

The Excel
Center®



COVID-19 Health and Safety Plan

(As of October 26, 2021)

PURPOSE

This document outlines the Goodwill Excel Center's operational and safety protocols for our school during the recovery period from the COVID-19 pandemic. These protocols are currently in use at GEC and continue to be monitored against updated guidance.

On June 3, 2020, the Office of the State Superintendent of Education (OSSE) issued initial guidance for DC schools to inform school reopening plans based on recommendations from the Centers for Disease Control and Prevention (CDC) and DC Health. The guidance has been updated various times and aligned to the most recent health and safety guiding documents for schools. This document aligns to the most recent guidance available from DC Health dated October 8, 2021, and Mayor Bowser's vaccine mandate released on September 20, 2021. Based on the most recent OSSE guidance and with input from various GW and GEC staff, the following GEC Covid Health and Safety Plan has been created. The plan addresses the actions GEC will take to protect students and staff and slow the spread of COVID-19 and the actions GEC will take when a student or staff member becomes sick with or exposed to COVID-19.

The full set of protocols and procedures is being shared with you so that you have a full understanding of the actions being taken to keep our staff, students, and guests safe. This document is intended for the GEC community: staff members, students, and visitors. Relevant components will be taken from this document and incorporated in the GEC Student Handbook as well

We are all learning to operate under a "new normal", which will require rigid safety and operational procedures until they can continue to be relaxed following CDC, OSSE and DC Health guidelines and recommendations. **These protocols and policies are fluid and subject to change based on changing guidance from DC Health and other relevant authorities**, and only with approval from GEC leadership. Regular updates will be provided as the need arises and as the city provides additional or changed guidance.

Per DC Health guidance and unless otherwise stated in our guiding document, individuals who have been vaccinated against COVID-19 should continue to follow all precautions in schools until DC Health instructs otherwise, including wearing face masks, physical (social) distancing, practicing hand hygiene, and frequently cleaning commonly touched surfaces and items. Additionally, vaccinated individuals must follow the policies and protocols outlined in this document as well.

We are grateful for your cooperation and commitment!

COVID-19 PREVENTION PROTOCOLS

The Goodwill Excel Center is taking several preventative steps to help prevent the spread of COVID-19 at GEC, including:

- Continue communications campaign to promote everyday protective measures to stop the spread of germs and to inform the entire GEC community of COVID-19 related protocols at GEC.
- Continue to work with the landlord to ensure all filters, waters systems, bathrooms and overall facilities are managed to reduce the risk of COVID-19.
- Develop social distancing and hygiene protocols and signage communicating these protocols throughout the school space.
- Health screening at entry with touchless temperature checks at entry.
- Mandatory wearing of non-medical face coverings (face masks).
- Enhanced cleaning protocols.
- Acrylic shields and protective material in the front office spaces.
- Limiting the number of individuals that can be in classrooms and spaces at GEC, in alignment with District and CDC social distancing guidance recommendations.

Communication to Students and Families

The following communication actions have been implemented and will continue to take place to protect staff and students and slow the spread of COVID-19. These actions are focused on spreading messages about the actions and behaviors that will prevent the spread of COVID-19 throughout the building.

- Identify, print and post CDC signs in identified highly visible locations throughout the school that promote everyday protective measures and how to stop the spread of germs (hand washing, protective wearing of a mask, social distancing, staff office/classroom cleaning protocols, and signage on where individuals can sit.). Utilize the Excelebration TV to broadcast these messages too. Include messaging and resources about vaccine registration and vaccine information to support individuals in making the choice to sign up for the vaccine. These protective measures are outlined in this plan.
- Develop and deliver a student Town Halls and follow-up letters that include prevention protocols that students and staff have to follow in the building. Ensure the elements of the Town Hall and communication letters are added in New Student iExcel Orientation. Key components should include the protocols and actions outlined in the other sections of this plan.
- Develop and deliver a staff presentation that includes prevention and response protocols outlined in this plan. (Note: changes or updates to the plan will be presented either via written email/communication and/or through an all staff meeting.)

- Broadcast daily regular announcements on reducing the spread of COVID-19 on PA systems once classes are in session.
- Utilize all social media avenues: Facebook, Instagram, the website and School Messenger to communicate prevention protocols highlighted on signs throughout the school and in the above mentioned student and staff presentations.
- Utilize all social media avenues: Facebook, Instagram, the website and School Messenger to communicate prevention protocols highlighted on signs throughout the school and in the above mentioned student and staff presentations.
- Utilize Microsoft Teams (where all GEC staff and students have logins) to communicate prevention protocols highlighted on signs throughout the school and in the above mentioned student and staff presentations. Utilize the All School updates Team channel to post important messaging to students and staff.
- Update the GEC Student Handbook with all relevant components of this plan.

Reopening of the 1776 G Street Facility

GEC will work in partnership with GEC's landlord at 1776 G Street, NW, DC on the following facility related actions to protect staff and students and slow the spread of COVID-19.

- Ensure ventilation systems operate properly and all filters are changed.
- Ensure adequate hot water is available in bathrooms and sinks.
- Share additional measures and reopening plans created by the World Bank with GEC staff as they are made available.

Physical Social Distancing Protocols

Overall, the guiding principal of GEC's physical social distancing protocols will be that individuals should maintain a social distance from each other. GEC will follow the guidance that staff and visitors maintain six feet of social distancing from each other. GEC will work to ensure that our mostly adult students maintain six feet of social distancing from each other. We understand that the newest guidance has allowed for three feet of social distancing between students and that cohorting is recommended to the greatest extent possible. Our goal is to maintain the six feet of social distancing to the best extent possible and utilize the three feet of social distancing in classrooms when needed. Classrooms will be set up with the three feet social distancing desk set up to allow for classes to take place. However, based on the number of students in each class, the six feet or three feet protocols will be determined, and desks will be labeled for use based on distancing.

In School Year 2021-22, students should as much as possible, not mix with other in-person groups, including in the entry and exit of the building, while eating, in the restroom, and other shared spaces. Students will either eat lunch in a classroom, the designated lunch space, and/or leave the GEC premise for lunch and then return.

Following is a checklist of spaces where the specified actions will be taken to facilitate

the proper spacing of furniture and signage is in place to promote this social distancing protocol.

Actions to be taken:

1. Based on the six feet and three feet protocol, identify the number of people that can be present in an area at any given time. (Including GEC classrooms, common spaces, offices, board room, and other GEC spaces.)
2. Where appropriate, identify clear space delineations and create markings and post relevant signs on the walls and countertops to enforce the expectations.
3. Move tables and chairs to support needed spacing and store excess furniture in a designated area that cannot be used.

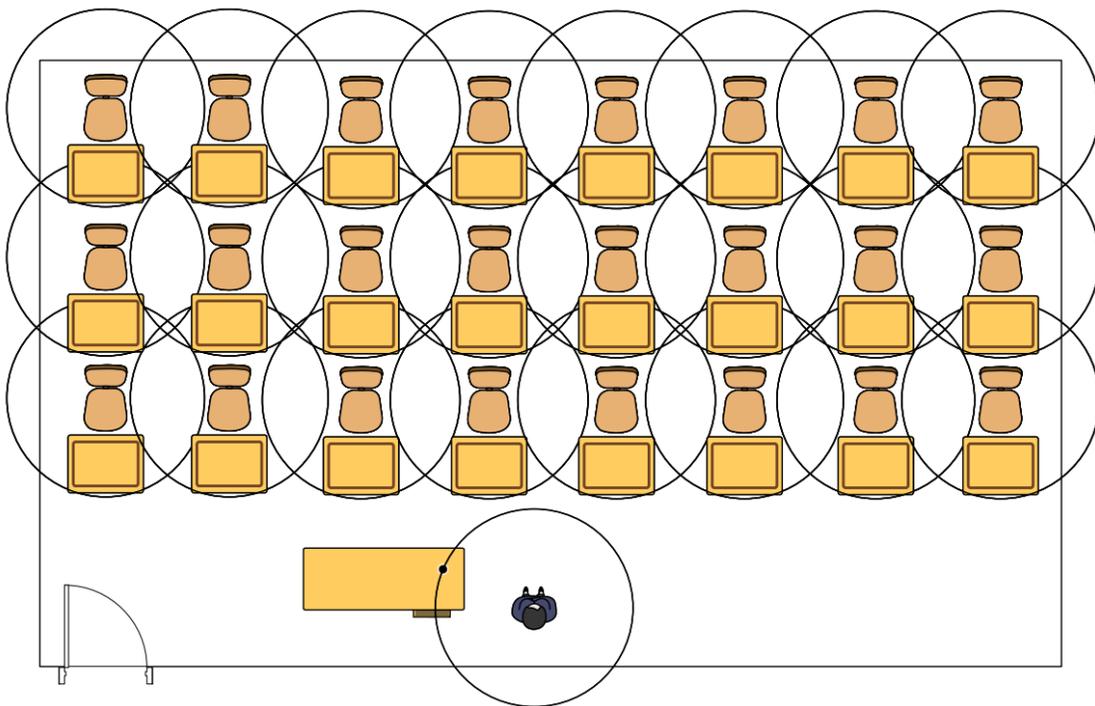
GEC Space Checklist for implementing Physical Social Distancing Actions (see appendix for detailed list of signage to be created for various areas):

1. Security Desk area
2. 12 Classrooms (including a computer lab)
3. Hallway outside of the coaches' office
4. Hallway outside of the Computer Lab
5. Communal space at the bottom of the stairs
6. Coaches offices- Given the size of offices we have identified alternative locations for Coach / Student meetings to take place.
7. Hallway outside teacher's lounge
8. College and Career Readiness (CCR) Office
9. Board Room
10. Teacher's Lounge- Should be not more than 3 people in the room (one per table) at any given time
11. Data Manager Office- No more than 2 people in the room
12. SPED Office – No more than 2 people in the room
13. Manager of Student Support Office- No more than 2 people in the room
14. Lead Teachers' Office – No more than 2 people in the room
15. Director's Office – No more than 2 people in the room
16. GEC bathrooms

Below is a table that shows the six feet and three feet social distancing protocols and capacity limits that will be used for each classroom when configuring and setting up desks.

