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INTRODUCTION

This plan details school operations for all-virtual learning and blended in-person learning in response to COVID-19. These plans may be adapted as further recommendations and requirements are issued. Throughout, LAMB is committed to following all requirements and recommendations from the CDC, OSSE, and DC Department of Health. Any deviation is an oversight and should be brought to the attention of the administration immediately for correction.

INTRODUCCION

Links to Guidelines and Recommendation Documents:

- OSSE Health and Safety Guidelines for Schools - 12.14.20
- OSSE Health and Safety Reopening FAQs - 12.14.20
- DC Health Guidance for Schools Reopening - 12.8.20
- CDC Cleaning Guidelines

PREVENTION

Communication

- Families will receive, at minimum, bi-weekly communication from the school regarding COVID-19 protocol updates, changes to the schedule for in-person learning, infection rates known in and around the community, and other important information through the ParentSquare communication system.
- Unanticipated classroom or school closures will be communicated immediately through ParentSquare to staff and families, with push notifications within ParentSquare as text and email messages. If students need to be picked up from the school, these messages will be followed up with a phone call.
- Signs and messages will be included in newsletters, emails, social media, and posted throughout the facility that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, properly wearing a cloth face coverings, and social distancing).
- Staff will receive training prior to the start of the year and updates throughout the year about COVID-19, washing hands, wearing masks, social distancing, and when they should stay home.
- Students will receive regular training and reminders about COVID-19, washing hands, wearing masks, social distancing, and when they should stay home.
- The LAMB COVID-19 Point of Contact is Ana Salazar, the school’s registrar. Staff, families, and visitors who have a positive case of COVID-19 should notify her directly or by sending an email to COVID@lambpcs.org.

Updated January 4, 2021
Vaccines and Health Forms

All LAMB students are required to have updated vaccines and current health forms before attending in-person learning.

Due Dates

- Vaccinations: Due to LAMB before the first day of in-person learning.
- Health Forms:
  - Returning Students: For students who were enrolled for the 19-20 school year, new updated forms are due November 2 or before in-person learning..
  - New Students: ALL health forms are due August 31 for students who are attending LAMB for the first time in the 20-21 school year.
  - Both the old and new versions of the health forms will be accepted. Partial forms completed via telehealth visits will be accepted.

Vaccinations

Following OSSE regulations, all LAMB students must have their vaccinations updated before they can attend school in-person. Students who are participating in any in-person program, such as learning support, therapy, and assessment, must be up to date on vaccinations prior to being on campus, regardless of the date. Please contact your healthcare provider to schedule an appointment if you have not done so already. Vaccination records and health forms should be emailed to admissions@lambpcs.org or can be mailed to the school.

LAMB will implement the **Immunization Policy for In-Person Attendance** and will work with the school nurses to review immunization compliance, and identify and notify non-compliant families.

Family Resources

- [Pediatric Immunization Locations](#)
- [Primary Care Center Search Tool](#)
- [Immunization Requirements & Health Forms](#)

Reopening Buildings

LAMB will ensure all ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use, including:

- Ventilation systems have been checked to ensure they are operating properly and set to increase the circulation of outdoor air as much as possible. Staff will keep windows and doors to the outside open whenever possible unless opening them poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students and staff using the facility. Under no circumstances may fire-rated doors be propped or otherwise left open.
- The HVAC system at the 14th St. facility is new and includes state of the art filters and systems.
- The HVAC system at the South Dakota facility has a lower filtering system than is recommended by OSSE. LAMB has purchased portable HEPA filter units for the classrooms to ensure safe ventilation.
- Water systems will be flushed to clear out stagnant water and replace it with fresh water. This will remove any metals (e.g., lead) that may have leached into the water and minimize the risk of Legionnaires’ disease and other diseases associated with water. Steps for this process from the CDC website are:
  - Flush hot and cold water through all points of use (e.g., showers, sink faucets)
  - Flushing may need to occur by floor or individual room due to facility size and water pressure. The purpose of building flushing is to replace all water inside building piping with fresh water. Water heaters are set to at least 140°F.
  - Flush until the hot water reaches its maximum temperature.
  - Care should be taken to minimize splashing and aerosol generation during flushing.
  - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers’ instructions.

**Social Distancing**

LAMB will ensure appropriate physical distancing by:

- Maintaining a distance of six (6) feet between each individual, to the maximum extent feasible, in both indoor and outdoor settings.
- For indoor classes or activities, no more than 12 individuals (both staff and students) will be in one room. One additional staff member (13 total individuals) might briefly be added to the group if necessary to support the classroom.
- For outdoor activities, each group of 12 (or briefly, 13) individuals will interact only with their own group and not mix between other groups. Each group will have extra physical (social) distance (more than 6 feet) between them and the next group.
- The hallways will be marked with six foot markers in areas where students might line up, e.g. at bathrooms, entrances, exits, etc. The school will make accommodations to keep any cueing to a minimum.

**Traveling To and From School**

- LAMB recommends families and staff traveling to school maintain at least 6 feet of distance from others. Avoid congregating in large groups at intersections and transit stops.
- If using public transportation (bus/metro), plan to wear a cloth face covering and maintain distance from other passengers to the extent possible.
● If carpooling, plan on every person in the carpool and the driver wearing cloth face coverings for the entire trip. For families, consider finding families within your child’s group/cohort at school to be part of the carpool.
● When arriving on campus, staff and families will follow the plan for entering, drop-off loops, parking, etc. This plan will be shared with families and staff prior to the beginning of on-site learning.

