



INGENUITYPREP

**2022-23 COVID-19
Operating Procedures**

Updated as of 7/20/22

Introduction

This document outlines prevention strategies to reduce the spread of COVID-19 based upon current guidance from the [DC Department of Health \(DC Health\)](#), and the [DC Mayor](#). These guidelines are expected to change throughout the school-year based upon public health conditions, prevailing scientific research, and revised government guidelines.

While our academic model is currently oriented to support remote instruction, many of these policies and procedures apply to both virtual and in-person teaching and learning. In addition, **we are sharing this document as operational guidance for the 2022-2023 school year.**

To ensure Ingenuity Prep is able to respond to COVID-19 related concerns in a timely and effective manner, Ingenuity Prep has designated the following new and existing team members to serve as key points of contact for COVID-19 matters.

COVID-19 Points of Contact
<p>Ashanti Herndon, Chief Financial and Operations Officer</p> <ul style="list-style-type: none">● Coordinating key functions on COVID-19 related issues, including coordination across Academic, Operations, Talent and Data teams.● Consulting with DC Health and outside public health experts to ensure compliance with best practices regarding COVID-19 prevention.● Establishes building health protocols.● Notifies DC Health in the event Ingenuity Prep has a case of COVID-19 on their campus.
<p>Eden Ejigineh, Director of Operations</p> <ul style="list-style-type: none">● Person to whom <u>student</u> cases of COVID-19 are to be reported.● Ensures compliance of all health policies and procedures for any in-person activities.
<p>Human Resources</p> <ul style="list-style-type: none">● Human Resources will support staff members, who have COVID-related concerns. Detailed information on COVID-19 reporting and return to work procedures can be found in this document.

Health Practices

Know the Symptoms of COVID-19

Per CDC and DC Health guidelines, the following may be symptoms of COVID-19. Symptoms may appear 2-14 days after exposure to the virus. However, a large percentage of individuals with COVID-19 do not exhibit symptoms. Additionally, individuals who will eventually develop symptoms of COVID-19 may be contagious before developing symptoms.

Other COVID-19 symptoms include:

- Fever (subjective or 100.4° F)
- Chills
- Cough
- Shortness of breath
- Mild or moderate difficulty breathing
- Congestion or runny nose
- Sore throat
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle or body aches
- New loss of taste or smell
- Otherwise feeling unwell

All persons younger than 18 who are experiencing the following symptoms, that are new or unexplained, should stay home and not enter a school (Modified Protocol):

Any ONE of these red flag symptoms:

- New or worsening cough
- Shortness of breath/difficulty breathing
- New loss of taste or smell

OR at least two (2) of the following symptoms:

- Fever (measured or subjective)
- Chills Muscle or body aches
- Headache Sore throat
- An unusual amount of tiredness
- Nausea or vomiting
- Runny nose or congestion
- Diarrhea

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

- Bluish lips or face
- Persistent pain or pressure in the chest
- Extreme difficulty breathing
- Severe and constant dizziness or lightheadedness
- New confusion
- Inability to wake or stay awake
- Slurred speech or difficulty speaking
- Seizures
- Signs of low blood pressure (too weak to stand, light headed, feeling cold, pale, clammy skin)

Duty to Report COVID-19 Concerns

To prevent the spread of COVID-19, staff members have a duty to immediately report if:

- They have tested positive for COVID-19.
- A household member has tested positive.
- They are exhibiting symptoms of COVID-19.
- They are awaiting the results of a COVID-19 test.
- They learn a student or staff member is experiencing one of the above-mentioned COVID concerns.

Positive COVID-19 Staff Reporting Procedure

If a staff member tests positive for COVID-19, they must follow the steps below.

