will be wiped down with disinfectant before and after each use.
- o Staff will wipe down appliances they use (e.g. refrigerator) before and after each use.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Please see the guidelines for deep cleaning and disinfecting [here](#). The Director of Operations will ensure deep cleaning happens every Wednesday and Friday, as well as when an employee or student tests positive for COVID-19.

SIGNAGE

Signage (examples below) will be placed throughout the offices and school.

*Please note that signs requiring staff and students to wear masks in the building at all times will be posted on every floor, in classrooms, and along hallways.



FOOD

Bringing or sharing refreshments during meetings will be prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. Any food must be kept in assigned spaces.

PREVENTIVE MATERIAL INVENTORY

1. Confirm that Career Academy has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Confirm touchless thermometers are on-site for employee and student screening

COVID-19 CASE FORM

If an employee or student becomes ill at school, they must immediately report to the **Isolation Room** and a case form will be completed by the Director of Student Support.

Once the employee or student arrives at the isolation room, the Director of Student Support will immediately provide them with a fresh mask and gloves. She will explain that this is to help protect other employees and students, preventing the spread of the potential virus.

- The Director of Student Support must complete the [Suspected COVID-19 Case Form](#) and call the local health authority and seek advice regarding transportation and location.
- The Director of Student Support and others attending to the suspected infected person, should also wear a protective mask and gloves while working with them while also maintaining social distancing.
- The Director of Student Support will direct the ill employee to leave work or call the parent/guardian of the student to be picked up to go home.
- The Director of Student Support and Principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee/student should not be provided.*
- Employees will be advised that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

A maximum capacity for the facility that allows for social distancing will be established and posted on the doors. Supplies for employees to clean up after use will be available in staff restrooms only.

Staff only restroom locations:

- Conference room
- SPED Coordinator room
- Third floor staff restroom
- Bathroom adjacent to Executive Director's office

LOCKERS

Lockers will not be available for students to store items.

VISITORS AT CAREER ACADEMY

The safety of staff and students remains the primary concern. Visitors will be limited until further notice. To help prevent the spread of the virus and reduce the risk of exposure to staff and students, a simple screening questionnaire will be in place. Participation is important to help with taking precautionary measures to everyone in the building. **Please refer to the Daily Health Screening.**

CAFETERIA AND MEAL PERIODS

Breakfast

1. Students must wash their hands prior to getting their breakfast.
2. Place markers will let students know where they should be sitting in order to abide by the CDC (6ft) guidelines of social distancing.
 - a. In the event that there are more than 10 students in the cafeteria, they will be allowed to eat their breakfast in their first period classroom.
2. Students will be directed to their classes as soon as they finish their breakfast.
3. Six (6) foot distanced floor markings for the food line and cafeteria bathrooms will be placed to make sure students abide by social distance protocols.
4. The food service specialist will provide plastic ware to students; condiments upon request. Students will not reach into bins.

Lunch

1. Students must wash their hands prior to getting their lunch.
2. Place markers will let students know where they should be sitting in order to abide by the CDC (6ft) guidelines of social distancing.
 - a. In the event that there are more students present than what the cafeteria can safely have, the students will be escorted to their classroom or another designated area.
2. Students will be directed to their classes and depending on the number of students in the cafeteria, they will be asked to head to their fourth-period class as soon as they finish their lunch.
3. In the event that there are more than 20 students in the building for breakfast or lunch, a staggered schedule will be implemented. Students will be asked to eat their prepackaged breakfast in their first period class and for lunch students will remain in their third period class and eat their prepackaged lunch. Once students are done eating, we encourage staff and students to go outside for fresh air if health and weather permit:
 - GED Students: 11:45 AM - 12:05 PM
 - IT Pre-Pathway and Pathway Students: 12:10 PM - 12:30 PM
 - MA and College Pre-Pathway and Pathway Students: 12:35 - 12:55 PM
4. There will be six (6) ft. distanced floor markings for the food line and cafeteria bathrooms.

5. The food service specialist will provide plastic ware to students; condiments upon request. Students will not reach into bins.

