DEMOCRACY PREP
AT THE AGASSI CAMPUS

COVID-19 OPERATIONAL SAFETY PLAN (EXTERNAL)

DEMOCRACY PREP AT THE AGASSI CAMPUS

2020-21

INTRODUCTION

At Democracy Prep Public Schools, we are committed to the safety of our staff and scholars. In additionto our School Safety Plans, the current moment in history for our country and world require our network and schools to design, implement, and continually reflect on additional policies and procedures to reduce the risks of the SARS-Cov-2 (COVID-19) virus in our schools and communities.

There is no way to fully eliminate risk of transmission of this highly contagious virus, yet with forward planning and constant reflection, we will do what we can to minimize the risk and allow for in-person learning to recommence for Democracy Prep scholars. Democracy Prep's risk reduction approach focuses on a widely-adopted set of priorities that guide our decision-making processes.

The policies, procedures, and recommendations included in this Safety Plan are designed to follow Center for Disease Control (CDC) and US federal recommendations and state policies and school reopening guidelines. These guidelines are constantly changing. Therefore, the policies and procedures in this Plan are subject to change as more information becomes available.

We are not medical experts but will seek the best advice we can to keep staff and students safe. Governmental resources have proven essential to the creation of all contents of this Plan, and Democracy Prep is making its best efforts to follow recommendations from these entities. In all stages and phases of pandemic response and recovery, schools must comply with CDC, state, and local guidelines. However, the recommendations and guidelines passed down from federal and state governments are not generally rules or regulations but are presentations of best practices. Individual school districts and Local Education Agencies (LEAs) have been left to make final decisions of interpretation and implementation of guidelines. Governments rationalize the difficulty in creating one-size-fits-all approaches are not reasonable given the vast differences in individual districts, LEAs, and schools.

As such, this Plan serves as Democracy Prep's best interpretation of guidelines and communication of our bottom lines and minimal expectations in regard to the included topics. The policies and protocols outlined here are required by all Democracy Prep schools and serve as minimal requirements. Schools must also follow additional rules and regulations issued by their states or local governments in addition to the policies described here. ***If there is any conflictbetween this Safety Plan and any law, regulation, or Executive Order, the law, regulation, or Executive Order shall govern.***

If an individual school wants to request an exception to a specific policy outlined here, the School Leader must request the exception in writing to the CMO COVID-19 Response Team.

Through the collective and uncompromising efforts of each member of our school community, we can simultaneously keep each other safe and continue providing an academically-rigorous, civically-engaged, college-bound, world-changing education to all the scholars of Democracy Prep.

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PREPARATION

REGULATIONS & RESOURCES

The following are non-exhaustive lists of valuable resources, primarily from state, city, and district governments, departments of education, and departments of health. These resources should be considered minimal mandatory reading for Ops Leaders (for their respective regions). School Teams should add other important resources to this section for reference and consider which other teammates should be required to read over materials.

NV.gov COVID-19
NV Clark County COVID-19
NV CCSD COVID-19
NV.gov Path Forward Plan

Centers for Disease Control and Prevention (CDC)

World Health Organization (WHO) Coronavirus Disease Pandemic

Federal Coronavirus.gov

Other Resources

- Article: This Won't Hurt a Bit: Employee Temperature and Health Screenings – A List of Statewide Orders, as of July 3, 2020 - Summary of Employee Health Screening Requirements by State
- Seoul Foreign School COVID-19 Return to School Manual - Parent-facing manual of a school that opened in South Korea in late May, 2020
- Unofficial Implementation Guide to Reopening Amidst COVID-19 - "Evidenced-based and operationally-focused," guide to reopening by Urban Assembly CHS for Computer Science school in NYC
- White House Guidance to Interpreting COVID-19 Test Results

PRIORITIES & ASSUMPTIONS

Based on available research, Democracy Prep and this Plan approach the design of policies and procedures with specific priorities in mind that have been shown to be the most effective ways to reduce risk of transmission of SARS-CoV-2.

Priorities for Reducing Risk of Transmission

We believe it is better to have a 'process improvement' mindset; at best, we can reduce but not eliminate risk. We must expect errors, mistakes, revisions, and unintended consequences from our plans. This is normal and the role of the CMO and staff is to create as psychologically and physically safe an environment as possible for our school communities. (Unofficial Implementation Guide)

We feel it imperative to focus policies and decisions with the following 4 priorities in mind, which are core components of all state reopening guidance to date:

1. Wearing Face Coverings - Masks are worn as much as possible, particularly in common areas and when unable to maintain social distancing by all staff and students. Masks may not include vents or ports. Face shields may be worn in conjunction with a mask, but face shields alone do not provide sufficient protection.
2. Increased Hygiene - Increased hand washing, availability of hand sanitizers with at least 60% alcohol, coughing or sneezing into your elbow or a tissue, with constant reminders for students and staff
3. Staying Home When Ill - Staff and scholars must remain at home or be sent home when exhibiting any symptoms relating to COVID-19 and seek testing before returning, or, if tests are unavailable, to self-quarantine where appropriate.

4. Increased Cleaning & Disinfecting - Regular and enhanced cleaning efforts are regularly scheduled

Assumptions

This Plan makes some assumptions based on available research and planning efforts by Democracy Prep at the time of writing. These include:

- Items or processes not explicitly covered or fully designed in this Plan may and should be developed by school teams. The CMO COVID-19 Response Team is available for consultation and questions, but please also use this Plan to help determine what processes remain for school teams to plan in detail.
    - If, at any time, a system seems like it should be reviewed and co-signed by the CMO, please contact the CMO COVID-19 Response Team. It is better to over-share and ask. Thank you!

GLOSSARY

- **SARS-CoV-2** *(pronounced sars-co-vee-tu)* - Severe acute respiratory syndrome coronavirus 2 is the virus that causes the coronavirus disease COVID-19 (WHO)
- **COVID-19** - The coronavirus disease caused by the SARS-CoV-2 virus (WHO)
- **COVID-19 Symptom** - People with COVID-19 have displayed a wide range of symptoms. People with these symptoms may have COVID-19:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea (CDC)
- **COVID-19 High Risk Category** - All persons are at risk of getting COVID-19 but certain groups are at higher risk of becoming severely ill because of it,including older persons and persons with underlying medical conditions including:
    - Chronic kidney disease
    - COPD (chronic obstructive pulmonary disease)
    - Immunocompromised state (weakened immune system) from solid organ transplant
    - Obesity (body mass index [BMI] of 30 or higher)
    - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
    - Sickle cell disease
    - Type 2 diabetes mellitus
    - other medical conditions may also constitute an increased risk and research is continuous (CDC)
- **Close Contact** - Contact with an infected person within 6 feet for at least 15 minutes (CDC)
- **Symptomatic** - Refers to individuals exhibiting one or more symptoms of COVID-19
- **Asymptomatic** - Refers to individuals infected, or believed to be infected, with SARS-CoV-2 but not displaying symptoms of COVID-19
- **Quarantine** - Quarantine is used to keep someone who might have been exposed to SARS-CoV-2 away from others. Quarantine is implemented if someone recently had close contact with a person with COVID-19 (CDC).
- **Isolation** - Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. Isolation is implemented if an individual has been diagnosed with COVID-19, is awaiting test results, or has cough, fever, shortness of breath, or other symptoms of COVID-19 (CDC).

- **Fever** - When an individual has a body temperature of 100.0 degrees Fahrenheit (37.8 degrees Celsius) or higher (NYSED), as per any temperature-screening devices, including an infrared thermometer.
- **PPE** - Personal protective equipment, which typically refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness (FDA). In this document it also refers to items individuals may use to protect themselves or others from the spread of SARS-CoV-2 including personal hand sanitizer bottles and plexiglass shields.
- **Contact Tracing** - Activities that involve working with a patient (symptomatic and asymptomatic) who has been diagnosed with an infectious disease to identify and provide support to people who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not (CDC).
- **Local Authorities** - Refers to any relevant state, county, city or district authority, including, but not limited to, state departments, departments of health, departments of education, district offices, authorizers, etc.
- **Local Health Authorities** - Refers to the foremost government health authority of the region, for whom schools would be working with in the event of a confirmed case of COVID-19, most likely the local Department of Health.
- **Blended Learning** - A combination of in-person and remote instruction to create a powerful educational experience where each mode of learning supports the other.
- **A/B Schedule** - A schedule of blended learning where scholars are separated into two groups (A or B) where the groups alternate between in-person and remote instruction on different days to accommodate classroom layouts that afford social distancing practices. Staff may or may not also follow an A/B schedule.
- **Grouping** - The process of keeping scholars in small groups throughout the day without mixing populations such that if transmission takes place within one group, the risk of transmission to other groups is significantly reduced.
- **Follow-Up Zone** - An area to where scholars are directed if they do not pass part of the daily health screening. A staff member will then follow-up with the scholar's family or authorized contact prior to determining next steps.
- **Monitoring Area** - A designated, private, isolated area where scholars displaying symptoms of COVID-19 will wait to be picked up by an authorized family member or contact. A staff member will monitor this area any time a scholar is present. The Monitoring Area will be cleaned and disinfected after a scholar leaves the area.