Entering and Exiting School

● Health screenings will be done for every individual entering the building primarily through the school's communication app (ParentSquare) or on paper if the app is not used.
● Students and staff who do not complete the health screening prior to coming on campus will enter the building through the cafeteria where they will be instructed to complete the health screening (ParentSquare or paper copy) and take their temperature by touchless tripod mounted thermometers before continuing to class. This will be done by maintaining social distancing between individuals as they enter.
● Visitors will complete the health screening on arrival and take their temperature by touchless tripod mounted thermometers.
● Arrivals & Dismissals
  ○ Classes will have staggered arrivals and departures to maintain safe space between classes. Start times will be 8:00 - 8:40 am and end times will be 2:30 - 3:40 pm, with groups assigned to 10-minute windows. Exact schedules will be shared with families prior to the commencement of in-person learning.
  ○ At 14th St. Facility - additional doors will be used for entry and exit. The entry doors will be color coded, and students will be directed to the door closest to their classroom. The front door may have two classes enter - one at a time - in each 10-minute window. All other doors will have a single class enter in each 10-minute window
  ○ At South Dakota Facility - the front door will be used and arrivals and departures will be staggered to ensure proper social distancing with a single class entering during each 10-minute window.
  ○ Students will be attended to by the classroom teachers who will be using proper PPE.
● Clear space delineations will be created for student lines as students enter and exit school as well as inside the building (e.g., line spots in hallways and outdoors, one way flow of hallways).
● Students will enter and exit the building with their parents or guardians remaining outside the building.
During the Day

Grouping - Students
Students must remain within the same in-person group of no more than 12 (or, briefly, 13) individuals. Students must not mix with other in-person groups, including in the entry and exit of the building, at mealtime, in the restroom, on the playground, in the hallway, and other shared spaces.

- An exception to this provision may be made to provide push-in or pull-out services for an individual or small group of students with disabilities when necessary. In such circumstances, individuals from groups may mix, but physical (social) distance, group size, and face covering provisions must be followed.
- If necessary, it is acceptable for in-person groups in before- and after-care programs to be distinct from those during the school day. However, students participating in before and after-care programs must remain in a stable group, without mixing with other groups, each day that they participate in the program and must adhere to all physical (social) distancing and other provisions in this guidance.
- When grouping students, LAMB will make determinations as to the grouping in consideration of students’ IEP and least restrictive environment (LRE). LAMB will consider the IEPs and 504 Plans of each student to determine how to implement the accommodations and modifications required in the IEP or 504 plan necessary to implement service delivery within the health and safety guidelines. Service considerations will be conducted using the OSSE Service Consideration Tool, modified to reflect questions related to service delivery in a hybrid service-delivery model.
  - For students with disabilities who receive related services through a group methodology, LAMB will consider alternative service delivery methodologies consistent with the service needs prescribed in the IEP when designing student grouping.
- For shared bathrooms, a bathroom will be assigned to each group of students and staff. If there are fewer bathrooms than the number of groups, each group will be assigned to a particular bathroom and, where feasible, bathrooms will be cleaned and disinfected after each group has finished.

Grouping - Staff
- Dedicated aides and behavioral support staff will be consistent with individual students and groups.
- To the maximum extent feasible, staff meetings will be virtual. If staff meetings must be held in-person, physical distance, group size, and face covering provisions will be strictly enforced.
- Staff will maintain physical distance in work areas and shared spaces.

Updated January 4, 2021
Use of Space
To support physical (social) distance in indoor spaces, LAMB will:

- Maximize spacing between individuals in a classroom, including while at tables and in group and individual activities.
- Arrange desks and furniture so that individuals are separated by a minimum of 6 feet.
- During nap times, place students head to toe, where head to head distance is at least 6 feet.
- Designate an isolation area for students or staff who exhibit symptoms and keep separate from the area used for routine healthcare.
- Allow students to eat lunch and breakfast in their classrooms or outside rather than mixing in the cafeteria.

When feasible, LAMB will:

- Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Install physical barriers, such as sneeze guards and partitions and add reminders about physical distancing (e.g., signage, tape markings on the floor), in health offices and areas in which it may be difficult for individuals to remain 6 feet apart (e.g., reception areas, main office, between bathroom sinks).
- LAMB will limit adult communal use space (staff break and work rooms) to one to three individuals, depending on size, with enforcement of social distance between individuals, ensure face coverings are worn at all times except while eating, and clean and disinfect between uses.

Use of Outdoor Space

- Outdoor spaces will be used for instruction and activities, as feasible and as weather permits.
- Playgrounds and other outdoor spaces will be used for more than one group of 12 (or, briefly, 13) persons so long as the groups do not mix and social distancing within and between each group is maintained. To the extent feasible, playgrounds and outdoor spaces will be cleaned between groups, particularly focusing on high-touch surfaces (e.g. handlebars).

Canceling, Eliminating or Modifying Activities

- There will be no large group in-person activities (e.g., peace ceremonies, festivals, field trips, science-fairs, school-wide parent meetings).
- Specials (PE, Art, Music, Elementary, and STEAM) will be virtual for all students.
- Non-essential travel for staff and teachers (e.g., conferences) will not be permitted. If staff must travel, they must abide by Mayor’s Order 2020-110, Modified Requirements
Regarding Self-Quarantines, Testing, and Travel During the COVID-19 Public Health Emergency.

- Non-essential visitors will be limited (e.g., prohibit outside visitors from entering the school unless their presence was requested or if they received permission to enter the school). This includes the playground areas at both LAMB buildings.
- LAMB will allow parents and advocates of students with disabilities seeking to observe student receipt of services in and outside of the classroom setting with entrance into the school conditional on compliance with applicable health and safety standards. Such individuals would count towards the 12 (or, briefly, 13) person limit in a classroom.

Re-enrollment
Families who withdrew between March 16, 2020 and March 1, 2021 due to necessity related to COVID-19 such as temporary relocation or LAMB not being able to meet the child’s needs, may apply for re-enrollment under our regular re-enrollment policy.

Program Structure

All Virtual Schedule
All students and staff will begin the year with all-virtual learning. Teachers and students will check in at least once a day for live or recorded lessons on Monday, Tuesday, Thursday and Friday. Wednesdays will be for independent virtual work and for teacher planning and preparation.

AB/V Schedule

Students

- LAMB will be using a hybrid model that divides each classroom into two groups, A and B.
- Group A will attend school in person on Mondays and Tuesdays, while Group B will attend school in person on Thursdays and Fridays.
- Wednesdays will be reserved for virtual-only learning and there will be no direct instructions for students by classroom teachers. Students will receive extra services or will receive extra time with teachers if needed and warranted on Wednesdays.
- Students that choose to be all-virtual will be part of the A or B groups and will be contacted by one of the classroom teachers on Monday, Tuesday, Thursday and Friday to ensure that they understand any classwork given and are fully supported.
- Teachers will be checking in with students that participate in the hybrid model in person and will also connect with them virtually on the two days they are not in session.

