

Academy of Hope Exposure Reporting, Notifications, & Disinfection Procedures For Re-Entry related to Covid-19

To ensure a clear and efficient process for communication, AoH will identify a staff member(s) as the COVID-19 point of contact (POC).

- The POC for students is either student support or the Principal.
- The POC for staff is either their manager or HR Director.

The POC must then report to the COO. COO will then identify next steps and manage communication with CEO and organizational leads, affected staff and students. In the event the COO is not available, the POC will contact the Director of Finance and Operations

Overview and Definitions

COVID-19 is spread mainly through close contact from person-to-person and may be spread by those without symptoms. The CDC says that, in general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

A **primary COVID-19 case** is a person who is diagnosed with COVID-19 by positive test (Antigen or NAAT) or is considered a presumptive case (symptoms). Regardless of vaccination status, the individual must leave the premises immediately. If a presumptive case, the individual should obtain a COVID-19 test. In the case of a positive test:

- if mild to moderate symptoms, the individual must quarantine for at least 5 days from when symptoms started if able to wear a mask or at least 10 days if unable to wear a mask. The individual must be fever free for at least 24 hours without the use of fever lowering medication, and have a negative antigen test on day 5 or later to return to school.
- if severe symptoms, the individual must quarantine for 10 days.

In the case of a negative antigen test, the result must be confirmed with a negative NAAT test. If negative NAAT, individual must meet standard criteria to return after illness.

Primary exposure is when a person has **close contact*** with someone who has tested positive for COVID-19 OR is considered a presumptive case. In the case of a primary exposure:

- if the person is asymptomatic and fully vaccinated or had COVID-19 and recovered in the last 90 days, they do not need to quarantine and may return to school. They should get a COVID-19 test after 5 days and monitor themselves for symptoms for a full 10 days after exposure.
- if the person is asymptomatic and unvaccinated or not up to date, they should isolate for a minimum of 5 days from exposure to the positive individual. They should get a COVID-19 test

on day 5 or later and receive a negative test result (Antigen or NAAT). To prevent missed school days, the person may opt to participate in Test to Stay.

- if the fully vaccinated person or unvaccinated person develops symptoms or test positive on day 5 or later, they should be treated as a primary COVID-19 case.

Secondary exposure is when a person has had close contact with someone who has had **close contact*** with a suspected or confirmed case. Secondary contact does not automatically trigger a quarantine or site closure. If the close contact subsequently tests positive, at that point secondary contacts must follow primary exposure guidelines described above.

Close contact* is defined as: Someone who was within 6 feet of an infected person for at least 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or for asymptomatic infected people, 2 days prior to positive test collection) until the time the infected person is isolated. In the school indoor classroom setting, the close contact definition is someone within 3 feet of someone with COVID-19 in the classroom for a cumulative 15 minutes or more over a 24 hour period. However, this doesn't apply to interactions between students and staff.

Symptoms of COVID-19 include fever, new or worsening cough, shortness of breath/difficulty breathing, new loss of taste or smell, chills, muscle or body aches, headache, sore throat, unusual tiredness, nausea or vomiting, runny nose or congestion, diarrhea

Fully Vaccinated: An individual is considered fully vaccinated at day 14 after completion of a COVID-19 vaccination series (after the second dose of a 2-dose series, or after one dose of a single-dose vaccine, including booster doses as applicable).

Steps for Reporting, Notification, and Disinfection

Step 1: Internal Reporting Process

Reporting for Students: POC for students to report positive tests or exposure to COVID-19, is their teacher, student support, principal or the registrar. POC must then report to the COO. COO will then report to DC Health if required(Step 2).

Reporting for Staff: POC for staff to report positive tests or exposure to COVID-19 is either their manager or HR Director. The POC must then report to the COO. COO will then report to DC Health if required (Step 2).

HR Director or designee will be responsible for identifying:

1. The vaccination status of the person,
2. The spaces in the building the person has been in, and
3. Who the person has been in close contact with.

The HR Director or designee will communicate these findings with the COO and/ or the Director of Finance and Operations.

The Director of Finance and Operations or designee will be responsible for identifying:

1. All staff who have been on-site utilizing the health screening document,
2. What the level of exposure has been,
3. What protocols should be implemented, and
4. What the requirements are for the exposed staff for testing, etc.

The Director of Finance and Operations or designee will communicate:

1. To staff who have been exposed based on the level of exposure;
2. To any vendors who have been exposed based on the level of exposure;
3. To the cleaning staff on what areas should be disinfected;
4. To building leaders on the status of the building;
5. To the CEO & COO on the situation
6. To the HR Director on the required quarantine/ testing requirements of the staff that reported the exposure.

The HR Director or designee will communicate the required quarantine and testing requirements to the staff that reported the exposure. The HR Director or designee will collect the testing status, monitor and communicate with all staff that are required to quarantine and/ or test. Once we have the results of any tests, the HR Director will communicate with the CEO, COO and Director of Finance and Operations (or designee) on the status of the test. The Director of Finance and Operations will communicate with the building leaders and exposed staff on the test results.

For on-site, primary COVID- 19 Positive Case

Step 2: Reporting to DC Health

In the event AoH identifies a student, volunteer or staff member **who has tested COVID-19 positive**, it is important to establish a plan for COVID-19 exposures.

- AoH must notify OSSE
- OSSE must be notified on the same day the case was reported to the school, preferably as soon as possible after the school was notified.
- AoH must notify DC Health if there are 25 or more positive cases within a 10 day period AND the persons were in the school during the 5 days prior to symptom onset or positive test date. To notify DC Health, submit online form on the DC Health COVID-19 Reporting Requirements Website: <https://dccovid.force.com/nonhealthcareconsultrequestform/s/>
- An investigator from DC Health will follow-up within 24 hours to all appropriately submitted notifications. Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health. While awaiting follow up, do not delay conducting preliminary contact identification. It is important for schools to immediately notify potential close contacts that they must not attend school and must quarantine.

For AoH, the Point of Contact to make reports is Tiffany Godbout, COO. In the event Tiffany is unable to be reached, Angela Kim, Director of Finance and Operations will serve as back-up.

Step 3: Communication to Students, Volunteers and Staff

AoH must have communication protocols in place that protect the privacy of individuals and alert students, volunteers and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to those staff and families of students in close contact with the individual, including
- the requirement to quarantine based on DC Health guidelines;
- Notification to the entire school that there was a COVID-19 positive case, those impacted have
- been told to quarantine, steps that will be taken (e.g., cleaning and disinfection);
- 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.

Communication Policy:

In the event of a shutdown or urgent AoH news:

- Principals and Registrars will contact learners via email and School Messenger.
- Operations team will update AoH's main phone line for outgoing message.

Step 4: Cleaning, Sanitization, and Disinfection of Affected Spaces

In the event of a confirmed COVID-19 case in a student or staff member, AoH must 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, 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 areas.
 - 3) Wait up to 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.
- If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Step 5: Returning back to School

- After completing doctor's recommendations and isolation procedures, students and staff must submit either a medical note (preferred), or a negative COVID-19 test from the previous 24 hours to student support, registrar or their principal to return back to school.