CLASSROOM ARRANGEMENTS

1. Doors will remain open in order to avoid touching door handles.
2. Desks will be arranged six feet apart abiding by CDC guidelines.
3. There will be no more than 12 people per classroom (not including a potential instructional floater) and if the class has more than 12 people (beyond a floater), instructors will need to use the multipurpose room, basement classroom, or rooms 309 and 311.
4. Students will not need a pass to get water, go to the bathroom, or see their S3. However, teachers must be mindful not to allow more than one student out of the classroom at a time.
5. If a student needs to see an S3, the S3 should be gchatted first, as there will only be two S3s in the building at a time. Students should not be sent to the S3 until the S3 has responded to the gchat.
6. Classes will be offered boot camp style and students will be able to change classes after 55 minutes (if their schedule requires the student to change classes) and maintain social distancing from their peers. Instructors need to consistently remind students to abide by the social distancing regulations.
7. Students will be dismissed per the regular schedule at 2:55 pm unless they are part of the alternative program and their schedule specifies otherwise.

Windows will be opened in classrooms/offices whenever possible to promote more air flow.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

OSSE has developed resources for students and teachers to access. SSD will work with students individually or in small groups to address any well-being needs. SSD will develop a student and staff survey to allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual

2. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or be presented via digital platform such as Zoom

3. Cleaning Crew Protocols

- a. Our cleaning staff will clean daily utilizing neutral disinfecting solutions such as Oxivir, KBQ-32 or Purtabs. They will also utilize Virex products. Smart Cleaning Solutions, the cleaning company, offers disinfecting via electrostatic sprayers as well. This reduces the time it takes to cover and disinfect all surfaces and hard to reach places by 50% compared to conventional methods and it improves infection control and the spread of viruses. In addition to these daily cleaning protocols, a Deep Cleaning will be conducted every Wednesday
- b. Instructors are expected to wipe down their classrooms with disinfectant at the beginning and end of every class and upon their departure for the day. All other staff will be expected to wipe down their work spaces every hour and upon departure. Communal spaces will be wiped down with disinfectant before and after each use
- c. Staff will wipe down appliances they use (e.g. refrigerator) before and after each use

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Please see the guidelines for deep cleaning and disinfecting [here](#). that Career Academy The Director of Operations Operations Manager will ensure deep cleaning happens every Wednesday and Friday, as well as when an employee or student tests positive for COVID-19.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

The training plan is structured to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings

2. School/District checklists
3. Disinfection measures
4. Transportation
5. Isolation protocols
6. Onsite health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew protocols

COMMUNICATION METHODS

To stay informed with the most up-to-date information:

1. Teachers, students, and parents need to check their text/email often
2. Visit Career Academy website for updates
3. Follow school's social media platforms

II. ACADEMICS AND DISTANCE LEARNING

Academic Schedules

During the last weeks of the summer, the Principal and Director of Academics will enter the virtual classrooms to create schedules with the students. On August 31st, students who still do not have a schedule will be referred to the Director of Academics or the Principal. Students will have the option of having a virtual meeting with either of them to discuss the schedule and answer any questions the student might have. Schedules will be sent to the students via email.

Instructors will create spaces where every student can check-in if they feel comfortable doing so. This should be prior to the discussion of the student's Personalized Learning Plan (PLP). Communication allows instructors to gain insight into student safety concerns, receive feedback, and explore challenges. Check-ins with this will help instructors determine how to best support students academically and emotionally. Instructors can also check in with S3s for any assistance in ensuring students' wellness and inquire about their self-care plans.

The *Academic Boot Camps* will begin by focusing on GED and ELL students first because these students have not been engaging academically as hoped during the distance learning period. In order to limit the number of individuals in the building due to safety concerns, instructors who are teaching a specific group of students will only be present during their specific group assignment. Instructors who are not present physically in the building will

continue teaching via distance learning. Students will be assigned to Groups A, B or V (Virtual) to align with DC's Phase 2 reopening plan groups.