Teachers/Staff
• Teachers will be divided into two groups. One teacher will be responsible for Group A and the other teacher will be responsible for Group B.
• Teachers will be responsible for making contact with their group’s all-virtual students at least once a day so that students can ask questions and teachers can make sure that students are not falling behind.
• Teachers will be teaching on site two days a week, either Monday/Tuesday or Thursday/Friday.
• Teachers will use Wednesdays to plan, participate in staff/level meetings, professional development, parent meetings, and meetings with Special Education teachers or service providers.

Typical Day - Staff

Arrival
• Complete health screening in ParentSquare. (This can be done from home each morning before arriving to work).
• Put on a mask (covering mouth and nose) before entering the school. LAMB will have extras available if the employee does not have one.
• Check temperature using the contactless thermometer. If 100.4 or higher, immediately leave the building and notify your supervisor via phone/text/email.

School Day
• While in the building and on school grounds, masks must be worn at all times (unless eating/drinking or alone in office/classroom).
• 6-foot distance must be maintained between employees at all times.
• Refrigerators, microwaves, and coffee machines will be available for use by staff but any touch points must be cleaned before and after use.

Typical Day - Students

Arrival
• Parent/Guardian completes health screening in ParentSquare for student(s). (This can be done from home each day before arriving at school, but must be completed before the student enters the building).
• Students will go to the color-coded door closest to their classroom. They will wait outside in line (spaced 6-feet apart) until their teacher directs them to enter the building.
• Primary families can use the designated parking spots and walk their students to the assigned door. Elementary students can be dropped off and picked up at the assigned door.
• Students will be asked to put on a mask (covering mouth and nose) before entering the building. LAMB will have extras available if the student does not have one. (Parents will not be allowed in the building unless they have a scheduled appointment).
Teacher will check each student’s temperature using the contactless thermometer. If 100.4 or higher, the student will immediately be sent home with the parent.

School Day

- Students will work with the same teacher and students all day.
- Classes may move outside for instruction, work, or recess. They will remain separated from other groups and students.
- Students will eat meals and snacks in the classroom.

Departure

- Teachers will release students to parent/guardian or approved person at their color-coded door for pick-up during the specified 10-minute window.

Students with Disabilities

During COVID-19 operations, LAMB will make every effort to provide students with the services and accommodations prescribed in their IEPs and 504 Plans. Individual accommodations will be made in consultation with LAMB staff, individual families, district experts, and service providers.

All of LAMB’s students will be assessed at the beginning of the school year remotely or in-person depending on health and safety guidance at the start of the school year. Students with disabilities will be assessed through the whole school assessment process. This data will be analyzed alongside assessment data from the 19-20 SY. This information will inform individual and whole school goals as well as provide possible referrals to SPED and other student support services.

At the start of 2020-2021 SY, the SPED team will contact SPED families to discuss service delivery and accommodations to ensure students can access the general education curriculum. We will discuss what worked during the Spring and what we can do to improve the quality of services and support during the Fall. SPED Teachers will conduct a needs assessment to determine the unique needs of families, especially those with specific disabilities that require modifications and/or learning platforms. Our team will meet the families needs and provide accommodations and/or support including technical if warranted.

Although the majority of students will be able to receive services via distance learning during periods virtually, we will be working closely with students whose disabilities and needs require us to provide services in-person.

LAMB will conduct regular and responsive parent training sessions to ensure that parents/caregivers are prepared to work in partnership with teachers and service providers.

LAMB will deliver related services as outlined on a student’s IEP and 504 Plan, to the greatest extent possible primarily online. Individual students may have modifications based on need and school resources. Sessions will be documented in SEDS under related service session notes.

Updated January 4, 2021
Evaluations to determine special education eligibility will resume once we establish safety protocols to ensure that health guidelines are followed during evaluations with our contractor. The Special Education Team will consider on a student-by-student basis a reasonable timeline for completion of required activities (initial evaluation, reevaluation, IEP revision, etc). The availability of student data, student level recovery plan, and LAMB recovery planning activities will be taken into consideration. The anticipated timeframe for completion of delayed procedural activities will be communicated to families via written notice. Extended due dates that have been mutually agreed upon between LAMB and families will be met and documented in the students’ special education data system file. Assessments will be conducted in person or virtually depending upon the student and the appropriateness of the assessment tool. Special Education Meetings (Eligibility, IEP, Referral, Amendments, etc) whether the school is doing hybrid or remote learning will be held virtually. Documentation of communication with families will be included in the communication log of the student’s educational folder.

**Expectations for Student Behavior**

Expected behavior for students who are learning remotely are similar to those for the physical school community. Students are expected to treat their teachers, assistants, classmates, staff, and physical and virtual environments with respect. The virtual learning environment requires additional expectations to ensure that students have a safe, high quality learning experience while outside of the school building.

**Communication and Student Engagement**

- Students must communicate respectfully with their classmates, teachers, assistants, and other staff while in class meetings, small group lessons, small groups, or when posting to discussions.
- Students must follow all classroom and school expectations for using audio and video during classroom meeting times.
- Students must mute their microphones when they are not speaking and while others are speaking.
- Students must refrain from sharing inappropriate pictures or images during classroom meetings or during discussions.
- Students must follow the same rules for whole group class meetings while in small group meetings.
- Students must report to classroom meetings on time and remain in classroom meetings until being dismissed by the guide or staff member.
- Students must not post any private information about themselves or others such as addresses, phone numbers or passwords on public chat or discussion boards.
- Students must refrain from any form of cyberbullying - harassing, threatening or abusing others within the school community while online.
- Students must report all instances of cyberbullying to school staff immediately.

Updated January 4, 2021
• Any adult supervising the remote learning of a LAMB student should be aware of and support students in following these guidelines.

Online Platforms

• Students must keep their username and passwords in a safe place and must not share them with other students.
• Students must log into the different platforms using their own login information
• Students must log into the platforms daily for classroom meetings, announcements or to submit assignments.

Student Work

• Students must complete work on time following the guidelines requested by the teacher for submission. Students should contact their teacher if they need additional time to complete assignments.
• Students must submit their own work and provide citations for work created by others.
• Students must communicate immediately with their teacher or a school administrator if they have questions or require any technical support.

Taking Care of Physical Equipment

• Students must treat all school and personal electronic devices with care.
• Students must keep food and drinks away from the equipment.
• Students must keep devices out of extremely cold or hot areas.
• Students must hold and carry computers properly.
• Students must report any damage to school equipment as soon as possible.

