



Dear Ivy Hill Prep Staff,

Our goal is to ensure a safe, academically rigorous, and joyful school community for all families, staff, community partners, and vendors. In the wake of these unprecedented times, Ivy Hill Preparatory Charter School is prepared to open its doors to 180 K-2 scholars for the 2020-21 school year. We know that this poses several questions in regards to the safety of scholars and staff with re-opening during COVID-19. This guidance serves as Ivy Hill Prep's COVID-19 Response Plan to ensure that the correct protocols and procedures are implemented to serve our community in a safe and joyous working environment.

Our Commitment to Our Community

We know the global pandemic, known as COVID-19 shapes our current reality and forces changes in our lives in ways that we couldn't imagine. Ivy Hill Prep has performed and will continue to perform the following, as precautionary measures to ensure a safe and healthy school environment.

1. Educating staff on proper handwashing based on guidance from the Centers for Disease Control (CDC) as well as other precautionary measures for routine proactive measures to help prevent the spread of any illness.
2. Professional cleaning company enacted a deep cleaning schedule in our building since March 13, 2020.
3. Removal of handshaking and/or physical contact from school greeting and disbursement of hand sanitizer and temperature checks upon arrival.
4. Regular maintenance of cleaning and disinfecting frequently touched objects and surfaces.
5. Full implementation of staff hand washing schedule for all staff.
6. Scheduled professional deep cleanings during school closure.
7. Barriers to protect staff for social distancing in throughout the school.
8. Directional markers to maintain social distancing in hallways and common areas.
9. Issuance of non-disposable PPE to staff.

Cleaning Precautionary Measures Prior to Re-Opening (SY 2020-2021)

1. Use of infrared forehead guns to take the temperatures of all scholars in the carline prior to entering the facility for the school day.
2. Installation of 60% alcohol sanitizers in each classroom to support sanitizing of staff and students' hands.

Re-Entry Plan

Caring for members of our team and family continues to be one of our top priorities. This document is a compilation of policies and procedures designed to provide guidance and support to Ivy Hill Prep employees as we begin the process of reopening our school. This document is subject to change in response to safety measures needed due to COVID-19. Resources, policies, and procedures contained herein are:

1. Ivy Hill Prep's Safety Procedures
2. Staff Travel
3. Screening for COVID-19 Related Illness or Exposure
4. Duty to Report Symptoms or Suspected Infection
5. Reporting/Communications for COVID-19 Related Illness or Exposure



6. Return to Work After Possible COVID-19 Infection
7. Attendance and Punctuality
8. Essential Workers Definition & Duty

Effective Date of Activity for Aforementioned Policies

Based on the guidance above, effective immediately, all staff members will adhere to the following policies/procedures.

Human Resources

Ivy Hill Prep has a comprehensive re-opening strategy and procedures, found here. Staff members must adhere to the safety protocols in the reopening strategy. Failure to do so could result in disciplinary actions. If a staff member is physically unable to comply with any of the protocols or needs accommodation, he/she should contact Director of Operations as soon as possible: BParker@ivyhillprep.org.

Section 1: Safety Policy & Procedures

All staff are expected to adhere to the safety protocols detailed in this document, participate in the safety training provide by Ivy Hill Preparatory Charter School, and follow the guidelines from the CDC. These guidelines have been incorporated into the safety protocols below.

Staff Arrival

As an employee of Ivy Hill Preparatory Charter School, the following obligations are required for compliance with the above mentioning.

1. All teachers and administrative staff will be screened upon arrival to work. This screening includes checking temperature for fever, symptoms, and required PPE equipment. Temperatures will be logged daily and a restriction for temperatures out of range will be enforced.

Arrival Sign-In

1. Apply Face Mask/Shield
2. Sanitize hands
3. Temperature Check, COVID-19 Questionnaire
4. Report to restroom to wash hands

Handwashing is the most effective strategy for reducing the spread of COVID-19. Proper hand washing should be performed upon arrival to work, before and after individual contact, and before donning (putting on) and after doffing (removing) PPE, including gloves.

Hand Washing: Follow Six Steps to Wash Your Hands the Right Way:

1. Wet your hands with clean, running water (warm or cold), and apply soap.
2. Lather your hands by rubbing them 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.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean paper towel or air dry them.
6. Use a paper towel to turn off the faucet.



