Mobile Laboratory Safety Plan

LEARNING UNDEFEATED MOBILE LABORATORIES

IN LIFE-THREATENING SITUATIONS

Mobile laboratory staff are empowered to deviate from the roles described in this plan including the order of actions, whenever doing so is likely to reduce the risk of serious injury or death.

General Safety Guidelines:

- **Always** keep exits clear.
- **Never** leave students alone without a school representative present.
- Have students hold hand rail when entering and exiting the laboratory.
- Keep students away from any vehicle control switches, AV equipment, safety equipment, or other vehicle controls.
- Keep an accurate student count aboard the lab.
- Do **NOT** let anyone on the vehicle not associated with the school, Learning Undefeated, or Verizon, without prior notice of visitation.
- Maintain, monitor, and inspect safety equipment such as carbon dioxide (CO_2), carbon monoxide (CO) monitors, and fire extinguishers every six months.

Mobile Laboratory Safety Plan

It is important for all Learning Undefeated team members to be well versed in prevention programs and emergency response procedures so they may respond as swiftly and safely as possible. Learning Undefeated mobile laboratories are unique spaces, which may alter emergency response when compared to a standard classroom. This Safety Plan contains protocols designed for use aboard the Drop Anywhere Labs (DropLab), Verizon Innovative Learning explorer lab (explorer lab), MdBioLab, and Mobile eXploration Lab (MXLab). It should be noted that every emergency is unique and each situation should be assessed individually, to identify the correct response.

Anytime an emergency response is initiated, the event should be documented on an incident report form and signed by all staff members present. Completed forms should be scanned and submitted to the Education Director.

This Mobile Laboratory Safety Plan consists of three components, Prevention, Response and Recovery. Each component is vital to the effectiveness of the overall plan.

- **Prevention** Prevention programs are the first component of the Mobile Laboratory Safety Plan. The purpose of these programs is to create a safe laboratory environment that supports academic achievement. The primary goal of these prevention programs is to prevent emergencies.
- **Response** Some emergencies or disasters cannot be prevented. In those cases the second component, emergency response and emergency operations plans are necessary to insure an effective response. By having an emergency response plan in place, Learning Undefeated's mobile laboratory teams will minimize the impact of an emergency or disaster. It is important for all involved response entities to coordinate and plan their activities in advance. This will minimize confusion and enhance the response.
- **Recovery** We must be prepared to assist students and staff in their emotional recovery from an emergency or disaster. To do this a Critical Incident Stress Management response plan is necessary to care for affected students and staff. Facilities recovery is another important consideration. It is important to have plans in place to get classes back in operation as soon as possible after the response is concluded.

Incident Command System

Learning Undefeated Mobile Laboratories

The Learning Undefeated Incident Command System (ICS) utilizes a chain of command that is based on function, not title. Anyone can be placed in any function at any time. The ICS may be used for an incident small to large. The Chief Executive Officer (CEO) is usually, but not always, the incident commander.

Main Incident Command System: Emergency Management Team

1. **Incident Commander** Brian Gaines
    - "The Boss" - accountable for successful outcome of incident
    - Report (through communications) to school on status of students, staff and facility as needed
    - Establish contact with local police, fire and other agencies, as needed, to provide assistance and/or to keep informed of status
    - Develop and communicate with Planning Section revised incident action plans as needed
    - In conjunction with the Communications Liaison , conduct press briefings and review media releases as required; establish procedures for information releases and press briefings with other agencies who may be involved
    - Thoroughly brief all staff

2. **Communications Liaison** Janeé Pelletier
    - Acts as the official spokesperson for Learning Undefeated in an emergency situation
    - Assess situation and obtain statement from the Incident Commander; video if possible – statements must be approved by the Incident Commander and should reflect:
        1. Reassurance
        2. Incident or disaster cause and time of origin
        3. Size and scope of incident
        4. Current situation – condition of the site, evacuation progress
    - Open and maintain a position/activity log of your actions and all communications; keep all documentation to support the history of the event
    - Keep up to date on the situation
    - The public has the right and need to know important information related to emergencies/disaster at a school site as soon as it is available and does not jeopardize an ongoing investigation or local and/or national security
    - No information related to the school, site, district, or students will be communicated by any representative of Learning Undefeated