- Stay home
 - If the employee is at work, they should leave as soon as possible.
- Immediately alert manager or school leader of any COVID-19 concern.
- Immediately email covid@ingenuityprep.org and complete the [COVID-19 form](#).
- Employee must submit a positive COVID-19 PCR test to access COVID-19 leave.
- Employee should isolate or self-quarantine for a minimum of 5 days.
 - On the morning of Day 6, all employees that tested positive for COVID-19 must submit a rapid test labeled with their name and the date the test was taken. If positive, employees must continue to take

and submit labeled rapid tests daily until they receive a negative result.

- Employees may not return to work until they have submitted a labeled negative rapid test to covid@ingenuityprep.org.

Positive Student Reporting Procedure

If a student tests positive for COVID-19, they must follow the steps below.

- Stay home
 - If the student is at school, they should leave as soon as possible.
- Family should alert the school of student's COVID-19 status by calling the front desk
- Family should submit the positive COVID-19 documentation to the Director of Operations, Eden Ejigineh at ejigineh@ingenuityprep.org
- Student must isolate or self-quarantine for a minimum of 5 days and may not return to school until they have submitted a negative PCR test to the Director of Operations, Eden Ejigineh at ejigineh@ingenuityprep.org.

Positive COVID-19 Household Member Reporting Procedure (Staff)

If a staff member has a positive COVID-19 household member, they must follow the steps below.

- Stay home
 - If the staff member is at work, they should leave as soon as possible.
- Immediately alert manager or school leader.
- Immediately email [covid@](mailto:covid@ingenuityprep.org)the person at home receives a negative test or quarantines for at least 10 days whichever comes first and complete the [COVID-19 form](#).
- Staff person will be required to take a rapid test every morning, at home, before coming to work.
 - This information must be emailed to covid@ingenuityprep.org

Positive COVID-19 Household Member Reporting Procedure (Student)

If a student has a positive COVID-19 household member, they must follow the steps below.

- Stay home
 - If the student is at school, they should leave as soon as possible.

- Family should immediately alert the school by calling the front desk.
- Student must remain home until the positive COVID-19 household member tests negative for COVID-19.
- Student can return to school after the positive COVID-19 household member tests negative for COVID-19.

Close Contacts of Positive COVID-19 Individuals Procedure (Staff)

If a **vaccinated staff member** is a close contact of a positive COVID-19 individual, they must follow the steps below.

- Monitor to their health for 10 days
 - If COVID-19 symptoms begin to develop, they should:
 - Stay home
 - Alert their manager
 - Get a PCR test
 - If the staff member tests positive, they should follow the positive COVID-19 individual procedures.

If an **unvaccinated staff member** is a close contact of a positive COVID-19 individual, they must follow the steps below.

- Immediately alert manager or school leader.
- Immediately email covid@ingenuityprep.org and complete the [COVID-19 form](#).
- Staff must quarantine for 5 days and are recommended to test on day 5 of their last contact with the positive COVID-19 individual
- Staff can return to work after 5 days of quarantine and no COVID-19 symptoms or a positive COVID-19 diagnosis.

Close Contacts of Positive COVID-19 Individuals Procedure (Students)

If a **vaccinated student** is a close contact of a positive COVID-19 individual, they must follow the steps below.

- Continue to report to school while monitoring their health for 10 days
 - If COVID-19 symptoms begin to develop, they should:
 - Stay home
 - Get a PCR test
 - If the student tests positive, they should follow the positive COVID-19 individual procedures.

If an **unvaccinated student** is a close contact of a positive COVID-19 individual, their family must follow the steps below.

- Immediately notify the school's front desk or academy leadership
- Student must quarantine for 5 days and is recommended to test on day 5 of

their last contact with the positive COVID-19 individual

- If COVID-19 symptoms begin to develop, they should:
 - Stay home
 - Get a PCR test
 - If the student tests positive, they should follow the positive COVID-19 individual procedures.
- Student can return to school after 5 days of quarantine and no COVID-19 symptoms or positive COVID-19 diagnosis.