2. While at work, all employees will wear personal protective equipment (PPE) when in the school for school related business. This equipment includes face masks and/or face shields and gloves as instructed by the Department of Health & Center for Disease Control and Prevention (CDC).
3. Enhanced cleaning to all teacher work space will be done at the conclusion of the visit to the office. Teachers are required to use disinfectant wipes to clean the work desk, chairs, and surfaces that they worked on prior to departure.

Disposal of PPE

A designated trash compartment will be assigned for the disposal of all PPE equipment at the departure of all visits to the facility. Employees are required to properly dispose of all face mask and gloves. The disposal bin will be properly labeled and placed outside of the facility for easy disposal.

Ivy Hill Preparatory Charter School's Safety Protocols Are:

- All staff will be required to participate in safety training.
- Safe Schools safety training videos
- Staff will be required to undergo a health screening before returning to work
- Staff are expected to take their temperature each day at least two hours prior to reporting to work. If his/her temperature is greater than 100 degrees Fahrenheit, he/she must stay home, contact their manager, and contact their health care provider.
- If a staff member is feeling sick prior to coming to school, alert your supervisor immediately and stay home. He/she should follow the procedures in the table below.
- If a staff member is feeling sick after coming to school, alert your supervisor immediately and go home as soon as feasible. He/she should follow the procedures in the table below.
- All staff will be required to enter the campus with a mask or face covering over their nose and mouth leaving the mask covering in place during the time he/she is on campus, with the exception of when intaking meals.

If anyone in the building tells a staff member they are not feeling well, or if a staff member observes that someone doesn't appear to be feeling well, or if the staff member learns that someone in the building recently tested positive for COVID-19 or has been in close contact with someone who tested positive for COVID-19, he/she should alert Ambrosia Johnson, Head of School, and Brandon Parker, Director of Operations, and COVID-19 contact immediately. In the case of a child, the Head of School, Director of Operations, or Dean of Student Support will alert the designated isolation contact to escort the child to the designated isolation area. The child will remain in the designated isolation area (with adult supervision) while the child's parent/legal guardian is contacted. In the case of adults, they should proceed to the designated staff isolation area, if they are not able to leave immediately. They should leave the premises as soon as they are able.

- All staff will be required to support contact tracing efforts by, among other things, keeping accurate attendance of students in all classes.
- All staff will continue to practice and enforce proper cleanliness techniques.



Staff will follow best practices regarding safety via the following, but not limited to:

1. Engage in social distancing, for example:
Stay at least 3-6 feet away from colleagues and students (where possible); discuss with your manager if you perceive that to be a challenge. Promote social distancing amongst students.
2. Wear face masks at all times when inside the premises, except when intaking meals.
 - Avoid touching your mask, as this spreads the germs the mask may be capturing.
 - Conference via video or phone, where possible
 - Abide by maximum occupancy signs in conference rooms or teacher work areas
 - Group same students and staff together each day, as much as possible
 - Do not congregate in staff lounges, conference rooms, or another similar area
 - Adhere to staggered work times, if any

The following and similar gatherings are not permissible until further notice:

- No field trips
 - No team lunches or outings
 - No outings to sporting events
3. **Do not share equipment, for example:**
 - No sharing of phones
 - No additional sharing of offices
 - No sharing of desks
 - No beverage pitchers
 - No shared snacks
 - Avoid shared utensils; no shared forks
 4. **Engage in “no-touch” greetings**
 - No handshakes
 - No hugs
 - No back slaps
 5. **Do not touch your face with unwashed hands, particularly your nose, eyes, and mouth.**
 6. Follow [CDC’s handwashing guidelines](#).
 7. Key times to ensure you’re washing your hands:
 - After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, cash registers
 - Before touching your face, particularly your eyes, nose, or mouth
 - Before, during, and after preparing food
 - Before eating food
 - Before and after caring for someone at home who is sick with vomiting or diarrhea
 - Before and after treating a cut or wound



- After using the restroom
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

8. Follow CDC's guidelines regarding [coughing, sneezing, and blowing your nose](#)

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands
- Wash your hands immediately after blowing your nose, coughing or sneezing