COVID-19 RESPONSE TEAMS

Formulating response teams ahead of time affords clarity of roles, responsibilities, and expectations prior to an emergency situation. Each school must designate a local COVID-19 Response Team that creates plans, assesses systems, monitors for safety, trains staff, and meets to make decisions related to COVID-19.

School COVID-19 Response Team

The School Team should be composed of at least the Principal/ED and the Director of Ops, with other members at the discretion of the leader.

Title	Name	Phone and Email
Executive Director	Adam Johnson	347.504.5354 adam.johnson@democracyprep.org
DPAC K-8 Principal	Anastasia Lyons	702.506.8005 anastasia.lyons@democracyprep.org
DPAC 9-12 Principal	Ali Taylor	702.934.3087 alexandria.taylor@democracyprep.org

Director of Operations	Brian Rice	702.518.0518 brian.rice@democracyprep.org
Operations Manager	Ashley Moser	702.477.9973 ashley.moser@democracyprep.org
Email Group	dpaccs_covid19@democracyprep.org	

CMO COVID-19 Response Team

The CMO also maintains a COVID-19 Response Team, composed of the following persons. Upon learning of a positive case, or other COVID-19-related emergency, a member of the School COVID-19 Response Team should call CMO teammates in descending order until someone is reached. Once someone has been reached, the CMO Response Team will notify other members of the team and the school may stop calling.

The below teammates also comprise an internal list group: dpps_covid19@democracyprep.org. This group can be contacted for questions or to formally share information following up from individual phone calls.

Title	**Name**	**Phone**
Assistant Superintendent (OOTS Coach)	Kimberly Wall Duncan Scherer Tanya Nuñez	917.496.2862 646.398.0360 347.684.1025
Superintendent	Steve Popper	646.457.7748
CEO	Natasha Trivers	917.734.2509
Legal Associate	Capri Reid	347.931.5808
Chief of Staff	Linda Jones Easton	917.280.6391
Chief People Officer	Lisa Friscia	917.750.1428
VP of External Affairs	Princess Lyles	646.942.6403
Senior Director of Operations & Facilities	Kenny Mason	347.380.1530
Network Director of Operations	Jordan Stenzel	646.413.2448
External Affairs Manager	Charlotte Hockens	646.226.4590

EXTERNAL AUTHORITIES & SUPPORTS

Coordination with local authorities, particularly the local health department, is crucial to proper response if positive cases are confirmed. Local authorities will guide us in our decision-making for requiring individuals to stay home, getting families tested when necessary including potentially at risk scholars and families via contact tracing, helping to make decisions about the need for partial or full closure, and more.

Schools in each region must identify all the relevant parties that will need to be notified in the case of programmatic changes or full or partial closure due to internal transmission of SARS-CoV-2 and schools will need to complete this section based on their local contacts.

Agency	Field	Contact Information	Urgency / Notes
Southern Nevada Health District	Health	702.759.1000	Notify immediately when a case is confirmed. Inform of confirmed cases, inquire about next steps with individuals, contact tracing/investigation. They may also reach out to us if scholar/staff goes for testing prior to notifying.
State Public Charter School Authority	Government	775.687.9174	Consult with Legal, CEO, OOTS first
BGCSNV	On-Site Community	702.638.1120	Immediately notify of confirmed facts or information relevant to potential responses for their organizational community (as we would want them to with us)
Agassi Foundation, David Frazer Accurate Building Maintenance	Facilities	702.445.9584 702.220.8180	Communicate for adjustments to cleaning needs and for their personal safety Notify of extended closures
CCSD Food Service	Meals	702.799.8123	Inform of changes Inquire about meals for scholars during closure
Dr. Joseph Morgan, PhD	Board Chair	702.895.3329	Consult with CEO, Chief of Staff
Maxim Healthcare	On-Site Nurse	702.369.9828	Inform of changes to scheduling

PPE & RELATED SUPPLIES

PPE

- Cloth Masks
    - Scholars and staff may wear their own masks and/or face shields as long as they are appropriate (e.g., no vulgar phrases or imagery; improper fit; unclean)
- Disposable Masks - ample supply (~500-1,000) as backup
- Gloves - ample supply to meet demand for optional use by staff and for cleaning and meal service staff (including if staff will be supporting with classroommeal distribution)
- Individual Hand Sanitizer Containers with Carabiner - 1 per scholar and staff member. ~20% extras available
- Poly-carbonate Barrier for Reception Area and scholar desks

Health Screening Supplies

- Infrared Forehead Thermometers
    - These thermometers are not currently discounted when purchased in bulk so schools should purchase their own. Recommended thermometers range from $50-90/each and can be purchased on Amazon or from trusted PPE suppliers. Do not purchase models costing less than $50.
- Batteries for Infrared Forehead Thermometers
- Scholars: Daily Health Screening Questionnaire in English (https://bit.ly/3jXMa1H) and Spanish (https://bit.ly/3ALFB8i)

- Staff, Guests, Vendors, and Others: Daily Health Screening Questionnaire (https://forms.gle/NyMbPjtWzyBDj9SU7)
- Staff, scholar, and visitor sign-in is tracked through the health screening questionnaire.

Cleaning Supplies on Hand

- Sanitizing Wipes - ample supply to meet increased staff demand, stocked by all common areas (microwave, refrigerator, all copiers), regular cleaning of frequently handled scholar supplies (passes, individual sanitizer bottles when refilling), and to support at least daily cleaning of face shields by those who are using them.
- Hand Sanitizer - avoid those that contain methanol (USA Today)
    - Large Pump Bottles
    - Wall-Mounted Pumps and Refills
    - Pumps on stands that can be moved to rotating high traffic spots throughout the day
        - These can be positioned in more unavoidable manner than wall-mounted, but are more expensive
    - Consider multi-gallon drums
- Disinfectant - EPA-Approved List
- All other supplies required by Accurate Building Maintenance and The Agassi Foundation

COVID-19 Classroom Kit

All classrooms and most offices will be equipped with hand sanitizing stations and signage.

Signage - see below

Other Items Considered

- Soap spray bottles, disinfectant spray bottles, and paper towels for all classrooms and offices
    - CDC recommends cleaning surfaces with soap and water, then disinfectant
- Plexiglass or other partitions for specific spaces -
    - To increase utilization of small spaces
    - For specific scholar services that require interaction closer than 6 feet and where masks and face shields may not be faithfully worn
    - To achieve higher capacity in rooms
- Oral thermometers for families to use at home as per pre-arrival screening
- Microphones for teachers - so they can be heard throughout the room through a mask/shield without yelling (which may increase risk of transmission)
- 'Smart Keys' for staff - these are not actually keys but small tools that fit around one finger to allow for turning handles, pressing elevator/microwave/copier buttons, etc without having to touch the surfaces. The keys can then be regularly cleaned.
- Portable Hand Washing Station - fill up bucket with water that runs to a waste bucket; to increase opportunity for soap usage
- Collection baskets for individual sanitizer bottles - staff members refilling
- Disposable Visitor Passes - as opposed to those that are returned to the office; volume of visitors should be minimal (see below)
- Reusable Water Bottles - for scholars and staff, to minimize trips to water fountains
- Water Bottle Refill Stations - hands-free if possible
- Tissues - ample/excessive supply
- Paper Towels - ample/excessive supply
- Washer & Dryer - as necessitated by curricular materials

PHYSICAL LAYOUT

The following guidelines will be followed within each individual space. In general, 6-feet spacing will be maintained to the maximum extent possible and all spaces will be organized to facilitate such spacing. 6-feet is a minimum and, where possible, even more spacing will be used.

Classrooms

-
- Windows will be opened when safely possible to increase ventilation
- Interior doors will remain open to increase ventilation.
- Exterior doors will be open to increase ventilation when feasible.
- We will incorporate outdoor classrooms where possible and seasonally appropriate.
- Sharing of devices, toys, games, learning aids or other scholar supplies is prohibited.

Offices, Teacher Workrooms & Copier Areas

- Signage and available supplies will encourage staff to sanitize common hardware (copier, microwave, refrigerator, faucet) after each use
- Windows will be opened when safely possible to increase ventilation
- Interior doors will remain open to increase ventilation.
- Exterior doors will be open to increase ventilation when feasible.

Hallways

- We will restrict bathroom and hallway pass time to specific windows when classes are not transitioning
- We will use outdoors spaces for transitioning where available and weather-permitting as a 'plan A' route

Restrooms

-
- Doors propped open to avoid touching of handles where possible
- Windows will be opened when safely possible to increase ventilation

Arrival Health Screening Area

- Scholars will be pre-screened during arrival to assess potential symptoms and ensure completed daily questionnaires. Scholars will pass a temperature check and submit their daily questionnaire at the screening area.

Staff, vendors, guests, and other adults will pass a temperature check and confirm submission of their daily questionnaire at the Front Desk.

Short-Term "Follow-up Zone"

- School will direct specific subsets of scholars who do not pass their daily health screening during the scholar arrival process to the Health Office.
- Scholars who have the following issues will move to a detour space and remain 6 feet from each other as they await next steps:
    - Missing or incomplete health screening card - Family or authorized contact needs to be contacted to complete the screening questionnaire over the phone
    - Health screening card indicating scholar is at risk - Parent needs to be contacted for more information
    - Temperature at or just above 100.0 degrees F on preliminary screening - Wait 5 minutes to be rescanned
    - Scholars who are clearly symptomatic (i.e. visibly ill or temperature well over 100.0 degrees F) should go straight to the Monitoring Area, unless their parent is still present.