Communication of COVID-19 Cases (Staff and Students)

Ingenuity Prep will communicate all school based positive COVID-19 cases to staff and families when they arise. School based cases are those where the positive COVID-19 individual was on-site during their infectious period, which increases exposure. Cases that arise when the positive COVID-19 individual was not on-site during their infectious period will not be communicated as the exposure is greatly minimized.

Mask Usage at Ingenuity Prep

- Based on DC Health [guidance](#), **indoor masking for all students, staff and visitors is optional while in the Ingenuity Prep building.**
 - Optional indoor masking is recommended when community spread is consistently at a low level.
 - Universal indoor masking is recommended though not required when community spread is consistently at a medium or high level.

Hand Hygiene

- Staff and students will have hand cleaning supplies readily available in classrooms, bathrooms, and offices (water-free sanitizer) as part of a classroom specific PPE kit, which includes spray, wipes, towels, hand sanitizer, gloves, tissues, disposable masks.
- School staff should reinforce frequent, [proper handwashing strategies](#) by staff and students, to include washing with soap and water for at least 20 seconds.

COVID-19 Student Vaccination Requirements

- The Office of the State Superintendent of Education (OSSE) requires all students that are 12 -15 years old by the start of the 2022-2023 school year to have begun the series of the COVID-19 vaccine by September 16, 2022. See FAQs [here](#)
- All students age 16 and older are required to receive the primary series or be proceeding in accordance with the series treatment of the COVID-19 vaccination for the start of the 2022-23 school year.
- To support this annual vaccination requirement, The school will:
 - Implement OSSE's [Immunization Policy](#) for in-person attendance in full.
 - Ensure a procedure is in place for frequently reviewing immunization compliance, identifying and notifying non-compliant families, and removing non-compliant students from in-person instruction after the 20-school day period.
 - Provide families with a [list of pediatric immunization clinics](#)
 - Review immunization requirements and health forms.
- Students who do not have a health form on file (i.e., those who were not enrolled in any District public or public charter school in the 2021-22 school year, and those who are newly enrolling in a District public charter school that does not participate in the School Health Services Program) must submit health forms by the first day of in-person school. Expired health forms will be accepted for start of school, but unexpired health forms must be submitted by November 2, 2022 to meet this annual requirement.

Staff COVID-19 Leave (FFCRA)

- Staff members have access to 7 days of COVID-19 leave for the following circumstances:
 - Staff member tests (PCR) positive for COVID;
 - Leave will start at the point of a positive PCR test result *not* when staff feel symptomatic or receive a rapid positive test result.
 - Staff member has a child who tests positive or must quarantine;
 - Staff who live with a COVID-19 positive household member.
- Staff members must email covid@ingenuityprep.org and complete [this form](#) when requesting COVID-19 leave
- Ingenuity Prep recognizes that in rare instances staff may need additional COVID leave. On a case by case basis, HR may grant additional COVID leave to staff if they fall into the following categories:
 - Staff who become infected more than once within the school year;
 - Staff who continue to test positive for more than 7 days;
 - Staff who have a minor, in-home child who continue to test positive for more than 7 days;
 - Staff whose daycare/school required their child to quarantine. Documentation required.
- In the event that we grant additional COVID leave, due to testing positive on or beyond Day 5, the employee will be required to take the steps below.
 - Take and submit a PCR test dated on Day 5.
 - After a confirmed continuing positive result, take and submit a rapid test daily until there is a negative result.
- Additionally, if IP suspects staff may not be truthful of their COVID infection status or quarantine requirement, Ingenuity Prep may require additional documentation, including video recordings showing the staff member taking a rapid test.
- Once the quarantine requirement is lifted, Ingenuity Prep will no longer offer FFCRA leave.

All current, SY22-23 quarantine and return-to-work requirements will remain the same but are subject to change depending on DOH guidance.

Visitor & Vendor Policy

- All Ingenuity Prep vendors / contractors are expected to adhere to the same procedures and plans described in this policy.
- Ingenuity Prep staff will coordinate with vendors / contractors to ensure that they have the same training, understanding, and expectations as described in this document.