9. Follow [disinfection procedures](#)

- Evacuate room upon learning that someone with COVID-19 or COVID-19 symptoms was present in the room
- Allow room to remain vacant for 24 hours
- Disinfect room

Section 2: Staff Travel

Ivy Hill Preparatory Charter School requires staff that travels internationally to report this information to the Head of School, Ambrosia Johnson, as soon as there is knowledge of travel arrangements. IHP reserves the right to delay staff members' return to work for up to 14 days based on CDC recommendation of social distancing. Ivy Hill Preparatory Charter School reserves the right for the leave time required for delay from work to be unpaid for voluntary/leisure travel. The CDC recommends that travelers avoid all nonessential international travel.

The Department of State advises U.S. citizens to avoid all international travel due to the global impact of COVID-19. In countries where commercial travel options remain available, U.S. citizens should arrange for immediate return to the United States, unless they are prepared to remain abroad for an indefinite length of time. For more information about possible travel restrictions, contact your destination's U.S. Embassy or Consulate or visit the [Department of State website](#).

CDC recommends that travelers avoid all nonessential international travel. If you must travel:

- Clean your hands often.
 - Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.



- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others.
 - Keep 6 feet of physical distance from others.
- Wear a cloth face covering in public.
- Avoid traveling if you are sick.

If you travelled internationally in the last 14 days:

- Stay home, monitor your health, and practice social distancing for 14 days after you return from travel. Social distancing means staying out of crowded places, avoiding group gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- Learn more about [what to do if you are sick](#) after travel.

Section 3: Screening for COVID-19 Related Illness or Exposure

All staff will be required to respond to short COVID related health questions prior to arriving at work and at regular intervals. Staff will be asked to:

a. Self-report any symptoms of COVID-19:

- Fever
- Cough
- Nasal congestion
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle Pain
- Poor feeding or poor appetite
- Loss of taste or smell
- Or any other symptom of not feeling well.

b. Note if they have been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results.

c. Check their own temperature, two hours or less before arrival to the school, and to confirm that the temperature was less than 100 degrees Fahrenheit.

All screening information/results will be kept confidential and separate from the employee's personnel file. This information will only be used for the purposes of reducing the risk of COVID-19 infection and not for making any other health determinations.



Employees who refuse to submit to screening may be sent home and expected to use sick leave, vacation time, or unpaid leave and will not be permitted to return to the workplace. Further refusal could result in disciplinary action.

Section 4: Duty to Report Symptoms or Suspected Infection

Ivy Hill Preparatory Charter School staff members have a duty to immediately report the following conditions:

- They have, or a member of their household has, tested positive for COVID-19.
- They or a member of their household is exhibiting symptoms of COVID-19 (see below list of possible symptoms).
- They have been exposed to someone with a confirmed positive COVID-19 test.
- They observe a student or staff member with COVID-19 symptoms while at work.
- Employees who make reports will not be subjected to retaliation

Emergency warning signs (requiring medical care) of COVID-19 include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Employees who make reports will not be subjected to retaliation.

One of the best ways to reduce the spread of COVID-19 is to [stay home when appropriate](#). If a staff member or student contracts COVID-19, has close contact with someone with COVID-19, or exhibits symptoms of COVID-19, the following procedures shall apply:

Section 5: Reporting & Communication for COVID-19 Related Illness or Exposure

Situation	Immediate Action	Employee Benefits <i>Not applicable for student body.</i>	Reporting
If a staff member tests positive for COVID-19.	<ul style="list-style-type: none"> • Alert Head of School and Director of Operations of need for sick leave. • Alert COVID-19 contact of positive COVID-19 test. • If an employee is at work, they should leave as soon as 	<ul style="list-style-type: none"> • Allow employees to work remotely during the quarantine period if they are medically able. • If they are unable to work, they may use paid sick leave 	<ul style="list-style-type: none"> • COVID-19 contact shall immediately send an email to: ajohnson@ivyhillprep.org and bparker@ivyhillprep.org. • Supervisor will send communication to family members and staff at the school, alerting of a



