

The Excel  
Center®



# COVID-19 Health and Safety Plan

*(As of July 12, 2022)*

# 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. This Health and Safety Plan is for School Year 2022-2023.

This document aligns to the most recent guidance available from DC Health dated June 13, 2022, and other relevant laws, orders and guidance. 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 tests positive for COVID-19 or is 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 visitors safe. This document is intended for the GEC community: staff members, students, and visitors.

**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.

We are grateful for your cooperation and commitment!

# COVID-19 PREVENTION PROTOCOLS

The Goodwill Excel Center is taking several steps to help prevent the spread of COVID-19 at GEC. Below lists the everyday prevention measures that will be kept in place during all COVID-19 Community Levels<sup>1</sup> (including **Low**), and below are also enhanced measures that can be implemented during **Medium** or **High** COVID-19 Community Levels or in response to a facility and student-specific needs.

Everyday prevention measures that GEC will implement:

- COVID-19 vaccination requirement for all GEC staff and vendors
- Communication for students and staff to stay home when sick
- Making available to students and staff COVID-19 rapid tests provided by DC Health and/or OSSE
- Communicating CDC and DC Health protocols to the GEC community around isolation (for symptomatic or COVID-19 positive individuals) and quarantine (for people exposed to COVID-19 aligned to individual cases)
- Hand hygiene and respiratory etiquette
- Enhanced cleaning and disinfection
- Continue to work with the building landlords (of the two GEC sites) to ensure all air filters and overall facilities are managed to reduce the risk of COVID-19
- Providing non-medical face coverings (face masks) to any student, staff, or visitor who would like to wear one (GEC is currently a mask optional school)

Enhanced prevention measures can include:

- For **medium** or **high** COVID-19 Community Levels (or facility-specific needs)
  - Requiring face masks
  - Requiring COVID-19 screening testing
- For **high** COVID-19 Community Levels
  - Avoiding crowding in the GEC facility
  - Utilizing extra classrooms to support social distance needs
  - Cohorting if necessary

## Non-Medical Face Masks for Staff, Students, and Visitors

As of the implementation of the Health and Safety plan, face masks are not required in the GEC facilities because of the current COVID-19 Community Level. If the COVID-19 Community Levels increase to medium or high, GEC will implement enhanced prevention measures in accordance with applicable health guidance, which could include a face mask requirement for all students, staff, and visitors (unless there is a

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<sup>1</sup> COVID-19 Community Levels are a CDC tool to help communities and individuals decide what prevention steps to take based on the COVID-19 level in their area. There are 3 levels: Low, Medium, and High. To look up current COVID-19 Community Levels for DC and other areas of the U.S., see [cdc.gov/coronavirus/2019-ncov/your-health/covid-bycounty.html](https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-bycounty.html)

documented reason one cannot be worn).

In the event of the implementation of the enhanced prevention measures around face masks, it is anticipated that 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 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.
  - a. GEC will provide staff with KN95 masks that can be worn if they choose.
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 the GEC community and to slow the spread of COVID-19:**

1. Approximately 16 hand sanitizer dispensing stations will be posted on walls and/or sanitation stations throughout the school facilities and replenished by custodial staff.
2. 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.

## **GEC's Staff COVID Vaccination and Testing Policy**

### **Goodwill Excel Center Staff COVID Vaccination and Testing Policy**

GEC is continuing to require that all adults who are regularly working or volunteering in its school be 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. Staff can apply for a medical or religious exemption. If a staff member is granted a medical or religious exemption, the staff member will receive a letter from People & Culture with next steps.

#### **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 was submitted by all GEC staff on November 1, 2021, to the COVID-19 email address- [covid19@dcgoodwill.org](mailto: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](mailto: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 vaccination or a request for medical or religious exemption will be considered unvaccinated and subject to discipline up to and including termination.
  - a. Staff members can re-submit their updated proof of vacation information to the COVID email address – [covid19@dcgoodwill.org](mailto:covid19@dcgoodwill.org) to include any booster shot.
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's Student COVID Vaccination and Testing Policy**

Beginning with the 2022-23 school year, DC law states that students 26 years old and under are required to be fully vaccinated and submit their proof of vaccination with their required immunization records at the start of the school year.

Any student who is 26 years old and under and has not submitted all required vaccination records, will have 20 days at the start of the school year to do so or will not be able to continue classes until all vaccination and immunization documentation is submitted.

Vaccines are highly encouraged for the entire GEC student community. GEC has held multiple vaccine clinics in partnership with Howard University and will continue to host them as well as immunization clinics.