Academic Team:

Starting August 31st, *Boot Camp* style classes will be in place for all our students. The purpose is to have them work on the areas they need the most improvement on. This will also be an opportunity for students to improve test scores and finish certifications. Students will be divided into Groups A and B. This groups will also be subdivided as needed. The schedule will run on cycles to make sure the school abides by the established parameters for a safe number of students per classroom.

Schedule

During the fall semester, students will work in a boot camp format to minimize cross contact between groups and teachers. Students will remain in the same classroom and, if necessary, teachers will change classrooms. In order to ensure social distancing between students in each classroom, schedules have been created by cycles and students have been divided into two groups: Group A and Group B. In the case of IC3 and MOS students, the groups were divided in four groups A1, A2, B1 and B2. The schedule can be found [here](#).

Instructor schedules:

Cycle 1		Cycle 2		Cycle 3		Cycle 4	
Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
Mr. Soto IC3-A1	Mr. Soto IC3-B1	Mr. Soto IC3-A2	Mr. Soto IC3-B2	Mr. Soto MOS-A	Mr. Soto MOS-B	Mr. Soto MOS-A	Mr. Soto MOS-B
Dr. Sevier MA Cohort	Mr. Matheus GED Math	Dr. Sevier MA Cohort	Ms. Varner MA/CO	Dr. Sevier MA Cohort	Mrs. Varner IT Math	Dr. Sevier MA Cohort	Mrs. Douglas/ Mr. Berroa ELLs
Reading Teacher GED Reading	Ms. Douglas ELLs- Beg	Mr. Matheus GED Math	Ms. Douglas/ Mr. Berroa ELLs-Int	Reading Teacher IT Reading	Ms. Douglas/ Mr. Berroa ELLs	Mrs. Varner IT Math	Reading Teacher
			Reading				

			Teacher				
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Ensuring Social Distancing in Classrooms:

In order to ensure social distancing in classrooms, Career Academy will follow a schedule by cycles. Cycles are weeks. For example, the first week of the session is denominated Cycle 1 because it will repeat itself after Cycle 6. Students attending class on campus will be divided into two groups: Group A and Group B. A third group, Group V (Virtual) will access lessons virtually.

Students will be assigned to each group, which will be divided into two or four groups, depending on class size. Students who need to change groups due to daycare/school need to speak with the Director of Academics.

Students in groups A and B will be attending classes in cycles to ensure social distancing protocols are followed. Classes will have a maximum of 12 people (with room for one additional floater). Students will remain in their classrooms all day with the same teacher. In the case there is a need for a change of class, teachers will change classes, not the students.

Classes have been divided as follows:

Class	Groups
IC3	A1, A2, B1, B2
MOS	A, B
ELLs	B
GED	A, B
MA/CO Pathway Math	A, B
MA/CO Pathway Reading	A,B
MA Cohort	A
MA Intro	A
IT Pathway Math	A1, A2, B1, B2

IT Pathway Reading	A1, A2, B1. B2
IT Pathway	B

Teachers will not manage A and B cohorts at the same time. Instructors will be using an approach called Hy/Flex. Under this approach, instructors teach a class on campus while having a device connected to Zoom. The students can access the classroom from their homes using a mobile device or a computer. They can participate in the class activities as well. Even though this will be offered as an alternative, students can also complete their work in an asynchronous way. Work for the day will be posted in Google Classroom so that students are able to complete their work daily.

The students that are in Group A will attend classes Monday and Tuesday, while the ones in Group B complete their work virtually. As mentioned, they can choose to connect via Zoom. The process is the same when Group B is on campus and Group A is not. Due to the nature of the cycles, some students will not be on campus during certain weeks. During these weeks, they will complete work virtually. Instructors will keep track of their work via the personalized plans and trackers.