Monitoring of Student Behavior

• School leadership and staff will regularly review student chats, email and discussion boards to make sure comments are appropriate.
• School and network leadership will pop-in frequently to observe classroom meetings and other learning sessions.
• Teachers and support staff will provide ongoing reminders for students about expectations within a virtual setting including how students will interact with each other and school-issued equipment.
• Staff members will be responsible for supporting students and families with navigating the online platforms and be available to provide students with technical support.
• School staff will continue to track student participation and engagement with the LMS according to the policies outlined in the Continuous Learning and School Reopening Plan.
• Student Progress/attendance will be reported to families as per the school handbook.
• Teachers will communicate concerns with families by email or ParentSquare.
Materials

LAMB will distribute student materials kits before school starts and additional materials at regular intervals for both all-virtual and blended learning students. LAMB will determine if and how delivery of kits to families for whom traveling to and from the school is difficult.

- Students will be given “academic” kits to take home and use during virtual learning and to bring to school for their in-person learning days. These kits will contain items (depending on level) such as writing pencils, colored pencils, crayons, playdough, grammar stencils, protractor, compass, homemade Montessori materials, and/or work-rug.
- All students will need a device to access virtual learning. If the family is unable to provide the device, the school will do so.

Safety

Health Screenings

All families, staff, and visitors will be required to answer COVID-19 questions each morning on or before arrival to the school as part of a daily health screening. These questions will ask about COVID-19 symptoms as well as possible exposure to someone who has tested positive. The questions will be posed through the ParentSquare app, and paper forms will be available at the back entrance for those who have not completed the screening in ParentSquare.

In addition to the self-reporting via ParentSquare, staff will also visually inspect students for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Any student or staff member answering “Yes” to any of the ParentSquare questions (showing symptoms or exposure to someone with COVID-19) shall not be admitted. Such students or staff shall be instructed to call their health care provider to determine next steps. Note: Students or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms may not be excluded from entering the school building on the basis of those specific symptoms, if given documentation from a health care provider that those specific symptoms are determined to not be due to COVID-19.

The health screening will ask families to check their students – and staff to check their own – temperatures before or upon arrival each day. They will report any symptoms, including fevers, via the ParentSquare app or paper form. In addition, LAMB will have non-contact thermometers at each building to check all students, staff, and visitors upon entry into the building. If anyone has a temperature of 100.4 degrees or higher they will be sent home or isolated until they can go home and will need to contact their healthcare provider for guidance to determine next steps.

Individuals who have traveled to a high-risk state or country are required to follow quarantine and testing guidance per Mayor’s Order 2020-110, Modified Requirements Regarding
Self-Quarantines, Testing, and Travel During the COVID-19 Public Health Emergency. Travel to and from Maryland and Virginia is exempt from the Order. The high-risk state list is posted by DC Health every two weeks on coronavirus.dc.gov, and the high-risk country list is available from the CDC.

Symptoms While at School
If a staff member develops any COVID-19 symptoms during the course of the school day, they will immediately leave the building and will be instructed to seek guidance from their healthcare provider.

If a student develops any COVID-19 symptoms during the course of the school day, they will immediately be escorted to the isolation room and their parents/guardians will be contacted for pick-up. The parents/guardians will be instructed to seek guidance from their healthcare provider.

The school nurse will test students who develop COVID symptoms while onsite if they have a consent form on file.

- Nurse conducts an antigen (quick) test
  - Positive - student sent home, area cleaned, DOH notified & guidance followed
  - Negative - PCR test given, student sent home, area cleaned

Students who arrive to school with symptoms should not be allowed to enter the building and should be sent home immediately.

Anyone exhibiting any COVID-19 symptom listed in OSSE’s/DC Health’s guidance must meet one of the following criteria before returning to in-person activities at LAMB:

- Complete the full isolation period; or
- Test negative for COVID-19 and meet other standard criteria to return after illness; or
- Provide documentation from a healthcare provider clearing them to return.

For more information, and to determine when a student or staff member can return to school, see the Exclusion and Dismissal section of this document.

High-Risk Individuals
DC Health recommends that any individual at increased risk for experiencing severe illness due to COVID-19 should consult with their healthcare provider before attending in-person activities at school. This includes, but is not limited to, people with:

- Cancer
- Chronic Kidney Disease
- COPD (Chronic Obstructive Pulmonary Disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from a solid organ transplant
- Obesity (Body Mass Index (BMI) of 30 kg/m2 or higher but less than 40 kg/m2)
- Severe obesity (BMI greater than or equal to 40 kg/m2)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

A complete list of conditions that might place an individual at increased risk of severe illness from COVID-19 can be found [here](#).

Any student or staff member who has a medical condition not on this list, but is still concerned about their safety, is encouraged to connect with their medical provider.

**Personal Protective Equipment (PPE)**

**All staff and adult visitors must wear non-medical face coverings or face masks at all times while in the school building.** The mouth and nose should be covered. If the staff member has a contraindication to wearing a face covering, either medical or otherwise, they should not participate in in-person school activities.

**Students must also wear non-medical face coverings while in the school building,** except in the event of a medical or developmental contraindication. If a student is unable to wear a mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., during snacks or meals). Families and educators should work with students to practice wearing a mask safely and consistently.

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

- By anyone who has actual trouble breathing, or anyone unconscious or unable to remove the mask without assistance;
- By children during naptime;
- When participating in vigorous physical activity outdoors if social distancing of at least 6 feet is feasible. When outdoors but not participating in physical activity, face coverings should continue to be worn;
- Staff may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction.
- Staff may remove face coverings when alone in a classroom or office with the door closed. They must put the mask back on when moving out of the room and/or before another person enters the room.

**Visitors:**

Updated January 4, 2021
● Parents/guardians are required to wear face coverings for drop-off and pick-up, unless they remain in their personal vehicle.
● While visitors to the school will be strictly limited, any visitor must wear a face covering at all times on the school grounds and inside the school buildings.
● Any minors who are not current students will not be allowed in the building or on the playground.

For more information about non-medical face coverings or face masks, please refer to DC Health’s Guidance About Masks and Other Face Coverings for the General Public and Mayor’s Order 2020-080: Wearing of Masks in the District of Columbia To Prevent the Spread of COVID-19 for more details on face covering requirements for all District residents and visitors.

Note: Face coverings or masks with exhalation valves or vents must NOT be worn in schools. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others.