Arch Number	Room Number	Width	Length	Area	Soc Dist Cap 6 ft	Soc Dist Cap 3 ft
101	1	31.0	18.4	571	8	24
104	2	28.8	18.3	526	8	21
115	3	20.5	20.5	420	6	15
118	4	20.5	20.5	420	6	15
121	5	27.3	20.5	560	10	25
124	6	27.3	20.8	569	10	25
106	7	31.8	19.5	619	10	24
107	8	31.8	19.3	613		
129B	9	20.9	30.6	640	12	25
129A	10	20.9	30.6	640	12	25
131	11	34.9	18.7	654	10	24
134	12	23.0	35.7	819	12	35
129 A&B	9 & 10	41.8	30.6	1279	24	50

Below is an example of a classroom set up with three feet social distancing and shows an example how we will space out the desks when using the three feet distancing.



Non-Medical (Cloth) Face Coverings for Staff and Students

The following protocols will be implemented with regards to the use of non-medical face coverings or “face masks” at GEC. (Note: for the purposes of this plan non-medical cloth face coverings will be referred to as “face masks”)

1. All staff, students, and essential visitors (even if vaccinated) must wear non-medical face coverings or face masks that cover the nose and mouth at all times (except when eating or drinking) while in the school building.
 - a. If a student has an established medical or developmental condition that makes it unsafe for them to wear a face mask, the student will not be required to wear a face mask and the School Director and Director of SPED will work with the student to determine any steps that can be taken to promote the safety of the student and the school community.
2. Face masks will be made available in the front office for students, visitors, or staff members that do not bring or have a mask.
3. 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.

HYGIENE

The following hygiene protocols will be implemented to protect staff and students to slow the spread of COVID-19:

1. Per the “Communication and Marketing to Students and Families” section, signs will be posted promoting handwashing with soap and water is done for at least 20 seconds, after using the restroom, before eating, after coughing or blowing your nose or sneezing.
2. Approximately 16 hand sanitizer dispensing stations will be posted on walls and/or sanitation stations throughout the school and replenished by custodial staff.
3. Each classroom and office will be equipped with a sanitization station that includes tissues, hand sanitizer, and wipes that will be monitored frequently.

GEC’s Policy on Hand Washing:

GEC will reinforce frequent and proper handwashing strategies by staff and students, which include:

- Washing with soap and water for at least 20 seconds.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Key times to perform hand hygiene include:

- Upon entering GEC
- Before and after eating food
- Before and after group activities
- After going to the bathroom
- Before and after putting on, touching, or removing face masks or touching your face
- After removing gloves
- After blowing one's nose, coughing, or sneezing

GEC encourages all students and staff to cover coughs and sneezes with a tissue with wearing a mask. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer.

GEC's Policy on PPE

First and foremost, staff and students should practice good hand hygiene and maintain physical distance of 6 feet to the maximum extent possible. Wearing gloves is not a substitute for good hand hygiene.

Working with students who are not known or suspected to have COVID-19:

- Lower Risk: 6 ft of physical distance cannot always be maintained and secretions or bodily fluids is not anticipated.
 - Face mask is required.
- Medium Risk: Staff are in close/direct contact with less than 6 ft of physical distance from the student. Close contact with secretions or bodily fluids are possible or anticipated.
 - Face mask is required.
 - If potential for bodily fluids to be splashed or sprayed, surgical masks and eye protection are suggested.
 - Gown/coverall is required.
 - Gloves must be used per existing procedures (such as administering medication).

Daily Health Screenings for GEC Staff

GEC staff are required to check their temperatures and general health for signs of coronavirus ***before coming to work and are required to remain at home if they are sick*** and immediately contact their Supervisor. GEC staff are also asked to complete all COVID-19 health screening questions (listed below in the procedures) before coming to

work. The practices described below are considered terms of employment and every staff member is **required** to comply.

Procedures for all staff members to follow:

1. Prior to coming to work, all GEC staff must take their temperature and answer the COVID-19 health screening questions (below). If the staff member's temperature is below 100.4°F and she/he answers "no" to all of the COVID-19 Health Screening questions, the staff member may proceed to work. If the staff member answers "yes" to any of the questions and/or has a temperature above 100.4°F, he/she must contact their Manager or Lead for next steps and he/she is **not** permitted to be on-site.
 1. Are you currently experiencing any of the following COVID-19 symptoms – fever (temperature of 100.4°F or higher), chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, diarrhea, congestion, nausea or vomiting, sore throat, runny nose or new loss of taste/smell that are not caused by another health condition?
 2. Have you tested positive for OR been diagnosed with COVID-19 in the past 10 days?
 3. Have you been requested to self-isolate/quarantine by a medical professional or local health department official within the past 10 days?
 4. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who has been diagnosed with COVID-19?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 5. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who is currently waiting to receive Covid-19 test results?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 6. Have you travelled outside of D.C. Virginia and Maryland in the past 10 days?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
2. Upon arrival to GEC, enter through the front door only (even if your entry point is through the elevator).

3. Wear a non-medical face covering or face mask when entering the school. Staff members are encouraged to bring their own face covering and if one is forgotten or needed on a specific day, one will be provided by the school.
4. Enter the upstairs staff lounge and sign in confirming your attendance and that you conducted a temperature check and asked yourself the COVID-19 health screening questions. The COVID-19 health screenings questions will be posted in the upstairs lounge for review upon entering as well.
 1. An infrared temperature will be available in the staff lounge if a staff member needs to use it and/or forgot to take their temperature before arrival.
 - a. If the staff member's temperature is equal to or above 100.4°F, the staff member should wait at a seat by the front door for 15 minutes (there will be designated seats placed against the wall), and their temperature should be retaken.
 - If the staff member's temperature is less than 100.4°F at the second reading, and he/she has answered "no" to the health screening questions, the staff member may proceed to work.
 - If the staff member's temperature is equal to or above 100.4°F for a second time, **or** if the staff member answers "yes" to any of the health screening questions, the staff member must notify the School Director or Manager of Student Support if the School Director is unavailable.
 - The staff member will be sent home for the day and the steps in #7 (below) will be followed.
5. Practice social distancing (6' apart) while waiting to sign in. One person will be allowed in the lounge at a time.
6. Use hand sanitizer before and after touching the sign in binder and pen. Use a wipe to clean the pen after use.
7. For staff member's that have a temperature above 100.4°F and/or answer "yes" to any of the screening questions, they will not be permitted on-site. They will receive two flyers: "Instructions for associates who feel sick with flu or COVID-19 symptoms" and the CDC publication "10 Things You Can Do to Manage Your COVID-19 Symptoms at Home" via email. The School Director will notify the Executive Director of the staff member who cannot be on site for the day.
8. The staff member can utilize their PTO for the time away from work if they are COVID-19 positive or required to quarantine. Staff members should seek guidance from the HR department. If the staff member is not suffering from severe symptoms

and the School Director determines that the staff member can telework (work remotely) during this time, the staff member does not need to use PTO.

1. A GEC staff member's ability to telework is determined by the School Director in collaboration with the team member's Lead based on the team member's work responsibilities on site for the day.
 2. If the GEC staff member cannot telework as a result of the team member's work responsibilities on site for the day, then the staff member will have to use PTO.
 3. A GEC staff member who is absent for three consecutive days is required to provide a note from a doctor to return to work. Additionally, a GEC staff member who has COVID-19 symptoms for three consecutive days, will be asked to take a COVID-19 test and submit the results.
9. The School Director or their designee will follow-up with the staff member who was sent home or not permitted on-site for the day to check in on their well-being. Additionally, the School Director or designee will need to determine if the staff member has tested positive for COVID-19. If a positive diagnosis occurs, the School Director will notify the Executive Director. The Executive Director will notify the Director of Safety and Loss Prevention and HR department to begin the next steps. The staff member will be asked to provide documentation of positive test result to the HR department. **Other associates should not be given the name of the staff who is positive for COVID-19;** however, they should be notified of a potential exposure incident. NOTE: See later section on "Exposure Reporting, Notifications, and Disinfection" for guidance on communication of a potential exposure incident.
10. Any exceptions to this procedure must be approved by HR.
11. The above procedures will be effective immediately and will remain in place until rescinded or modified by Goodwill of Greater Washington's President and CEO.

Daily Health Screenings for GEC Students

This procedure outlines school practices and requirements once students have arrived at school. However, students are requested to check their temperatures and general health for signs of coronavirus ***before coming to school and to remain at home if they are sick*** and immediately contact their Academic Success Coach.

The practices described below will be incorporated into the Student Handbook and every student will be **required** to comply.

Procedures for all students to follow:

1. Prior to coming to school, all GEC students must take their temperature and answer the COVID-19 health screening questions (below). If the students' temperature is

below 100.4°F and she/he answers “no” to all of the COVID-19 Health Screening questions, the student may proceed to school. If the student answers “yes” to any of the questions and/or has a temperature above 100.4°F, he/she must contact their Academic Success Coach and he/she is **not** permitted to be on-site.

