

Four Walls Career & Technical Education Center

1125 Neal Street, NE, Washington, DC 20002
202-332-8022 Phone • 202-332-8088 Fax

Operational and Reopening Plan

Updated: March 23, 2021

With the ever-changing course of the COVID-19 pandemic accompanied by infection rates surging nationally and regionally, Four Walls Career and Technical Education Center (Four Walls) is taking steps to ensure the health and safety of students, faculty, and staff, which has required altering plans for the school year 2020-21. Some online students will attend class onsite to demonstrate practicum/hands - on hours and will be expected to comply with public health and safety measures, including social distancing, mask-wearing, and daily screenings for COVID-19.

This document conveys the operational and reopening procedures of Four Walls as required by the Higher Education Licensure Commission (HELC) and conveys a broad understanding of the health protocols and carrying out plan implementation.

A. Important Contacts and Timeframes

Four Walls has identified staff members as the COVID-19 Onsite Response Team. Day team member Yvonne Hollis and backup team member Tich Nichols are equipped with a face shield, mask, and gloves and administer temperature checks along with daily health screens on all students, faculty, and staff entering the building from 9 am – 4 pm. Evening team member Nedra Jones and backup team member Edwin Boddie are equipped with the same personal protective equipment (PPE) and will administer screens from 4 pm – 8 pm. The contact information for each team member is listed below.

Program Director:	Tich Nichols	tnichols@fourwallsctec.org
Program Coordinator:	Nedra Jones	jones.nedra@gmail.com
Program and Data Assistant:	Yvonne Hollis	yhollis@fourwallsctec.org
Instructor:	Edwin Boddie	eboddie@fourwallsctec.org

The COVID-19 Onsite Response Team will follow the procedures for engaging DC Health and HELC, as indicated below.

- A team member who administers a temperature check of 100.4 or identifies symptoms known to be associated with COVID-19 must immediately place the person(s) in quarantine and notify the Program Director and Executive Director within 24 hours of the incident. The Program Director is responsible for contacting DC Health via email at coronavirus@dc.gov within 24 hours of being notified of a positive case. Additionally, if a student, faculty, or staff member reports a positive test for COVID-19, the Program Director will submit a [Non-Healthcare Facility COVID-19 Consult Form](#) to DC Health within 24 hours of being notified of the positive test.



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Presently, all students are attending classes virtually. For the spring semester, students required to complete practicum/hand - on hours are scheduled to return to onsite classes on Monday, May 3, 2021. Classes not requiring a practicum will remain online for the remainder of the school year.

Four Walls will continue to follow the guidance of DC Mayor Muriel Bowser and her updates on the Public Emergency and Public Health Emergency and will use the guidance to ensure a safe learning and working environment for students and staff.

B. Support Safety of Employees and Students

Students, faculty, or staff are expected to self-monitor, report any COVID-19 related symptoms experienced, and notify the COVID-19 Onsite Response Team of possible exposure before entering the premises. Upon entering the building, a member of the COVID-19 Onsite Response Team will:

1. Provide a mask, if needed
2. Take the temperature (and isolate if it is 100.4+)
3. Administer a health screen (and isolate if needed)
4. Distribute hand sanitizer, and
5. Document the person's name and any symptoms observed.

In the event a student, faculty, or staff member develops COVID-19 like symptoms during the day, the individual will immediately be taken to the COVID-19 response room for isolation. Onsite Covid-19 response personnel will be notified, and emergency services will be contacted if needed. Individuals who do not require emergency medical services will be offered assistance in contacting nonemergency services for further evaluation. At the individual's request, the COVID-19 Onsite Response Team will call the individual's emergency contact for safely transporting the sick home or to a healthcare facility.

Four Walls has an abundant supply of cleaning and disinfecting items. The building maintenance staff conducts a weekly inventory count and informs the Program Director before supplies are below minimum stock levels.

During the Virtual Back to School Week for faculty and staff, information about prevention from the CDC will be presented. Additionally, as new information is released from Mayor Bowser, DC Health, and or the CDC, Four Walls will relay the details and findings during staff meetings. The information shared with the staff will also be shared with the students during the Virtual Orientation. Any new information released from Mayor Bowser, DC Health, and or the CDC that affects how classes are conducted will be included in the student forum on the online educational platform. The following videos from the CDC will be shared with the students, faculty, and staff.



