

## **SY 2021-22 LEA Health and Safety Plans**

**LEA Name: BASIS DC PCS**

**LEA Contact: Alexander Rose-Henig**

**LEA Type: Elementary; Middle School; High School**

**Date Updated: 05/5/2022**

### **Background and Purpose**

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

## Face Masks

### 1. Provide the LEA's plan to comply with the requirements to:

- a. **except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are full vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- b. **masks must be worn correctly.**

In accordance with the most recent DC Health guidance, BASIS DC community members (faculty, staff, students, parents, and visitors) are not required to wear face masks inside the school building. BASIS DC continues to strongly encourage community members to wear face masks and has signs posted throughout the building encouraging face mask usage.

### 2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

In accordance with the most recent DC Health guidance, BASIS DC community members (faculty, staff, students, parents, and visitors) are not required to wear face masks inside the school building.

### 3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

In accordance with the most recent DC Health guidance, physical distancing procedures are no longer required to be implemented at BASIS DC. However, physical distancing is still supported as follows:

- BASIS DC will continue to implement a staggered student entry procedure in order to reduce crowding
- Students will continue to have assigned seats in classrooms in order to facilitate any contact tracing efforts
- Lunches will continue to be grouped by student element (e.g., cohorted) with tables facing the same direction

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

Each class is identified by an element (class group). For grades 8 and below the students remain in their element throughout the day apart from electives. Students will eat lunch in cohorts in the cafeteria grouped by either element or grade level, these cohorts will be maintained throughout the year.

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

Students will receive training on proper COVID protocols around hand hygiene and covering coughs and sneezes at the start of the year.

BASIS DC also includes hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). We will have all students and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities;
- After going to the bathroom;
- After blowing noses, coughing, or sneezing.

**6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.**

Hand sanitizer stations are available throughout the building, as well as tissues in all bathrooms, classrooms, and common areas. Additionally, BASIS DC, completes weekly supply checks. We seek to have soap through hands- free dispensers and paper towels in every bathroom. These are checked on a nightly basis by our custodial staff.

**7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.**

BASIS DC has a full supply of PPE on hand including disposable masks and gloves, hand sanitizer, surface disinfectant, and disinfecting wipes. Each classroom is equipped with wall dispensers that provide access to disposable masks and gloves. There are hand sanitizer stations at each entry door and throughout the building. There is signage about the proper use of masks, social distancing, and handwashing at each entry door and throughout the building including all restrooms and common areas. Teachers and staff members can request additional PPE (masks, face shields, gloves) for use through an online supply request form.

### **Maintain Clean and Healthy Facilities**

**8. 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).**

BASIS DC has developed a plan to clean and disinfect the building and ensure that this process is done in line with OSSE guidance. We have developed a schedule for ensuring that school facilities are cleaned and disinfected on a regular schedule, in light of their frequency of use, and method of cleaning. Items marked “Clean” and “Disinfect” are wiped with the appropriate solutions that follow EPA and CDC guidance on their ability to eliminate coronaviruses (e.g., with disinfecting wipes) or sprayed and wiped (with bleach solution). When a particular surface or space is sanitized, this refers specifically to the use of electrostatic sprayers or outside vendor equipment with CDC-compliant solutions used to cover both horizontal and vertical surfaces in one application.

Legend:

C, D = Clean/Disinfect

S = Sanitized using electrostatic sprayer or outside vendor equipment that meets guidelines.

	Throughout Day	Daily	Weekly	Monthly
Surfaces (including handrails)	C, D	S		
Bathrooms (incl. sink handles)	C, D	S		
Door Handles	C, D	S		
Hallway floors	C, D	C, D	S	
Staff Lounge Equipment including copy machine	C, D	C, D	S	
Health Office	C, D	C, D	S	
Desks, chairs, mats	C, D	S		

Additionally, the school is placing social distancing, handwashing, and cleaning protocol signage (including cleaning logs) in classrooms and shared spaces to remind students, teachers and staff of community cleanliness expectations.

The school has prepared and will implement not only safe storage of cleaning supplies, but also appropriate protocols for when different types of cleaning agents can be used. No cleaning products will be used near students, aside from disinfecting wipes, and hand sanitizer. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Each student will be limited to the bathroom on the floor in which their class is located. Bathrooms will be cleaned and disinfected throughout the day

**9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.**

In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s) nightly.

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

Each classroom has a Toolkit of supplies that includes disinfecting wipes, medical grade disinfecting liquid spray to be used with paper towels, surface disinfectant and deodorant spray, and a bottle of hand sanitizer. Also installed on the wall of each classroom are dispensers filled with disposable masks and disposable gloves to be used when wiping down the surfaces. The Toolkits are refreshed as often as needed throughout the week by members of the Operations Team.

**11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.**

BASIS DC upgraded the HVAC filters to MERV-10 which are changed every two months. Outside air handlers are open and clear to ensure adequate ventilation and are cleaned once per month. Routine maintenance includes: condenser coils cleaning, changing belts, and making sure the fan is working properly. Routinely check the exhaust fans to ensure they are working properly.

The water system is flushed daily to remove debris. Touchless water bottle fillers were installed in July 2021 to replace the standard water fountains.

