

# **POLICIES AND PROCEDURES TO MINIMIZE COVID-19 TRANSMISSION**

## **HEALTH AND SAFETY**

The health and safety of all of our students continue to be our first priority in the wake of the evolving situation around the novel coronavirus (COVID-19) in Washington, DC.

## **IMPORTANT PRECAUTIONS**

It is critical that everyone continue to practice general viral infection prevention measures including:

- Wash your hands with soap and water often.
- Wear a face covering, indoors and outdoors.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Do not touch your face with unwashed hands.
- Keep six feet of physical distance between yourself and others.
- Do not shake hands. Instead, wave or elbow bump.
- Monitor your health more closely than usual for cold or flu symptoms.

## **MASKS AND FACE COVERING REQUIREMENTS**

Except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports;

All team members as well as scholars are required to wear a mask/face-nose covering. Friendship has purchased team members and scholars will be provided three (3) reusable cloth facemasks aligned with CDC guidance. Campuses will also distribute disposable masks for emergency use in the event a team member or student misplaces their reusable cloth facemask. Other types of acceptable face covering options include a paper or disposable mask, bandana, scarf, or cloth mask. Face coverings must cover the mouth and nose completely. The covering should not be overly tight or restrictive and should feel comfortable to wear. Face coverings must be properly worn at all times by team members, students, and family members when inside Friendship PCS buildings, even if social distancing can be maintained,

unless there is a medical reason for not doing so. Face coverings must be worn outside when on school grounds if social distancing is not possible.

To ensure easy compliance with this policy, any member of our community who arrives without a face covering, loses or damages their face covering while attending a school activity will be provided a new one. The school will keep a supply of PPE, including masks, until such time as face coverings are no longer required at schools in each classroom as well as the front office.

Parents/Guardians that choose not to wear a face mask or face covering will not be permitted to enter the campus. However, the school staff will attempt to offer accommodations that would allow them to participate in their child's education (i.e. zoom meetings, telephone meetings, picking their child up outside instead of from their classroom, etc.).

Students who refuse to wear a mask or face covering will be referred to the school principal and may face disciplinary action.

Staff who refuse to wear a mask or face covering will be referred to the Human Resources Department and may face disciplinary action.

### **MEDICAL ACCOMMODATIONS**

1. Employees unable to wear a mask or face covering due to a medical condition or other protected reason may submit an ADA workplace accommodation, please contact the Human Resources at [HR@friendshipschools.org](mailto:HR@friendshipschools.org)
2. Students unable to wear a mask or face covering due to a medical condition or other protected reason should contact Dianne Harris, Director of Health Services at [dharris@friendshipschools.org](mailto:dharris@friendshipschools.org) or (202) 281-1700

### **Additional Safety Precautions**

Wearing a face covering does not replace the need for social distancing or other efforts to slow the spread of COVID-19. In addition to wearing cloth face coverings, remember to:

- avoid contact with those who are sick, stay home if they are sick, and if they become sick at work, distance themselves from co-workers, contact their supervisor and go home;
- frequently clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol,
- avoid touching your eyes, nose, and mouth,
- practice good cough and sneeze etiquette and
- routinely disinfect high touch points, facilities, work areas, personal electronics, and shared equipment and spaces.