Monitoring Area

- Every school will have a dedicated space to serve as a monitoring/holding area for symptomatic scholars as they await parent pickup (Gym Vestibule).
- A teammate and backup teammate from every version of the schedule will be designated to monitor this space if and when a symptomatic scholar(s) is present.

Reception Desk / Main Office

- We have installed a barrier that protects the receptionist from guests who are standing or sitting nearby.

Cafeteria

- We will serve all meals in classrooms.
- Cafeterias may be utilized following 6-foot social distancing. Physical markings or arrangement will easily identify 6-foot spacing.

Gym

- If athletics are permitted, all local regulations will be adhered to. .
- Windows and doors should be opened when feasible to increase ventilation.

SIGNAGE

Signage reinforcing best practices involved with reducing transmission of SARS-CoV-2 will be posted throughout the school, particularly in high-traffic areas such as the main entrance and restrooms. Signage will also be leveraged to reinforce specifically related school systems in relevant spaces.

DPPS Signage Kit

The DPPS Communications Team will put together the following signage kit for printing or ordering.
Signage to include:

-6 ft floor markers
-Practice social distancing
-Wash hands 20 seconds, 60%+ alcohol sanitizer
-Wear face covering
-List symptoms, stay home if ill
-Cough or sneeze into elbow
Face masks required (entryway)
Please use sanitizer before entering
Wipe down desks (student-facing)
Stop for health screening/temp check

SPECIAL POPULATIONS

There are specific populations of scholars that require special accommodations and planning, particularly those with specific health risk factors and those with mandated special services. DPAC will provide reasonable accommodations, for staff and students at higher risk for severe illness and promote behaviors that reduce spread.

Scholars with IEPs or Those Receiving Related Services

The school-based ACT team will review IEPs for those students who may be unable to wear a mask or may have special health or behavioral needs that require alternative PPE for those students. If a student cannot wear a mask or acceptable face covering, that scholar should be in an isolated area more than 6 feet from other students and staff.

Scholars Experiencing Discomfort with Masks

If scholars express extreme discomfort with wearing masks, alternatives may be considered. The most important factor is that some sort of face covering is used consistently to the maximum extent possible.

Alternatives include:

- Different types or sizes of cloth masks, including over-ear vs. tie-behind varieties
- Different types or sizes of disposable masks
- Devices or clips that take pressure off over-ear straps
- Face shields
- Bandanas or scarves - these are not preferred options and we must ensure they are secure enough to consistently cover the mouth and nose

IMMUNIZATIONS & PHYSICALS

State law where applicable requires all children entering school must provide proof of immunizationagainst DTaP (diphtheria, tetanus, pertussis), IPV/OPV, MMR (Measles, Mumps, Rubella), Hepatitis A, Hepatitis B, Meningococcal Disease, Varicella (chicken pox), and the annual Influenza vaccine. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. All scholars must have on file proof of the required immunizations beforethey can be enrolled at a DPAC school. Failure to comply with immunization requirements may result in exclusion from school and missed school days.

Immunizations and physicals are still required by the first day of school (and updated based on birthdate as applicable). Scholars will still be excluded from schools on standard timelines if non-compliant.

STAFF TRAINING

The multitude of new policies and procedures creates a need to train or retrain staff on numerous systems. Relevant training the following training will take place prior to the return of scholars to ensure the safety of the entire school community.

The following is a list of trainings for staff trainingbased on policies in this Plan:

- Staff arrival and health screening
- Scholar arrival and health screening
- Scholar dismissal
- Monitoring scholars for symptoms
- When to send a scholar to the nurse
- Hygiene routines and schedules for classes
- Technology distribution, charging, and use
- Attendance and attendance intervention processes for in-person and remote learning
- Schedules and transitions that discourage general movement and minimize cross-traffic
- Sanitizing the classroom during the day (must do full wipe-down after each group of scholars)
- Meal service compliance, particularly where teachers will assist with in-classroom meal service
- ERT and Safety Plan changes based on scheduling (standard annual School Safety training still required)
- Best practices for staff meal time (refrigerator/microwave/water cooler etiquette, food delivery protocols)
- Cautioning against loud chants/signing
- Face coverings as part of uniform
- How to enforce wearing of face coverings
- System for obtaining alternatives such as face shields for scholars struggling with masks

Training will include checks for understanding (CFUs) to ensure staff understand policies and expectations and have opportunities for role play and simulation. Proper feedback is essential because many of these systems need 100% understanding and compliance to be fully supportive of every member of our school community. As withschool safety training, the above topics that directly pertain to the safety of the school community, 100% on CFUs or assessments is the expectation and staff should continue re-takingsuch assignments until achieving 100% success.

SYSTEMS

STAFF ARRIVAL

Daily Entry and Temperature Screening
The school building will be open for arrival starting at 5:30 AM. You may not enter the building prior to this time unless cleared with a member of the School COVID-19 Response Team, as all staff must submit their online health screening questionnaire and complete a temperature screening immediately upon entry.

All staff must wear a face covering when entering the building. Enter through the Front Office entrance and stop at the Front Desk for your temperature screening. A teammate will confirm you have submitted your daily online questionnaire and complete your temperature screening by placing an infrared thermometer near the center of your forehead. The thermometer must be approximately 1 inch from your forehead but will not make contact with your body.

Daily Online Staff Health Screening Questionnaire (https://forms.gle/NyMbPjtWzyBDj9SU7)

Initial temperature checks should be conducted at home. No staff may enter the building prior to submitting their questionnaire entering the school. Signage is posted at the Front Door. Anyone answering yes to any of these questions must talk to a member of the School Leadership Team before entering. Staff may enter if there are anyreasons to explain why you have the symptom(s) listed (i.e. muscle fatigue because I'm training for a race/marathon).

All staff that are not fully-vaccinated must wear a mask when entering the building. While on campus, all staff must wash their hands regularly and thoroughly.

If circumstances allow, a second staff screening areamay be established near the Nurse's Office.

If a Staff Member Fails the Temperature Screening
If your temperature is below 100.0 degrees Fahrenheit, you will be permitted to enter. If your temperature is at or just above the threshold (~100.4), you may wait to the side for 5 minutes and try again. If your temperature is above 100.0 degrees F, or you fail twice, you will not be permitted to enter and must visit a local healthcare facility to be assessed and/or tested for COVID-19. You must inform your supervisor and HR representative that you were denied entry and confirm again when you have visited a healthcare facility. You may not return to school until you have been cleared by your physician.

Your HR representative will discuss your personal situation with you to determine your ability to work remotely while quarantined.

Screening of Staff Arriving Late
Staff arriving late must inform the School Leader, who must promptly inform the designee assigned to late arrival screenings. The late staff member must report to the designated screening area (Front Office) upon arrival.

Staff arriving on campus outside of regular operatinghours when Ops Team members are not present to conduct temperature screenings will self test (or test with their colleagues) following the same protocols outlined above.

Staying Home & Calling in Sick
If staff is sent home they must stay in touch withour HR representative about their ability to return to school. Medical certification of their fitness to return must be provided. If they have a fever, they must be fever-free, without fever-reducing medication, for 24 hours before returning.

CMO Screening & School Visits
CMO staff will follow an identical staff screeningprocess, including temperature screenings.

SCHOLAR ARRIVAL

The below section outlines bottom lines, sample calculations, and important considerations for scholar arrival, including the necessity of a daily scholar health screeningprocess.

Daily Health Screening Process
The health screening process for scholars mirrors that of staff in many ways. The primary differenceis that scholars should submit a daily health screening questionnaire with assistance from a parent or guardian. Initial temperature checks should be conducted at home.

Steps of the Scholar Daily Health Screening

1. Scholar passes the prescreening checkpoint to ensure their mask is on and they have a completed daily health questionnaire. Scholar is visually looked over for symptoms of COVID-19 including shortness of breath, coughing, flush face, fatigue, runny nose, and congestion
2. Scholar stops at screening checkpoint and confirms completion of the daily health questionnaire.
3. Scholar undergoes temperature screening using infrared forehead thermometer.
4. All student screening policy must take into account any accommodations required for students with disabilities who may be unable to be screened as above.

Pre-Arrival Process for Parents
As indicated by the daily scholar health screening questionnaire, we are asking parents to perform a health screening of their own scholar(s), including checking their scholar's temperature, before leaving the home each morning. Parents must then complete and sign the scholar's daily questionnaire and ensure the scholar brings the slip to school.