Expectations for Dismissal

Students will not be changing classes however teachers will be able to rotate classrooms as needed. Before dismissal, instructors will make sure students exit the classroom one by one, ensuring a six feet distance. Each classroom will have five minutes for students to exit the classroom safely. The following chart outlines staggered dismissal times:

Dismissal Schedule

Cycle 1		Cycle 2		Cycle 3		Cycle 4	
<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>
2:45 PM <i>Mr. Soto</i> IC3	2:45 PM <i>Mr. Soto</i> IC3-B1	2:45 PM <i>Mr. Soto</i> IC3-A2	2:40 PM <i>Mr. Soto</i> IC3-B2	2:45 PM <i>Mr. Soto</i> MOS-A	2:45 PM <i>Mr. Soto</i> MOS-B	2:45 PM <i>Mr. Soto</i> MOS-A	2:45 PM <i>Mr. Soto</i> MOS-B
2:00 PM <i>Dr. Sevier</i> MA Cohort	2:50 PM <i>Mr. Matheus</i> GED Math	2:00 PM <i>Dr. Sevier</i> MA Cohort	2:45 PM <i>Ms. Varner</i> MA/CO	2:00 PM <i>Dr. Sevier</i> MA Cohort	2:50 PM <i>Mrs. Varner</i> IT Math	2:00 PM <i>Dr. Sevier</i> MA Cohort	2:50 PM <i>Mrs. Douglas/</i> <i>Mr. Berroa</i>

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							ELLs
2:50 PM <i>Reading Teacher</i> GED Reading	2:55 PM <i>Ms. Douglas</i> ELLs- Beg	2:55 PM <i>Mr. Matheus</i> GED Math	2:50 PM <i>Ms. Douglas/ Mr. Berroa</i> ELLs-Int	2:55 PM <i>Reading Teacher</i> IT Reading	2:55 PM <i>Ms. Douglas/ Mr. Berroa</i> ELLs	2:55 PM <i>Mrs. Varner</i> IT Math	2:55 PM <i>Reading Teacher</i>
			2:55 PM Reading Teacher				

Expectations for Instructors:

1. Students will be working in the areas they need to improve and instructors will be providing lectures, resources and guidance to assist students in achieving their goals.
2. Instructors must prepare by choosing online resources and having other materials (hand-outs, packets, etc.) available for students.
3. On the first day, students must identify the areas of focus and set up a plan to follow for the week.
4. Instructors must make sure that each student’s plan is feasible and that there are resources available in the school or online to support students . As mentioned before, be prepared with materials and online resources for students to use.
5. Students choosing the college and career block will work on the following:
 - Finding career and/or college options
 - Scholarship/financial aid research
 - Resume-building
 - Cover letter writing
 - Internship opportunity exploration
6. The Director of Academics and Principal will be working on students' schedules during the last week of July. The spreadsheet with the students' schedules will be shared in the [INSTRUCTOR RESOURCES](#) so that all personnel know where students are at all times.
7. A breakdown of the division of the students in groups A and B can be found [here](#). For questions, see the Director of Academics.
8. Students who are parents and their children participate on days A or B will be given the option to attend school during the days their children attend theirs. If the students' schedule is not aligned with their child's, the student must communicate with the Director of Academics or the Principal to request a change of schedule.

ITEMS TO CONSIDER:

1. Professional Development

A professional development survey will be developed by the Director of Academics to gain insight into the interests and needs of staff as to what training they may require. Further, it is also beneficial to see what training teachers are able to develop for their peers.

2. Instruction

Data: Data will be gathered from TABE Reading and Math assessments.

Instructional Gaps: Data from the assessments will be used to determine where the gaps are with each student. Since they have been away for approximately 20 weeks, there is an expectation that there will be larger gaps than if they were just out for the summer. This is especially true for GED and ELL students, since their attendance has been sporadic during distance learning.

Scope and Sequence: The scope and sequence of all courses will continue to be followed, where applicable. In the courses, students follow a personalized approach, which will be updated regularly. Students will continue to work on their academic content regardless of the group assignment or if they are attending school virtually. Instructors will provide content, materials and opportunities to meet one on one with them and discuss personalized plans. Progress will be measured using standardized testing and assessment strategies in the classrooms.

Distance Learning: It is important that instruction is uniform across the board. To this end, Career Academy now has the Moodle platform in place, along with other online platforms. In the fall, the school will be transitioning from Moodle to Google Classrooms.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for classes for this school year, students are expected to complete assignments and join classes either in person or virtually. Instructors will continue to utilize the Career Academy scale of 1-4 for grading.