3. **Operations Section Chief** Education Lead of each program or laboratory
    - "The Doers" - accountability of all laboratory response, initial incident response, provide shelter if needed, initiate emergency response, contact emergency first responders if necessary

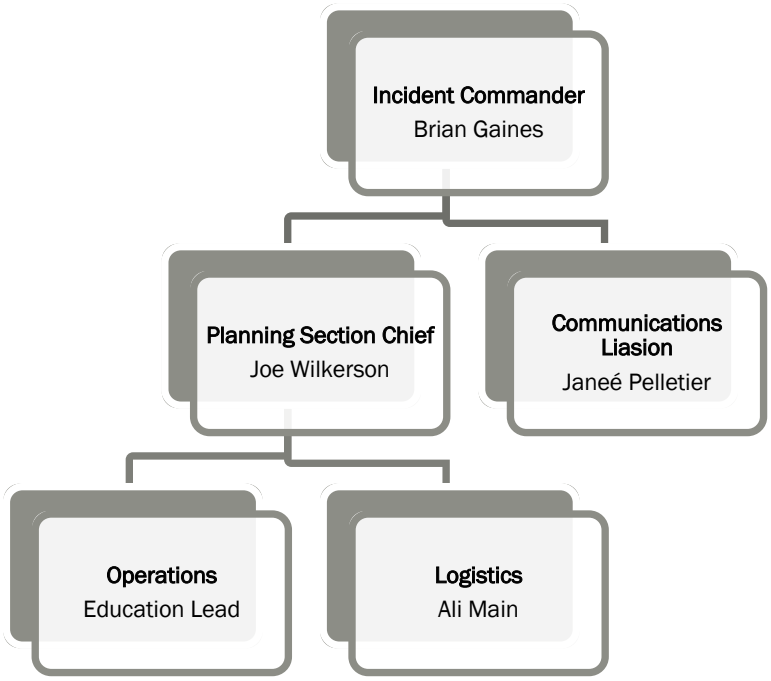
4. **Logistics Section Chief** Ali Main
    - "The Getters" – public relations, communications, resources, volunteers, and transportation
    - Responsible for providing services, equipment, materials and forms in support of the incident
    - Oversee distribution of supplies and equipment where and as needed

5. **Planning Section Chief** Joe Wilkerson
    - "The Thinkers" - collects information, plans ahead, coordinates mental health crisis support, provides incident log scribes
    - Responsible for the collection evaluation, documentation and use of information about the development of the incident and the status of resources

Overview of Emergency Procedures

How to use this resource

1. **Incident happens**
2. **Locate particular incident descriptor**
3. **Follow procedures for that incident**
4. **Activate incident command system (ICS)** *see below*



Emergency Actions

Emergency Action directions may be received using internal or external communication methods, including phone call or text, slack or email message – confirm with a second source if the message or phone call is not received from the CEO, Vice President or Education Director

EMERGENCY ACTION	SIGNAL	WHAT TO DO
All Clear		Return to normal activities
Evacuate		Move students and staff, in an orderly fashion, to an outside area of safety
Lock Down		Lock all doors and windows, pull shades; those in outside areas immediately return to the mobile laboratory
Duck, Cover, Hold – or Drop		Duck to knees underneath tables or lab benches, away from windows with both hands holding a table or table leg

Warning Signals

Emergency Action directions may be received using internal or external communication methods, including phone call or text, slack or email message – confirm with a second source if the message or phone call is not received from the CEO, Vice President or Education Director

Action EVACUATION - Vacate the mobile laboratory and move all students and school staff to the school building; Learning Undefeated staff secure the mobile laboratory and seek shelter in the school building

Action GO HOME - Dismiss students and school staff to return to the school building; Learning Undefeated staff secure the mobile laboratory and return to their homes by the most expeditious means.