### **Return from break testing protocol**

In alignment with the District's optional return from break testing protocol, anytime GEC is closed for 5 or more days, GEC students and staff will have the option to participate in the return from break testing protocol.

This includes:

- Students and staff taking a rapid antigen test (provided by DC Health / OSSE) home with them before the break to use the day before returning to school from break
- Students and staff must submit their results to the following DC Health portal:
  1. [Self-Test Attestation - DC Health Secure Link](#)
  2. **Important:** Any positive result for staff must be submitted to the Executive Director and Direct Supervisor (negative results do not need to be) and any positive result for students must be submitted to their Academic Success Coach

GEC students and staff will have the option to participate in the return from break testing protocol on the following scheduled breaks (all of which are over 5 days) assuming DC Health and OSSE continue to provide the rapid antigen tests to the school in preparation for the testing for the following breaks:

- Summer break
- Winter break
- Spring break

# RESPONSE PROTOCOLS

All GEC staff and students should stay home if they feel sick. GEC staff can utilize their PTO or sick time by contacting their Director/Lead aligned to the GEC Staff Handbook. GEC students can contact their Academic Success Coach for next steps around their absence.

## 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 Services. 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.

### Confirmed Positive COVID-19 Case: Staff Member

If a GEC staff member has tested positive for COVID-19 on a rapid antigen test or a PCR test, the staff member must:

- Immediately (same day as test results received) notify their manager via call of their positive test result and send a photo via email or text
  - If it is a PCR test – the staff member must send the PCR test to the Manger
  - If it is a rapid antigen test – the staff member must take a “selfie” holding the test on the date of the positive test
- Regardless of vaccination and symptom status, the staff member must remain away from the GEC facility and in quarantine for 5 days
- Follow the COVID Positive staff next steps as outlined in section 6.7.1 of the employee handbook addendum and listed below

### 6.7.1 Covid Positive – Limited Telework

All GEC Staff will be permitted to telework for a maximum of five days between August 1 and July 31 each year while quarantining after the staff member tests positive for Covid-19. The GEC Staff must provide confirmation to People and Culture and the Executive Director of a positive Covid-19 test to utilize the benefit. Once the approved positive test is received, the GEC staff member's Manager will communicate next steps.

The opportunity to telework expires after the sooner of (a) when five days have been used; or (b) the GEC Staff is no longer subject to a recommendation to quarantine under applicable CDC or local health department guidance or the written instructions of the GEC Staff's doctor. The benefit is only available for a positive test of the GEC Staff, not a positive test of a member of the GEC Staff's household, dependent or other close contact.

If a GEC staff member must quarantine for longer than five days, the GEC staff member shall utilize Personal Leave in accordance with Section 6.7. If a GEC Staff member tests positive for Covid-19 for a second time during a school year, the GEC Staff may utilize any of their five day allotment that has not yet been used but will not receive another allotment of five days. If the GEC Staff is not well enough to work or is required to quarantine but has no more days under this benefit remaining, the GEC Staff shall utilize Personal Leave in accordance with Section 6.7. During the approved, telework days, the GEC staff member will follow directions from their Manager for work during these days dependent upon the school day.

### **Confirmed Positive COVID-19 Case: Student**

If a GEC student has tested positive for COVID-19 on a rapid antigen test or a PCR test, the student member must:

- Immediately (same day as test results received) notify their Academic Success Coach of their positive test result and send a photo via Teams or text
- Regardless of vaccination and symptom status, the student must remain away from the GEC facility and in quarantine for 5 days
- The Academic Success Coach will work with the student to collaborate with teachers about next steps and support during the excused absences

### **Contact Identification and Communication**

- When a case of COVID-19 is identified at GEC, contact identification will be carried out by school leadership to identify and dismiss potential close contacts.
  1. You are a close contact of a person if you were within six feet of that person for fifteen minutes or more in a 24 hour period (whether you and/or the other person were wearing a mask at the time) starting two days before the infected person developed symptoms or was tested.
  2. Once a positive COVID-19 case is confirmed, and if it is during the school day, identifying close contacts and next steps for dismissal will take place.
- GEC has a process in place to notify individuals who may have been exposed to COVID-19 at the facility
  1. GEC's Executive Director, People & Culture representative, or School Director will call identified close contacts via phone call.
  2. GEC's Executive Director, People & Culture representative, or School Director will send a close contact letter out via email (staff) or Teams chat (student)
    - The letter will include information about signs and symptoms of COVID-19
    - The letter will include a Referral to Guidance for Close Contacts of a Person Confirmed to have COVID-19: Quarantine and Testing, available at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance)
    - The letter will include information on options for COVID-19 testing



in the District of Columbia, available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing)

- Contact identification focuses on COVID-19 cases who started having symptoms or tested positive for COVID-19 in the last 5 days. Contact notification is focused on those who were exposed in the last 5 days.
- At all times, the privacy of the staff member(s) and/or student(s) will be retained.