1. Are you currently experiencing any of the following COVID-19 symptoms – fever (temperature of 100.4°F or higher), chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, diarrhea, congestion, nausea or vomiting, sore throat, runny nose or new loss of taste/smell that are not caused by another health condition?
 2. Have you tested positive for OR been diagnosed with COVID-19 in the past 10 days?
 3. Have you been requested to self-isolate/quarantine by a medical professional or local health department official within the past 10 days?
 4. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who has been diagnosed with COVID-19?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 5. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who is currently waiting to receive Covid-19 test results?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 6. Have you travelled outside of D.C. Virginia and Maryland in the past 10 days?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
2. Enter through the front door only (even if your approved entry point is through the elevator). Social distancing markings will be noted outside the front door for students to wait should the front area have more people than social distancing protocols will allow.
 3. Wear a non-medical face covering or face mask when entering the school. Students should bring their own face covering and if one is forgotten or needed on a specific day, one will be provided by the school.
 4. Prior to engaging in any school activity and entering downstairs, all students will check-in at the Security Desk with the Security Guard to sign in in the student binder

confirming their attendance and adherence to the prior temperature check and COVID-19 health screening questions. The COVID-19 health screenings questions will be posted on the chart upon entering.

5. Students must use hand sanitizer from the sanitation station before going downstairs to the classrooms as part of the entry process.
6. Practice social distancing (6' apart) while waiting to sign in and check in at the Security Desk.
7. To support the entry flow, the Manager of Student Support Services or the School Director will also assist with the process.
 1. An infrared temperature will be available at the Security Desk if a student forgot to take their temperature upon arrival. If the Security Guard needs to take a students' temperature, the Security Guard will follow all protocols: six feet of social distancing and wearing a face mask and face shield.
 - a. If the students' temperature is equal to or above 100.4°F, the student should wait at a seat by the front door for 15 minutes (there will be designated seats placed against the wall), and their temperature should be retaken.
 - If the students' temperature is less than 100.4°F at the second reading, and he/she has answered "no" to the health screening questions, the student may proceed to classes.
 - If the students' temperature is equal to or above 100.4°F for a second time, **or** if the student answers "yes" to any of the health screening questions, the Security Guard will notify the School Director or Manager of Student Support if the School Director is unavailable.
 - The student member will be sent home for the day and the steps in #9 (below) will be followed.
8. Students cannot refuse to adhere to the health and safety entry protocols. If they refuse, the Manager of Student Support Services will direct the student to go home, and action steps will be taken to determine the reason for refusal in consultation with other relevant staff members. The student will not be allowed to come to school until they can assure GEC staff that they are free from fever.
9. Per the Director's instruction, a student's Academic Success Coach will follow-up with a student sent home to check on their well-being. The Academic Success Coach will also check in on students who have communicated that they did not pass the screening protocols at home and therefore cannot come to the school building.

The Academic Success Coach will also check in on absent students to determine if there are any health and safety concerns. Additionally, the Academic Success Coach with support from the Director and/or Manager of Student Support, will need to determine if the any student who has not passed the health and safety screening questions or has a temperature has either tested positive for or has obtained medical advice indicating a COVID-19 diagnosis. If a positive test or diagnosis is communicated by the student, the Coach will notify the school Director who will notify the Executive Director. The Executive Director will notify the Director of Safety and Loss Prevention, and HR department. **Other students or staff should not be given the name of the student who is or may be positive for COVID-19;** however, they should be notified of a potential exposure incident. NOTE: See future section on “Exposure Reporting, Notifications, and Disinfection” for guidance on communication of a potential exposure incident.

10. Any exceptions to this procedure, due to medical or other personal constraints, must be approved by the Executive Director in consultation with the School Director and the Chief Integration Officer, and documented.

Daily Health Screenings for GEC Essential Visitors

GEC will minimize non-essential visitors to the extent possible. In the event of a scheduled essential visitor, the essential visitor will be emailed the GEC staff procedures for entry. In the event of an un-scheduled essential visitor, the essential visitor will follow the same protocols as GEC staff, but once arriving to GEC. All essential visitors will enter through the front entrance of GEC.

When an un-scheduled essential visitor arrives, the essential visitor will follow the protocols for GEC staff, but the security guard will complete the following while wearing all required PPE and maintaining six feet of social distancing.

All essential visitors will sign in at the security guard desk to confirm they have completed and passed the health and safety screening questions and a temperature check (either before entering GEC or when they arrive).

1. If an essential visitor’s visit is scheduled, they will be emailed the required entry procedures and must take their temperature and answer the COVID-19 health screening questions (below). If the essential visitor’s temperature is below 100.4°F and she/he answers “no” to all of the COVID-19 Health Screening questions, the visitor may proceed to check in at the Security Guard desk and enter the downstairs of the school. If the visitor answers “yes” to any of the questions and/or has a temperature above 100.4°F, he/she must their point of contact at the school and he/she is **not** permitted to be on-site.

1. Are you currently experiencing any of the following COVID-19 symptoms – fever (temperature of 100.4°F or higher), chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, diarrhea, congestion, nausea or vomiting, sore throat, runny nose or new loss of taste/smell that are not caused by another health condition?
 2. Have you tested positive for OR been diagnosed with COVID-19 in the past 10 days?
 3. Have you been requested to self-isolate/quarantine by a medical professional or local health department official within the past 10 days?
 4. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who has been diagnosed with COVID-19?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 5. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who is currently waiting to receive Covid-19 test results?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
 6. Have you travelled outside of D.C. Virginia and Maryland in the past 10 days?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
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2. Enter through the front door only (even if the approved entry point is through the elevator). Social distancing markings will be noted outside the front door for students to wait should the front area have more people than social distancing protocols will allow.
 3. Wear a non-medical face covering or face mask when entering the school. Essential visitors should bring their own face covering and if one is forgotten or needed on a specific day, one will be provided by the school.
 4. Prior to engaging in any school activity and entering downstairs, all essential visitors will check-in at the Security Desk with the Security Guard to sign in confirming their adherence to the prior temperature check and COVID-19 health screening questions. The COVID-19 health screenings questions will be posted on the chart upon entering.

1. If the essential visitor was un-scheduled and did not complete the health screening questions and/or temperature check, the screening and temperature check will be performed by the Security Guard.
 - a. An infrared temperature will be available at the Security Desk for essential visitors who need a temperature check upon arrival. If the Security Guard needs to take a visitor's temperature, the Security Guard will follow all protocols: six feet of social distancing and wearing a face mask and face shield.
 - b. If the visitors' temperature is equal to or above 100.4°F, the student should wait at a seat by the front door for 15 minutes (there will be designated seats placed against the wall), and their temperature should be retaken.
 - If the visitors' temperature is less than 100.4°F at the second reading, and he/she has answered "no" to the health screening questions, the visitor may proceed to the visit.
 - If the visitors' temperature is equal to or above 100.4°F for a second time, **or** if the staff member answers "yes" to any of the health screening questions, the Security Guard will notify the School Director or Manager of Student Support if the School Director is unavailable.
 - The visitor will not be permitted into the school building and asked to re-schedule their visit.
5. Essential visitors must use hand sanitizer from the sanitation station before going downstairs to the classrooms as part of the entry process.
6. Practice social distancing (6' apart) while waiting to sign in and check in at the Security Desk.
7. Essential visitor cannot refuse to adhere to the health and safety entry protocols of the school.

Return to School Criteria for Students and Staff

Student or Staff Member With:	Criteria to Return <i>Note: Criteria below represent standard criteria to return to the building. In all cases, individual guidance from DC Health or a healthcare provider would supersede these criteria.</i>
1. COVID-19 symptoms (e.g., fever, cough, difficulty breathing, loss of taste or	Recommend the individual seek healthcare guidance to determine if COVID- 19 testing is indicated.

<p>smell)</p>	<p>If the individual is tested:</p> <ul style="list-style-type: none"> • If positive, see #2. • If negative, see #3. • Individuals should quarantine while awaiting test results. <p>If the individual does not complete test, they should:</p> <ul style="list-style-type: none"> • Submit documentation from a healthcare provider of an alternate diagnosis, and meet GEC’s standard criteria to return after illness; OR • Meet symptom-based criteria to return: <ul style="list-style-type: none"> ○ 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and symptoms have improved; AND ○ 10 days from when symptoms first appeared, whichever is later. <p>Note:</p> <ul style="list-style-type: none"> • Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms may not be excluded from entering the school building on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19. • Standard criteria to return after illness refers to GEC’s policy and protocol to return to work after illness. • DC Health recommends that students and staff should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the student does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms. • A person is considered fully vaccinated 14 days after completion of a COVID-19 vaccination series (after the second dose of a two-dose series, or after one dose of a single-dose vaccine).
<p>2. Positive COVID-19 Test Result (Antigen or PCR)</p>	<p>If symptomatic, may return after:</p> <ul style="list-style-type: none"> • 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and symptoms have improved; AND • At least 10 days after symptoms first appeared, whichever is later. <p>If asymptomatic, may return after:</p> <ul style="list-style-type: none"> • 10 days from positive test

