



The SEED School of Washington, D.C.
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SEED Public Charter School of Washington, DC

School Re-Opening Plan

School Year 2020-2021

Last updated on 3/19/21



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Purpose

The purpose of this document is to outline the policies, procedures, and protocols that will be implemented to keep all members of our school community healthy and safe, which is our top priority. The document specifically describes the protocols associated with in-person learning. However, it is important to keep in mind that this is a living document. It will be updated periodically based on new policy guidance and based on what we learn through our first phases of re-opening. The most current version of this re-opening plan can be accessed at any time on our school website.

Vaccines and Health Forms

All students must submit a DC Oral Health Assessment form, a DC Universal Health Certificate (UHC), and a Medication and Treatment Authorization form before participating in our in-person school program. These forms must be completed on an annual basis. Our health and wellness team will ensure that all students are compliant with this requirement by reviewing the records for each student and following up with each family accordingly. A list of pediatric immunization locations can be found [HERE](#). A search tool to find a primary care center in DC can be found [HERE](#). Both the old and new versions of the health forms will be accepted. Also, partial UHCs completed via tele-health visits will be accepted.

Daily Health Screen

All students, staff members, and essential visitors must complete a daily health screen *before* arriving on campus. The health



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screen will be set up in a Google form and students and staff members will be able to complete the form either from their cell phone or a computer. Students who are already on campus must complete the daily health screen before leaving their dorm room.

A staff member will be stationed at the school entrance to ensure that each person who enters campus has completed a health screen for the day. Those who have not completed an electronic health screen will be required to complete a hard copy health screen form before entering the school building.

Once the health screen is complete, students and staff members will have their temperature taken with a wall-mounted, touchless thermometer. A school nurse will also check each person for visible signs of illness. The health screen questions and procedures are outlined below:

Daily Health Screen Questions

1. Within the past 48 hours, have you experienced any of the following symptoms consistent with COVID-19?
 - a. Fever (subjective or 100.4 degrees Fahrenheit) or chills;
 - b. Cough;
 - c. Congestion;
 - d. Sore throat;
 - e. Shortness of breath or difficulty breathing;
 - f. Diarrhea;
 - g. Nausea or vomiting;
 - h. Fatigue;



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- i. Headache;
 - j. Muscle or body aches;
 - k. New loss of taste or smell;
 - l. Or otherwise feeling unwell.
2. In the past 14 days, have you had close contact with someone with symptoms of COVID-19, have you been tested for COVID-19, or have you been diagnosed with COVID-19? Yes or No
3. Have you traveled outside of the DC-Maryland-Virginia area within the past 14 days? Yes or No
4. Do you currently have a fever? Students and staff members will take their temperature using a wall-mounted, touch-less thermometer in the lobby (or a hand-held, touch-less thermometer if checking-in from the dorms). The nurse will monitor the temperature to ensure that there is no fever. Any student or staff member with a fever will be isolated and sent home as soon as possible.
5. Are you currently exhibiting any visible signs of illness? A school nurse or other staff member will visually inspect each student, staff member, or essential visitor for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

What happens if a student or staff member fails the daily health screen?

Any student, staff member, or essential visitor answering “Yes” for any of the above criteria in the program’s daily health screen will not be admitted. Also, any student or staff member with a temperature of 100.4 degrees or higher will not be admitted. If a student or staff member fails the daily health screen but is not able to immediately leave the school premises, he or she will be isolated from other individuals and wear a face covering. Any accompanying staff member(s) will follow PPE guidance per the “suspected or confirmed COVID-19” section of Appendix B. Such students, families, staff



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members, or essential visitors will call their healthcare provider to determine next steps.

What if a student or staff member has pre-existing health conditions that are similar to COVID-19 symptoms?

Students or staff members 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 a healthcare provider has provided written or verbal documentation that the specific symptoms are not due to COVID-19.

What if a student or staff member travels to a high-risk state?