Further guidance from CDC on the use of face coverings, including instructions on how to make and safely remove a cloth covering, is available here and here.

**Hand Hygiene**

LAMB will reinforce frequent, proper handwashing strategies by staff and students, via signage, written instructions, and verbal reminders. These strategies include washing with soap and water for at least 20 seconds, especially in these circumstances:

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

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol will be used.

**Schoolwide Hygiene**

- LAMB will provide adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices, including in classrooms, bathrooms, and offices.
- Staff that work in close contact with students, such as those working with very young children, will take extra steps. When washing, holding, or in very close contact with children, staff will wear clothing that can easily be removed in the event of contamination (e.g. button-down, long-sleeve shirt) and must wash skin that is touched by secretions or any soiled clothing or material.
• Staff that may be in close contact with a student’s secretions will wear eye protection (e.g., goggles, face shield).

Supplies and Personal Belongings

• Each student will use their own supplies as much as possible to minimize sharing of high touch materials
• When shared supplies must be used, they will be limited to one group of children at a time and will be cleaned and disinfected between uses.
• Student belongings will be kept separated from others’ in individually labeled containers or cubbies.
• Staff and students are encouraged to bring their own water bottles or use the personal water bottles provided by LAMB. Bottle filling stations will be available at each water fountain. Water fountains will be deactivated.

Cleaning, Disinfection, and Sanitization

LAMB will follow all recommendations from the CDC, DC Department of Health, and OSSE. This is a quick overview of how LAMB is approaching cleaning. See the Appendix for more details.

Weekly

• LAMB’s custodial service will conduct deep cleanings on a weekly basis during virtual learning, and twice a week - between cohorts (Wednesdays and weekends) during in-person learning.

Daily

• LAMB staff and/or custodial service will clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).
• LAMB will limit use of shared objects and equipment. If shared objects or equipment must be used, to the extent feasible, they will be cleaned, disinfected, and when appropriate, sanitized frequently throughout the day.

More than once daily

• Montessori materials and other objects that cannot be cleaned and sanitized will not be used.
• Materials that have been in children’s mouths or soiled by bodily secretions will be immediately set aside to be cleaned, disinfected, and sanitized before being used by another student.
• High touch areas such as sink handles, door knobs, backs of chairs, etc. will be cleaned at least twice per day.

Updated January 4, 2021
• Drinking fountains will not be used. Water bottle fillers are available and students and staff will be provided with individual water bottles. Pressbars for fountains (regardless of being operational) and water fillers will be cleaned and disinfected at least twice per day.

Other cleaning
• Cots will be cleaned and sanitized between uses and bedding will be individually labeled and stored and sent home weekly for washing.
• Playground structures will be included as part of routine cleaning, especially high touch surfaces.
• Soft and porous materials, such as area rugs and seating, will be removed to reduce the challenges with cleaning and disinfecting them.

Cleaning Procedures
• Shared materials will be cleaned and disinfected between uses.
• If surfaces are dirty, they will be cleaned using a detergent or soap and water before disinfection.
• LAMB staff will avoid using cleaning products near children and will ensure adequate ventilation when using these products. Children will not participate in disinfection.
• Signage will be placed in every classroom reminding staff of cleaning protocols.
• For all cleaning, sanitizing, and disinfecting products, staff will follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a child.
• Enhanced cleaning and disinfection will occur between cohorts.

When a community member develops COVID-19 symptoms during the day
• LAMB will immediately rope off or close, clean and disinfect areas and equipment in which the ill individual has been in contact.
• Once the room is vacated at the end of the day, there will be a deep cleaning and disinfection of full classroom, and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
• Staff supporting, accompanying or cleaning up after a sick student or staff member must adhere to PPE requirements.

When a community member test positive for COVID
• If seven days or fewer have passed since the person who is sick used LAMB facilities, LAMB will:
  ◦ Close off areas used by the person who is sick.
  ◦ If it is during the day when the COVID-19 case is confirmed AND the COVID-19 positive individual was appropriately excluded from in-person activities while awaiting test results, LAMB will close, clean, and disinfect
spaces used by the COVID-19 positive individual after the students and staff in those spaces leave for the day.

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

- If more than seven days have passed since the person who is sick used the facility, LAMB will continue routine cleaning and disinfection.

Staff conducting cleaning must adhere to PPE requirements.

**Meals**

Meals will be served following physical (social) distancing and hygiene guidance.

- Students will eat lunch and breakfast in their classrooms or outside rather than mixing in the multipurpose room.
- Meals from the school’s food provider will be prepackaged, including utensils, napkins, and seasonings, or will be individually plated.
- Students must wash hands before and after eating, and may not share utensils, cups, or plates.
- Staff must wash hands before and after preparing food, and after helping children to eat.
- Foodservice staff must follow all PPE requirements in the Appendix, and as required per food safety regulation or requirements, including wearing gloves whenever handling food products and changing gloves and washing hands when changing activities.
- Tables and chairs must be cleaned and sanitized before and after the meal.

**BASE - Before and After School Enrichment**

There will be no before care or after care until LAMB returns to normal operations.

LAMB is providing very limited on-site student supervision to students most in need. Families who are eligible for this service have been contacted individually.

**Extra Activities**

- There will be no large group in-person activities (e.g., peace ceremonies, festivals, field trips, science fairs, school-wide parent meetings).
- PTO meetings, parent charlas, committee meetings, etc. will be conducted virtually.
Exclusion and Dismissal Criteria

LAMB follows [CDC guidance](https://www.cdc.gov) for people exposed to people with known or suspected COVID-19 or possible COVID-19.

**Exclusion Criteria**

Students and staff **must stay home, or not be admitted**, if:

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

If any student or staff member has been in close contact with a person who is positive for COVID-19, then the student or staff member should not enter the school until evaluated by their healthcare provider, or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.

If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member should not enter the school until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.

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

**If excluded, families and staff should call their healthcare provider for further directions.**

**Dismissal Criteria**

**Student or Staff Member Develops Fever or Signs of Illness at School**

If a student or staff member develops a fever or other COVID-19 symptoms, LAMB will follow the above exclusion criteria regarding the exclusion and dismissal of students and staff.

- For students, the school will immediately isolate the student from other students, notify the student’s parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, instruct to seek healthcare provider guidance, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.