	<p>Regardless of whether symptomatic or asymptomatic, close contacts (including all members of the household) should quarantine for at least 10 days from the last date of close contact with a positive individual.</p>
<p>3. Negative COVID-19 Test Result After Symptoms of COVID- 19</p>	<p>May return when:</p> <ul style="list-style-type: none"> • Meet GEC’s standard criteria to return after illness. • If the individual received a negative antigen test, that result should be confirmed with a negative PCR test. The individual must quarantine until the PCR test result returns.
<p>4. Documentation from Healthcare Provider of Alternate Diagnosis After Symptoms of COVID- 19 (e.g., chronic health condition, or alternate acute diagnosis such as strep throat)</p>	<p>May return when:</p> <ul style="list-style-type: none"> • Meet GEC standard criteria to return after illness.
<p>5. Close Contact of an Individual with Confirmed COVID-19</p>	<p>May return after:</p> <ul style="list-style-type: none"> • 10 days from last exposure to COVID-19 positive individual, provided that no symptoms develop, or as instructed by DC Health. <p>Note: Ending quarantine after 10 days (on day 11) is only acceptable if:</p> <ul style="list-style-type: none"> • The close contact did not develop symptoms of COVID-19 at any point during the quarantine. AND • The close contact continues to self-monitor for symptoms until 14 days after the last exposure to the COVID-19 positive individual. <p>If the close contact is a household member:</p> <ul style="list-style-type: none"> • Isolate from the COVID-19 positive individual, then may return to school after quarantine of 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 school after quarantine of 10 days from the end of the COVID-19 positive individual’s infectious period (see Scenario #2), or as instructed by DC Health. <p>Individuals may return immediately after close contact with an individual with confirmed COVID-19 if the following are</p>

	<p>true:</p> <ul style="list-style-type: none"> • They do not have any symptoms consistent with COVID-19. <p>AND</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 and completed their isolation period within the last 90 days; <p>OR</p> <ul style="list-style-type: none"> • They are fully vaccinated against COVID-19. •
<p>6. Close Contact (or household member) of an Individual Awaiting a COVID-19 Test Result</p>	<p>If the close contact tests negative:</p> <ul style="list-style-type: none"> • May return immediately if the student or staff member has no symptoms of COVID-19 nor other exclusionary criteria met. <p>If the close contact tests positive:</p> <ul style="list-style-type: none"> • See Scenario #5. <p>Individuals may return immediately after close contact with an individual awaiting a COVID-19 test result if the following are true:</p> <ul style="list-style-type: none"> • They do not have any symptoms consistent with COVID-19. <p>AND</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 and completed their isolation period within the last 90 days; <p>OR</p> <ul style="list-style-type: none"> • They are fully vaccinated against COVID-19.
<p>7. Travel to Any Place Other than Maryland or Virginia</p>	<p>Individuals may return immediately after travel outside of DC, Maryland and Virginia if:</p> <ul style="list-style-type: none"> • They do not have any symptoms consistent with COVID-19. <p>AND</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 and completed their isolation period within the last 90 days; <p>OR</p> <ul style="list-style-type: none"> • They are fully vaccinated against COVID-19. <p>For travel within the United States, may return after:</p> <ul style="list-style-type: none"> • Self-monitoring and limiting daily activities – including not attending school – for 10 days. <p>OR</p>

	<ul style="list-style-type: none"> • 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. <p>For travel outside the United States, may return after:</p> <ul style="list-style-type: none"> • Self-monitoring and limiting daily activities – including not attending school – for 10 days. <p>OR</p> <ul style="list-style-type: none"> • Self-monitoring and limiting daily activities – including not attending school – for seven days and until tested for COVID-19 (within three to five days after return) and receive a negative result.
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GEC’s Staff COVID Vaccination and Testing Policy

Goodwill Excel Center Staff COVID Vaccination and Testing Policy

On September 20, Mayor Bowser signed a Mayor’s Order requiring that by November 1, 2021, all adults who are regularly working or volunteering in schools and child care center facilities in the District must be fully vaccinated against COVID-19. A staff member is considered fully vaccinated two weeks after receiving the second shot of the Moderna/Pfizer vaccine or the first shot of the Johnson & Johnson Vaccine. Visitors and GGW staff who periodically visit GEC will not be required to get a COVID test prior to entry but must follow all mandated COVID health and safety protocols. This order applies to all Charter Schools and thus includes GEC. GEC held a staff Town Hall to relay the vaccination requirement. GEC staff and vendors are required to be fully vaccinated by November 1, 2021. Staff are able to apply for a medical or religious exemption. If a staff member is granted a medical or religious exemption, the staff member will be required to participate in weekly on-site testing by a third party vendor.

Personnel Affected:

GEC Staff, GGW staff who regularly visit GEC’s facility, and all GEC Contract staff who regularly visit GEC’s facility. Regular is defined as a staff member who visits GEC weekly.

GEC Staff Vaccination Collection Procedures

1. All proof of vaccination or a request for medical or religious exemption must be submitted by November 1, 2021, to the Covid email address- covid19@dcgoodwill.org. Proof of vaccination includes a copy of a completed Covid Vaccination Card or letter from a medical provider. Individuals who have lost their proof of vaccination and are awaiting proof from a medical

provider should send a note to covid19@dcbgoodwill.org communicating when they expect to receive the proof to submit. Individuals awaiting their replacement proof of vaccination or who do not submit any proof of vaccination or a request for medical or religious exemption will be considered unvaccinated and subject to discipline up to and including termination.

2. Contractors must sign a contract amendment confirming that all contractor staff on site at GEC are fully vaccinated or have been granted a medical or religious exemption.
3. New GEC staff or additional GGW staff who begin to regularly visit GEC will be required to provide proof of vaccination or obtain a medical or religious exemption. All job postings for GEC will state that it is a requirement of the position that the individual be vaccinated or have a medical or religious exemption. After a conditional offer of employment has been made, new staff members will be required to submit their proof of vaccination or a medical or religious exemption. New GEC contractors who regularly visit GEC's facility will be informed of the vaccine policy and it will also be included in the contract.
4. GEC staff who are submitting a request for a religious or medical exemption, will submit this to GGW's People and Culture Team for review and exemption approval. Any staff member who has an approved exemption will be added to the weekly testing list.

GEC Staff COVID Testing Procedures

1. All staff required to undergo weekly COVID testing will be notified of the scheduled weekly on site testing date and time.
 - a. Individuals with a history of COVID-19 and recovery within the past 90 days will not be eligible to participate in the testing.
2. Staff required to test must report to the testing room at GEC and complete the testing protocols with the vendor each week. If a staff member is not at GEC on the scheduled day, the staff member will take an on-site test the next day they are on site with the GEC Executive Director or other identified trained staff. Test results will be posted in the OSSE vendor's portal, and the individual will have access to the results along with the GGW Director of Safety & Loss Prevention and the GEC Executive Director.
3. Given the importance of ensuring the health and safety of all affected personnel, staff will be subject to disciplinary action if they fail to participate in weekly testing. First offense will result in a written warning. The second offense will result in a suspension. Should there be a third offense, the team member will be subject to discipline up to and including termination.
4. If there is a positive case, all procedures in GEC's Health and Safety plan for addressing positive cases will be implemented.

GEC's Student COVID Vaccination and Testing Policy

At this time, vaccines are highly encouraged for the GEC student community. So far this

school year, GEC has held two vaccine clinics in partnership with Howard University and plans to hold more in the future. GEC will collect student proof of vaccination during the school year. Students can submit their proof of vaccine to the following email address: vaccines@goodwillexcelcenter.org. The email inbox will be monitored by the Registrar, Manager, and the Administrative Coordinator.

GEC will partake in OSSE's asymptomatic testing program that includes testing individuals who are:

- Unvaccinated (or has not submitted proof of vaccine)
- Asymptomatic (symptomatic individuals should not be at GEC)

OSSE's asymptomatic testing program has an "opt out" option. Unless a student opts out, all students are signed up for the testing program. For GEC's adult students, they will be able to opt out if they choose and sign the opt out form.

GEC will view the results in the testing portal. Any positive result will begin the protocols outlined in the plan after a positive test result.

Cleaning, Disinfection, and Sanitization

Custodians-

The custodians assigned to GEC will use an environmentally friendly cleaner on surfaces that are dirty or have residue/buildup on an ongoing basis as part of their regular cleaning process. On surfaces that have been cleaned and/or on high 'touch point' areas, the custodian will use EPA-approved neutral disinfectant and follow the established procedure for its usage. A checklist of areas and minimum frequencies has been established and is included in the appendix for reference. Custodians are required to wear face masks and gloves when performing all cleaning responsibilities.

GEC will post signage throughout the building with cleaning reminders as well as in each classroom, office space, and shared common space. Each classroom is equipped with a sanitation station and GEC teachers and students are provided instructions of cleaning protocols. Additionally, GEC bathrooms and shared spaces have sanitation stations with signage listing their use and needs. GEC custodians will frequently check the sanitation stations and refill them as needed. GEC sanitation stations are labeled and include the following items: hand sanitizer, disinfectant wipes, and tissues.

• Cleaning Schedule-

- At the start of each term, GEC custodial staff will be provided with a list of each room used and the number of desks, layouts, and schedule for the room usage to help identify specific cleaning times.
- GEC custodial staff will clean and disinfect high touch areas with high frequency throughout the day. These high touch areas include GEC entrance and security guard desk, upstairs staff lounge, all door handles and knobs, hallway surfaces including tabletops and counters, and the main staircase and rails.

