

Bard High School Early College DC SY 2020-21 Reopening Plan

Submitted by Bard College to the DC Higher Education Licensure Commission

August 19, 2020

This document describes Bard High School Early College DC's reopening plan for SY 2020-21, following the categories in the HELC guidance document from June 2020. Bard High School Early College DC (Bard DC), established in August of 2019, is a public early college high school operated as a partnership between Bard College and the District of Columbia Public Schools (DCPS). Bard DC offers students the opportunity to earn up to 60 college credits and a Bard College Associate in Arts degree, free of charge, through a four-year public high school program that also meets all local and state standards for the high school diploma. As a DCPS partnership school, Bard DC has to follow DCPS policies regarding reopening, as reflected in this document.

A. Important Contacts & Timeframes

1. Identification of a COVID-19 coordinator/campus team.

The members of Bard DC's COVID-19 campus team are listed below:

- Dr. Vanessa Anderson - Principal
- Dr. Brian Gloor - Dean of Studies/Assistant Principal
- Ms. Latisha Chisholm - Dean of Students/Assistant Principal

2. Contact information and procedures for engaging DC Health and HELC.

Bard DC's engagement with DC Health will occur through DCPS, as Bard DC is a DCPS high school as well as an accredited additional location of Bard College and falls under DCPS' purview. The Principal or Assistant Principals will enter any information of a positive COVID case or exposure into DCPS's Incident Reporting Tool (IRT). The report will then be forwarded to the Central Office's Health Team, Bard DC's Instructional Superintendent, and the DCPS Communications Team, who will alert the DC Department of Health, make determinations about school closures and mandatory quarantines, and disseminate any necessary information to students and families. Bard will alert HELC upon request about the existence and/or outcomes of any COVID-19 cases or exposures.

3. Provide a timeline for reopening. Term One will begin on Monday, August 31st and be provided through distance education only for all students until at least November 6, 2020, in keeping with the DCPS policies and guidelines. Students will participate in live lessons with their classmates that follow a predictable schedule. Bard DC will follow DCPS' guidelines on reopening beyond the first quarter and bring students back to in-person classrooms as soon as the District determines it is safe to do so. We plan to offer a distance education option for students throughout the pandemic (we anticipate through SY 2020-21) who may not feel safe returning to school when buildings are allowed to reopen.

Note: The same reopening plan applies to Bard's program at Thurgood Marshall Academy, except that the determination on the reopening timeline will be made by Thurgood Marshall Academy, a separate Local Educational Agency, not DCPS.

B. Support Safety of Employees and Students

1. Daily Health Screening

a. Describe a process to screen students/faculty/staff entering the building or when returning to campus.

Students:

- Before sending a student to school, families will be required to complete a health symptom screening at home. If a student is identified as having developed COVID-19 symptoms during the school day, staff will guide students to the Health Isolation Room (Nurse's Office) in the school building, and a guardian will be contacted. Students will follow hand hygiene, social distancing, and face covering guidelines.
- Students will be screened according to the OSSE "Ask, Ask, Look" protocol, which is a health screening process that has three steps: an at-home self-screening, an at-home close contact check, and a visual symptom assessment at school. The first part of the first and second steps, which are conducted by the student or their guardian, are the at home self-screening for symptoms and close contact check of whether the student has been in close contact with a confirmed COVID-19 case. Upon arrival to the school, students or their guardians must confirm with staff that they have conducted the at-home self-screening and close contact check to complete the first and second step of the OSSE "Ask, Ask, Look" protocol. To complete the third step, staff must conduct a visual symptom assessment at school as to whether the student is presenting any obvious COVID-19 symptoms.
- Prior to entering the school building, students will receive hand sanitizer and a non-surgical face mask and complete the OSSE "Ask, Ask, Look" protocol, which they must begin at home. Tents will be set up outside the main entrance on H Street, the Hilltop Avenue side entrance, and the H Street parking lot entrance, so that a quick arrival process can be completed. Students are required to follow social distancing during the arrival process. Guardians will not be permitted to enter the school facility during the arrival process.
- Students displaying COVID-19 symptoms will be routed to the Health Isolation Room (Nurse's Office).