**Response to a Confirmed or Suspected COVID-19 Case**

**12. Describe the LEA's policies and procedures to:**

- a. **Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- b. **Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

- A. Exclusion Criteria: In accordance with the most recent DC Health Guidance, students, staff, and visitors must stay home, or not be admitted if:
  - They are experiencing the symptoms of COVID-19 or another infectious illness;
  - They are required to isolate or quarantine due to COVID-19 diagnosis or exposure; and/or
  - They are awaiting a COVID-19 test due to COVID-19 symptoms. These persons may not enter the school building until their test results come back negative.
- B. Students who display symptoms consistent with COVID-19 will be moved to a waiting area designed to provide privacy and support. This area will be separate from the area used for routine health issues. Affected students' parents will be asked to pick up their students as soon as possible.
  1. Students and staff that have a suspected or confirmed case of COVID-19 will be required to remain off campus, and their return to campus will be predicated on the guidance provided by the CDC and state and local health officials as outlined below.

**13. Provide the LEA's plan to comply with the requirements to:**

- a. **Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- b. **Report any applicable positive COVID-19 case in a student, staff member or essential**

**visitor to DC Health on the same day the school is notified;**

- c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

The BASIS DC COVID-19 point of contact is Rhonda Slade, Head of Operations. This decision is made to ensure there is someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a student, 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 students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in a means that is requested by them.

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

The BASIS DC COVID 19 POC completes an internal contact tracing investigation by interviewing the individual who received a positive COVID-19 test result, checking all student seating charts as applicable, and identifies close contacts.

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

The school has the following practices in place to protect the privacy of the individuals while alerting families and staff to mitigate spread:

- COVID notices only include the number of identified cases not cases names or possible case locations.
- COVID notices only include if the individual was symptomatic or asymptomatic during the period of time during which they were present in the building.
- COVID notices only include the individual's last date in the building.

Specifically, our practice is that the COVID-19 POC will notify the entire school and the individuals/classes impacted by the positive case(s). The first notification is sent to staff/teachers. Secondly, we send out the same notification letter to the families of the students in the affected class/element. We also maintain a COVID case number on the school website that is updated every Monday morning.

The COVID-19 POC will work closely with DC Health to determine whether the students and staff may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in remote learning until it is safe to return to in-person learning.

Our LEA will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirements to not admit any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion and to immediately arrange

for dismissal of any person displaying COVID-19 symptoms, per OSSE's guidance.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting by calling the parents/guardians and or any emergency contacts if we are not able to get in touch with the primary guardians. The contact must arrive within 90 minutes to pick up their student or BASIS DC will contact local authorities and/or community partners to arrange transportation via EMS protocols and will inform the parents/guardians.

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 student/Family Home Language Surveys. If needed we will use our phone language translation service to speak with families who require translation services.

### **COVID-19 Testing and Vaccines**

**16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: [dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements).**

BASIS DC currently participates in the weekly school-based SHIELD T3 testing program facilitated by OSSE/DC Department of Health. BASIS DC currently randomly tests 30% of the student at each week. BASIS DC also participates in the Test-to-Return program by which every member of the on-site school community must take and return a negative test result on a rapid antigen test after each week-long school break. BASIS DC participates in the Test-to-Stay program by which students who are unvaccinated close contacts of a positive case may remain in the building if they are symptom free and submit a negative rapid antigen test daily.

**17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.**

BASIS DC supports and encourages COVID-19 vaccination of staff and students. In accordance with the DC Mayoral Order, all BASIS DC staff are fully vaccinated against COVID-19 or have a valid medical exemption. In accordance with DC law, all students eligible for an FDA-authorized vaccine are required to show proof of vaccination at the time of registration/re-enrollment for School Year 2022-2023. All student athletes wishing to participate in athletics must be fully vaccinated against COVID-19 and must provide proof of vaccination.

### **Students with Disabilities**

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

BASIS DC will seek to mitigate any building accessibility challenges due to COVID-19 health and safety procedures and to the greatest extent feasible, provide access to key locations and processes in the school

building (e.g., entry procedures, social distancing protocols, etc.) without requiring additional physical accommodations. When physical accommodations are required, BASIS DC will address the student concerns on an individual basis in compliance with local and federal requirements.

In accordance with the District of Columbia COVID-19 Medical Consent and Certification for Distance Learning requirements, BASIS DC will provide students with disabilities with access to comprehensive distance learning for the provision of FAPE.

**Training, Technical Assistance, and Monitoring**

**19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:**

- a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- b. the topics that the training and technical assistance will address; and**
- c. how and by whom the training and technical assistance will be delivered.**

<b>Audience</b>	<b>Topic</b>	<b>Trainer/TA Provider</b>	<b>Date Ranger</b>
Teachers	CEP plan and required procedures for health and safety	School Leadership	July 15, and August 9-20th. Ongoing after that as needed
Parents	CEP plan and required procedures for health and safety	School Leadership	Future/upcoming: <ul style="list-style-type: none"> <li>• 4/27/2022</li> <li>• 5/25/2022</li> <li>• 6/2/2022</li> </ul>
Students	CEP plan and required procedures for health and safety	School Leadership and Teachers	August 23rd, and ongoing after that as needed.

**20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.**

BASIS DC’s COVID POC will monitor the implementation of our COVID health procedures bi-weekly through a building walk to assess the cleaning schedule, mask implementation, and social distancing, as well as regularly monitoring the COVID notification and contact tracing effectiveness as measured by the rate of in-building transmission.

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

BASIS DC plans to communicate key health and safety policies and procedures with students, families and staff via the website updates, social media, weekly bulletins, re-enrollment/enrollment events, ParentSquare posts and multiple family town halls. 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 student/Family Home Language Surveys.