- This includes classroom and office door handles that are in use based on the current schedule.
- GEC custodian staff will clean and disinfect classroom desks, door handles, and teacher desks at the following times:
 - Start of the day
 - During lunchtime
 - At the end of the day
 - Classrooms will be cleaned between all classes using the staff cleaning protocol (below)
- GEC custodian staff will clean the upstairs staff and guest bathroom with higher frequency.
- GEC custodian staff will perform thorough end of day cleaning routines in all used areas, offices, and spaces, including but not limited to:
 - Vacuuming
 - Desk and chair wipe down
 - Door handle wipe down
 - Ensure all student desks are put back in place per the classroom layout plans
 - Refill any sanitation stations in offices/classrooms as needed
 - Refill any hand sanitizer dispensers as needed
- GEC custodian staff will clean and disinfect the YMCA daycare center adhering to the YMCA cleaning schedule and protocols.

GEC Faculty and Staff-

Daily cleaning protocols for GEC staff members for offices, classrooms, and workspace include the following:

GEC staff will be responsible for daily cleaning protocols for their workspace and classrooms throughout the day. This is to help ensure high frequency areas are kept clean. Students will also be given instructions for their roles in the cleaning protocols.

Each private office and classroom will be provided a pre-diluted bottle of disinfection spray and clean microfiber cloth to use for periodic wipe downs throughout the school day. The custodian is available to clarify any questions regarding product usage and will provide the proper dilution of disinfecting solution.

Additionally, as stated above, each private office and classroom will be required to have an identified sanitation station. GEC custodian staff will check on the supplies in each station area to ensure they are ready for the next day.

GEC Staff cleaning responsibilities and schedule:

- Between classes and/or after any students are in the classroom or office space all GEC staff are required to use the provided wipes to wipe down all surfaces (desks) and chairs (teachers can add these to their entry and exit procedures).

- Between classes and/or after any students are in the classroom or office space, all GEC staff are required to use the provided wipes to wipe down door handles.
- If laptops or computers are used in the classroom or office by students, GEC teachers are responsible for providing wipes to students to wipe down the keyboards and screens. Do not close the computers while the screens are drying. (teachers can also add these to their entry and exit procedures)
- If calculators are used, GEC teachers are responsible for wiping down all calculators after use with provided wipes. (Teachers can also add these to their entry and exit procedures).
- If any shared materials, equipment, or supplies are used in a classroom or office space by students and/or staff, it is the staff member's responsibility to ensure all items are wiped down using the provided wipes between uses.
- The goal is to minimize the number of shared items used in each classroom and assign items to students as needed.

High Risk Associates and Students

Students and staff at high-risk for contracting or experiencing severe illness due to COVID-19 are recommended to consult with their medical provider before attending in-person activities. High risk staff members and students includes, but not limited to the following:

- Cancer
- Chronic kidney disease
- Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), asthma (moderate-to-severe), interstitial lung disease, cystic fibrosis, pulmonary hypertension, dementia or other neurological conditions)
- Diabetes (type 1 or type 2)
- Down syndrome
- Heart conditions (such as heart failure, coronary artery disease, cardiomyopathies, or hypertension)
- HIV infection
- Immunocompromised state (weakened immune system)
- Liver disease
- Overweight and obesity
- Pregnancy
- Sickle cell disease or thalassemia
- Smoking, current or former
- History of solid organ or blood stem cell transplant
- History of stroke or cerebrovascular disease
- Substance use disorders

If a staff member is concerned about their ability to physically work onsite at GEC due to any of the above, they should have a conversation with the Executive Director, School Director, and HR to determine whether there is a reasonable accommodation that can

be made.

If a staff member lives with someone who is at high risk for contracting or experiencing severe illness due to COVID-19 and if it has been recommended by a medical provider for the staff member not to return to in-person activities, the staff member should consult with the Executive Director, School Director, and HR to determine if flexibility (i.e. telework from home) can be provided based on school operation needs.

If a student is concerned about their ability to come to school onsite at GEC due to any of the above high-risk conditions for themselves or individuals they live with, they should consult with their healthcare provider before attending on-site school activities. GEC students will have the opportunity to submit medical waiver forms for distance learning throughout the school year that are signed by a medical professional.

For all other concerns associated with returning to GEC, staff should speak with their Supervisor and or the School Director.

Eating and Lunch Activity

Students will be allowed to eat lunch and breakfast in designated places in the school, in marked chairs and desks in the common space and hallway desks and will be required to follow social distancing protocols. Social distancing protocols for each space will be labeled on signs and signage will also be posted in eating areas stating the number of people allowed at each designated space. If all designated chairs are taken, students will be directed into assigned classrooms identified by the School Director to finish their meal. Students are always permitted to leave the GEC building for lunch.

RESPONSE PROTOCOLS

Procedures should a staff member become ill with COVID-19 or flu-like symptoms while at work

GEC has two identified isolation rooms in the school that will be used if a student or staff member becomes ill with COVID-19 or flu-like symptoms while at work.

Instructions for GEC Staff:

1. If you are at work and feel sick:
 - a. Immediately let your supervisor know that you are not feeling well.
 - b. Let the supervisor know if you need any immediate medical attention (manager will call 911).
2. Once you return home:
 - a. You are encouraged to call your doctor.
 - b. Call your supervisor to provide an update. Also, advise your Supervisor if your doctor has instructed you to get a COVID-19 test or quarantine.
 - c. You can use available PTO for the time you are absent from work.
3. If you are required to stay in isolation or quarantine due to a doctor's orders:
 - a. Get a written order from your doctor or hospital.
 - b. Email or text a copy of the order to your supervisor; or send to the GGW HR department's confidential fax line: 202-715-2611 or email covid19@dcbgoodwill.org.
 - c. Only return to work when you have met the requirements for your situation to return to work in accordance with the Return to School Criteria in the chart above.

Once the GEC staff member has left work for the day, GEC custodians will follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

Instructions for GEC Supervisors:

1. Supervisor should ask the associate if they are having trouble breathing or experiencing significant medical distress. If the staff member reports or if the manager observes any of the following call 911:
 - a. Trouble breathing
 - b. Persistent pain or pressure in the chest
 - c. Confusion
 - d. Inability to wake or stay awake
 - e. Bluish lips or face

2. If the staff member is not in distress, advise the associate to clock out (if required) and return home.
3. GEC custodians will follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact with as well as their classroom and/or workspace.
4. The staff member's supervisor must ensure the staff member is paid for their full day.
5. If a staff member is ill or is asked to quarantine, s/he will be able to access any of their PTO.

Procedures should a student become ill with COVID-19 or flu-like symptoms while at school

Instructions for Students (these instructions will also be included in the GEC Student Handbook)

1. If you are at school and feel sick:
 - a. Immediately let your Academic Success Coach know that you are not feeling well. If your Coach is unavailable, notify the Manager of Student Support, Lead Academic Success Coach, or School Director.
 - b. Let the informed GEC staff member know if you need any immediate medical attention (staff member will call 911 if needed).
 - c. If the student is not in need of immediate medical attention, the GEC staff members will guide the student into one of the isolation rooms until the student feels ready to head home for the day. The students' absence for the rest of the day will be excused.
2. If the student is a minor, and not in need of immediate medical attention, GEC staff will:
 - a. Isolate the student from other students in one of the isolation rooms
 - b. Notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible and instruct them to seek healthcare provider guidance.
 - c. Identify a staff member to accompany the isolated student to the isolation area (the teacher's lounge on the upper floor) and supervise the student while awaiting pickup from the parent/guardian or approved next steps from the parent/guardian.
 - d. The staff members supervising the student in the isolation area must wear a surgical mask, gloves, a gown/coverall and eye protection/face shield.

3. Once you return home:
 - a. Call your doctor at your first opportunity.
 - b. Follow your doctor's orders.
 - c. Call your Coach and let them know how you are feeling. Also, advise your Academic Success Coach if your doctor has instructed you to quarantine or get a test for Covid-19.
 - d. Only return to school when you have met the requirements for your situation to return to work in accordance with the Return to School Criteria in the chart above. Provide any necessary "return to school" documentation to your Academic Success Coach.

4. If you are required to stay in isolation or quarantine due to a doctor's orders:
 - a. Get a written order from your doctor or hospital.
 - b. Email or text a copy of the order to your Academic Success Coach or a copy can be sent directly to the School Director.
 - c. Only return to school when you have met the requirements for your situation to return to work in accordance with the Return to School Criteria in the chart above. Provide any necessary "return to school" documentation to your Academic Success Coach.

Instructions for Academic Success Coaches (or other staff member managing the incident):

1. The Academic Success Coach (or staff member with the student) should ask the student if they are having trouble breathing or experiencing significant medical distress. If the student reports or if the staff member observes any of the following call 911:
 - a. Trouble breathing
 - b. Persistent pain or pressure in the chest
 - c. Confusion
 - d. Inability to wake or stay awake
 - e. Bluish lips or face

2. If the student is not in distress and is over 18 years old, and the Academic Success Coach is not the one checking in with the student, the Academic Success Coach should be found while the student waits in the isolation room. The Academic Success Coach will check in with the student before they check out for the day and return home.
 - a. If the student is a minor, the instructions above will be followed for minors.

3. Prior to leaving, the student should be given information from the CDC, "10 things you can do to manage your COVID-19 symptoms at home" and the GGW form, "Instructions for Students Who Feel Sick with Flu or COVID-19 Symptoms." (SEE APPENDIX)

4. If student indicates he or she will be seeking a COVID-19 test, the Academic Success Coach should inform the School Director who should immediately contact the Executive Director who then will contact the HR and the Director of Safety and Loss Prevention.

GEC custodians will follow cleaning and disinfecting procedures for any area, materials, and equipment with which the student was in contact with as well as the isolation room.