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1. [Stop the spread](#)
2. [Wash your hands](#)
3. [Managing stress and anxiety](#)
4. [Your COVID-19 Questions Answered: Daily Life, Social Interaction, Returning to Work, and More](#)

In the event a person has been exposed to COVID-19, Four Walls will review the attendance logs to determine all individuals who may have had contact. Once identified, each person will be contacted by phone, notifying them of the possible exposure. If the person is unreachable by phone, Four Walls will send an email. If the email is returned or the person does not respond with a receipt of the email, Four Walls will send a registered letter with delivery confirmation. To communicate with students, faculty, and staff about the potential outbreak of COVID-19, Four Walls will send an email about the outbreak describing what the virus is per CDC, and the safety actions Four Walls is taking to keep everyone healthy and prevent the spread of the virus – such as dismissing everyone for deep cleaning and sanitizing.

Four Walls allows all individuals, including those who are high-risk, to modify their work schedules to include teleworking. To further reduce the risk of exposure, all classes for the fall semester will start virtually. To comply with DC's regulations of the maximum number of people who can gather in one place, Four Walls will implement its A/B schedule when classes resume onsite where some students come on A days and others on B days. Additionally, large gatherings will not take place. Four Walls follows the US Department of Labor requirements listed in the Families First Coronavirus Response Act. Anyone who has contracted or been exposed to COVID-19 is expected to stay home or self-isolate without the fear of loss of a job. Students are expected to stay home or self-isolate as well. Students will be required to make up any course work missed. Anyone who has contracted or been exposed to COVID-19 must provide a medical clearance showing a negative test result before returning to the premises. Additionally, students, staff, and faculty returning from travel are expected to self-isolate for fourteen days and provide medical clearance showing a negative test result.

During orientation and throughout the COVID-19 pandemic, Four Walls will reiterate that discrimination or other negative behaviors will not be tolerated and are grounds for dismissal and expulsion. The [Social Stigma associated with COVID-19](#) will guide conversations and prevent stigma linked to the virus. Also, students showing signs of increased stress and anxiety or feeling isolated and lonely will be encouraged to contact DC Department of Behavioral Health's [Access Helpline](#) for immediate help and ongoing care and or the [Substance Abuse and Mental Health Services Administration's](#) National Helpline at 1-800-662-HELP.



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C. Implement Controls to Limit Contact

Educational resources from the CDC's website are provided to all students, faculty, and staff on PPE use. Additionally, Four Walls' policy on wearing a mask is that everyone entering the building must wear a mask that covers the nose and mouth and must practice social distancing by keeping at least six feet apart whenever possible to help protect others. Individuals who may need to project their voice by speaking loudly should increase the distance beyond six feet. The school purchased over 1500 face masks. If a student, faculty, or staff member does not have the required face mask, one will be provided by the COVID-19 Onsite Response Team. Also, anyone not wearing a mask will not be admitted into the building. "No Mask No Entry" signage will be posted on the outer doors of the building. Four Walls offers distance learning courses, which aids in accommodating those with medical contraindications. Anyone alone in a private office, study space, eating or drinking may remove their mask.

To ensure that social distancing is practiced in the classroom, only every other desk will be used, and A and B schedules will be assigned to eliminate overcrowding. Visitors will only be allowed in if the school is not in jeopardy of reaching the maximum number of people in the building, as set forth by Mayor Bowser and DC Health. Reservations must be made to occupy shared spaces to restrict social and physical contact. At this time, there will be no gatherings to limit contact. Four Walls does not offer dining services. However, students who bring lunch will be allowed to dine at their desks or use the lounge. Desks in the computer lab have been outfitted with Plexiglas dividers to aid in the physical distancing protocols. One way traffic zones are implemented where possible. The lounge will admit six people at a time. The tables and chairs will be disinfected before other students are permitted in the room. Masks may be removed while dining, but must be worn at all other times.

D. Potential Exposures and Positive COVID-19 Cases

Students, faculty, and staff are required to self-monitor, stay home, and contact a health professional if a temperature of 100.4 develops or if symptoms related to COVID-19 appear. If a temperature or symptoms appear at the school, the individual will be isolated and evaluated by the COVID-19 response team member. The person must leave the building as soon as possible to avoid getting anyone sick. Classes will be dismissed, and the building will be disinfected. Additionally, anyone who has a confirmed case of COVID-19 or contact with a confirmed case should notify the COVID-19 Response Team. The individual will be isolated and evaluated by the COVID-19 response team member if needed. The person must leave the building as soon as possible to avoid getting anyone sick. Immediately classes will be dismissed, and the building will be disinfected. Anyone who is awaiting COVID-19 test results must self-quarantine and follow the



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health guidances of DC Health. Negative test results must be shared with the school before one can be readmitted.