If a Scholar Does Not Pass the Screening:

- Scholars are directed to the nearby 'follow-up zone' where another staff member will troubleshoot based on individual scenarios, such as:
    - If a K-2 scholar does not have or did not fully complete the screening questionnaire, we will call the parent to verbally screen for the questions, complete the survey, and inform the parent the scholar must have a completed survey for every day they attend. Scholars in grades 3-12 may fill out their own questionnaire with the assistance of a DPAC staffmember.
    - If the scholar has a temperature at or just above 100.0 degrees F (up to ~100.4) the scholar will wait calmly for 5 minutes before returning for another temperature screening.
    - If the scholar has a temperature well above 100.0 degrees F, or fails a second screening, they will be escorted to the monitoring area. If in the monitoring area, the scholar's family member or authorized contact needs to be called to come pick the scholar up immediately. Scholars in the monitoring area must be monitored by a pre-designated staff member (that is not the nurse).
    - If the scholar has other symptoms related to COVID-19, they must be picked up and will not return until explicitly cleared by a doctor to do so (whether tested for COVID-19 or not).
        - Families of elementary school scholars will be encouraged to wait outside a few minutes prior to drop off and try to ensure their scholar passes before departing.
- DPAC will keep records of all scholars who have been sent to the Follow-Up Zone.
    - Any scholars who did not pass their first temperature screen, but pass the second will be followed up with later in the morning for an additional temperature screening at an appropriate time.

Arrival Schedule

- **DPACES 7:00 AM-7:30 AM** Pre-screening in the South Parking Lot to include visual symptom checks, questionnaire confirmation, mask-wearing enforcement, and initial dress code checks.

        - Health-screening in the Elementary School to include temperature checks and questionnaire collection.
        - Handwashing or hand-sanitization upon arrival.

- **DPACMS 7:00 AM-7:30 AM**
    - Pre-screening in the South Parking Lot to include visual symptom checks, questionnaire confirmation, mask-wearing enforcement, and initial dress code checks.
    - Health-screening in the Middle School to include temperature checks and questionnaire collection.
        - Handwashing or hand-sanitization upon arrival.
- **DPACHS 7:00 AM-7:30 AM**
    - Pre-screening in the South Parking Lot to include visual symptom checks, questionnaire confirmation, mask-wearing enforcement, and initial dress code checks.
    - Health-screening in the High School to include temperature checks and questionnaire collection.
    - Handwashing or hand-sanitization upon arrival.

Additional Arrival Considerations
The following will be considered within the redesigned arrival process:

Parent Access During Arrival
Unless parents can reach the normal reception area without crossing into scholar arrival areas, parents will not enter school spaces during the new arrival processes. Parents will wait until the end of all arrival processes to enter school. All guests will access campus through the Front Office.

Late Scholar Entry
Scholars arriving after their arrival window are folded into the current arrival window. Any scholar arriving after the final health screening at 7:30 AM will enter through the Front Office and follow the same screening protocols.

SCHOLAR DISMISSAL

Scholars will be escorted beyond the threshold of the school building and additional expectations should be set as regionally appropriate to ensure expected behaviors.

DPAC Dismissal Schedule
- **DPACES 4:00 PM**
    - J StreetPlayground Exit
- **DPACMS 4:00 PM**
    - South Gate
- **DPACHS 4:00 PM**
    - South Gate

SCHOLAR MOVEMENT & GROUPING

One of the important tenets of reducing the risk oftransmission is **grouping**, where scholars spend as much time as possible with the same small group of scholars throughout the day. Similarly, staff will minimize time spent with staff or scholars outside their direct instructional cohort, whenever possible.

Schedules will be designed to keep scholars in the same room as much as possible.

Hallway Movement & Scheduling
Restroom and hallway pass usage will be restricted to times and spaces that are not during transitions.

HYGIENE

Personal hygiene is another essential tenet of reducing the risk of transmission. Generally, personal hygiene focuses on increased hand-washing, use of hand sanitizer, and coughing or sneezing into your elbow or a tissue. Scholars, faculty, and staff must be trained on proper hand and respiratory hygiene and we will provide information to parents about how to reinforce these methods at home.

Hand Washing
Hand washing with soap and water is the most effective method to clean your hands.

According to the CDC, follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Scholars at Democracy Prep will wash their hands at arrival as well as before and after eating. In order to achieve this, ample time will be built into schedules for handwashing at these times. Additionally, scholars will wash hands or use hand sanitizer any time they switch rooms.

Cleaning or facilities staff will be aware of handwashing schedules so they can frequently clean restrooms after class usage.

Hand Sanitizer
Hand sanitizer will be readily available in every classroom and office in the school building, as well as in conspicuous areas at the entrance and exit to the school.

Hand sanitizer will contain at least 60% alcohol to be effective against transmission of SARS-CoV-2 and will not contain methanol as it can be fatally poisonous (USA Today).

When applying hand sanitizer, rub hands together, until hands feel dry. This should take around 20 seconds. Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.

TECHNOLOGY

Individually Assigned Devices
DPAC will assign individual devices to individual scholars because this will reduce the risk of cross-contamination and because most scholars will need to bring their devices to and from school. DPAC will develop care guidelines for scholars to follow when transporting technology and to consider providing cases based on the type of device.

Schools must keep records of individual device assignments and log them in official inventory systems where possible. Scholars should not share their devices with anyone else and follow a clear set of expectations for technology care (ex: Policies and Expectations for DPPS Chromebook Usage - NY).

MEALS

Classroom Meals
During meal time, scholars may temporarily remove masks but only while remaining seated and actively eating.

Below are additional meal process expectations for meals systems in classrooms:

- Classroom
    - Operations staff will pack meals into coolers or insulated bags as needed and transport them to each classroom.
    - Teachers will distribute meals or scholars will self-serve while monitored to ensure they do not touch multiple meal items.
    - Teachers will record which scholars participate in school sponsored lunch program.
    - Waste collection by the teacher, bringing around the waste basket to collect
        - Operations will assist by delivering large bins to each classroom immediately after meal service.
    - Scholars will wipe down own desks using teacher-distributed supplies
    - We will use outdoor dining when possible and weather permitting

Compliance & Training
Ultimately, food service will continue at the same high standards, by properly trained staff, for the health of our scholars.

PIN Entry
If required, DPAC will have staff-entered PIN entry or barcode scanners. Scholars will not be using PIN pads one after another to avoid cross-contamination.

In-Person Learning and Distance Education

Student and Staff Wellbeing:

Scholar wellbeing:
DPAC will leverage several structural components to support children's social emotional wellbeing. Specifically, we will rely on our Scholar Support Team, restorative practices, and advisory classes

Scholar Support Team:
Every DPAC scholar will have access to DPAC's Scholar Support Team, which is a group of licensed social workers and behavioral specialists who are trained to provide emotional support for children. This team will work 1:1 and with groups of scholars to help children manage emotions and remain engaged in school. Additionally, this team will be charged with leading the DPAC's restorative practices.

Teacher & Staff Wellbeing:
Keeping our staff mentally and physically healthy is a critical component of ensuring the school remains people centered.

Our staff have access to a variety of mental & physicalhealth resources on The Crest, Democracy Prep's internal web page. The Crest provides staff with access to mental health professionals, self-help guidance, and tips on healthy living.

In addition to the resources we provide to staff, we direct staff to resources they can leverage for their families.

Accelerating Student Learning:

Context:
Over the past year and a half scholars, families, teachers and staff made a heroic effort to continue and accelerate learning. Despite our school community's best efforts, scholars will enter the 2021-2022 school year with learning gaps.

Our Goal:
We will accelerate learning so scholars end the 2021-2022 school year at or above grade level.

Our Plan:
Democracy Prep will teach the most important 85-90% of grade level content in each course. Use the other 10-15% of the year to provide timely supports before, during and after lessons. Provide targeted, small group supports outside of lessons using tutoring and, where possible, intersessions. We have borrowed the term Just-in-Time supports to execute our plan for this year. Just-in-Time supports happen before, during or after a lesson.

Before a Lesson -- 'Pre Teaching':
Purpose: To ensure that scholars have mastered the essential prerequisite skills or knowledge needed to access a unit.
Format: Full lesson done 12 times a year and created by the Democracy Prep Academics Team

Pre Teaching lessons focus on the 1-2 prerequisite skills that scholars must have before they can understand the unit as a whole. Scholars can't write a strong essay unless they already know how to write a strong paragraph. And they can't solve multi-step equations without first being able to solve single-step equations.

These lessons take a full day of instruction and are provided by the Democracy Prep Academic Team. Since there are 12 pre teaching days a year most units will include at least one pre teaching day. These days will be added for language arts and math in Elementary, and all supported courses in middle and high school.

During a Lesson -- 'Scaffolding':
Purpose: To provide scaffolds that help scholars access an individual lesson.
Format: Part of a lesson and can vary in the number during a unit

The next type of support, scaffolding, happens during a lesson. It includes the traditional kind of scaffolds and supports we'd expect to see in a strong classroom, like graphic organizers or unbundled questions that break a hard problem into a series of simpler steps.. But it also includes supports that directly compensate for missing skills. It's essential for a fourth grader to learn long division, but if a scholar in Algebra 2 still can't do long division it makes more sense to give him a calculator. For the fourth grader, learning division is the heart of the lesson, but for the 11th grader the heart of the lesson probably deals with quadratic equations -- division is only a stumbling block along the way. In this example, the calculator is a *scaffold* for the older scholar.

Scaffolds are created by teachers in response to scholar data, based on exit tickets, pretests and teachers' knowledge of their classes. They should be used to help bridge small knowledge gaps and proactively address misconceptions. School leaders should look for these scaffolds when reviewing lesson plans and support teachers who need additional help crafting the scaffolds. Out of the three types of supports, these are going to be the hardest, so start by mentioning them to experienced teachers, but have all teachers focus on the after the lesson supports.