Updated January 4, 2021
For staff, the school will send the staff member home immediately, or isolate until it is safe to go home and seek healthcare provider guidance, and follow cleaning and disinfecting procedures for any area, materials and equipment with which the staff member was in contact.

Runny Nose Exclusion: If a student or staff member has a runny nose, they may be allowed to enter or remain at school if the runny nose is:
  ○ circumstantial (e.g., after playing outdoors in cold weather)
    AND
  ○ temporary (subsides within 30 minutes)
    AND
  ○ the individual is not experiencing other COVID-19 symptoms

Return Criteria
Table 1 below identifies the criteria that schools must use to allow the return of a student or staff member with: (1) COVID-19 symptoms; (2) positive COVID-19 test results; (3) negative COVID-19 test results; (4) documentation from healthcare provider of alternate diagnosis; (5) close contact with an individual with confirmed COVID-19; (6) close contact with an individual awaiting COVID-19 test results; or (7) travel to any place other than Maryland, Virginia or a low-risk state, country, or territory.

Table 1. Return to School Criteria for Students and Staff

<table>
<thead>
<tr>
<th>Student or Staff Member With:</th>
<th>Criteria to Return</th>
</tr>
</thead>
</table>
| **1. COVID-19 symptoms** (e.g., fever, cough, difficulty breathing, loss of taste or smell) | Recommend the individual to seek healthcare guidance to determine if COVID-19 testing is indicated. If individual is tested:  
  ● If positive, see #2.  
  ● If negative, see #3.  
  ● Individuals must quarantine while awaiting test results. If individual does not complete test, must:  
  ● Submit documentation from a healthcare provider of an alternate diagnosis, and meet standard criteria to return after illness; OR  
  ● Meet symptom-based criteria to return:  
    ○ At least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms |

Note: Criteria below represent standard criteria to return to care. In all cases, individual guidance from DC Health or a healthcare provider would supersede.
2. Positive COVID-19 Test Result (Antigen or PCR)

If symptomatic, may return after:
- At least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
- At least 10 days* after symptoms first appeared, whichever is later

*Note: Some individuals, including those with severe illness, may have longer quarantine periods per DC Health or their healthcare provider.

If asymptomatic, may return after:
- 10 days from positive test

Regardless of whether symptomatic or asymptomatic, close contacts (including all members of the household) must quarantine for at least 10 days from the last date of close contact with the positive individual.


May return when:
- Meet standard criteria to return after illness
- If the individual received a negative antigen test, that result must be confirmed with a negative PCR test. The individual must quarantine until the PCR test result returns

*Per Scenario #5, a negative test result after close contact with
an individual with confirmed COVID-19 does not shorten the duration of quarantine of at least 10 days.

<table>
<thead>
<tr>
<th>4. Documentation from Healthcare Provider of Alternate Diagnosis After Symptoms of COVID19 (e.g., chronic health condition, or alternate acute diagnosis such as strep throat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May return when:</td>
</tr>
<tr>
<td>● Meet standard criteria to return after illness.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Close Contact of Individual with Confirmed COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>May return after:</td>
</tr>
<tr>
<td>● A minimum of 10 days from last exposure to COVID-19 positive individual, provided that no symptoms develop, or as instructed by DC Health.</td>
</tr>
</tbody>
</table>

Note: Ending quarantine after 10 days (on day 11) is only acceptable if:

<table>
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<tr>
<th>AND</th>
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<tbody>
<tr>
<td>● The close contact did not develop symptoms of COVID-19 at any point during the quarantine.</td>
</tr>
<tr>
<td>● The close contact continues to self-monitor for symptoms until 14 days after the last exposure to the COVID-19 positive individual.</td>
</tr>
</tbody>
</table>

If the close contact is a household member:

| ● Isolate from the COVID-19 positive individual, then may return to school after quarantine of at least 10 days from last exposure to the COVID-19 positive individual, or as instructed by DC Health. |
| ● If unable to isolate from the COVID-19 individual, may return to care after quarantine of at least 10 days from the end of the COVID-19 positive individual’s infectious period (see Scenario #2), or as instructed by DC Health. |

The 10-day quarantine recommendation is intended to minimize the risk of transmission of the virus while also minimizing the burden of quarantine. Recent DC Health guidance allows for schools to continue to implement the more stringent 14-day quarantine requirement if they choose to. Fourteen days of quarantine remains the most effective strategy for decreasing the transmission of COVID-19.

DC Health strongly recommends that individuals who live or work with someone at higher-risk for COVID-19 (see Section I)
quarantine for 14 days.

DC Health recommends that students should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the child themself does not have symptoms. All members of the household should be tested at the same time.

<table>
<thead>
<tr>
<th>Exposure Reporting, Notifications, &amp; Disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>To ensure a clear and efficient process for communication, LAMB has designated Ana Salazar, the registrar, as the COVID-19 point of contact (POC). Ana is responsible for:</td>
</tr>
</tbody>
</table>
| ● Ensuring the below steps are followed in the event of a confirmed case of COVID-19.  
   ● Acting as the POC for families and staff to notify if a child or staff member test positive for COVID-19. |

### Step 1: Reporting to DC Health

If a student or staff member tests positive for COVID-19, they should NOT enter the school until they have been cleared from isolation. In addition they should notify LAMB’s COVID point of contact, who will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website [dchealth.dc.gov/page/covid-19-reporting-requirements](dchealth.dc.gov/page/covid-19-reporting-requirements) under the section “Non-Healthcare Facility Establishment Reporting.”

<table>
<thead>
<tr>
<th>6. Close Contact of an Individual Awaiting a COVID-19 Test Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the close contact tests negative:</td>
</tr>
<tr>
<td>● May return immediately if the student or staff member has no symptoms of COVID-19 nor other exclusionary criteria met.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Travel to Any Place Other than Maryland, Virginia or a Low-Risk State, Territory or Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>See DC Health’s <a href="https://dchealth.dc.gov/page/dc-health-guidance-for-travel">Guidance for Travel</a> and the CDC’s <a href="https://www.cdc.gov/travel/">COVID19 Travel Recommendations by Destination</a> for more information</td>
</tr>
<tr>
<td>May return after:</td>
</tr>
<tr>
<td>● Self-monitoring and limiting daily activities—including not attending school – for 14 days.</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>● Self-monitoring and limiting daily activities – including not attending school – until tested for COVID-19 (within three to five days after return) and receive a negative result.</td>
</tr>
</tbody>
</table>
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.**

Note: While schools await a response from DC Health, plans should be made as soon as practical to close, clean and disinfect any areas or equipment that the COVID-19 positive individual may have used in the last seven days. If it is during the day when the COVID-19 case is confirmed **AND** the COVID-19 positive individual was appropriately excluded from in-person activities while awaiting test results, it is acceptable to close, clean, and disinfect the spaces used by the positive individual after the students and staff in those spaces leave for the day.