Attendance Policy

At least an 80% attendance average is required to participate in dual enrollment and internship.

Excused Leave

Each student has the ability to take Excused Leave in both emergency and nonemergency

situations.

- Receive approval from S3.
- Bring institutional documentation to support absence.

Unexcused Leave

Any student with Unexcused Leave will be placed on an Attendance Contract.

- If a student cannot provide documentation for any absence, this is considered Unexcused Absence.
- If a student accrues 15 days of Unexcused Leave, s/he may be unenrolled from the Career Academy.

Three (3) unexcused absences

- Letters & Emails

Five (5) unexcused absences

- Meeting with S3 and Director of Student Support
- Attendance Contract
- Home Visit

Fifteen (15) Unexcused Absences

- Unenrollment from program.

ONLINE INSTRUCTION

Google Classrooms is the online component that helps to deliver weekly live and recorded instruction from the classroom teacher. The instructors will teach the lesson and then follow-up with tutorials in the same week. When Career Academy is open, the teacher will be physically teaching in the classroom and students in group V will zoom in or join via hangouts, depending on what platform the teacher is using.

How to use Moodle for students [here](#)

How to use Moodle for teachers [here](#)

Distance learning observation rubric [here](#)

Distance Learning as the Sole Modality of Instruction

In the event the school has to switch to a 100% distance learning modality, students will continue to use the learning management system (LMS) as the main source of information for school announcements and academic content. Students will be required to log into the learning management system (LMS) daily to read the plans for the day for each class. Then, they will proceed to complete the activities as established in the posted plans. Students in

general education and ESL courses will follow their personalized plans as established by their instructors. The instructor will provide the following learning opportunities:

1. Teacher directed instruction:
 - a. Whole Group Lessons through Zoom or Google Meet
 - b. Small Group Lessons through Zoom or Google Meet
 - c. Lectures through Zoom and uploaded in our YouTube channel. These will be sorted by teacher and topic.
 - d. Individual lessons through Zoom or Google Meet for students that need individualized instruction and for SPED students
2. Teacher directed activities:
 - a. Individual meetings to check goals, establish new goals and for mini lessons
 - b. Activities posted in Google Classroom that will include but are not limited to:
 - i.
3. Student directed activities: Students will log into the Essential Education (TABE Academy and GED Academy), GED Flash from Aztec, Burlington English, CommonLit, ReadWorks or Newsela, and One World. platforms/online resources to complete work assigned by the teacher
 - a. ELLs: Students will log into Burlington English, CommonLit, ReadWorks, Newsela, USA Learns, Cengage MyELT and One World.
4. Independent paper and pencil packets and texts: These resources will be available for students that need this type of materials for learning. Texts and packets will be available in the school two days a week during meal distribution days, delivered directly to their homes, via US postal service , or left at their doorstep.

Assessment of Academic Progress During Distance Learning

Instructors will use a variety of assessment strategies to measure student progress during a full distance learning period. Examples are the following:

1. Instructor created exams, quizzes and rubrics
2. Standardized tests: BEST, CASAS or TABE Tests (for testing procedures, see testing section in this document)
3. Tests and assessments in the online learning platforms such as GED/TABE/CASAS Academy, Burlington English, CommonLit, etc. These platforms' assessments release score reports with prescriptions that dictate the skills that students need to focus on. This information is used to design the personalized plans of the students enrolled in general education courses.
4. IT students will be assessed using the different practice and certification tests in the platforms used for each course (IC3, MOS, A+).
5. MA students will use instructor created tests, Elsevier tests and quizzes, and SIMTICS simulations.

DISTANCE LEARNING GRADING POLICY:

Students who have not participated actively in distance learning must be assigned an Incomplete. Otherwise, teachers must use the grading policy mentioned above, which is a 1-4 scale. Career Academy students have been disproportionately affected by COVID-19 and school staff are committed to displaying compassion and support for all student challenges. Instructors need to include the grade "I - Incomplete" in their scale. Any questions about grading should be directed to the Director of Academics.