Faculty and Staff:

- DCPS will require daily health self-screenings to help protect the safety and health of all employees. The health self-screening will consist of a symptom screening and a close contact check.
- For employees reporting to the building, whether daily or on a hybrid schedule (combination of in-person and remote), screenings will be completed via participation in a short survey prior to arrival at the school building.
- Upon arrival to the school building, staff will be required to complete a sign-in sheet verifying that they conducted the daily symptom self-screen and are safe to come to work per the outcome of the health self-screening survey.

- Staff who are working a hybrid schedule will be required to conduct self-screenings daily, even on the days when they are working remotely, in order to maintain consistent vigilance for COVID-19 symptoms.
- Staff who are working only remotely will be highly encouraged to utilize the self-screening resource but will not be required to do so.

b. Describe a process to isolate and/or quarantine students/faculty/staff if they develop symptoms during the course of the day.

If a student develops any symptoms related to COVID-19 during the school day, the school will direct them to the Health Isolation Room located in the Nurse's Office (or the Family Engagement room, in the event that the Nurse's Office is at capacity), contact their guardian for pick up, and seek healthcare guidance. Signage will be posted throughout the school with this information for students and staff. Students will remain in isolation with continued supervision and care until they are picked up by an authorized adult. The Nurse's Office will have an adequate amount of personal protective equipment (PPE) available for use.

Faculty and staff will be immediately sent home if they exhibit any symptoms of the virus or if they report having been in contact with someone who is infected. The Principal, Dean of Studies, or Dean of Students will report suspected cases in the IRT and elevate any issue to DCPS' Central Office Leadership for reporting to DC Health.

2. Encourage Health Practices

a. Describe a policy to ensure adequate supplies of soap, paper towels, hand sanitizer and tissue in support of healthy hygiene practices.

DCPS' Central Office will procure adequate supplies of hand sanitizer stations, refills, and disinfectant. The Warehouse & Logistics and Strategic School Operations (SSO) teams are developing a process and system for supplies inventory tracking and delivery. This process will outline the distribution process (from the warehouse to each school) and procedures for monitoring supply levels, requesting replenishments, and the protocol for emergency needs. Bard DC's Custodial Foreman and Finance Specialist will track the school's supply usage so procurement at the Central Office level can be proactive.

At Bard DC, inventory for adequate supplies of soap, paper towels, tissues, and hygiene supplies will be addressed in two tiers. First, Custodial Foreman Dailey will maintain at least two months' worth of supplies in the building. He will monitor that supply and notify Finance Specialist Hawkins and Principal Anderson of any items needed for reorder.

Second, all classrooms and meeting areas will be stocked with hand sanitizer and Lysol. Faculty and staff will submit supply requests to Foreman Dailey as needed. Foreman Dailey will also check common areas (e.g. bathrooms, lounges, lobbies) daily and will restock them with hand sanitizer, soap, Lysol, and paper towels as needed.

b. Describe plans to offer COVID-19 prevention education/training of students/faculty/staff on proper hygiene strategies (e.g., handwashing, staying home if ill, etc.).

Bard DC's plans for prevention education and hygiene strategies include the following:

- Signs created by DCPS will be posted throughout the school.
- Staff will receive training on our new safety protocols, contact tracing, and maintaining safety, as well as maximizing learning opportunities and supporting students and adults with trauma. This training will be delivered on Professional Development days before the first day of school and will be reinforced during weekly faculty meetings.
- Training on handwashing and other hygiene strategies will be delivered to students during orientation and reinforced during weekly advisory sessions.
- Families and staff will be reminded on a regular basis (through home-school communications) to remain home if ill and of other relevant health and safety protocols

c. Describe a process to identify sources of contamination for potential outbreaks of COVID-19 through contact tracing.

DCPS will train all employees in contact tracing via a virtual four-module training. This training will include a process to identify sources of potential COVID-19 contamination. One training occurred in June and an additional training for new staff will take place in the fall.

d. Describe a process to communicate with students/faculty/staff of potential outbreaks of COVID-19 and procedures to be deployed in mitigating adverse health impacts.