GEC Leave Policies for Staff

In the case that a staff member is not able to be onsite in accordance with the return-to-work criteria chart, GEC will adhere to leave policies that are flexible and non-punitive

The supervisor of the staff member who is not able to be onsite in accordance with the return-to-work criteria will contact the School Director to first determine if the staff member is able to work from home (telework) given their current situation and their work responsibilities. If it is deemed that they can, the School Director will notify the Executive Director to determine the plan and the coverage plan on site. If it is determined that because of work responsibilities, the staff member is not able to work from home, the staff member will be able to utilize PTO and will work with their supervisor and School Director to do so.

In the case that the staff member is not able to work on-site due to experiencing COVID-19 symptoms but is able to work remotely (if approved by the School Director) for three or more consecutive days, the staff member must submit a return to work note from their medical provider per GEC's employee policy.

In the case that the staff member is not able to work at all and must use PTO, per GEC's employee policy, staff members who are out for three or more consecutive days must submit a return to work note from their medical provider per GEC's employee policy.

In the case that the staff member needs to apply for FMLA, the School Director will notify the Executive Director who will work with HR to partner with the staff member to ensure next steps are provided and a plan of coverage is in place.

Exposure Reporting, Notifications, and Disinfection

The COVID-19 key point of contact (POC) is the Executive Director in partnership with the School Director. In the Executive Director's absence, the POC is the School Director in partnership with the Manager of Student Support. The COVID-19 POC is the person responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19 at the Goodwill Excel Center.

Reporting to DC Health

1. In the event of a confirmed case of COVID-19 where GEC has received documentation from a medical professional showing a positive test or diagnosis in a student, staff member, or any individual who has entered the building, GEC must notify DC Health as soon as possible on the same day by submitting an online form on the DC Health Covid-19 Reporting Requirements website: [COVID-19 Reporting Requirements | doh \(dc.gov\)](#)
 - The Director of Safety and Loss Prevention is responsible for this notification if the confirmed case is a staff member or other individual who has entered the building. The Executive Director is responsible for this notification if the confirmed case is a student.
2. Should DC Health advise GEC on any other needed responses (i.e. dismissals or other safety precautions), the Executive Director, the School Director, Director of Safety and Loss Prevention, and Human Resources will discuss next steps needed. It is not the responsibility of GEC to determine whether anyone must quarantine. DC Health will identify close contacts based on its case investigation. An investigator from DC Health is expected to follow up within 24 hours to all appropriately submitted email notifications.

Communication to Staff and Students

All communication protocols of COVID-19 cases must protect the privacy of individuals while informing individuals in the school community of a case. Per DC Health guidance, communication of a positive case will result in the following response—

1. A letter will be sent to the entire school community that there was a COVID-19 positive case, those impacted have been told by DC Health to quarantine, and all areas that the individuals was in contact with will be cleaned, sanitized, and disinfected.
2. Per DC Health guidance, the following should be shared with staff and students
 - Education about COVID-19, including signs and symptoms.
 - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19 available at <https://coronavirus.dc.gov>
 - Information on options for COVID-19 testing in DC, available at <https://coronavirus.dc.gov/testing>
3. DC Health will instruct GEC on dismissals and other safety precautions in the event that a known COVID-19 individual came in close contact with other at school. DC Health will determine which individuals are close contacts and who should be instructed to not attend school for at least 10 days. GEC does not need to wait to hear from DC Health before informing the school community of a known positive case. Therefore, GEC will send communication to the school community and take action as stated above to clean and disinfect spaces.

Cleaning, Sanitization and Disinfection of Affected Spaces

In the event of a **confirmed COVID-19 case in a student, staff member, or essential visitor**, GEC will follow the guidelines set form by DC Health Guidance ([Microsoft Word - Cleaning and Disinfection of Community Facilities COVID 19-DC Health Guidance.docx](#)) as well as the cleaning and disinfection guidance from the CDC ([Cleaning and Disinfecting Your Facility | CDC](#)).

- If the COVID-19 positive individual has been in the school building with **the past 24 hours**, GEC will clean and disinfect the area(s) where the sick individual has been. GEC will close off all areas where the sick individual has been.
 - If a COVID-19 case is confirmed during the day and the COVID-19 positive individual is in the school, the cohort will be dismissed, and the room vacated as soon as possible.
 - If an individual has symptoms but is not confirmed to have COVID-19 or if a COVID-19 case is confirmed and the COVID-19 individual has not been in the facility that day, then the cohort will remain in the school.
 - If the COVID-19 positive individual has not been in the building that day, then the cleaning will wait until the end of the day.
 - Once the room is vacated, after several hours have passed, a deep cleaning and disinfection of the full classroom and any other spaces (including shared spaces such as bathrooms or common areas) or equipment which the sick individual was in contact with will be cleared.
 - All staff participating in the cleaning process will wear a face mask and gloves.
- If it has been **more than 24 hours but less than 3 days** since the COVID-19 positive individual was in the building, GEC will clean any areas where the individual has been. Disinfection is not necessary.
- If it has been **more than 3 days** since the COVID-19 positive individual was in the building, no special cleaning and disinfection procedures are needed. GEC will follow routine cleaning and disinfection procedures.

APPENDIX- Staff COVID Vaccination and Testing Policy



Goodwill Excel Center Staff COVID Vaccination and Testing Policy

Beginning on approximately September 19, weekly on site COVID testing administered by an OSSE vendor will be required for all Goodwill Excel Center (GEC) staff and all GGW support staff who regularly spend time working at GEC's facility. GEC staff members who are fully vaccinated are exempt from this weekly on site COVID testing requirement. A staff member is considered fully vaccinated two weeks after receiving the second shot of the Moderna/Pfizer vaccine or the first shot of the Johnson & Johnson Vaccine. Visitors and GGW staff who periodically visit GEC will not be required to get a COVID test prior to entry but must follow all mandated COVID health and safety protocols.

Personnel Affected:

GEC Staff, GGW staff who regularly visit GEC's facility, and all GEC Contract staff who regularly visit GEC's facility. Regular is defined as a staff member who visits GEC weekly.

GEC Staff Vaccination Collection Procedures

5. All proof of vaccination from affected personnel should be submitted **by Friday, August 20** to the Covid email address- covid19@dcgoodwill.org. Proof of vaccination includes a copy of a completed Covid Vaccination Card or letter from a medical provider. Individuals who have lost their proof of vaccination and are awaiting proof from a medical provider should send a note to covid19@dcgoodwill.org communicating when they expect to receive the proof to submit. Individuals awaiting their replacement proof of vaccination or who do not submit any proof of inoculation will be considered unvaccinated and thus required to undergo weekly testing.
6. Proof of vaccination from Contractors are expected to be submitted by Friday, August 27th.
7. GGW's Director of Safety and Loss Prevention will identify all affected personnel who qualify for weekly testing based on submissions to covid19@dcgoodwill.org. Individuals not meeting the requirement for full vaccination by August 20th should submit their proof of vaccination when such time has passed as they meet the definition of full vaccination, and they will no longer be considered unvaccinated and required to undergo weekly on-site testing.
8. New GEC staff or additional GGW staff who begin to regularly visit GEC will undergo the staff vaccination collection procedures. New GEC staff will be

informed of this during New Hire Orientation. New GEC contractors who regularly visit GEC's facility will be informed of the vaccine policy and it will also be included in the contract.

GEC Staff COVID Testing Procedures

5. All staff required to undergo weekly COVID testing will be notified of the scheduled weekly on site testing date and time.
 - a. Unvaccinated staff and individuals who are awaiting their replacement proof of vaccination or who do not submit any proof of inoculation will be considered unvaccinated and thus required to undergo weekly testing.
 - b. Individuals with a history of COVID-19 and recovery within the past 90 days will not be eligible to participate in the testing.
6. Staff required to test must report to the testing room at GEC and complete the testing protocols with the vendor each week. If a staff member is not at GEC on the scheduled day, the staff member will take an on-site test the next day they are on site with the GEC Executive Director or other identified trained staff. Test results will be posted in the OSSE vendor's portal and the individual will have access to the results along with the GGW Director of Safety & Loss Prevention and the GEC Executive Director.
7. Given the importance of ensuring the health and safety of all affected personnel, staff will be subject to disciplinary action if they fail to participate in weekly testing. First offense will result in a written warning. The second offense will result in a suspension. Should there be a third offense, the team member will be subject to discipline up to and including termination.
8. If there is a positive case, all procedures in GEC's Health and Safety plan for addressing positive cases will be implemented.