Individuals who have traveled to a high-risk state or country are required to self-quarantine for 14 days, per [Mayor's Order 2020-081, Requirement to Self-Quarantine After Non-Essential Travel During the COVID-19 Public Health Emergency](#). Travel to and from Maryland and Virginia is exempt from the Order. The high-risk state list is posted by DC Health every two weeks on the following website: coronavirus.dc.gov.

What happens if a student or staff member develops symptoms while at school?

If a student or staff member develops any COVID-like symptoms during the school day, the student or staff member will report to the isolation room to ensure that they do not come into contact with others. They will remain in the isolation room until they are able to go home, and they will seek guidance from a healthcare professional.



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Social Distancing

One of the most important ways to prevent the transmission of the coronavirus is to maintain social distance from others at all times. The CDC recommends that individuals maintain at least 6 feet of distance with others, even those who show no signs of illness. The following strategies will be implemented to make it easier for students and staff members to adhere to the social distancing requirements at all times while on campus.

Reduced Capacity

We will reduce the capacity of our school buildings by creating a hybrid school schedule where some students learn in person while others learn virtually from home.

Student Cohorts

All students will be assigned to a single cohort for in person school activities. The cohorts will be assigned to specific classrooms and the cohorts will not interact with other cohorts at any point during the school day. This strategy is designed to limit the number of people that students come into contact with to reduce the risk of spreading the virus if a positive case occurs.

One Student Per Dorm Room

Students will sleep in a dorm room by themselves. Although two students may eventually be assigned to the same room, only one student will stay in the room at one time. The hybrid schedule will ensure that two students who share a room will not be on campus at the same time. Dorm rooms will be cleaned and sanitized daily and deep cleaned on a weekly basis.

Reduced Movement Throughout School

Students who are learning in person will remain in the same classroom throughout the day. If needed, teachers and staff members will move between classrooms to reduce the frequency of interactions between students.



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Floor Markings

The floors throughout the school building and dorms, including in classrooms and hallways, are marked with blue circles to indicate a distance of six feet. The floor markings will remind students and staff members to maintain proper social distance from others at all times.

Bathroom Procedures

Only one student will be allowed to use the bathroom at one time in both the academic building and the dorms. Students will be required to use the bathroom that is located on the same floor as their assigned classroom.

Health and Safety Monitors

Health and Safety Monitors will monitor the safety precautions outlined in this document, with a significant focus on face coverings and social distancing. The purpose of the safety monitors is to increase our compliance with the safety protocols, which are essential for preventing the spread of COVID-19.

Face Coverings

All staff and visitors (including contractors) must wear face coverings at all times while on the school campus. If a staff member or visitor has a contraindication to wearing a face covering, either medical or otherwise, they will not participate in in-person school activities.

Students must also wear face coverings while on the school campus, except in the event of a medical or developmental contraindication. If a student is unable to wear a mask throughout the day, mask breaks will be provided at times in which physical (social) distance can be maintained (e.g., during meals, during outdoor recess).

Instances when face coverings do not need to or should not be worn:



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- By students when they are in their dorm room by themselves;
- By students and staff members when they are eating or drinking;
- By anyone who has trouble breathing, or anyone unconscious or unable to remove the mask without assistance;
- When participating in vigorous physical activity (e.g. recess) outdoors if social distancing of at least 6 feet is feasible. When outdoors but *not* participating in physical activity, face coverings must continue to be worn;
- When someone is by themselves in an enclosed office that no one else is permitted to enter;
- Staff may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

Face Covering Supply and Maintenance

- Students and staff members will be provided with face coverings when they report to school for the first time. The reusable and washable face coverings will be provided in the main lobby upon entrance to the school building.
- All students and staff members will be provided with multiple face coverings and will be required to carry an extra face covering with them at all times.
- Any student or staff member can request a new face covering by notifying an administrator.
- Staff and students should exercise caution when removing the covering, always store it out of reach of other students, and wash or sanitize hands immediately after removing. Students and staff should be careful not to touch eyes, nose, or mouth while removing the mask.
- Face coverings that are taken off temporarily to engage in any of the aforementioned activities (e.g. drinking or eating) should be carefully folded. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.