Per DCPS' policy, Bard DC will use official school communication channels to communicate potential outbreaks of COVID-19 and mitigation procedures. These channels include: the school listserv (with emails to parents and students), robo-calls, and robo-texts.

3. High-Risk Individuals Describe considerations for high-risk and vulnerable individuals (e.g., 65 years or older, underlying health conditions):

a. Describe a policy to support those at higher risk for severe illness to mitigate their exposure risk (e.g., telework, modified job duties, virtual learning opportunities).

Per DCPS policy, staff at high risk for experiencing severe illness due to COVID-19 are recommended to consult with their medical provider before attending in-person activities and should contact their supervisor accordingly with any requests for accommodations or leave. Employees requesting work-from-home accommodations should submit the requests to DCPS' Human Resources department directly.

Per Bard policy, any Bard employee at Bard DC who is seeking an accommodation allowing for reduced or no time in the school building should submit a request with accompanying documentation to Bard Early College's Human Resources team (through the Assistant Director of Finance and Operations). If a Bard College employee at Bard DC (and/or a family member and/or domestic partner who currently resides with the employee) is at higher risk for serious illness from the Novel Coronavirus, Bard asks that they submit a doctor's note, along with a request to have a work-from-home accommodation. This process is completely confidential and is separate from other offices at Bard. Bard does not discriminate against employees who request or are granted accommodations.

b. Describe sick leave and absenteeism policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

Staff may take sick leave as a result of a COVID-19 exposure or symptoms.

c. Describe policies for return to class/work after COVID-19 illness.

A symptomatic individual should not return to the school building until: (1) they have completed the appropriate isolation period, which is a. 72 hours after the fever has resolved without the use of fever-reducing medication and respiratory symptoms have improved; AND b. At least 10 days after symptoms first appeared, whichever is later; OR (2) They have a negative COVID-19 test and meet standard criteria to return after an illness, OR (3) Their health care provider provides documentation clearing them to return.

d. Describe considerations for students returning from domestic or international travel (e.g., COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

DCPS discourages non-essential travel outside of the DC region. For students or staff returning from domestic or international travel where there are COVID-19 health risks (per District or federal guidance), the Principal or Assistant Principal will contact DCPS for guidance through the IRT system.

4. Social and Mental Health

a. Describe plans to promote anti-stigma behavior from person exposed to COVID-19.

Bard DC will use advisory periods and health classes as dedicated times to educate students on COVID-19 and to promote anti-stigma behavior, including the fact that COVID-19 is not connected to race, ethnicity, or nationality. Students will also be refamiliarized with Bard DC's anti-bullying policy, as stated in our Student Handbook.

b. Describe plans to support students with mental health services.

Bard DC will support students at all levels of need including families who will require all virtual services. Students may initiate contact with the school's mental health staff. This is considered a self-referral. Parents, guardians, peers, and staff may also refer a student for services. Any staff person can facilitate an introduction to a member of the mental health team if families or students are unsure of whom to speak with about a mental health concern or inquiry about services.

In SY 2020-2021, Bard DC will have increased capacity for student support and mental health services through the addition of a second school counselor, a second social worker, an Athletics and Activities Director, an Assistant Director of Student Supports, and a new Dean of Students with a social work background. Students and families will be able to access and benefit from the following types of support:

- Increased targeted wellness checks, particularly for vulnerable students including those who are housing insecure
- Advisory sessions on managing time and workload as virtual students
- Faculty and staff trained and on alert for signs of distress from students
- Students and families connected by the school to services in the community
- Virtual home visits
- Parent orientation to digital platforms used by the school

- Intentional development of a school climate in which relationships are prioritized and all students and adults feel safe and supported, with a sense of belonging and agency
- Dedicated school-wide time to develop, embed, and deliver instruction that develops students' social emotional skills and mindsets
- Work with Restorative DC to build a restorative culture across staff and students

C. Implement Controls to Limit Contact

1. Non-Medical Face Coverings (Masks)

a. Describe plans on how the institution intends to teach/reinforce use of face coverings among students, faculty and staff.