After a Lesson --'Targeted Support':
Purpose: To help scholars practice skills that they have seen but haven't yet mastered.
Format: Full lesson done 12 times a year and created by the classroom teacher

The final type of Just in time support happens after a lesson is done. This year we're including 12 flex days per year that should be used for reteaching and scholar support. These days are spaced evenly throughout the year, and are created by teachers to fit the needs of scholars. In our next Learning Acceleration session we're going to discuss our process for

regular data cycles. But in short the goal is to provide scholars support for material they haven't mastered before they're asked to demonstrate mastery on a unit test or Trimester exam.

This year we will dedicate one hour of Professional Development every other week to evaluating scholar data and action planning from that data. Democracy Prep intends to provide scholars with grade-level materials in each class. In order to ensure learning gaps are closed, Democracy Prep will provide 24 days where missing concepts will be retaught or targeted

Distance Education: Students unable to participate in-person
Democracy Prep will offer a combination of asynchronous and synchronous work for students who are unable to participate in in-person learning because of a documented medical condition or because of mandatory quarantine as a result of public health officials' directives.

Students unable to attend in-person classes will receive asynchronous work from their teachers each day on an online platform. Those students will also be able to tune into live-classes that will be delivered via an online meeting platform. As a way to ensure students have access to a live teacher each week, any student attending school remotely will have a 60-minute session with Democracy Prep teachers or subject matter experts.

Distance Education: Supporting Students
Any student at DPAC who must attend school virtually will have all necessary technology provided to them by the school. DPAC has secured enough technology to provide 1:1 technology with all enrolled children. Additionally, any child who requires internet services at home can receive a school-provided hotspot upon request.

Democracy Prep will continue to provide special education, English Language, and meal services to remote students who require said services. The school will allot special office-hours for remote students who require additional services. Our Special Education teammates will have hours built into their schedules to provide individual and group services to remote students using an online platform.

ATTENDANCE

We will respond to our data when it indicates a high number of absences per each student or patterns of high rates of absenteeism.

Tiered Intervention System for Absences in Virtual and Hybrid Learning

Intervention Tier	Criteria	Action Steps	Owner
Tier 0	Every absence, daily	**PERSONAL PHONE CALL** - Personal phone call to parent - If parent is not reached, leave a voicemail and follow up with a text and email - Supporting absence documentation is requested in writing. Upon receipt of artifact (letter, email, text), enter "Documented Absence" for scholar in DeansList and include reason for absence and name of adult who signed artifact in the comment for Social Worker. - Communication logged in DeansList (calling via the DeansList phone app automatically initiates a communication log) *-Additionally, a follow up call can be made by any member supporting*	Non-instructional Staff

		a class or by an SST member (this in addition to the Receptionist call).	
Tier 1	Every absence, weekly	**ADVISORY CALL** - Advisory teacher reviews attendance and academic records for each advisee to prepare for call and creating action plans - Advisory teacher calls family, logs communication in DeansList - If parent is not reached, leave a voicemail and follow up with a text or email - Communication logged in DeansList (calling via the DeansList phone app automatically initiates a communication log)	Advisory Teacher
Tier 2	10-19 absences	**MEETING WITH SOCIAL WORKER AND/OR SCHOOL LEADER** Attendance Int. Mtg. Request Template - Administrative Manager runs 'workflow' to send email alert to Social Worker, School Leader, and the Ops Team - Social Worker checks how many absences are documented/undocumented and reviews scholar academic and behavioral records - Social Worker emails letters to families via DeansList - Social Worker contacts families to set up virtual meetings - Social Worker begins planning and/or drafting intervention ideas before meeting - Social Worker meets with families to co-develop an action plan, signed by family - Social Worker emails agreed upon action plan to family following meeting and requests that the family reply to confirm receipt - Social Worker uploads signed action plans to scholar's registration folder [BOX LINK] and links the letter in DeansList communication log - Social Worker sends advisory and Grade Level Leader a confirmation of the uploaded letter. - Social Worker clears scholars from list on DeansList after meeting	Social Worker or member of the SST team
	10-19 absences	**OTHER INTERVENTIONS BASED ON SCHOOL LEADER DATA REVIEW** - School Leader reviews attendance data on bi-weekly basis to identify individuals who need additional personal intervention steps beyond Tier 2 meeting - School Leader, Social Worker, and Administrative Manager (consider inviting GLLs and Advisors as needed) meet to discuss next steps based on SL bi-weekly data review. - Administrative Manager runs 'workflow' to send email alerts to Social Worker, School Leader, GLLs, Advisors, and Ops Team - Additionally, Social Worker reviews progress of families who are approaching Tier 4 status to attempt further intervention prior to contacting Child Services - School Leader reflects on attendance data and intervention attempts in monthly dashboard reflection	School Leader
Tier 3	20 Absences *Undocumented /*	**CHILD SERVICES CONTACTED** - Administrative Manager runs 'workflow' to send email	Social Worker

	*unexcused (as per state/agency policy)**	alerts to Social Worker, School Leader, and Ops Team - Social Worker evaluates documented and undocumented absences, as per stat/agency policy, and determines whether addtiional communication with Child Services is warranted. - If Child Services will not be contacted, Social Worker informs Administrative Manager, Ops Manager, and School Leader with rationale and said rationale is documented via email. - Social Worker contacts Child Services and logs communication in DeansList - Social Worker confirms with Ops Team and School Leaders that Child Services has been contacted - Social Worker clears scholars from list on DeansList after meeting (or may leave scholars on list if helpful for revisiting)	

SYMPTOMATIC & ILL SCHOLARS

As noted in the Physical Layout section, every school will designate an isolated Monitoring Area where scholars exhibiting symptoms of COVID-19 must remain while waiting to be picked up.

As noted in the Arrival section above, scholars will turn in a health screening questionnaire each morning and undergo a temperature screening upon entry to the building. Scholars failing such screenings will be sent to the Follow-Up Zone for further investigation. Some of those scholars, such as scholars with temperatures well over 100.0 degrees F, will be escorted to the nurse or directly to the Monitoring Area. Additionally, staff will be constantly monitoring scholars for potential symptoms throughout the day.

Constant Monitoring & Nurse
All staff will be aware of the symptoms of COVID-19 and be actively monitoring scholars for symptoms at all times. It is the collective responsibility of the DPAC staff to flag issues as soon as possible in support of the health of the community.

Should any staff notice symptoms in a scholar or should a scholar report any relevant symptoms, the scholar will be immediately escorted to the Monitoring Area while wearing a face covering. The nurse will assess the scholar and determine if they should be picked up. If pick-upis needed for symptoms relating to COVID-19, the scholar will be escorted to the Monitoring Area.

Following a scholar being sent to the nurse for COVID-19 symptoms, the teacher will disinfect scholar spaces, door knobs, light switches, and other surfaces that the scholar may have been in contact with that day. As appropriate, support similar efforts in other rooms if the scholar has moved throughout the day. Otherwise wait for further information to avoid creating panic.

Data Tracking
Any time a scholar is sent to the Follow-up Zone during arrival, sent to the nurse for possible COVID-19 symptoms, or sent to the Monitoring Area for parent pick-up, the information will be logged in our COVID-19 tracking system.