Date adopted: August 18, 2021

APPENDIX- Marketing

The following Marketing related documents have been created to date:

1. GEC Covid-19 Signage Needs
2. What you can do to limit your exposure sign
3. Health Screening Questions sign

GEC COVID-19 signage needs

UPSTAIRS

- 2 Health check posters 24 x 36" - lobby
- 2 six foot circular floor decals similar to retail (12" diameter) – near Dawn's desk
- 10 exterior six foot social distancing markers (similar to retail) – exterior of entrance
- 2 floor decals that say "One person at a time" (similar in dimension to retail one way decals) One either end of small hallway separating lobby from Enrollment section
- 1 circular floor decal that says "stand here" (dimensions similar to social distancing markers) – Dawn's desk
- 1 bathroom wall decal that says "Before exiting please sanitize toilet and door handle" (dimensions same as one way floor decals) – upstairs bathroom
- 1 "Do not enter" floor decal (dimensions same as one way decals) next to Dawn's desk
- 1 health check wall decal (11" x 17") – across from Dawn's desk
- 3 wall decals that say "Please use paper towel when opening cabinets or appliances" – upstairs staff lounge
- Table tent (double sided) that says "max occupancy: 2" (5" x 7") – upstairs staff lounge
- 1 horizontal wall decal that says "This table is six feet wide" (24" x 6") – above table in lobby outside YMCA
- 1 PVC poster outlining GEC covid protocols (24" x 36") – wall above table outside YMCA
- 1 window decal for door leading downstairs that says "Do not enter until having temperature checked" (8.5" x 11")

DOWNSTAIRS

- 1 wall decal that says "Excel in social distancing and wear your mask at all times" (11" x 17") – next to Excelebration video screen
- 12 wall decals that say, "Social distancing and masks covering mouth and nose are mandatory at all times. Remember to disinfect hands regularly" (11" x 17") – on door of each classroom
- 12 wall decals that say, "Sanitation Station" (8.5" x 11") – inside each classroom
- 20 decals that say, "Please do not use" (5" x 7") – on table in front of each monitor not being used in classroom 7
- 11 table tents that say "One person only" (5" x 7") for hallway booths and tables
- 2 table tents that say "No more than three people at table" (5" x 7") for large hallway table

- 15 floor decals that say, “Do not enter” (same dimensions as one way decals) for outside offices
- 15 door decals that say, “Do not enter” (8.5” x 11”) for office doors
- 10 floor decals that say, One way (with arrow pointing up) – same dimensions as retail decals
- 4 floor decals that say “Do not enter” - same as retail decals
- 1 door decal that says, “One person only” (8.5” x 11”) – copy room door
- 3 wall decals that say, “Please sanitize after each use (8.5” x 11”) – for copy room
- 3 table tents that say, “One person only at table” (5” x 7”) – staff lounge tables
- 2 mall sign inserts that say, “Excel in social distancing and wear your mask at all times” – for two side hallways outside classrooms 9 and 10
- 1 door decal that says, “Staff only. Do not enter. Max capacity: 4” (11” x 17”) – Board room door
- 1 table tent that says “Max 4 people” (5” x 7”) for board room table
- 1 wall decal that says “Water fountain temporarily disabled” – same as retail store decal
- 1 wall decal that says, “Please use paper towel when opening cabinets or appliances” (same as above) – student kitchen area
- 1 floor decal that says, “Excel in social distancing” (12” x 18”) for landing on staircase
- 8 wall decals that say, “Excel in social distancing” (12” x 18”) for each column in main hallway
- 1 Design for flyer that replicates thermometer instructions (8.5” x 11”) – see picture

WHAT YOU CAN DO TO LIMIT YOUR EXPOSURE

Guidelines for wearing a mask properly

GEC is issuing PPE (Personal Protective Equipment) limit associate exposure to the virus. Wearing a mask does not fully protect you from COVID-19; however, it can help to provide more protection to those around you. Please review the guidelines for properly wearing a mask.



1 Before putting on your mask clean hands with soap and water.

2 Cover mouth and nose with mask and make sure there are no gaps.



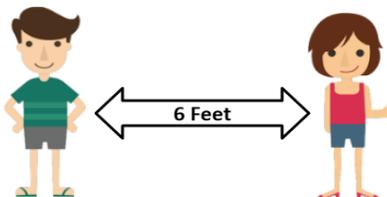
3 Avoid touching the mask while using it. If you do, clean your hands with soap and water.



4 If applicable, remove mask from behind and discard or wash immediately, then clean hands with soap and water.

Guidelines on how to protect yourself and others

★ Practice social distancing. Stay at least 6 feet away from others when possible.



★ Disinfect surfaces frequently.



★ Upon arriving home, immediately remove and wash uniform, then proceed to shower in order to limit exposure to those living with you.

★ Avoid touching face and any PPE after it is secured in place.

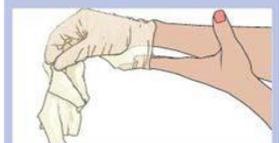
★ If wearing latex gloves, sanitize them with alcohol-based hand sanitizer. Be sure to remove gloves properly. See Figure 2 for reference.

★ Wash hands when arriving and prior to leaving worksite.

Fig 2. Removing gloves



2a. Hold the glove at the wrist and peel away from the hand



2b. Turn the second glove inside out, with the first glove inside



2c. Dispose of the gloves

Daily Health Check Reminder

Please let the School Director or Manager of Student Support Services know if you answer “Yes” to any of the following:

1. Are you currently experiencing any of the following COVID-19 symptoms – fever (temperature of 100.4°F or higher), chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, diarrhea, congestion, nausea or vomiting, sore throat, runny nose or new loss of taste/smell that are not caused by another health condition?
2. Have you tested positive for OR been diagnosed with COVID-19 in the past 10 days?
3. Have you been requested to self-isolate/quarantine by a medical professional or local health department official within the past 10 days?
4. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who has been diagnosed with COVID-19?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
5. Have you had close contact (within six feet for 15 minutes or more) within the past 10 days with anyone who is currently waiting to receive Covid-19 test results?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?
6. Have you travelled outside of D.C. Virginia and Maryland in the past 10 days?
 - a. If yes, are you fully vaccinated or have you tested positive for COVID-19 in the last 90 days?

APPENDIX- Response Forms and Documents

The following forms and documents have been created related to responding to COVID-19 symptoms, positive tests or exposure:

1. 10 things you can do to manage your symptoms at home
2. Draft letter to individuals who were exposed to a COVID-19 positive individual
3. Draft letter to GEC school community upon notification of COVID-19 positive individual who was in the building

10 THINGS YOU CAN DO TO MANAGE YOUR COVID-19 SYMPTOMS AT HOME | COVID-19 |

If you have possible or confirmed COVID-19

1. **Stay home** except to get medical care.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



The following DRAFT letter will be sent to GEC community members (students and/or staff), identified through internal contact tracing (and submission to DC Health), who have been exposed to a COVID-19 positive individual at GEC.

Dear GEC Staff/Student:

This letter is to inform you that you may have been exposed to a coworker/student at GEC who has tested positive for Coronavirus (COVID-19) on **TEST DATE**. This person is receiving medical care and will return to GEC per DC Health and their medical provider guidelines.

We understand that you were in close contact (meaning you were within 6 feet of the COVID-19 positive individual for at least 15 minutes over a 24-hour period) with this staff/student on **DATE OF LAST CONTACT**.

Per current DC Health guidance, [COVID-19 Health Guidances | coronavirus \(dc.gov\)](https://www.dchealth.dc.gov/coronavirus), students/staff who worked within 6 feet of this person are NOT required to quarantine and should self-monitor for symptoms of COVID-19 for 14 days after exposure if:

- You have had COVID-19 within the last 90 days and do not have any symptoms of COVID-19.
- You are fully vaccinated against COVID-19 and do not have any symptoms of COVID-19.

Staff/students who do not fit the criteria above and worked within six 6 feet of this person must self-quarantine for 10 days from **CONTACT DATE** and contact their healthcare provider if they develop symptoms such as fever, cough, shortness of breath or recent loss of taste/smell. Staff/students who are symptomatic, should quarantine and self-monitor symptoms to determine next steps after consulting with their healthcare provider for testing.

If you develop any symptoms, please consult your doctor, and notify Chelsea Kirk (202-839-3652) immediately. Also, if you are tested for COVID-19 and/or if you receive a positive COVID-19 test result, please contact Chelsea Kirk immediately.

Please be advised that GEC has temporarily closed off all spaces where the COVID-19 positive individual was and is cleaning and disinfecting the spaces and any equipment that person might have used. If you have to quarantine as a result of the above

guidelines, please advise your Lead or Supervisor to determine next steps and the ability to work virtually. If you are sick or are experiencing any COVID-19 symptoms and/or have to seek medical attention, please let your School Director know (name and email).

If you have any questions or need resources/assistance contact, Chelsea Kirk, Executive Director at chelsea.kirk@goodwillexcelcenter.org or 202-309-6615.

If you live with other people or have intimate partners then please review and share the DC Health guidelines for household members, which can be found on <https://coronavirus.dc.gov>.

Additional steps you can take to keep yourself and other around you safe from COVID-19 include:

- Frequently washing your hands with soap and water, especially before eating, after using the bathroom and upon returning home
- Covering your mouth when you cough and sneeze and then wash your hands
- Avoiding touching your eyes, face and mouth
- Staying home if you are sick.

Thank you,

Dr. Chelsea Kirk

Dr. Chelsea Kirk
Executive Director
Chelsea.Kirk@goodwillexcelcenter.org
202-309-6615

The following **DRAFT** letter will be sent to the entire GEC School Community after confirmation of a positive COVID-19 positive case at GEC.



Dear GEC Staff and Students:

We were notified on **date** that a **staff/student** at GEC recently tested positive for COVID-19. This message is being sent out to the entire GEC community. The person will need to meet the requirements established by DC Health before they are permitted to return to the building. DC Health conducted an investigation to determine whether the person had any close contacts at the school and, if they did, those close contacts have been notified separately. However, we are advising you of this information out of an abundance of caution and to repeat the importance of following all OSSE, local, state and CDC protocols regarding protecting yourself and others during this time.

At GEC, we have instituted several safety protocols for all associates to follow in order to keep you safe at school. The GEC staff are responsible for ensuring that staff/students follow or are reminded of:

- Daily temperature checks;
- Required wearing of face coverings;
- Sneeze guards in front office area;
- Social distancing requirements when at GEC;
- Guidelines on hand washing and hand sanitizing, especially before/after eating or using restroom
- Use of sanitization stations throughout the building

As the District of Columbia informs us of allowed activities, you should continue to follow this guidance about what to do to be safe and protect yourself when out in public. We advise that you listen to the District's advice and be sure to follow it closely.