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- Face coverings should be stored in a space designated for each student (e.g. in a backpack underneath desk) that is separate from others when not being worn. They can also be placed next to student on a napkin or with the surface cleaned afterwards.
- Student's cloth face coverings should also be clearly identified with their names or initials to avoid confusion or swapping. Student's face coverings may also be labeled to indicate top/bottom and front/back.
- Students and staff members should speak more loudly, rather than remove their face covering, if speaking in a noisy environment.
- Other populations:
 - Parents/guardians must wear face coverings if and when they enter the school building.
 - Although visitors to the school will be strictly limited, essential visitors must wear a face covering at all times on the school grounds and inside the school buildings.

Note: Face coverings or masks with exhalation valves or vents are NOT allowed.

Hygiene

SEED will reinforce the importance of frequent, proper hand washing throughout the school day. Students and staff members should wash hands with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. Hand sanitizer can also be used. Hand sanitizer stations are located in all classrooms as well as at the end of each hallway. Personal hand sanitizer will also be distributed to students and staff members.

Key times to perform hand hygiene include:

- before eating food;



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- after using the bathroom;
- before and after putting on, touching, or removing cloth face coverings or touching your face;
- after blowing your nose, coughing, or sneezing; and
- when entering or exiting a classroom or between activities.

School Supplies and Hygiene

- SEED will ensure adequate hygiene supplies (e.g., soap, paper towels, hand sanitizer, tissue) in bathrooms, classrooms, and common spaces (e.g. hallways) to support healthy hygiene practices.
- SEED will limit the sharing of high-touch materials. For example, students will be provided with their own white board, markers, pens, and paper. They will also be asked to bring their SEED-issued Chromebook to school so that students do not need to share devices. When shared supplies must be used, we will limit use of supplies and equipment to one group of students at a time and will clean and disinfect between uses.
- Students will be asked to bring a backpack to school, which they will keep underneath their desk at all times, to ensure that students have a place to keep their personal school supplies away from others.
- Students and staff members will be encouraged to bring their own water bottles. SEED will provide water bottles to students who need one.

Health and Safety Monitoring

The safety measures outlined above are designed to keep everyone in our school community healthy and safe. However, as we have learned throughout this pandemic, negligent actions by just a few people can undermine these efforts. It is vital that we strictly monitor and enforce the safety protocols to maintain a healthy learning environment.



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If a student does not comply with the protocols outlined in this document, school staff members will immediately address the issue, which might include a reminder to comply with a specific protocol; a conference with the student and parent to ensure that the student understands and agrees to comply; and/or a request for the student to leave campus for a period of time determined by the school administration. Students who are repeatedly non-compliant with safety protocols, even if by accident, may be removed from in-person learning for as long as the school administration deems appropriate to maintain a safe environment. Any student who is excluded from in-person learning will have full access to the virtual instructional program.

Cleaning, Disinfecting, and Sanitization

SEED will routinely clean and disinfect surfaces and objects that are frequently touched. High-touch surfaces (e.g. door handles, light switches, bathroom sink handles, countertops) in the school building will be cleaned and disinfected twice per day, at a minimum. These surfaces will also be cleaned in the dorms daily. We will use EPA-approved disinfectants that are effective against COVID-19.

In addition, we will take steps to create a touch-less environment. For example, we will prop open classroom doors so that students and staff members do not have to touch door handles when entering and leaving classrooms, we will use touch-less trashcans throughout the school, and we will disable water fountains and instead utilize touch-less water dispensers.

Any staff member who cleans and/or disinfects school property (e.g. custodial staff, teachers) will wear masks, gloves, face shields, and gowns. We will also limit the use of shared objects and equipment (e.g., gym or physical education equipment, art supplies, games). If shared objects or equipment must be used, we will clean, disinfect, and sanitize between uses.