	<p>possible or go to the designated staff isolation area until they are able to leave.</p> <ul style="list-style-type: none"> • Student should be escorted to the designated supervised student isolation area to be assessed by the school nurse. Directly following, students family must be contacted to coordinate pick-up.* • Employee should contact healthcare provider. • Employee/student may not return to work/school until cleared by the COVID-19 contact and healthcare official. 	<p>provided under FFCRA.</p> <ul style="list-style-type: none"> • If additional leave is needed, they may use Ivy Hill prep sick leave, if applicable. As a check for potential abuse, to obtain Ivy Hill Prep COVID-19 sick leave, employee will need to obtain COVID-19 test. 	<p>positive result while protecting the identity of the staff member.</p> <ul style="list-style-type: none"> • Employee may agree to have their identity shared. • Persons responsible for contact tracing will ask employees for a list of persons at Ivy Hill Prep with whom they have had close contact during the period in which they may have been infectious (i.e., up to 48 hours before the person began feeling sick until the person isolates.)
<p>If a staff member exhibits symptoms of COVID-19.</p>	<ul style="list-style-type: none"> • Alert Head of School and Director of Operations that there is a need for leave. • Alert COVID-19 contact of potential COVID-19 exposure. • If employee is at work, they should leave as soon as possible or go to the designated staff location area until they are able to leave. • Student should be escorted to the 	<ul style="list-style-type: none"> • Allow employees to work remotely during the quarantine period if they are medically able. • If they are unable to work, they may use paid sick leave provided under FFCRA. • If additional leave is needed, they may use Ivy Hill Prep sick leave, if applicable. As a check for potential abuse, to obtain Ivy Hill Prep 	<ul style="list-style-type: none"> • COVID-19 contact shall immediately send an email to: ajohnson@ivyhillprep.org and bparker@ivyhillprep.org.



	<p>designated supervised student isolation area to be assessed by the school nurse. Directly following, students family must be contacted to coordinate pick-up.*</p> <ul style="list-style-type: none"> • Employee should contact their healthcare provider. • Student family should contact their healthcare provider. • Employee/student may not return to work/school until cleared by COVID-19 contact, which will include the presentation of a negative COVID-19 test. 	<p>COVID-19 sick leave, employee will need to obtain COVID-19 test.</p>	
<p>If a staff member has “close” contact with someone who tests positive with COVID-19.</p> <p>“Close” contact means being less than 6 feet away for at least 15 minutes.</p>	<ul style="list-style-type: none"> • Alert Head of School and Director of Operations that there is a need for leave. • Alert COVID-19 contact of potential COVID-19 exposure. • Provide COVID-19 contact with the name of the individual who tested positive (if they are affiliated with Ivy Hill Preparatory Charter School.) • Employee/student may be required to not work/come to 	<ul style="list-style-type: none"> • Remote work for staff members for the duration of the quarantine period at the discretion of the school. 	<ul style="list-style-type: none"> • COVID-19 contact shall immediately send an email to: ajohnson@ivyhillprep.org and bparker@ivyhillprep.org.



	school until cleared by the COVID-19 contact, which will include the presentation of a negative COVID-19 test.		
<p>If a staff member has <i>indirect</i> contact with someone who tests positive with COVID-19.</p> <p>“Indirect” contact means contact with an individual who has had contact with someone who tested positive.</p>	<ul style="list-style-type: none"> No action required but the staff member/family should monitor for any signs of flu-like symptoms. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> COVID-19 contact shall immediately send an email to: ajohnson@ivyhillprep.org and bparker@ivyhillprep.org. No further reporting required unless a family member requires assistance to report the case to DOH.

Continuation of Pay & Insurance:

Remote/In-Person: All Ivy Hill Prep salaried Staff will continue to be paid for all scheduled work, both remote and in-person through distance learning, subject to distance work expectations. If an employee is not accessible during business hours, he/she may be required to take leave.

Unable to Work Due to Illness: If an employee is unable to report to work, either in-person or remote, please see Paid Leave and Unpaid leave sections above.