**Step 2: Communication to Families and Staff**

LAMB has communication protocols in place that protect the privacy of individuals and alert our families 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;
- 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](https://coronavirus.dc.gov);

DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at school.

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

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

- If seven days or fewer have passed since the person who is sick used the facility, these steps will be followed:
  - 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. Routine cleaning and disinfection will continue.
Appendix: Cleaning Procedures

Overview
LAMB will follow a process of cleaning, disinfecting, and sanitizing based on regular schedules. The cleaning procedures include the following:

- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. It also increases the effectiveness of disinfecting and sanitizing.

- **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Cleaning, disinfecting, and sanitizing products used at LAMB will meet all approval requirements for both general and COVID-19 use in schools as set forth by the CDC, DC Department of Health, and OSSE.

EXCEPTION: According to the EPA, disinfectants should not typically be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.

Routine Cleaning
LAMB will follow our standard procedures for routine cleaning and disinfecting, which includes daily sanitizing of surfaces and objects that are touched often. Routine cleaning includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floor.
- Vacuuming of entryways and high traffic areas
- Removing trash
- Wiping heat and air conditioner vents
- Spot cleaning walls and carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills
COVID-19 Cleaning
In addition to routine cleaning, LAMB will increase the frequency of cleaning and disinfecting high contact surfaces in classrooms and throughout the buildings. Frequently touched surfaces and objects that will be more frequently cleaned and disinfected include:

<table>
<thead>
<tr>
<th>Classrooms</th>
<th>Offices/Administrative Areas</th>
<th>Bathrooms/Shared Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>tables/desks</td>
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<td>door handles &amp; push bars</td>
</tr>
<tr>
<td>chairs</td>
<td>door handles</td>
<td>light switches</td>
</tr>
<tr>
<td>door handles</td>
<td>light switches</td>
<td>handrails</td>
</tr>
<tr>
<td>light switches</td>
<td>shared telephones</td>
<td>toilets</td>
</tr>
<tr>
<td>countertops</td>
<td>keyboards*/mice</td>
<td>faucets and sinks</td>
</tr>
<tr>
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<td>administrative equipment</td>
<td>paper towel dispensers</td>
</tr>
<tr>
<td>Montessori materials</td>
<td>(copier buttons, fax machines, etc.)</td>
<td>elevator buttons</td>
</tr>
<tr>
<td>cots</td>
<td></td>
<td>intercom buttons/doorbells</td>
</tr>
</tbody>
</table>

Locations with community use computers will have signs and supplies for proper hand and equipment hygiene and before and after using the computers to minimize disease transmission.

The Health Suite will have additional cleaning and disinfection, including:
- Clean and disinfect health cots regularly (after each student use)
- Cover treatment tables and use pillow protectors
- Discard or launder coverings after each use

Specific Cleaning Procedures
- Follow all label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs.
- If a surface is not visibly dirty, clean it with an approved product that both cleans (removes germs) and disinfects (kills germs) instead.
- Use disinfecting wipes on electronic items that are touched often, such as phones and computers. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.
- Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. Use gloves should always be worn to protect your hands when working with bleach solutions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.
- Use gloves whenever required for handling waste - always for handling body waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Updated January 4, 2021
**Cleaning Schedule**

**Weekly and Bi-weekly Cleaning**
LAMB’s custodial staff will deep clean the entire school weekly during virtual learning and bi-weekly during hybrid learning (weekend and Wednesdays).

**Daily Cleaning**

**Indoor Areas**

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<td>chairs</td>
<td>door handles</td>
<td>light switches</td>
</tr>
<tr>
<td>door handles</td>
<td>light switches</td>
<td>handrails</td>
</tr>
<tr>
<td>light switches</td>
<td>shared telephones</td>
<td>toilets</td>
</tr>
<tr>
<td>countertops</td>
<td>keyboards*/mice</td>
<td>faucets and sinks</td>
</tr>
<tr>
<td>faucets and sinks</td>
<td>administrative equipment</td>
<td>paper towel dispensers</td>
</tr>
<tr>
<td>Montessori materials &amp; mats</td>
<td>(copier buttons, fax machines, etc.)</td>
<td>elevator buttons</td>
</tr>
<tr>
<td>cots</td>
<td></td>
<td>intercom buttons/doorbells</td>
</tr>
</tbody>
</table>

**Outdoor Areas**

- Playground equipment (routine cleaning only – the CDC currently recommends against disinfecting these surfaces.)
- Tables
- Benches and chairs
- Doorbells, buzzers, and intercom buttons
- Door handles
- Railings

**Nap Cots**

- Cots and bedding will be individually labeled and stored.
- Cots will be arranged head to toe and to allow at least 6 feet of distance, head to head, between children.
- Cots will be cleaned and sanitized between uses.
- Bedding will be sent home weekly for washing.
- Cots may be stacked between uses if they are cleaned and sanitized appropriately before stacking.

**More Than Once-a-day Cleaning**

- Montessori and other classroom materials will be sanitized after each use when possible
- High touch surfaces such as counters, tables, backs of chairs, door handles, light switches, etc.