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Academic Building Cleaning Schedule

| FREQUENCY | CLEANING |
|-----------|---|
| Daily | <p>General cleaning: cleaning staff will be on site daily from 10 am – 10 pm in the academic building.</p> <p>Student Restrooms: cleaned and sanitized every hour between 10 am – 10 pm focusing on high-touch surface areas such as stalls, dispensers, light switches, urinal handles, sinks, and toilets</p> <p>Overnight Cleaning: each night, classrooms, hallways, media center, offices, and other common areas will be cleaned and disinfected, focusing on high-touch surface areas such as: door handles, light switches, copier machine, sink areas, table tops, desk tops, stair hand rails, etc.</p> <p>Staff Restrooms: will be cleaned and sanitized two times each day. Additional personal cleaning supplies will be provided in each restroom so that staff may wipe down areas before and after each use, as needed.</p> |
| Weekly | <p>Student Restrooms: pressure washed and deep cleaned on a weekly basis. Deep cleaning will prioritize high touch surface areas such as stalls, dispensers, light switches, urinal handles, sinks, and toilets.</p> |

Dormitory Cleaning Schedule

| FREQUENCY | CLEANING |
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| Daily | <p>General Cleaning: cleaning staff will be on site daily from 7 am – 12 pm in the dorms. Daily cleaning in the dorms will include student bedrooms, bathrooms, staff offices, hallways, and living rooms. Cleaning and disinfecting will prioritize high touch surface areas to include: door handles, light switches, sink areas, tabletops, stair handrails, student desktops, wardrobes, etc. Also, hallway and bedroom floors will be mopped daily.</p> <p>Student Restrooms: dorm restrooms will be pressure-washed and deep cleaned daily with special attention focused on high-touch surface areas such as stalls, dispensers, light switches, urinal handles, sinks, and toilets.</p> |
| Weekly | <p>Weekend Deep Cleaning: at the end of the week, deep cleaning will take place in the dorms in student bedrooms, living rooms, staff offices, hallways, restrooms, and stairwells. High touch surface areas will be prioritized.</p> |

In addition to the cleaning procedures described above, we will also provide the following cleaning materials in classrooms and dormitories:

- Hand sanitizer dispensers are located throughout the school in each classroom and other common areas such as the lobby, media center, dorm living rooms, and at the end of each hallway in the academic building;
- Cleaning wipes, hand soap, and additional cleaning supplies have been provided in each classroom and dorm common area;
- All cleaning products meet EPA standards for disinfection.



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How do we clean and disinfect when a student or staff member gets sick?

If a student or staff member develops symptoms of COVID-19 during the school day but is not confirmed to have COVID-19, we will immediately close, clean, and disinfect the areas and equipment in which the individual has been in contact. We will also clean and disinfect the isolation room after use by a sick student or staff member. The other students and staff members who were using the areas will be moved to another room until the cleaning and disinfecting process is complete (at least 24 hours).

Any staff member supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE requirements as outlined in Appendix B.

How do we clean and disinfect when a student or staff member is confirmed to have COVID-19? If a student or staff member is confirmed to have COVID-19 within the past seven days, we will take the following steps:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the affected areas.
- Wait at least 24 hours before cleaning or disinfecting to allow respiratory droplets to settle.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.

Classroom Setup

Our classrooms will be set up to minimize contact and to make it less likely that the virus or other germs will be transmitted. The specific classroom set-up features are as follows:

- Desks will be positioned so that all students face the same direction;
- All student desks will have sneeze guards attached;
- Seven foot plexi-glass barriers will be placed between student desks; and



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- Classroom capacity will be limited to no more than 8 students and staff members at one time.

In addition to the items mentioned above, we will also ensure that classrooms have cleaning and disinfecting equipment, tissue, and touch-less trash cans.