Learning about COVID-19 and the importance of face coverings will be incorporated into existing structures of Bard DC, including orientation, the advisory curriculum, the code of conduct, the student handbook, and health and science courses. Through these avenues, students will learn the functionality of face coverings and will understand their role as Bard DC community members in protecting others in the community through face coverings.

b. Describe a policy for faculty use of cloth face coverings (e.g., face covering should be worn in times when at least 6 feet physical distancing cannot be maintained. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear).

Per DCPS policy, staff will be required to wear face coverings or masks at all times. Coverings may be removed when eating meals or drinking beverages.

c. Describe other considerations such as speaking loudly, singing, etc., that may require additional distance.

Choir will be offered virtually given the risks associated with singing loudly.

d. Describe a policy for when students should wear cloth face coverings (e.g., in times when at least 6 feet of physical distance cannot be maintained).

Students will be required to wear cloth face coverings at all times while in the building except when eating meals or drinking beverages. Face coverings will not be required for students who have medical contraindications to face coverings.

e. Describe a policy for use of face coverings based on relevant business-sector guidance in facilities operated by the institution (e.g., fitness center, dining/break rooms, lounges, student services, office spaces, laboratories, etc.).

Face coverings will be required in all office spaces. They will not be required for students participating in science lab activities in which there is risk of burn or injury from the use of a face covering. Social distancing

and face shields will be used in this instance. For physical education activities, students may remove face coverings as long as social distancing is maintained.

f. Describe plans to accommodate exceptions for those with medical contraindications to face coverings.

For students and staff with physical, mental, or health-related conditions that prohibit them from wearing a face covering, if no other form of personal protective face covering or equipment is suitable based on their health conditions, such individuals may participate in 100% remote learning. Bard DC will address any of these circumstances on a case by case basis and will prioritize the health and safety of our students and staff.

g. Describe how the institution will respond in the event that a student, faculty or staff member does not have the required face mask/coverings.

DCPS Central Office will provide Bard DC with an inventory of nonsurgical masks. These masks will be distributed to any student or staff member who arrives without the required face covering.

2. Social/Physical Distancing

a. Describe strategies to allow physical distancing in classrooms/learning environments (e.g., occupancy, staggered schedules, classroom layouts, workspace distancing, etc.).

The following are Bard DC's strategies for allowing physical distancing in classrooms and other learning environments:

- In-person learning in general education settings will be limited to small group cohorts composed of students and instructors and will follow DC Health guidelines (no more than 12 individuals, including staff and students, clustered in one room, with an additional staff member (13 total individuals) able to be added to the group briefly, for example for observation purposes).
- Classrooms will be arranged to facilitate social distancing, desks will be spaced at least 6 feet apart, and students will face the front of the classroom.
- Faculty will implement procedures for regular use of hand sanitizer in their classrooms .
- Faculty and Staff will be asked to periodically support with the cleaning of surfaces and high-touch areas in classrooms.
- Students will not regularly share supplies (e.g. textbooks). All shared supplies will be cleaned as much as possible between student use with staff support.

b. Describe strategies to allow social distancing outside the classroom (e.g., limiting visitors, changes to dining services, extracurricular activities, etc.).

The following are Bard DC's strategies for allowing physical distancing outside of the classroom:

- Visitor access will be significantly limited, to essential visitors. Parents needing to pick up their children will meet them in a designated space in the lobby.
- Dining for breakfast and lunch will take place in classrooms.
- Student cohorts will stay in their designated classrooms rather than traveling between classrooms, to limit hallway interactions.
- Bathroom policies will be strictly enforced.

- Signage and floor markers will be displayed to promote social distancing.
- Extracurricular activities will take place outside to accommodate the appropriate physical distance. If and when activities cannot occur outside, they will continue inside with six feet of distance between all participants or remotely via videoconferencing.

c. Describe plans to restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls/break rooms, hallways, offices, etc. to ensure physical distancing.