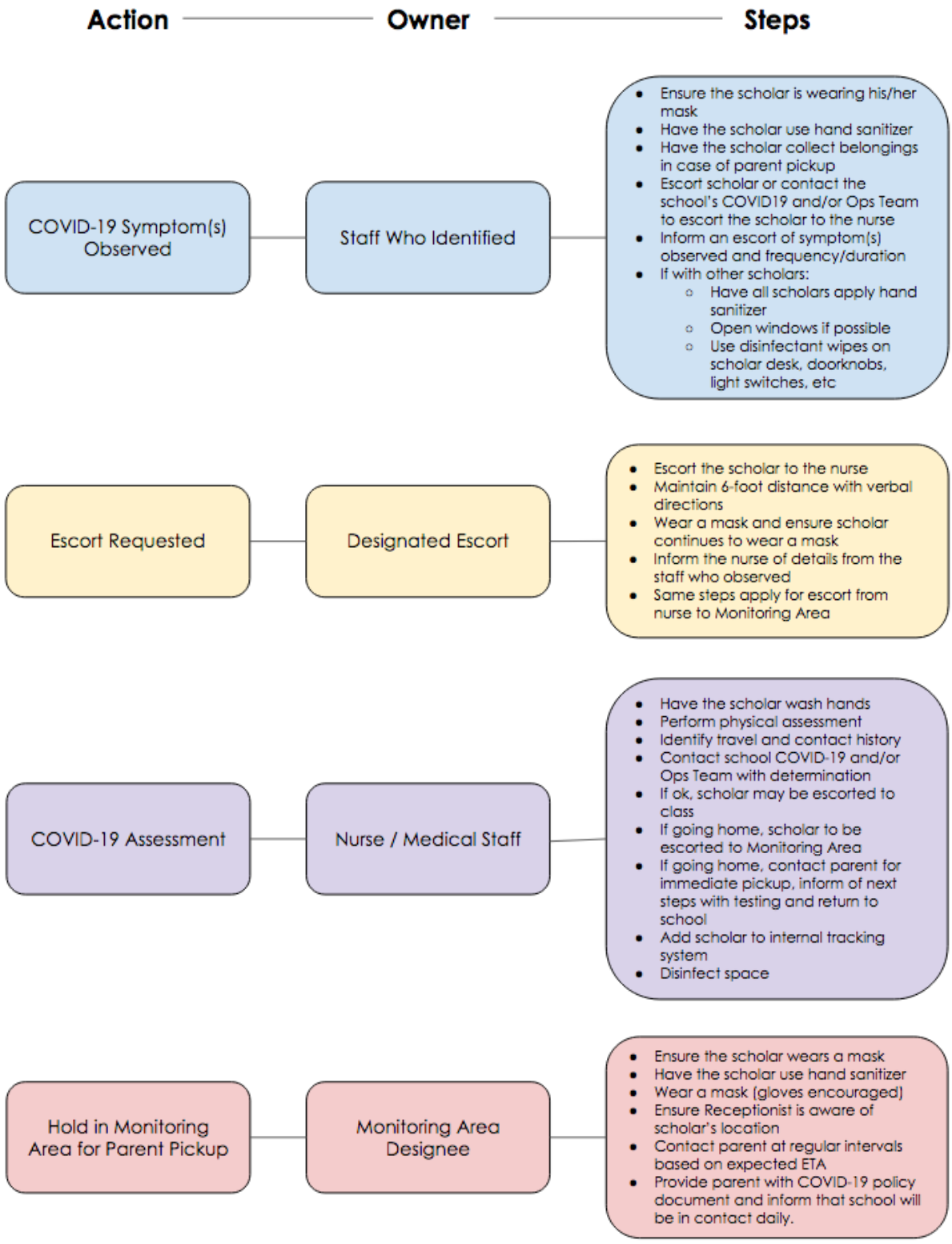
Immediate Pickup
Scholars exhibiting symptoms of COVID-19 must be picked up immediately by a parent, guardian, or parent-approved designee. It is important to frontload this expectation to families ahead of time and the importance and urgency of the scholar's removal from the space. Communicating this as a communal expectation will hopefully strike a cord because we all would presumably want to remove an ill scholar from the school space for our own safety. If an infected scholar has to sit with a staff member for extended periods of time, that staff member continues to be exposedto some level of risk, which can increase the risk for everyone else.

Disinfecting the Monitoring Area

After a scholar has been in the Monitoring Area, the space will be disinfected prior to continued use. If the scholar is strongly believed to be infected, we will avoid use of the area (and other areas used by the scholar) for 24 hours prior to initiating cleaning. A deep cleaning will be completed by the cleaning or facilities team that evening, if not earlier.

Action Flowchart for Symptomatic Scholar

(Outside of Arrival Screening Process)



Absence Due to Fever or COVID-19 Symptom

If a scholar is absent for the reason of fever orCOVID-19 symptoms, the following protocols go into effect for attendance and family follow-up.

1. The person learning of the absence will report the information to Ops for follow-up.
2. Ops will phone the family to:
    a. Inquire about details of symptoms as required for tracking, including date of symptom onset, body temperature, coughing, trouble breathing, etc. (However, please note the family is not required to supply details as manners of privacy).
    b. Inform the family that, regardless of severity, they must visit a local health facility for assessment and obtain proof of visitation. If the family has alreadybeen tested, obtain a date of testing.
    c. Inform the family the scholar must self-quarantine, follow up as soon as test results are received, and request medical documentation that the child can return.
3. The school nurse (or designee) will call to follow-up with the family and offer the same advice.
4. Ops will phone the family regularly to follow-up about scholar's health and test results.
    a. If the test results are negative, see section When Can the Scholar Return?

When Can the Scholar Return?

Essentially, after receiving written permission to explicitly do so by a physician.

A scholar who has stayed home or was sent home for COVID-19 symptoms or possible exposure needs to get tested immediately. If a scholar receives a negative test result, the scholar may return once cleared by his/her physician, which should include an absence of other symptoms. The family should request written documentation clearing the scholar for return to school. If tests are not available in a region, the family must follow local health advice regarding quarantine requirements.

If a scholar (or staff member) has been confirmedas a positive case of COVID-19, they must follow official guidance from local health authorities. Please see the Confirmed Case section below for more information.

For a brief overview see the White House's Guidance on Interpreting COVID-19 Test Results.

CLEANING & DISINFECTING

Cleaning is an essential part of preventing contamination and every teammate must play a role. However, because cleaning supplies, staff and frequency can get very expensive, remember that cleaning is part of many efforts we are making to reduce risk of transmission.

Cleaning by All Staff

All staff will adopt habits of cleaning high-touchareas, including door knobs, handles, light switches, desks, countertops, faucets, etc.

Disinfectant wipes or sprays and paper towels will be placed by all high-touch appliances such as microwaves, refrigerators, faucets, copiers, etc. These items should be quickly wiped down after each use.

Cleaning After Every Transition

Scheduling will minimize movement of scholars to reduce the risk of transmission. It will not be feasible for cleaning or Operations staff to execute such cleanings, so this will be the responsibility of teachers using classrooms. If rapid cleaning must take place, a teacher may distribute individual wipes to scholars prior to their departure and instruct and monitor them to clean their own spaces.

Disinfecting After Confirmed or Highly Suspected Case

If a case is confirmed or highly suspected, it is ideal to avoid using areas the person was directly using for 24 hours prior to initiating a deep clean to decrease chances of contamination for cleaning staff and cross-contamination with other materials .

Nightly & Deep Cleanings
Every night, school spaces will be cleaned. This includes:

- Disinfection via approved sprays and/or wipes of:
    - Scholar and staff desks, chairs, and tables
    - Door knobs and doors
    - Staircase railings
    - Locker surfaces and coat hooks
    - Bathrooms, including faucets, counters, sinks, toilets, hand dryers, towel dispensers, handles, and doors
    - Water fountains
    - Common hardware such as copiers, refrigerators, microwaves, water coolers
    - Countertops and cabinet surfaces and their handles
    - Kitchen spaces and hardware
- Sweeping and mopping of all floors in rooms and hallways
- Vacuuming of carpets and rugs

Additionally, "deep cleanings" will be scheduled for every Wednesday and Friday night and available on demand whenever the need arises.

Cleaning Company/Entity	Point(s) of Contact	Contact Information
Agassi Foundation	Dave Frazer	702.445.9584
Accurate Building Maintenance Main Office 702.220.8180	Ron Finken Victor Gutierrez Brad Ruxer	702.497.6255 714.574.6658 702.690.1861

VISITORS

Visitation volume will be drastically reduced to essential visitors during the duration of blended learning, and potentially beyond. Schools will prioritize phone and video meetings as much as possible in an effort to minimize risk of transmission and to avoid creating additional cleaning work given staffing and budgetary limitations.

Detailed Sign-In
All visitors must sign in and logs will be kept regarding who the visitors met with and what spaces they entered. This is essential information that is needed for potential contact tracing.

Sign-in logs will be saved digitally at the end of each day so they can be accessed remotely so that if schools learn of positive test results for an individual during after-school hours the information can be accessed immediately and leveraged for notifications.

Additional Steps
Schools will provide the following to supports to reduce family visitors and risk of transmission:

- Proactively communicate protocols for reducing on-site visits proactively to families along with preferred methods of contacting the school, as well as policies if on-site visits are required, such as face coverings
- Ensure there is clear signage that:
    - Leads guests directly to the main office

    - Indicates masks are required
    - Indicates availability of hand sanitizer
- Ensure hand sanitizer is available at entrance and in main office
- Require all visitors to use hand sanitizer either upon entry to the office or prior to moving to another part of the school.
- Designate an emergency meeting area near the main office/entrance for all in-person meetings.
- Will not allow guests anywhere on site without an escort. This includes escorting guests out of the building.
- Only use disposable visitor's passes.
- Establish cleaning processes for after visitors depart.
- Outfit the front desk with a shield to protect the staff member(s) receiving guests
- Ensure the front desk has a supply of PPE and ample cleaning supplies.

CMO Visitors
As noted in the Staff Arrival section, CMO teammates will undergo identical screening processes to school staff.

There will be a list created of approved CMO visitors and the number of CMO visitors will be reduced to those who are essential for school operations. CMO teammates must sign in and identify their visitation purpose and anticipated locations, meetings and/or observations.

CMO teammates must follow all hygiene practices the entire time they are on site, without exception. CMO teammates are visitors and must model the highest degree of compliance to maintain the trust and respect of school staff and scholars.

CMO teammates should not spend extended periods of time in schools if they are not engaged in work that requires their physical presence. For example, CMO teammates should not work in teacher workrooms or offices after meetings.

DELIVERIES

Delivery persons will continue to need access to the school space, however, their degree of interaction with the school space and staff should be minimized. This should be achieved through the following:

Package Delivery Requirements
- Designation of a deliver drop-off area outside, orimmediately inside, the school main entrance, including physical signage indicating the area
- Delivery staff not required to sign in if their designateddrop-off area is outside or just within the school threshold
    - If delivery staff must enter further into school spaces(i.e. case paper delivery), they must complete the online health questionnaire.
- School facilities or other staff will move boxes around internally.

GENERAL FAMILY COMMUNICATION

In order to roll out the policies and procedures within this Plan and others created by the school, proactive communication will be sent to all families. The school reopening plan will be posted on the school website.