Exclusion, Dismissal, and Return to School Criteria

Students, staff, and essential visitors **will not be admitted**, if:

- The student, staff member, or visitor has had a temperature of 100.4 degrees or higher or any of the symptoms listed in the “Daily Health Screen” section of this document;
- The student, staff member, visitor or any close contact is confirmed to have COVID-19;
- The student, staff member, or visitor is awaiting COVID-19 test results;
- The student, staff member, or visitor has traveled to a high-risk state or country, as defined by DC Health, within the past 14 days.

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 a healthcare provider has provided written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.

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



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What if a student develops a fever or signs of illness at school?

If a student develops a fever or other signs of illness, the school will follow the above exclusion criteria regarding the exclusion and dismissal of students and staff. The following steps will be followed:

- Students will be immediately isolated from other students;
- The student will immediately put on a cloth (non-medical) or surgical face covering, if not wearing already;
- A school administrator will contact the student's parent/guardian to notify them of the symptoms and request that the student is picked up as soon as possible;
- The administrator will instruct the parent/guardian to seek guidance from a healthcare provider; and
- The school administration will identify a staff member to accompany the student to the isolation area and supervise the student while awaiting pickup by the parent/guardian.

The staff members briefly responding to the sick student in the classroom, accompanying the student to the isolation area, and supervising the student in the isolation area must comply with PPE requirements per Appendix B, follow guidance for use of the isolation room (below), and immediately follow all cleaning and disinfection protocols for any area and materials with which the student was in contact according to the section on Cleaning, Disinfection, and Sanitization.

What if a staff member develops a fever or signs of illness at school?

Staff members who develop a fever or signs of illness while at school will be sent home immediately or isolated until they are able to leave safely. The staff member will also be instructed to seek guidance from a healthcare provider. Any area that was accessed by the sick staff member will be closed, cleaned, and disinfected. The school cleaning personnel will follow cleaning



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and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

Isolation Room: We have identified three spaces that will be used as isolation rooms, if and when we need it. The first space is outdoors (weather permitting); the second space is Room 105 in the academic building (1st floor next to elevator); and the third space is the Rest and Relaxation room (former college café). Each of these spaces has adequate ventilation and provides attending staff members with the ability to supervise the sick individual from a distance. The spaces are also in areas that will not frequently be passed or used by other students or staff, not behind a barrier, and not in the health suite.

When in the isolation area, the sick individual must always wear a face covering, be within sight of the supervising staff member, and be physically separated from other individuals by at least 6 feet. To the extent feasible, we will isolate only one sick individual in the isolation area at a time. The isolation area will be immediately cleaned and disinfected after the sick individual departs. Supervising staff will comply with the PPE requirements in Appendix B.

Return Criteria Table 1 on the next page identifies the criteria that we will use to allow the return of a student or staff member with: (1) COVID-19 symptoms; (2) positive COVID-19 test results; (3) negative COVID-19 test results or documentation from healthcare provider of alternate diagnosis; (4) close contact of individual with confirmed COVID-19; or (5) travel to a high-risk state or country as defined by DC Health.

Note: Criteria below represent standard criteria to return to care. In all cases, individual guidance from DC Health or a healthcare provider would supersede.



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Table 1. Return to School Criteria for Students and Staff

| Student or Staff Member With: | Criteria to Return |
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| 1. COVID-19 symptoms (e.g., fever, cough, difficulty breathing, loss of taste or smell) | <p>Recommend the individual to seek healthcare guidance to determine if COVID-19 testing is necessary.</p> <p>If individual is tested:</p> <ul style="list-style-type: none">• If positive, see #2.• If negative, see #3. <p>Individuals must quarantine while awaiting test results. If individual does not complete a test, he or she must submit documentation from a healthcare provider of an alternate diagnosis and meet standard criteria to return after illness; OR</p> <p>Meet symptom-based criteria to return:</p> <ul style="list-style-type: none">○ At least 24 hours after the fever has resolved without the use of fever-reducing |