DISTANCE LEARNING ATTENDANCE POLICY [here](#)

STUDENT SUPPORT DEPARTMENT

Two S3s will be required to be present in order to address students' needs, while minimizing the number of individuals in the building. S3s will provide students with a CHECK-IN survey to gauge their mental and emotional wellness, followed by a self-care plan. See details below:

- Create a check-in Google FORM that asks first about a positive part of the student's day
- Inquire specifically about a student's mental state. Using multiple-choice answers can help students feel less intimidated to complete the check-in. Offer choices such as "I'm great," "I'm OK," "I'm struggling," or "I'm having a hard time and would like a check-in."
- Send mental health check-ins via text to students.
- Mail students the mental check-in with return postage as needed. By being purposeful in communication, this supports that student's need to feel safe, which can be provided in various ways.
- S3s will create self-care plans with students based on the responses from the check-in Google form.
- A self-care plan is an intervention that can give students a sense of control and prevent them from being completely consumed by emotional reactions. As students create their own plans, they also develop ownership and build agency. When an educator knows a student's self-care plan, they gain insight into strategies, activities, and tools to help that particular student.
- S3s will start by asking students to identify support structures, people, and activities that help them feel better.

- Once the activity list is complete, S3s will ask students to identify one or two people with whom they have a good relationship and to whom they feel they can turn for help and support.
- If a student reports they don't have a strong relationship with anyone, S3s will help them recognize the characteristics of someone who shows support. Generate a list of people whom they currently interact with in their everyday life and who currently help support their daily needs. Remind them that there are adults in their lives who care.
- After completing the support section, ask students to list stressors that might act as speed bumps to their mental well-being.
- Then help them create a plan to address each of the stressors and barriers using tools from the support section.
- As students create their plans, they will realize that they are in control of how they respond to any situation in their life increasing confidence and a sense of control in times of stress.

Credit: Cathleen Beachboard

STUDENT SUPPORT WEEKLY SCHEDULE

SSD (rotating) schedule:

Staff that will be physically in the building (**BOLD**) Staff that will be working virtual (V)

Week - 8/31	Week - 9/7	Week - 9/14	Week - 9/21	Week - 9/28	Week - 10/5	Week - 10/12	Week - 10/19	Week - 10/26
Harrod	Harrod	Ayize	Flores	Harrod	Ayize	Flores	Harrod	Ayize
Ayize	Ayize	Flores	Harrod	Ayize	Flores	Harrod	Ayize	Flores
Flores (not in on 8/31)	Flores (V)	Harrod (V)	Ayize (V)	Flores (V)	Harrod (V)	Ayize (V)	Flores (V)	Harrod (V)

III. EXTRACURRICULAR ACTIVITIES

- Community Days:

CAREER ACADEMY RETURN TO SCHOOL PLAN

1. SSD will choose the topic and reach out to instructors if they need specific support
 2. No more than 13 individuals total
 3. Follow CDC guidelines at all times
- Panel Discussions
 1. Panelist will arrive and check in with security
 2. Staff member will debrief them on expectations one hour prior to panel discussion
 3. Panelists will sit six feet apart or possibly be interviewed one at a time
 4. The panel will be streamed via facebook live for students and instructors to see in their respective classrooms
 - Virtual Guests
 1. Instructors are encouraged to invite guests to discuss a topic they are currently teaching in order for students to have an opportunity to dive deeper into their learning experience

FAQs

Does a student or staff member who tests positive need to test negative before returning?

No. If a student or staff member has symptoms of, or is confirmed to have COVID-19, they may return to school if they meet *one* of three criteria:

- They complete the appropriate isolation period [this is referred to as the “no test criteria”]:
 - o 72 hours after the fever has resolved **without the use of fever-reducing medication** (e.g., Motrin, Tylenol) *and* respiratory symptoms have improved;
 - o AND at least 7 days after symptoms first appeared, whichever is later;

OR

- They have a negative COVID-19 test, and meet standard criteria to return to school after an illness;

OR

- They have been cleared to return per their healthcare provider or DC Health instructions.