E. Cleaning and Disinfecting

Four Walls building maintenance staff have OSHA certifications. These individuals will clean and disinfect the building before students, faculty, and staff arrive. They have access to PPE and use EPA approved cleaning products, including Clorox bleach and Lysol, when cleaning and disinfecting. These products are used on frequently-touched surfaces such as tables, doorknobs, light switches, handles, desks, toilets, faucets, and sinks, which are cleaned at a higher frequency. Desks and tables are disinfected after each use. To ensure adequate cleaning supplies are available, the building maintenance staff conducts a weekly inventory count and informs the Program Director before supplies are below minimum stock levels. Hand sanitizer is available at the entrance, in the office, and at the classroom door. Inside the classrooms, students are expected not to share their work supplies and equipment. Students must use the disinfecting wipes on items used in the lab before and after each use in the labs.

Clean and Disinfection Schedule

Area/Space	Frequency	Responsible Party
Plexiglas Barriers	Daily	Building Maintenance
Door handles/knobs/push bars/light switches/ stairway railings/water fountain buttons/etc.		Building Maintenance
Photocopy area	Before each use	User
Restroom	3x/ day	Building Maintenance
Staffroom frequently touched surfaces	2x/ day	Building Maintenance
Isolation Room/Area	After each visit	Building Maintenance
Classroom	1x/ day (after class)	Building Maintenance
Desks/Tables	After each use	Building Maintenance
Computer/tablets	Daily	Instructor
Library	1x/ day or as needed	Building Maintenance
Equipment/Computer lab	Before/After each use	Instructor
Office/cubicle – personal item i.e. chair, phone, etc.	1x/ day or as needed	User

F. Building Considerations



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The ventilation system remained operational during the shutdown; however, windows and doors will be open as much as possible to increase outdoor air circulation. Water dispensers also remained operational and utilized during the country's shutdown, although at a much less frequent use. Using the worksheet and tool kit found on the CDC's website, Four Walls does not need a water management program to reduce Legionnaires' disease risk. Nevertheless, the dispensers have been drained and flushed as an added measure of safety.

To ensure the public from freely accessing the building, all exterior doors locked. The public will use dedicated entry/exit doors to promote and control physical distancing.

Four Walls does not offer housing to students, faculty, or staff; therefore, guidelines for masks and cleaning for housing facilities are not required.

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

When facing an outbreak or a resurgence of COVID-19, Four Walls will follow DC Health's recommendations. In the event of an outbreak at school, a shutdown with students' dismissal will occur if 15 percent or greater of the total onsite population presents with COVID-19 symptoms. To notify students, faculty and staff about plans for a shutdown/dismissal, Four Walls will communicate the information through email, text messaging, and or learning management systems. The school will transition to distance learning only formats with only essential personnel reporting to work. All planned onsite events and activities will be indefinitely postponed. This decision will be made in consultation with DC Health.

H. Communication Strategy

Four Walls will keep a log of everyone who enters the building. This information will be used to quickly identify anyone who may have been in contact with a positive case. The Program Director will report all positive cases to DC Heath within 24 hours of being notified. The positive case and a list of people and activities that the positive case had contact with will be made available to DC Health. In positive COVID -19 tests, Four Walls will not reveal the individuals' names or identities. All students, faculty, and staff will be informed of the possible exposure and the need for testing within 24 to 48 hours. Anyone who has been exposed will be advised to self-quarantine for 14 days and will need to provide a negative COVID-19 test before being permitted back in the school. All classes and activities will be dismissed for the day. The building will be closed for at least 24 hours and then cleaned and sanitized using the appropriate PPE and EPA disinfectants.

I. Academic Affairs



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All hands-on experiences will be conducted with COVID-19 in mind. For this school year, only students in classes that require practicum/lab hours will be allowed in lab activities. The lab activities will be conducted on a rotating A/B schedule. No more than five students will be allowed to participate to ensure social distancing is practiced. Practicum hours will be conducted using the DC Health guidelines for gatherings.

Materials needed for distance learning can be found in the learning management system. Students requiring career services or academic advising can contact the school by phone or email.

Humbly submitted,



Edward W. Pinkard
Executive Director
Four Walls Career and Technical Education Center