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| | <p>medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; OR</p> <ul style="list-style-type: none">○ At least 10 days from when symptoms first appeared, whichever is later <p>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 a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.</p> |
| 2. Positive COVID-19 Test Result | <p>If an individual tests positive for COVID-19, he or she may return after the following three criteria are met:</p> <ul style="list-style-type: none">• At least 72 hours after all symptoms have resolved;• At least 14 days after symptoms first appeared (<i>Note: Some individuals, including those with severe illness, may have longer quarantine periods per DC Health or their healthcare provider</i>); AND• After producing a negative COVID-19 test result. <p>Also, close contacts (including all members of the household) must quarantine for 14 days from the last date of close contact with the positive individual.</p> |



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| <p>3. Negative COVID-19 Test Result After Symptoms of COVID-19</p> <p><i>OR</i></p> <p>Documentation from Healthcare Provider of Alternate Diagnosis (e.g. chronic health condition, or alternate acute diagnosis such as strep throat)</p> | <p>May return when they meet standard criteria to return after illness.</p> <p>*Per Scenarios #4 and 5, a negative test result after close contact with an individual with confirmed COVID-19 or travel to a high-risk state or country does <i>not</i> shorten the duration of quarantine of at least 14 days.</p> |
| <p>4. Close Contact of Individual with Confirmed COVID-19</p> | <p>May return after 14 days from last exposure to COVID-19 positive individual, or as instructed by DC Health.</p> <p>If the close contact is a household member:</p> <ul style="list-style-type: none">• Isolate from the COVID-19 positive individual, then may return after quarantine of 14 days from last close contact. |



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| | If unable to isolate from the COVID-19 individual, may return after quarantine of 14 days from the end of the COVID-19 positive individual’s infectious period (defined as 24 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 from when symptoms first appeared, whichever is later). Negative COVID-19 test during this period would not shorten quarantine period of at least 14 days. |
| 5. Travel to High-Risk State or Country, as Defined by DC Health or DC Mayor | May return after 14 days from return or arrival to the District of Columbia. Negative COVID-19 test during this period would not shorten quarantine period of 14 days. |

When should staff members stay home?

The return to school criteria in Table 1 applies to both students and staff members. However, to re-iterate, the following staff members should stay home and not report to work in-person:

- Staff members who report COVID-19 symptoms;
- Staff members who were tested for COVID-19 and test results are pending;
- Staff members who tested positive for COVID-19;
- Staff members who came into contact with someone who tested positive for COVID-19; and



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- Staff members who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- **If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT** physically return to work until you get a medical evaluation and are approved to return to a work setting by your primary care provider*. Please call your supervisor to discuss when to return to work. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.
- **If you have been in close contact with someone with COVID-19** you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

EXPOSURE REPORTING, NOTIFICATIONS, AND DISINFECTION

To ensure a clear and efficient process for communication, we have identified Sherita Wallace-Reid, Director of Student Support Services, as our COVID-19 point of contact (POC). As the POC, Mrs. Wallace-Reid is responsible for:

- Ensuring the below steps are followed in the event of a confirmed case of COVID-19;
- Ensuring that the school has contact information for all contract staff;
- Acting as the POC for families and staff to notify if a child or staff member tests positive for COVID-19;

Step 1: Reporting to DC Health

Schools must notify DC Health when a staff member or student (or their parent) notifies the school that they **tested positive for COVID-19** (not before results come back).



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- Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website dchealth.dc.gov/page/covid-19-reporting-requirements under the section “Non-Healthcare Facility Establishment Reporting.”
- Select “Non-healthcare facility establishment seeking guidance about an employee, patron, or visitor that reported testing positive for COVID-19 (epidemiology consult/guidance).” An investigator from DC Health will follow-up within 24 hours to all appropriately submitted notifications. Note: While we await a response from DC Health, plans will be made to close, clean, and disinfect any areas or equipment that the COVID-19 positive individual may have used in the last seven days (see Step 3).