### **Close Contacts, Exposure, and Quarantine**

It is recommended that an individual tests 3-5 days after exposure (even if vaccinated or recovering from COVID-19 in the last 90 days).

- GEC does not require this, but will have COVID-19 tests available from DC Health and OSSE for anyone who wants to test.

### **Reporting to DC Health**

1. GEC will notify DC Health based on the DC Health requirements if:
  1. There are 25 or more confirmed COVID-19 cases tied to a single event that occurred or was hosted/sponsored by GEC
  2. Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website: [dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements).
    - Submit a Non-Healthcare Facility COVID-19 Consult Form. If you are unable to access the Non-Healthcare Facility COVID-19 Consult Form, please submit the cases via email to [covid19.epita@dc.gov](mailto:covid19.epita@dc.gov).
    - DC Health must be notified on the same day the outbreak was reported to the facility
    - The Executive Director will notify DC Health if needed

### **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. GEC will send out a "COVID-19 Notice" letter to the GEC community on Microsoft Teams if there is a confirmed positive.

#### Vaccinated Close Contacts or Close Contacts Recovering from COVID-19:

If a person is vaccinated or had a confirmed positive COVID-19 test in the past 90 days, then they do not have to quarantine if exposed or a close contact.

#### Unvaccinated Close Contacts:

If an individual who has been exposed to COVID-19 is considered a close contact, and they are not vaccinated, the individual must:

- Quarantine for 5 days and monitor symptoms
  - For an exempt, unvaccinated staff member, this would be sick/PTO time
  - For an unvaccinated student, this would be an excused absence
- Wear a mask for up to 5 more days upon return and monitor symptoms



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

Dear xxx,

As discussed by phone today, this letter is formal notification that you have been identified as a “close contact” of a GEC community member, who has tested positive for Coronavirus (COVID-19). The last date the person was at GEC was xxx.

As stated in current OSSE and DC Health guidance, close contact means you were within six (6) feet of a person testing positive for COVID-19 for 15 minutes or more throughout the school day. In our discussion today, you disclosed that you **are** fully vaccinated and boosted against COVID-19 and are currently asymptomatic.

CDC guidance for individuals who are fully vaccinated and have had close contact with someone testing positive for COVID-19 states, they **DO NOT** have to quarantine **IF** they meet the following criteria:

- Showing no symptoms of COVID-19. **OR**
- Is someone who has had COVID-19 illness within the previous 3 months and has recovered and remains without COVID-19 symptoms (for example, cough, shortness of breath).

To reduce the risk of becoming infected with COVID and potentially spreading it to others: CDC recommends that fully vaccinated people:

- Get tested 3-5 days after the date of the close contact exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- Isolate if tested positive for COVID-19 in the prior 10 days or are experiencing COVID-19 symptoms.
- Wear a mask in public indoor settings if in an area of [substantial or high transmission](#).
- Follow any applicable federal, state, local, tribal, or territorial laws, rules, and regulations.

Please see the CDC website for more information and updates for individuals who are fully vaccinated:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Additional steps you can take every day to keep yourself and others around you safe from COVID-19 and other infectious diseases like colds and flu 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/when sick.

If you have any questions or need resources/assistance please contact Chelsea Kirk at [chelsea.kirk@goodwillexcelcenter.org](mailto:chelsea.kirk@goodwillexcelcenter.org), (202)-839-3652, or on Teams.

Thank you,

*Dr. Chelsea Kirk*

Dr. Chelsea Kirk  
Executive Director  
202-309-6615  
[Chelsea.Kirk@goodwillexcelcenter.org](mailto:Chelsea.Kirk@goodwillexcelcenter.org)



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 Community:

We were notified on xxx, that a GEC team/community member tested positive for COVID-19. The member was last in the building on xxx. The community member must meet the requirements established by DC Health before they are permitted to return to the building. DC Health has also been notified to determine any additional steps.

**The Goodwill team has conducted a close contact investigation and any close contact(s) identified has/have been notified individually.** We are advising you of this information out of an abundance of caution.

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 come 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 test 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 *unless* you are fully vaccinated, asymptomatic, and have provided proof of vaccination to People and Culture or Safety.**

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.
- Avoid touching your eyes, face and mouth.
- 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](mailto:Chelsea.Kirk@goodwillexcelcenter.org).

Thank you,

*Dr. Chelsea Kirk*

Dr. Chelsea Kirk  
Executive Director  
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