Introduction Letter
Prior to physically welcoming scholars back to school, DPAC will communicate important policies and procedures in writing to families.

Staff will be informed of their role in discussingor fielding questions about these policies and procedures so parents remain confident in our unification and understanding of these important policies and procedures.

Opportunity for Questions and Feedback
DPAC will provide an accessible opportunity for families to ask questions and provide feedback directly to the school. DPAC will provide New Family and Returning Family Orientation. DPAC will share details of the Family Orientation inline with Prep Academy and the First Day of School.

'Mid-Year' Onboarding of Families
In addition to the communication above, DPAC will all have a formal system to onboard families to the same systems if their child(ren) joins the school after the schoolwide training occurs. This will be prioritized even more than before because many of these systems are measures of communalsafety that can quickly be compromised by individuals if not implemented consistently.

Parents need to immediately understand and implement prior to their scholar's first day (ex: pre-arrival health screening and screening questionnaire).

Changes to Policies and Procedures
DPAC will remain in touch with families regularly, particularly any time changes are made to policies or procedures related to COVID-19 safety. We ensure all families receive such communication regardless of preference of communication channel, which is never the same for all. As such, updates will be communicated via email, sent home with scholars in hard copy format (when appropriate), posted on the school website, and texted.

Staff will also be informed of their role in discussingor fielding questions about changes so the school presents as unified on these important matters.

SCHOLAR TRAINING & CONDUCT

The multitude of new policies and procedures creates a need to train or retrain scholars on numerous systems. Relevant training will take place immediately as scholars return to school spaces to ensure the safety of the entire school community.

The following is a list of scholar training based on policies in this Plan and other potentially related updates:

- Talking points about the seriousness of COVID-19 and our prevention measures to minimize the risk of transmission of SARS-CoV-2
    - Our 6 priorities
    - Including talking points for the importance of wearing face coverings, social distancing, hygiene, grouping, minimizing transitions
    - Brief information about our prevention efforts: staff training, cleaning schedules
- What to watch for about your own health, when to stay home
- Scholar arrival and health screening (and the fact that staff and visitors will undergo the same)
- Scholar dismissal
- Processes if symptoms are observed or reported during the school
- Hygiene routines and schedules for classes
- Technology distribution, charging, and use
- Attendance and attendance intervention processes for in-person and remote learning
- Meal service
- Consequences for violation of safety-related policies
- Ways for scholars and families to share feedback

Training will include checks for understanding (CFUs) to ensure scholars understand policies and expectations. 100% on CFUs or assessments is the expectation and scholars will continue re-taking such assignments until achieving 100% success.

Scholar Conduct & Consequences

Compliance with safety-related policies is crucial to ensure the risk of transmission of SARS-CoV-2is minimized. While we recognize some scholars will struggle with compliance for some policies (i.e. full-time mask-wearing), success will be achieved through sustained enforcement of these policies.

Violation	**Possible Re-Directions & Supports**	**Consequence Ladder**
Not Wearing Mask	Different mask types available if discomfort is rationale Face shields available if discomfort is rationale	TBD (ED + OOTS will need to collaborate to ensure there are appropriate and consistent supports and next steps in place.)
Forgot Mask	Back-up disposable mask must be provided Follow-up with family to troubleshoot and reinforce	TBD (ED + OOTS will need to collaborate to ensure there are appropriate and consistent supports and next steps in place.)
Violates Social Distancing		TBD (ED + OOTS will need to collaborate to ensure there are appropriate and consistent supports and next steps in place.)
Forgot Daily Health Screening Questionnaire	Send to Follow-Up Zone and contact parent Inquire if family has run out or lost blank forms	TBD (SLs + OOTS will need to collaborate to ensure there are appropriate and consistent supports and next steps in place.)
Refuses Temperature Screening	Send to Follow-Up Zone (if during arrival) and contact parent DREAM Coach or Social Worker intervention	Sent home if ultimately does not comply. Scholars may not proceed to class without being screened.
Refuses Hand Washing or Hand Sanitizing		TBD (ED + OOTS will need to collaborate to ensure there are appropriate and consistent supports and next steps in place.)

CONFIRMED CASE

GATHERING INFORMATION

As noted in the Symptomatic & Ill Scholars section, whenever scholars visit the Follow-up Zone, nurse, Monitoring Area or indicate they are staying home due to COVID-19 symptoms they must be logged into the COVID-19 data system. This allows us to organize information and to triage follow-ups.

Should we receive confirmation of a positive test for a scholar, staff member, or visitor, additional steps will take place immediately and will be coordinated by the School COVID-19 Response Team. A member of the Team will contact the family to obtain the following information or as directed by local health authorities:

- Type of test conducted: viral PCR (rapid), viral antigen (2-3 days), antibody (previous infection)
- Location/agency that conducted the test
- Date of test
- Date of positive result
- Date of first symptom(s)
- Date(s) in building since first symptom(s)
- Next steps from doctor or health official including anticipated duration of isolation
- Information on close, non-mask contact with any other scholars or staff members in days prior to and following onset of symptom(s)
- Any other relevant notes

COORDINATING WITH CMO, LOCAL AUTHORITIES & SUPPORTS

Immediately after collecting detailed information about the positive test result, a member of the School COVID-19 Response Team will follow the call tree to reach out to the CMO COVID-19 Response Team (starts with the OOTS Coach). Once a CMO Response Team Member is met, she will support further coordination amongst the CMO Team.

Collaboratively, the CMO and DPAC Team will be able to make decisions on:

- Programming and scheduling adjustments
- Partial or full school closure
- Whole-staff and family communication
- Personal communication to any individuals who may have had close contact with the infected person and need to consult with their physician about being tested
- Plans for notifying additional agencies of changes (see list and contact info in External Authorities and Supports section)

Data Privacy with Local Authorities

In all applicable cases, Democracy Prep will comply with local health and government requests in relation to school closure, investigation of positive cases and contracting, and reopening of the school.

While FERPA allows for exceptions to data sharing in the event of ongoing emergency situations, and those related to public health specifically, DPPS Legal will be counseled and involved throughout any external investigation to ensure information is shared appropriately and information sharing is limited to those who must know.

With the exception of health officials working to support the health response to a positive case (see next section for more information), schools will NOT share the name or individually identifiable information with any external agencies. We can provide information regarding the general situation and our decisions that will affect a given agency, but personal privacy must be protected for the individuals in question.

CONTACT TRACING

Contact tracing is the process by which local health officials will attempt to support quarantining and testing of individuals who have been placed at risk due to close contact with an infected individual. This process will be carried out by trained professionals based on information they will gather from the infected individual.

Health officials may also reach out to the school directly to gather information. Generally, schools are within their right to share information to a health official that a scholar or staff member has shared with the school (but we should not share identifiable information with anyone from other school-support agencies, as noted directly above).

As a school and community support, there are data-tracking systems we must have in place to support both the local health agency's investigations and our own communication decisions. Is it likely we will need to make decisions on who is personally at high risk prior to a complete response by local health agencies (as has already happened).

Systems that we will have in place to support our response and agency contact tracing include:

- Log of daily staff health screening questionnaires
- Staff sign-in log
- Record of staff who were denied access due to failedscreening or who called out sick due to COVID-19 symptoms (in collaboration with HR
- Log of daily scholar health screening questionnaires.
- COVID-19 data system with logs of scholars who
    - Visited the Follow-Up Zone during arrival
    - Were sent to the nurse for COVID-19 symptoms
    - Were sent to the Monitoring Area and sent home due to COVID-19 symptoms
    - Were absent due to COVID-19 symptoms for themselves or a family/household member
- Log of all visitors, whom they visited with, and the rooms they entered
- Class, individual, and staff schedules to determine locations used, frequency, and duration for the predicted period of contagious infection
- Self-reported information from staff and their level of contact with an individual

DPAC staff will consult with DPPS Legal and/or the CMO COVID-19 Response Team prior to providing access to these records to any external agency.

DEEP CLEANING

As noted above, deep cleanings will be proactively scheduled at least twice a week (depending on needs) while all scholars and staff are engaged in remote learning. Deep cleanings include disinfecting high-touch surfaces.

In the event of a positive case, DPAC staff will notifythe facilities company and Senior Director of Operations to organize additional cleaning and disinfection procedures. Deep cleaning efforts following a confirmed case ideally will not commence for at least 24 hours. This is a precaution to reduce risk of potential SARS-CoV-2 transmission from surfaces. If a 24-hour wait period is not feasible, deep cleaning may commence sooner with cleaning staff following extra precautionary measures.

Information about the individual case will allow the School COVID-19 Response Team to determine specific spaces and materials that require specific attention.

In some cases, local health officials may need to conduct an assessment of our cleaning processes or the physical space itself before allowing use by individuals or for the school to re-open after a closure.

A list of all chemicals used by the cleaning company is available in the office of the Director of Operations.

SCHOOL CLOSURE

The decision to close school will be made by the Executive Director and the CMO COVID Response Team. We will always consult with the Southern Nevada Health District, State Public Charter School Authority, and any other designated governing body.. We will make the determination to close schools absent a mandated closure by external agencies if it deems such a decision is in the best interest of the safety of scholars and staff.