Step 2: Communication to Families and Staff

We will communicate with families and staff members to both prevent and respond to confirmed or suspected COVID-19 cases. In all communications, we will strive to protect the privacy of individuals. Per DC Health guidance, our communications will include:

- Notification to those staff and families of students in close contact with the individual, including the requirement to quarantine for 14 days. Note: DC Health will identify close contacts based on its case investigation. It is not the responsibility of the school to define those that must quarantine.
- Notification to the entire school that there was a COVID-19 positive case, those impacted have been told to quarantine, and steps that will be taken (e.g., cleaning and disinfection);



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- Education about COVID-19, including the signs and symptoms at coronavirus.dc.gov;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov; and
- Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing. DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at school.

Step 3: Cleaning, Sanitization, and Disinfection of Affected Spaces

In the event of a confirmed COVID-19 case in a student or staff member, the school will follow all steps outlined by DC Health as well as the cleaning, disinfection, and sanitization guidance from the CDC:

If seven days or fewer have passed since the person who is sick used the facility, we will follow these steps:

- 1) Close off areas used by the person who is sick.
- 2) Open outside doors and windows to increase air circulation in the affected areas.
- 3) Wait 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
- 4) Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.

NOTE: If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection



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is not required. We will continue routine cleaning and disinfection.

NOTE: Staff conducting cleaning must adhere to PPE requirements as articulated in Appendix B.

Meals

Students will eat all meals in their assigned classrooms. All meals will be pre-packaged and delivered to classrooms by the food service vendor. Disposable utensils will be provided for meals.

Dormitory Policies and Procedures

Student Life Programming

During hybrid learning, Student Life programming, including Habitudes lessons and Sparks, will be delivered in the academic building following the health and safety protocols that are outlined in this document. Students will utilize the dorms for only three purposes: to complete daily hygiene routines, to complete coursework individually in dorm rooms, and to sleep.

Dorm Room Assignments

Students who choose to return to school for in-person learning will be assigned their own dorm room (one student per room). If we run out of dorm room capacity, we will assign some students to the same room, but those students will not be on campus at the same time. Dorm rooms will be cleaned and disinfected each day and deep cleaned once per week.

Students are not permitted, under any circumstances, to enter one another's dorm rooms. Students who do not comply with this expectation will be disciplined, which may include being excluded from in-person learning for a period of time determined



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by school administration.

Dorm Living Rooms

The dorm living rooms are closed and may not be used by students or staff members until further notice.

What can students bring into the dorms?

In an effort to keep our dormitories safe, students are required to observe the following guidelines regarding what they can bring to the school campus:

- Students are required to take all materials home each week when they check out. No student materials or supplies may remain in the dorm rooms over the weekend. Any items left behind after check-out may be discarded.
- Students are encouraged to bring basic necessities only (masks, clothing, bedding, personal hygiene items, school supplies, laptop, and headphones) since all items will be taken home each week.
- Students may not have refrigerators or food in their dorm room.
- Students are required to have face coverings with them and to wear them at all times, except when in their own dorm room or when eating or drinking.
- Students must bring their SEED laptops, chargers, and headsets with them to school each week.
- Dormitory staff members are also expected to bring only essential items into the dorm spaces and adhere to the guidelines listed in the above section.



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Visitor Policies and Procedures

In general, visitors will not be allowed on campus during hybrid learning. This includes vendors and partner organizations, which will continue to provide programs virtually. The only visitors who will be allowed to access campus during hybrid learning are parents and guardians, and only to sign students out of school. The procedures below provide more information about how parents and guardians will sign their child out of school.

Campus Sign-Outs

Parents and guardians will be allowed on campus to sign students out of school during the check-out process. Parents will park outside of the school gate, enter campus through the walking entrance, and report directly to the lobby. A table will be set up for parents to stop and sign their child out of school. After they sign the student out, parents will return to their vehicle and wait for their child.

Parents and guardians are required to wear face coverings and maintain at least 6 feet of social distance when signing their child out of school.