Updated January 4, 2021
## Cleaning Method

### General Environment

<table>
<thead>
<tr>
<th>Area/Item</th>
<th>Method</th>
<th>Frequency/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables/door and cabinet handles</td>
<td>Clean with disinfecting wipe or neutral detergent, warm water and clean cloth</td>
<td>Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry</td>
</tr>
<tr>
<td>Chairs/tables</td>
<td>Clean with disinfecting wipe or neutral detergent, warm water and clean cloth and dry with disposable paper towels</td>
<td>Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry</td>
</tr>
<tr>
<td>Washable floor covering</td>
<td>Wash with detergent, warm water and clean utensils</td>
<td>Daily and immediately if soiled e.g. spillage</td>
</tr>
<tr>
<td></td>
<td>Vacuum clean to remove dirt when children are not present.</td>
<td>Vacuum daily</td>
</tr>
<tr>
<td>Carpets</td>
<td>Clean with an approved carpet cleaning method</td>
<td>Clean carpets only when children will not be present to ensure the carpet is dry before next use</td>
</tr>
<tr>
<td></td>
<td>Vacuum</td>
<td>Clean carpets at least every 3 months in other areas or immediately when soiled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Small rugs</td>
<td>Launder</td>
<td>Weekly or between cohorts</td>
</tr>
<tr>
<td>Walls/ Ceilings</td>
<td>Clean with warm water and general purpose detergent.</td>
<td>Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers</td>
</tr>
<tr>
<td></td>
<td>If soiled with blood or body fluids, following cleaning, disinfect</td>
<td></td>
</tr>
<tr>
<td>Waste bins</td>
<td>Empty</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Clean with neutral detergent and warm water</td>
<td>Weekly and immediately if soiled</td>
</tr>
<tr>
<td>Mops and cleaning cloths</td>
<td>Mop heads should be washed in warm water and detergent, rinsed and air dried. Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried</td>
<td>After daily use</td>
</tr>
</tbody>
</table>
### Restrooms

<table>
<thead>
<tr>
<th>Area/Item</th>
<th>Method</th>
<th>Frequency / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash hand basins, taps, surrounding counters, soap dispensers.</td>
<td>Clean with detergent and warm water.</td>
<td>At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</td>
</tr>
<tr>
<td>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</td>
<td>Clean with detergent and warm water.</td>
<td>At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</td>
</tr>
<tr>
<td>Toilet bowls</td>
<td>Use toilet cleaner as per manufacturers instructions.</td>
<td>At least daily and immediately if soiled.</td>
</tr>
</tbody>
</table>

### Classroom Materials

<table>
<thead>
<tr>
<th>Item</th>
<th>Method</th>
<th>Frequency / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft toys – if shared.</td>
<td>Machine washed in a hot cycle according to manufacturers instructions.</td>
<td>Daily. If soiled, take out of use immediately.</td>
</tr>
<tr>
<td>Hard toys/items that go into the mouth or have been in contact with salvia or other body fluids.</td>
<td>Clean with warm water and detergent, rinsed and dried thoroughly. May be washed in a dishwasher.</td>
<td>After each child’s use.</td>
</tr>
<tr>
<td>Other hard toys e.g. dolls house, climbing frame.</td>
<td>Clean with warm water and detergent, rinsed and dried thoroughly.</td>
<td>Weekly or immediately if soiled.</td>
</tr>
<tr>
<td>Nap bedding and pillows</td>
<td>Machine washed in a hot cycle according to manufacturer’s instructions.</td>
<td>To be sent home weekly with families for cleaning</td>
</tr>
<tr>
<td>Cots</td>
<td>Clean with disinfecting wipes or detergent and warm water, rinse and dry.</td>
<td>Weekly, before use by a different child, and immediately if soiled or wet.</td>
</tr>
</tbody>
</table>
Appendix: Family Resources

How should parents and staff talk to children about COVID-19?

As public conversations around COVID-19 increase, children may worry about themselves, their family, and friends getting ill with COVID-19. Parents and teachers can play an important role in helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear. CDC has created guidance to help adults have conversations with children about COVID-19 and ways they can avoid getting and spreading the disease.

Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers  

Stress and Coping During the COVID-19 Pandemic  

School Decision-Making Tool for Parents, Caregivers, and Guardians  

CDC Mask Guidance for Children:

- Label your child’s cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.
- Practice with your child putting on and taking off cloth face coverings without touching the cloth.
- Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.
- As a family, model wearing cloth face coverings, especially when you are in situations where physical distancing is difficult to maintain or impossible.
- If you have a young child, help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers.
  - Recognize your child for wearing a cloth face covering correctly.
  - Put a cloth face covering on stuffed animals.
  - Draw a cloth face covering on a favorite book character.
  - Show images of other children wearing cloth face coverings.
  - Allow your child to choose their cloth face covering that meets safety requirements (covers nose and mouth)
Appendix: PPE Requirements for School Staff

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

Note: Staff and children must practice good hand hygiene throughout all of the scenarios and maintain physical distance of six feet to the maximum extent feasible.

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

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

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

- Non-medical (cloth) face covering

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

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

**Higher Risk:** Staff are in close/direct contact with less than 6 feet of physical distance from the student and performing a higher-risk or aerosol generating procedure, including administration of nebulized medication.

- N95 mask (with access to Respirator Fit Testing program)
- Eye protection (face shield or goggles)
- Gown/coverall
- Gloves

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

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

While responding briefly to a sick student, or while escorting a sick student to the isolation room:
- If the student is wearing a face covering (non-medical (cloth) or surgical mask), and is able to maintain 6 feet of distance, accompanying staff must wear:
  - Non-medical (cloth) face covering
- If the student is not wearing a face covering (non-medical (cloth) or surgical mask), or is not able to maintain 6 feet of distance, accompanying staff must wear:
  - Surgical mask
  - Eye protection (face shield or goggles)
  - Coverall
  - Gloves

While supervising a sick student in the isolation room, staff must always wear:
- Surgical mask
- Eye protection (face shield or goggles)
- Coverall (e.g., long sleeve button-down shirt)
- Gloves
- Note: The student in the isolation room must also wear a non-medical (cloth) face or surgical mask.

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

PPE FOR STAFF IN SPECIAL SITUATIONS

Custodial Staff
- Non-medical (cloth) face covering
  - If there is an increased risk of exposure to COVID-19 (e.g., cleaning an area occupied by an individual with symptoms of COVID-19), wear surgical mask instead of non-medical (cloth) face covering.
- Gown/coverall
- Gloves
- Other PPE may be needed based on cleaning/disinfectant products being used and whether there is a risk of splash. For more information, visit the CDC’s website [here](#).

Classroom educators and staff who are cleaning and disinfecting areas or equipment utilized by a sick individual must follow Custodial Staff guidelines above. Classroom educators and staff

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doing routine cleaning (e.g., of high-touch surfaces) must wear non-medical (cloth) face covering and gloves.

Foodservice Staff

- Non-medical (cloth) face covering
- Gloves (when handling food products)
- Additional PPE may be required per food preparation regulation and requirements