The following are Bard DC's plans for restricting the use of common spaces:

- Communal spaces (e.g. student lounges) will have occupancy caps and staggered usage. Signage will clearly indicate the appropriate social distancing measures.
- Student movement in hallways will be conducted in a socially distant manner.
- Lockers will not be used.
- Water fountains will be turned off, and, instead, students and staff will use water coolers and reusable water bottles (supplied by Central Office).
- To limit the number of students in the bathroom at the same time, teachers will ensure that no more than one student is out of class to go to the restroom at any given time. Hall monitors will ensure that no more than two students are in the restroom at a given time. Students will be required to use the restroom closest to their classroom.
- During transitions, classroom doors will be propped open with a doorstop.

d. Describe a policy to limit size of gatherings and/or strict physical distancing to be in place during gatherings, consistent with DC Health guidance

Bard DC will limit the number of people in any gathering to no more than 12 individuals (staff and students) clustered in one room, with an additional staff member (13 total individuals) allowed to be added to the group for brief periods of time.

e. Describe strategies for food/dining services to optimize physical distancing. Plans regarding dining services should consider requirements for face coverings, policies to encourage people to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection of physical facilities, and health screenings for staff, limit the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and implementing take out/delivery options.

Bard DC's strategies for food services to optimize physical distancing are listed below.

Breakfast:

- A grab and go breakfast will be distributed to students as part of the arrival process.
- Students will grab a meal and go to their homeroom to eat breakfast.
- Breakfast will be individually packaged, and milk will be offered separately. Menu items will be cold only.
- There will be one to two food service workers overseeing meal distribution.

Lunch:

- Lunch will be individually packaged.
- Food service workers will pack meals into disposable containers and deliver them on carts to classrooms.
- Teachers or other staff will be required to record the total number of meals served via a meal count sheet or student roster and return the document to the food services team along with the bags after lunch service.
- All lunch meals will be consumed in the classroom.

Other considerations:

- The school will have to-go meals available between the hours of 10am- 2pm for students to pick up who are participating in virtual learning.
- Students are welcome to bring meals from home, although students will not have access to refrigeration for these meals or microwaves for reheating.

D. Potential Exposures and Positive COVID-19 Cases

All institutions should have a plan for when a student/faculty/staff member becomes sick or exposed to COVID-19.

1. Describe the institution's exclusion criteria for:

a. A student, faculty or staff member that has a temperature of 100.4 degrees or higher or any other symptoms;

If a student exhibits a COVID-19 symptom, such as a temperature of 100.4 degrees or higher, the students' parents or guardians will be contacted, the student will be sent home, and they will not be allowed to return to school until 72 hours after the fever or other symptom is resolved, 10 days after symptoms first appeared, or they have a negative COVID-19 test or doctor's note clearing them. The same policy applies to faculty and staff.

A symptomatic individual should not return to the building until: (1) they have completed the appropriate isolation period, which is a. 72 hours after the fever has resolved without the use of fever-reducing medication and respiratory symptoms improved; AND b. At least 10 days after symptoms first appeared, whichever is later; OR (2) They have a negative COVID-19 test and meet standard criteria to return after an illness, OR (3) Their health care provider provides documentation clearing them to return.

b. A student, faculty or staff member, or any close contact, is confirmed to have COVID-19; or

If an individual has been in close contact with a person who is positive for COVID-19, then the individual must not enter the facility until cleared by their healthcare provider or until they have completed their quarantine period of 14 days from the last date of close contact with the COVID-19 positive individual without becoming symptomatic or diagnosed with COVID-19.

The individual should not return to the building until: (1) they have completed the appropriate isolation period, described in section D1a OR (2) they have a negative COVID-19 test and meet standard criteria to return after an illness OR (3) their health care provider provides documentation clearing them to return.

c. A student, faculty or staff member awaiting COVID-19 test results.

Bard DC will use the following procedure for instances in which a student, faculty, or staff member are awaiting COVID-19 results:

- Submit the incident in the IRT.
- While awaiting a COVID-19 test result, the individual must not enter the facility until they test negative and meet standard criteria to return to school after an illness.
- If the individual tests positive, then they should immediately begin a self-quarantine and seek further guidance from their healthcare provider or DC Health.

2. Describe the institution's dismissal criteria in the event students/faculty/staff develops a fever or other signs of illness.