If you develop symptoms such as fever, cough, shortness of breath or loss of taste/smell, please do the following:

- **Stay home (do not go out in public or go to work),**
- **Contact your healthcare provider to discuss your symptoms and receive further instructions, and**
- **Notify your supervisor (for staff) or coach (for students) if you cannot work or attend school.**

If you are tested for COVID-19 and/or if you receive a positive test result, please contact Dr. Chelsea Kirk. **Please note you may not come back to GEC while awaiting a COVID-19 test result.** If you live with other people or have intimate partners, please be

certain they are aware of your illness or test results so they can follow what is needed to keep them safe. Additionally, please be sure to notify Dr. Chelsea Kirk if you live with other people or have intimate partners who show symptoms of, test positive for, or have been exposed to COVID-19.

Remember to follow these additional steps to keep yourself and others around you safe from COVID-19:

- Frequently wash your hands with soap and water, especially before eating, after using the restroom and upon returning home
- When you cough, cough into your elbow or cover your mouth. When you sneeze use a tissue or be sure to cover nose and mouth. Always wash your hands or use hand sanitizer after coughing or sneezing.
- Avoid touching your eyes, face and mouth.
- Wear a face covering and gloves when in public.
- Follow local and state guidelines for staying safe in public.

If you have any questions or need resources/assistance contact Executive Director, Dr. Chelsea Kirk, at Chelsea.Kirk@goodwillexcelcenter.org.

Thank you,

Dr. Chelsea Kirk

Dr. Chelsea Kirk
Executive Director
202-309-6615
Chelsea.Kirk@goodwillexcelcenter.org

APPENDIX- Cleaning Forms & Documents

The following Custodial forms and documents have been created related to heightened cleaning protocols needed to prevent the spread of Covid-19:

1. GEC Cleaning and Disinfectant Checklist
2. Standard Operating Procedure for using "RMC Enviro Care" Neutral Disinfectant

GEC CLEANING AND DISINFECTION CHECKLIST

AREA and TASK for Clean/Disinfect			Date	
RESTROOM	FREQUENCY (minimum)	Task notes	Time Completed	Notes
Mirrors 	2x/day	free from visible spots		
Sink 	4x/day	free from dirt soap scum and smudges, plus disinfected		
Faucet Handles	4x/day	damp wipe and disinfect		
Door handles(All)	2x/hour	damp wipe and disinfect		
Stall Handles	N/A	N/A		
Dispensers	8x/day	damp wipe and disinfect		
Toilet bowls 	4x/day	damp wipe and disinfect. Scrub when visvisibly necessary		
Urinals 	4x/day	damp wipe and disinfect. Scrub when visvisibly necessary		
Trash 	as needed (check at least 2x/day)	remove and add new trash liner		
Stocking Restroom supplies 	as needed (check at least 4x/day)	soap dispensers, toilet paper, seat covers, paper towels		
FLOORS	FREQUENCY (minimum)		Time	Notes

Mop concrete or vacuum floors/ floor mats 	once/day			
deep clean of floors 	per periodic schedule			
CLASSROOMS	FREQUENCY (minimum)		Time	
Lightswitches	2x/day	damp wipe and disinfect		
Hard surface seating	6x/day, depending upon classroom occupancy	damp wipe and disinfect		Faculty
Tabletops	6x/day, depending upon classroom occupancy	damp wipe and disinfect		Faculty
Entry doors and push plates	once every hour, depending upon store traffic	damp wipe and disinfect both sides, plus ensure free of visible spots and streaks		
HALLWAYS and COMMON AREAS	FREQUENCY (minimum)			
Water Fountains	covered for non-use at this time			
Entry doors and push plates	6x/day	damp wipe and disinfect		
vending machines	4x/day	wipedown the push panel and dispenser area		
Copiers	6x/day	damp wipe and disinfect		
flat surfaces and tables	6x/day	damp wipe and disinfect, also free from dust		
Bannisters and rails	6x/day	damp wipe and disinfect, also free from dust		
Hard surface seating	6x/day	damp wipe and disinfect		
CHILD CARE CENTER / YMCA	FREQUENCY (minimum)			Currently Closed

Entry doors and push plates	once every hour, depending upon traffic	damp wipe and disinfect both sides, plus ensure free of visible spots and streaks		
Empty all trash cans	2x/day	replace with new liners		
Empty diaper pail	4x/day			
flat surfaces and tables	8x/day			Faculty / caregivers
COMPUTER LAB	FREQUENCY (minimum)			
laptops	once/day	damp wipe and disinfect- only spray disinfectant lightly on the microfiber cloth and wipe gently		users are responsible for wipedown after use
laptop cart	once/day	damp wipe and disinfect- only spray disinfectant lightly on the microfiber cloth and wipe gently		users are responsible for wipedown after use
BREAKROOM	FREQUENCY (minimum)			
Breakroom tables and hard surface chairs	4x/day	damp wipe and disinfect		
refrigerator and microwave door/all other appliance doors or touchpoints	4x/day	damp wipe and disinfect		
Breakroom door handles both sides	6x/day	damp wipe and disinfect		
Empty all trash cans	2x/day	replace with new liners		
CONFERENCE ROOM	FREQUENCY (minimum)			
Door handles and push plates	every hour	damp wipe and disinfect		
Empty all trash cans	2x/day	replace with new liners		

wipedown table and chairs	4x/day	damp wipe and disinfect		
FACULTY OFFICES	FREQUENCY (minimum)		Time	
Door handles and push plates	6x/day	damp wipe and disinfect- only spray disinfectant lightly on the microfiber cloth and wipe gently		
keyboard and mouse	recommend 4x/day	damp wipe and disinfect- only spray disinfectant lightly on the microfiber cloth and wipe gently		Faculty
tabletops	recommend 4x/day	damp wipe and disinfect		Faculty
OTHER			Time	
Report All Maintenance Problems: Lights out; Plumbing: Toilet, Sinks, Drains, Etc.; Broken Items: Door, fixtures, partitions	as needed			

Standard Operating Procedure for using “RMC Enviro Care” Neutral Disinfectant

PURPOSE: This procedure describes how to properly disinfect surfaces and floors approved by RMC for application of neutral disinfectant.

SCOPE: Applies to all personnel that need to properly perform the task of disinfecting surfaces and floors.

MATERIALS and EQUIPMENT: “RMC Envirocare Neutral Disinfectant”, gloves, mask, microfiber cloth or other clean towels / wiping material.

REVISION HISTORY:

Revision	Release Date	Change(s)
A	5/15/20	Initial release

PROCEDURE:

1. Identify area to clean (A list of potential surfaces can be found below in table A). Confirm with your supervisor which areas you are assigned to clean.
2. Gather appropriate supplies (See materials and equipment above, verify with your immediate supervisor that you have everything required).
3. Disinfect surfaces assigned from table A. If the surface is dirty to begin with use a separate clean cloth and a neutral cleaner (such as “Tough Job” and follow procedures to properly apply according to product label instructions and procedures).
4. Spray neutral disinfectant in properly diluted ratio (Pre-mixed) between 1:64 – 1:32 dilution ratio onto surface to be cleaned. Allow product to stand for 1 minute. Consult with your immediate supervisor if there are questions. For floors, see step 6.
5. Using a clean microfiber cloth or other clean, non-abrasive material (such as a towel or cotton rag), wipe the area that has been sprayed in an even, sweeping motion to allow full coverage of the surface and to help it evenly air dry.
6. Floor disinfecting if required – (tile, VCT, concrete) Spray neutral disinfectant onto floor. Remove heavy soil deposits from surface, thoroughly wet surface, the solution can be applied with a sponge, or coarse spray, or soaking. Let solution remain on the surface for a minimum of 10 minutes, rinse or allow to air dry. Rinsing of floors is not necessary unless they are to be waxed or polished. Wood flooring should have light (slightly) dry mopping using the same procedure.

7. Follow Table B for disposal of materials if anything needs to be placed into hazardous material container. Put away all cleaning supplies and materials that do not require hazardous disposal when done with the disinfecting process.
8. Complete your weekly disinfecting sign off sheet daily (a copy is attached to this procedure), and store it on your safety binder at your retail store / warehouse or contract site.

TABLE A: Potential Surfaces to clean
<ul style="list-style-type: none"> • Light Switches • Door Knobs (Inside and outside) • (Retail): warehouse and office (Land Line Telephones) • Drawer handles and door knobs • Window ledges • Dispensers • Trash Can Lids • Frames around mirrors • (Retail): Shopping cart railings • All HandiCap/ Disabled hand railings • (Retail): Cash wrap countertops • (Retail): Display casing (glass, etc.) • Breakroom tables • Elevator push button control knobs and railings • Stairwell railing(s)

TABLE B: Disposal of Gloves, wipes
<ul style="list-style-type: none"> • Step 1 - Locate the hazardous waste container in your retail store / warehouse / contract site. • Step 2 - Notify safety contact at your location when hazardous containers are full or overflowing to prevent further hazardous situations. • Masks should be reused several times, not thrown out every day, UNLESS the cleaner is actually doing a deep clean of an area with a known Covid case. • ALWAYS wash your hands after the disinfecting process is complete.

REFERENCE DOCUMENTS:

Document Number	Title
RTOP4-2000	Retail cleaning and disinfection checklist