In most cases, plan to utilize the “no test criteria” (first bullet above), since follow-up COVID testing is not routinely recommended by health care providers for individuals who are otherwise improving symptomatically.

How should Career Academy approach a scenario in which a student or staff member presents with symptoms of COVID-19 but is not tested for COVID-19? How should Career Academy advise other individuals with whom that child or staff member may have been in close contact?

Career Academy will instruct the student or staff with symptoms of COVID-19 to contact their health care provider for further instruction. That student or staff member should not return to the building until:

(1) they have completed the appropriate isolation period, 72 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND at least 10 days after symptoms first appeared, whichever is later;

OR

(2) they have a negative COVID-19 test and meet standard criteria to return after an illness,

OR

(3) their health care provider provides documentation clearing them to return.

As articulated in OSSE’s latest guidance, students or staff with *pre-existing health conditions* that present with specific COVID-19 – like symptoms may not be excluded from entering the school

building on the basis of those specific symptoms, if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19.

In the event in which the individual is confirmed to have COVID-19, DC Health will instruct schools on appropriate dismissal and other safety protocols, including specific individuals or groups that may need to quarantine. While close contacts will only be instructed to quarantine if the sick individual is confirmed to have COVID-19, it will be essential that all students and staff at all times closely monitor for symptoms and stay home and seek medical attention if they develop.

Who should a school contact at DC Health if a student or staff member tests positive for COVID-19?

In the event that a school identifies a student or staff member who has tested COVID-19 positive, schools must notify DC Health by emailing coronavirus@dc.gov with the following information:

- “COVID-19 Consult” in the email subject line;
- Name and direct phone number of the best point of contact for DC Health to return the call; and
- Short summary of incident/situation.

An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications. Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health.

As a reminder, the coronavirus@dc.gov email address should only be used for *confirmed* cases of COVID-19. In the event that a school has a question about how to proceed with a suspected case, or any other questions related to the implementation of health and safety guidance, they should contact OSSE via the Google Form or via email to David.Esquith@dc.gov.

What is the protocol if a staff member who comes into contact with a great number of students and staff (such as an operations or front office staff member) is diagnosed with COVID-19? Should everyone be instructed to quarantine?

LAYC Career Academy must notify DC Health if any student or staff member has tested positive for COVID-19 by emailing coronavirus@dc.gov with the following information:

- “COVID-19 Consult” in the email subject line;
- Name and direct phone number of the best point of contact for DC Health to return the call; and
- Short summary of incident/situation

An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications. Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health. They will identify who needs to quarantine based on their case investigation. This is not a responsibility of schools to determine independently. DC Health will make the determination on a case-by-case basis, and the investigator will consider the

extent to which the staff member (or student) has come into contact with other members of the school community when identifying who needs to quarantine.

If a staff member or student tests positive for COVID 19, how should the school community, and especially those that may have been in close contact be notified? Does the school have to be closed?

In the event that a student or staff member is confirmed to have COVID-19, schools must follow all steps articulated in DC Health’s and OSSE’s latest guidance, including as a first step notifying DC Health by emailing coronavirus@dc.gov with subject line “COVID-19 Consult,” and specific information regarding the case.

An investigator will follow-up within 24 hours to provide specific guidance on dismissals, other safety steps, and communication. Schools should not automatically close a classroom or an entire building until or unless instructed to do so by DC Health.

If there is a confirmed case of COVID-19 in a student or staff member, should the school conduct contract tracing?

In the event that a staff member or child notifies a school that they have confirmed COVID-19, the school should notify DC Health at coronavirus@dc.gov, subject line “COVID-19 Consult,” including contact information for the school’s point of contact and a summary of the specific incident or case. Within 24 hours, DC Health will provide individual consultation with schools regarding necessary contact tracing, dismissals, other safety procedures, and communications. If there is an individual at the school who develops a fever, cough, or other symptoms but is NOT confirmed to have COVID-19, the school should not instruct close contacts to quarantine.

Source:

https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/School%20Health%20and%20Safety%20ReOpening%20FAQs%207.20.20.pdf

CAREER ACADEMY RETURN TO SCHOOL PLAN