An investigator from DC Health will follow up with DCPS' Central Office within 24 hours and provide specific guidance on dismissals; other safety protocols, including specific individuals or groups that may need to quarantine; and communication. Bard DC will not automatically close a classroom or an entire building until or unless instructed to do so by DCPS' Central Office.

E. Cleaning and Disinfecting a. Describe cleaning and disinfection protocols to include frequently-touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.

A. Describe provisions for hand sanitizer/handwashing stations.

DCPS Central Office will procure hand sanitizer stations and refills.

B. Describe plans to ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.) and plans to sanitize shared objects and equipment.

In instances where individual materials cannot be provided to students, shared learning materials will be used. These shared learning materials will be cleaned between use by school staff, including instructional staff, with assistance from students. For shared classrooms, like the computer labs and science labs, additional cleaning supplies will be provided as needed to support this process and students will be instructed to disinfect before and after use.

C. Describe plans to ensure that custodial staff has adequate Personal Protective Equipment also ensuring that appropriate EPA approved cleaning products are used. List is available here.

Bard DC custodial staff and contractors will use CDC-recommended products with United States Environmental Protection Agency (EPA)-approved emerging viral pathogens claims. DCPS will follow the manufacturer's instructions for all cleaning and disinfection of products (e.g. concentration, application method, and contact time). DCPS' Central Office will support Bard DC by providing the following supplies:

- Additional cleaning and disinfecting supplies
- Additional trash bags
- Additional trash cans
- Additional gloves
- Power washers and soap for outdoor structures

Custodial and cleaning staff will wear disposable gloves when cleaning and disinfecting surfaces. Gloves will be discarded after each cleaning. If reusable gloves are used, those gloves will be dedicated for cleaning and disinfection of surfaces and should not be used for other purposes. Cleaning staff will wash their hands immediately after their gloves are removed. DCPS will also provide custodial and cleaning staff with face masks.

- D. All institutions should regularly clean, disinfect and sanitize surfaces, and materials per CDC guidance on cleaning and disinfecting.

Bard DC's custodial team has received training on cleaning and disinfecting protocols. DCPS will provide cleaning and disinfecting supplies. The COVID-19 campus team will establish a schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day using CDC-approved disinfectants. The schedule will also include a checklist for deep cleaning on Wednesdays (when faculty, staff, and students are out of the building). Deep cleaning will include cleaning of all vertical and horizontal surfaces in the school building in addition to the practices outlined above, with time dedicated to thoroughly cleaning all surfaces students and staff may encounter inside the school building.

F. Building Considerations

Institutions that are reopening after a prolonged shutdown should ensure all ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use as follows:

1. Instructional and other Facilities

1. Describe plans to ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible, (e.g., by opening windows and doors) if doing so does not pose a safety or health risk (such as risk of falling, triggering asthma symptoms) to students using the facility

In partnership with the Department of General Services (DGS), DCPS is consulting the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) for guidance to inform potential HVAC enhancements across all schools, including Bard DC, to ensure a healthy environment for staff and students. These enhancements include, but are not limited to, evaluation and replacement of air filters and increased fresh air ventilation into classrooms.

2. b. Describe plans to flush water systems to clear out stagnant water and replace it with fresh water. This will remove any metals (e.g., lead) that may have leached into the water and minimize the risk of Legionnaires' disease and other diseases associated with water. Steps for this process can be found on the CDC website.

DCPS, in collaboration with the Department of General Services, will evaluate and upgrade as needed the water systems across all schools, including Bard DC, based on their determination of system conditions.

Housing

Describe requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live-in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. Institutions may want to consider requiring training and document such training of certain staff.

N/A. Bard DC does not have a residential campus.

G. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance

The institution should have a plan to manage a school/campus outbreak or a resurgence of COVID-19 outbreak.

1. Describe the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

DCPS will make the determination about containing outbreaks, quarantines, school-wide shutdowns, reintegration and reopening plans, and activity reduction based on the information reported by the Principal or Assistant Principal in DCPS's Incident Reporting Tool (IRT). Bard DC is prepared to move to distance education as needed during the year, and has trained teachers, adapted lessons, and provided hot spots and devices to students accordingly.