Student and Staff Training

In preparation for the re-opening of in-person learning, all students and staff members are required to complete a COVID-19 training session, which will cover the following topics:

- A review of the basics of how SARS-CoV-2, the virus that causes COVID-19, spreads;
- The school's Covid-19 policies and protocols;
- Required use of Personal Protective Equipment (PPE);
- Steps to effectively implement social distancing;



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- Cleaning and sanitization protocols; and
- Review of signs and symptoms of COVID-19.

In addition to the initial training session, we will use the PA system to provide ongoing reminders about how to prevent the spread of COVID-19 throughout the school day.

****If you have any questions or concerns about health and safety on our school campus, please reach out to Sherita Wallace-Reid: swallace@seedschooldc.org.**



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Appendix A: School Re-Opening Committee

| | |
|----------------------|---|
| Brian Rahaman | Head of School |
| Ken Arndt | Managing Director |
| Curtis Durham | Principal |
| LaMar Bagley | Director of Student Life |
| Sherita Wallace-Reid | Director of Student Support Services |
| Rashida Holman-Jones | Director of Family and Community Engagement |
| Marjorie Howard | Grant Manager |
| Brendan Dowd | Campus Operations Manager |
| Jamilah Stith | Teacher |
| Rosalyn Lake | Teacher |
| Kenyattia Miller | Student Life Counselor |
| Camelia Jones | School Nurse |
| Deborah Faison | School Nurse |
| Vita Makle | Executive Assistant to the Head of School |
| Angelita Buckman | Parent Board Member |



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Appendix B: PPE Requirements for School Staff

School staff must adhere to the guidance below at a minimum. These guidelines do not replace professional judgment, which must always be used to ensure the safest environment for staff and students.

Note: Staff and students must practice good hand hygiene throughout all of the scenarios and maintain physical distance of at least six feet.

Wearing gloves is not a substitute for good hand hygiene. Gloves must be changed between activities, and hand hygiene must be performed between glove changes. If skin comes into contact with any secretions or bodily fluids, it must be immediately washed. Contaminated clothing must be immediately removed and changed.

WORKING WITH STUDENTS WHO ARE NOT KNOWN OR NOT SUSPECTED TO HAVE COVID-19

Lower Risk: *6 feet of physical distance cannot always be maintained. Close contact with secretions or bodily fluids is not anticipated.*

- Non-medical (cloth) face covering

Medium Risk: *Staff are in close/direct contact with less than 6 feet of physical distance. Close contact with secretions or bodily fluids is possible or anticipated.*

- Non-medical (cloth) face covering;
- If potential for bodily fluids to be splashed or sprayed (e.g., student who is spitting, coughing; while providing a nebulized medication), instead use surgical mask and eye protection (face shield or goggles);
- Coverall;
- Gloves must be used per existing procedures (e.g., administering medication)



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Higher Risk: School nurses who are engaged in aerosol-generating procedures must follow additional guidance for Healthcare Providers per DC Health.

WORKING WITH STUDENTS WHO ARE KNOWN OR SUSPECTED TO HAVE COVID-19

Staff working with any child who is known to have COVID-19 or who is exhibiting symptoms of COVID-19 must take additional steps.

While responding briefly to a sick student or while escorting a sick student to the isolation room:

If the student is wearing a face covering, and is able to maintain 6 feet of distance, accompanying staff must wear:

- Non-medical (cloth) face covering

If the student is not wearing a face covering or is not able to maintain 6 feet of distance, accompanying staff must wear:

- Surgical mask
- Eye protection (face shield or goggles)
- Coverall
- Gloves

While supervising a sick student in the isolation room, staff must always wear:

- Surgical mask
- Eye protection (face shield or goggles)
- Coverall (e.g. long sleeve button-down shirt)
- Gloves



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NOTE: The student in the isolation room must also wear a face covering.

The sick student and any staff accompanying or supervising them to/in the isolation room must safely remove and store their cloth face covering, or dispose of their surgical mask, after use.