Section 6: Returning to Work After Possible COVID-19 Infection

Consistent with CDC guidelines, Ivy Hill Preparatory Charter School shall require that staff members meet the following criteria before returning to work after a possible COVID-19 infection:

Returning to Ivy Hill Prep After Possible COVID-19 Infection	
To return after a positive COVID-19 test	<p>Following the CDC guidelines, the following conditions must be met:</p> <p><u>Floor:</u></p> <ul style="list-style-type: none"> At least 3 days have passed since the individual’s body temperature was 100 degrees or higher (without the use of fever-reducing medication.) Symptoms such as cough or shortness of breath have improved 10 days have passed since symptoms appeared



	<ul style="list-style-type: none"> • 10 days have passed since the positive test. • Individuals in higher risk categories may need to stay home longer <p><u>Ceiling</u></p> <ul style="list-style-type: none"> • No fever, improved symptoms AND • Test negative for COVID-19 once. Take an additional COVID-19 test 24 hours later and test negative a second time. In the event that testing is unavailable, individuals should wait until at least 14 days have passed since symptoms first appeared. If they were not symptomatic, at least 14 days have passed since their first positive test and the healthcare provider advises safe to return to work via doctor's note to return to work.
<p>To return to Ivy Hill Prep after exhibiting symptoms of COVID-19.</p>	<p>Following the CDC guidelines, the following conditions must be met:</p> <p><u>Floor:</u></p> <ul style="list-style-type: none"> • At least 3 days have passed since the individual's body temperature was 100 degrees Fahrenheit or higher (without the use of fever-reducing medication) • Symptoms such as cough and shortness of breath have improved • The school may require that 10 days have passed since symptoms appeared • Individuals in higher risk categories may need to stay home longer. <p><u>Ceiling:</u></p> <ul style="list-style-type: none"> • No fever, improved symptoms AND • Test negative for COVID-19 once. Take an additional COVID-19 test and test negative a second time. In the event that testing is unavailable, individuals should wait until at least 10 days have passed since symptoms first appeared. If they were not symptomatic, at least 10 days have passed since their first positive test.

Section 7: Attendance/Punctuality

We know that the impact of COVID-19 on employees' schedules are significant. During the period of remote work or a hybrid of remote/in-person work, we expect that managers and team members will communicate about daily schedules and that Supervisors will work to schedule check-ins and team meetings at a time that works for everyone, to the greatest extent possible. Given this, employees are expected to attend required virtual meetings or huddles as directed by their Supervisor, unless on an approved Leave of Absence or sick leave. If employees cannot attend required meetings, they must notify their supervisor via email prior to the meeting start time with the reason for the absence and whether that reason will impact the employee's ability to complete their work expectations for the day, in alignment with our sick leave policy. Certain exceptions can be made in remote work situations, including child care conflicts, or conflicting work arrangements with a spouse/partner.

Americans with Disabilities Act (ADA) Reasonable Accommodations

If an employee needs a reasonable accommodation to perform the essential functions of their job while working remotely or during the reopening phases (e.g., if an employee has a medical condition that would make wearing certain types of PPE unsafe, the employee may seek an accommodation), the employee should contact



Ambrosia Johnson, Head of School, at ajohnson@ivyhillprep.org and Brandon Parker, Director of Operations, at bparker@ivyhillprep.org. Ivy Hill Prep will engage in an interactive process to determine if there is a reasonable accommodation that can be provided to the employee without undue hardship to the organization. Ivy Hill Prep may require medical information to support the need for accommodation. Any medical documentation provided will be kept confidential to protect privacy rights, with disclosure only as permitted by law.

Section 8: Essential Workers

In accordance with guidance from Department of Employee Services, the following list describes essential work and essential workers at Ivy Hill Preparatory Charter School.

During remote work, employees or contractors are considered essential if they are:

- Facilitating distance learning or facilitating distance operations,
- Modifying facilities to provide support for addressing COVID 19 or providing support for efforts to address the public emergency and public health emergency declared by the Mayor (including meal distribution), or
- Supporting "Minimum Basic Operations" including: the minimum necessary activities to maintain security to allow employees to continue to work remotely, and the minimum necessary activities to provide cleaning and essential maintenance
- Operations staff including Ops Leads for each campus, office manager, regional meal staff, regional facilities staff, Associate Directors and the Senior Director, etc.
- Contracted janitorial support
- Contracted meal staff - including DOE meal employees
- Other contracted or subcontracted staff supporting the above items