DCPS will consult with DC Health to determine the conditions under which Bard DC and other district schools will be temporarily closed or shut down. Variables considered include:

- Number of students or staff who have tested positive for COVID-19
- Number of students exposed
- Number and type of staff exposed
- Facility issues that impact the HVAC system and water access

2. Describe the plans to reduce campus/facility activity in the event of a return to significant community transmissions of COVID-19 or in alignment with public health guidance.

DCPS will make the determination about reducing campus/facility activity in the event of a return to significant community transmissions of COVID-19 or in alignment with public health guidance.

3. Describe a policy for notifying relevant parties about plans for dismissals/shutdowns.

Bard DC will use official school communication channels, including the email listserv, robo-calls, and robo-texts, to communicate decisions about shutdowns/dismissals following guidelines from DCPS.

H. Communication Strategy

Institutions are to have communication protocols in place.

1. Describe the institution's plan for communicating with DC Health for reporting of positive cases. Institutions should be able to quickly provide lists of people at any in-person activities.

Engagement with DC Health will occur through DCPS. The Principal or Assistant Principal will enter any information of a positive COVID case or exposure into DCPS's Incident Reporting Tool (IRT). The report will then be forwarded to the Central Office's Health Team, Bard DC's Instructional Superintendent, and the DCPS Communications Team, who will alert the DC Department of Health and make determinations about next steps and what information must be disseminated to students and families.

Per DC Health's directives, communications will include: notification to those staff and families of students in close contact with the COVID-19 positive individual, including the requirement to quarantine for 14 days; notification to the entire school that there was a COVID-19 positive case, that those impacted have been told to quarantine, and what steps will be taken (e.g. cleaning and disinfection); education about COVID-19, including the signs and symptoms; referral to the Guidance for Contacts of a Person Confirmed to have COVID-19; and information on options for COVID-19 testing in DC. Translation services will also be provided as needed.

School leadership will distribute communications to staff and families through email and robo-texts. School leadership will also share any distributed message with school partners, vendors, or contractors who may have also been, or are scheduled to be, on site.

2. Describe the institution's plans to protect the privacy of individuals and alert their students and staff to a COVID-19 case.

DCPS will provide the communications, as described above, with protections in place to protect individual privacy.

3. Describe the institution's process to comply with DC Health directives to ensure that at a minimum:

- a. Notification is provided to those students/faculty/staff in close contact with the individual and the requirement to quarantine for a minimum of 14 days; and
- b. Notification is provided to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and steps that will be taken (e.g., cleaning and disinfection)

Engagement with DC Health will occur through DCPS. The Principal or Assistant Principal will enter any information of a positive COVID case or exposure into DCPS's Incident Reporting Tool (IRT). The report will then be forwarded to the Central Office's Health Team, Bard DC's Instructional Superintendent, and the DCPS Communications Team, who will alert the DC Department of Health, make determinations about school closures and mandatory quarantines, and disseminate any necessary information to students and families.

I. Academic Affairs

1. Describe the institution's plans to offer internships, clinical, field placements and hands-on experiences.

The school counselor, College Transfer Officer, and Athletics and Activities Director will continue to work with our partners, such as Urban Alliance, to ensure that students have access to virtual internships. Science

classes will hold virtual labs to ensure that students have hands-on experiences. That being said, internships and clinical and field placements are not part of Bard DC's core curriculum.

2. Describe the institution's process to ensure safe student access to academic services (e.g. library, career services, academic advising, etc.)

All staff will be prepared to provide virtual services, including staff leading advisory, the learning commons, and college advising and career services. All faculty will serve as academic advisors and be prepared to hold virtual office hours and provide advising virtually.

All virtual classes will be structured with opportunities for students to enter synchronously and asynchronously (following a model template provided by the school). Teachers will be able to teach students virtually or they can teach an in-person class virtually through a special camera if they are excused for health reasons.

For questions, please contact Clara Haskell Botstein at cbotstein@bard.edu or (914) 388-0699.

Sincerely,



Leon Botstein
President
Bard College