DPAC is prepared to be directed to close by local governments attempting to control widespread transmission.

Types of Closures to be Considered
Given that schools will attempt to limit cohort mixing by reducing scholar movement during the day and splitting school rosters with A/B scheduling, there may be multiple types of school closures to consider, including but not limited to:

- **Full Closure -** No scholars or staff on site due to threat of or uncertainty regarding potential widespread transmission. Full closures may last a period of 14 days if numerous staff or extensive populations of scholars need to self-quarantine or self-isolate after one or more confirmed cases.
- **Full Closure + Partial Closure -** No scholars or staff on site for 2-5 days following a confirmed case in order to assess the extent of transmission. If transmission is shown to affect a specific group (i.e. class, grade, group A or B schedule) but not other, some groups may be able to return sooner following a deep cleaning, communication to families, and monitoring of symptoms at home by families.
- **Self-Quarantine of Specific Groups -** There could be scenarios where we can confidently determine that an individual with a confirmed case had minimal contact with other groups in the school and therefore the school does not need to close down, but a single class might need to be moved to virtual learning.
- **No Closure -** There could also be scenarios where a scholar who tests positive had little to no direct interaction with other persons, was wearing a mask for the duration of time in the building, and was never in close contact with others for extended periods of time (i.e. no other persons meet the threshold of 'close contact' with the infected individual) and the time on site was limited due to A/B scheduling
    - Ex: Scholar A arrives Monday but is sent home soon after due to complaining of a headache. Scholar A is tested and the test returns positive. After investigation, Scholar A was in Room X the entire time and did not engage with other scholars or staff without a mask nor within 6 feet. Scholar had not been at school since the previous Tuesday, and health officials do not believe he/she was infectious at that point. Notice to families is sent to monitor scholars for symptoms and keep them home if they have general concern about the possibility of infection even without displaying symptoms.

Factors we will Consider When Determining Whether or Not to Close
There are numerous factors to be weighed when considering closing. In the section to follow we outline some initial rules of thumb to offer some calibration of expectations, but ultimately every decision will be made on a case-by-case basis in consultation with the CMO and local health officials.

Factors we will consider include any one or combination of the following:

- The number of persons with confirmed positive cases
- Number of persons displaying symptoms
- Duration of time infected or symptomatic persons were on site
- Anecdotal data about the infected person's use of a mask and general hygiene while on site
- Movement patterns of the infected person while on site
- Volume and duration of interactions with other persons by the infected person
- Number of high risk persons on site and/or interacted with
- The individual's timeline of symptoms

- Number of staff needing to be tested or self-quarantine and the effects on the staffing model to support on-site instruction
- Level of general compliance with safety protocols by the internal school community
- Information from contact tracing efforts by local health officials
- Direct advice from local health officials
- General spread in the local community
- Other knowledge and insight gained about COVID-19 between the time of writing this and an incident

Examples of Possible Closure Scenarios

Our first priority will always be the safety of our scholars and staff. That being said, with the right precautionary plans in place and consistently followed and upheld expectations, SARS-CoV-2 transmission risk can be greatly limited. The more rigidly a school follows expectations of social distancing, face coverings, hygiene, cleaning, and staying home when ill, the more likely the school, or portions of the school, can remain open.

At the time of writing, we believe there are general positions we can share to help calibrate expectations such that if the stressful challenge of a confirmed case comes up, a member of the School COVID-19 Response Team and/or members of the school community know what may take place. In general, it is important that the school community understand that just because a single individual tests positive for COVID-19, this does not immediately mean the entire school will close or self-quarantine.

Situation	**Potential Decision** These are merely possible outcomes. More factors than presented here will be considered for all decisions.
1 scholar tests positive, very limited interaction with others, high degree of mask wearing, no other symptomatic persons	No closure, enhanced overnight cleaning of space(s) scholar was present including possible common areas, notification of school community with option for families to keep scholars home and for high risk staff to stay home, collaborate with local health agency for contact tracing and further recommendations
1-2 scholars tests positive from same class, limited movement but has been onsite for consecutive full days	Self-quarantine issued for 10 days for all scholars in class and who worked with teacher(s) of the class, deep cleaning entire school prior to Group B's on-site days, notification of school community with option for families to keep scholars home and for high risk staff to stay home, Group B continues as normal, collaborate with local health agency for contact tracing and further recommendations
2 scholars test positive from different classes, limited mixing and movement of the class and staff	Partial closure - all classes on A schedule days, deep cleaning of entire school prior to Group B's on-site days, notification of school community with option for families to keep scholars home and for high risk staff to stay home, Group B continues as normal, Group A families are contacted daily to monitor for symptoms, return on next phase of schedule if no additionalissues arise, collaborate with local health agency for contact tracing and further recommendations
2 scholars test positive from different A/B scheduling groups in the same week	Full closure for 2-5 days, deep cleaning of entire school, collaborate with local health agency for contact tracing and further recommendations
3+ scholars test positive	Full closure for 10-14 days, collaborate with local health agency for contact tracing and further recommendations
1 teacher tests positive	Partial or full closure, depending on time on site, number of scholars and staff he/she worked with (ES/MS/HS differences considered), collaborate with local health agency for contact tracing and further recommendations

2+ staff members test positive	Full closure for 10-14 days, collaborate with local health agency for contact tracing and further recommendations

Steps for Closing School

Step	Owner
1. Communication (phone call + email follow-up) to local health agency about our decision and to gather next steps for the school	Director of Operations
2. Drafting of talking points for School Leader for already-identified individuals who were in close contact with infected person(s)	DPAC & CMO COVID-19 Response Team
3. Drafting of email communication to all school staff	DPAC & CMO COVID-19 Response Team
4. Drafting of email communication to all families	DPAC & CMO COVID-19 Response Team
5. Contact all individuals in close contact and advise they consult with their physician about testing	Executive Director
6. Identify how scholars can obtain meals while the school is closed	Director of Operations
7. Send email communication to all school staff	Executive Director
8. Send email communication to all families	Executive Director
9. Inform authorizer, state ed. dept., etc	Director of Operations
10. Inform district contacts, meal service supervisor, transportation supervisor, nursing supervisor	Director of Operations
11. Inform cleaning/facilities supervisor and request necessary cleaning. Cleaning should not commence for at least 24 hours as a safety precaution.	Director of Operations
12. Inform on-site meal staff, bus drivers, nurse, cleaning team, related-service providers	Director of Operations
13. Inform related-service supervisor	ACT Manager
14. Inform board	Executive Director
15. Drafting and sending of email communication to CMO staff and/or DPPS staff	CMO COVID-19 Response Team
16. Inform post office and/or vendors with upcoming deliveries	Director of Operations

If the DPAC & CMO COVID-19 Response Team determines that a group of scholars and/or staff must self-quarantine, all of the above steps should still be considered, but urgency, formality, and content of the messaging will differ. For example, a transportation supervisor should still be notified, but the conversation would be more of a courtesy and to discuss small-scale changes to busing rather than cancelation of busing.

If the local government orders a closure of the district,county, or state, many of the same steps must occur,but conversations will again differ. If the DPAC itself did not have any individual positive cases, there would be no individuals with close contact to call, messaging to staff and families would differ, and messaging to external entities would mostly be to confirm we are following through with the government's directives.

REOPENING

The decision about when to re-open following a closure will also be made on a case-by-case basis and again with consultation from local health officials, the local department of education, the CMO, and other authorities.

Reopening processes will follow the direction of the local government for any community-wide school closures. DPAC will not reopen ahead of official guidance from local government in such situations.

In the event of DPACspecific school closure, reopening decisions will be made together between the Executive Director and CMO.

As mentioned in the School Closure section, in all applicable cases, DPAC will comply with local health and government requests in relation to school closure, investigation of positive cases and contracting,and reopening of the school. DPPS Legal should be consulted throughout these processes.

Essential Steps Prior to Scheduling Reopening
As soon as full or partial closure has taken place, efforts to prepare for reopening must take place. In some cases, reopening from a partial closure could take place in as little as 2 days, in other cases, there may be 10+ days between full closure and reopening. Nevertheless, there are some of the below preparatory steps that can commence immediately regardless of the situation.

Prior to Determination a Reopening Date:

- Wait 24 hours before commencing a deep cleaning
- Deep clean the entire school, with special attention paid to spaces occupied by infected individuals
- Communicate with local health officials to determine if they will required a formal review of our spacesor participation in deep cleaning efforts (not likely, but has been part of policy that was not formally implemented in some areas)
- Comply with investigations and contact tracing by health officials
- Examine current prevention policies to determine if they remain adequate.
- Examine compliance with current prevention policies and systems by staff and scholars
- Communicate whether or not prevention policy changes or population compliance revisitation are necessary to the CMO COVID-19 Response Team including a draft of necessary changes
- Communicate with relevant service supervisors to identify any pre-reopening steps and explore possible reopening dates
- Consider surveying staff and families about reopening comfort or details

Once a Reopening Date is Set:

- Communicate with all related stakeholders that were communicated to during School Closure above
- Train staff on policies and procedures that will be newly implemented or require reinvestment
- Prepare to train scholars on any policies and procedures that will be newly implemented or require reinvestment

- Follow-up with stakeholders just prior to reopening to ensure everything is on schedule