Safety Equipment and Procedures

This section should include:

- Aerial blueprint of each laboratory indicating locations of safety equipment (exits, location of alarm panels, fire extinguisher, first aid kit, body fluid kit, CO_2 monitor, CO monitor, triangles, safety cones, and flares)
- Instructions on alarm procedures for turning off alarm system
- Location of circuit breakers in each laboratory
- Location of generator(s) and on/off switches in each laboratory

Drop Anywhere Lab – blueprint with Locations of Safety Equipment

- Fire extinguisher – above sink
- First Aid Kit – in the cabinet below the sink
- Body Fluid Kit – in cabinet below sink

explorer lab - blueprint with Locations of Safety Equipment

- Fire extinguisher – under passenger seat
- First Aid Kit – under passenger seat
- Body Fluid Kit - under passenger seat
- CO Monitor - back storage cabinet
- Triangles - under passenger seat
- Flares – under passenger seat

MdBioLab - blueprint with Locations of Safety Equipment

- Fire extinguishers – on the floor near the front door and back door
- First Aid Kit – General supply cabinet located on the driver's side, front of the vehicle
- Body Fluid Kit - General supply cabinet located on the driver's side, front of the vehicle
- Eye Wash Bottles - General supply cabinet located on the driver's side, front of the vehicle
- CO_2 Monitor - Stored in the teaching cabinet, passenger side middle. Deployed in the passenger side middle counter.
- Smoke Detector/CO Monitors - Inside wall next to each door (front and rear).

MXLab - blueprint with Locations of Safety Equipment

- Fire extinguishers – by rear double doors, instructor's desk
- First Aid Kit – General supply cabinet located on the passenger side, front of the vehicle
- Body Fluid Kit- General supply cabinet located on the passenger side, front of the vehicle

- Eye Wash Bottles- General supply cabinet located on the passenger side, front of the vehicle
- CO_2 Monitor-Adjacent to the instructor's microwave on the front driver's side counter
- Smoke Detector/CO Monitors-Inside of the passenger side expandable wall

Emergency Utility Shut Off Procedure

Learning Undefeated Mobile Laboratories

Emergency Utility Shut Off Procedure

This section should include:

- Aerial blueprint of each laboratory indicating locations of generator(s), circuit breaker(s), generator controls, and shore line connections
- Instructions on procedures for turning off generator power in an emergency
- Instructions on procedures for turning off shore power in an emergency

Emergency Response Procedures

Learning Undefeated Mobile Laboratories

Emergency Response Procedures

Medical Emergency

An emergency resulting from a medical event constitutes a medical emergency. In any emergency situation, a school representative should be alerted immediately. Laboratory staff should provide emergency response equipment to the teacher but defer to school staff to provide care, unless the situation is life threatening. In most situations, the lab's windows and doors should be opened to maximize airflow. While each situation is unique, some tips and responses to common situations are provided below.

- If a student feels faint, escort them outside the vehicle (if possible) and have them sit/lie down. Provide water/sports drink, and/or small snack at the student's request.
- If student is bleeding or other bodily fluids are involved, ensure proper Personal Protective Equipment (PPE) is used.
- If necessary, one staff member should escort additional classmates off the vehicle, while a staff member remains with the student and school official.

In the event of student sickness, including vomiting and other mishaps, in the lab we will follow the protocol outlined by the Occupational Safety and Health Administration.

Cleaning large spills of bodily fluids

- The teacher from the school should call all proper personnel to notify them of the incident and ensure the student gets proper care
- Isolate the area in which the incident occurred and the lab will be evacuated to begin cleaning
- All students will be evacuated from the lab prior to the cleaning procedure
- After thorough cleaning measures have been taken teachers will evaluate if/when class will continue.

Cleaning Methods

- Visible/organic debris should be removed carefully to minimize airborne particles. Use double-layered absorbent material and discard in a sealed plastic bag.
- Wearing appropriate PPE liberally disinfect area and objects surrounding the contamination with an appropriate environmental disinfectant (multiple applications may be required).
    - Disinfect with chlorine bleach; rinse with water.
    - Steam clean porous surfaces (heat inactivation) 158° F for 5 minutes or 212° F for 1 minute for complete inactivation. Disinfecting with bleach may discolor carpets and/or upholstered furniture.

Evacuation

When a situation develops onboard the lab and is unsafe or uncomfortable for students to remain onboard the vehicle, an evacuation procedure should be followed. Examples of evacuation scenarios include: fire, high carbon dioxide or monoxide levels, severe weather*, and more. In addition, schools may require a lab evacuation to occur in response to events inside the school (i.e. building fires, fire drills, etc.)

**In the event of severe weather, shelter should be found inside the school.*

Evacuation Procedure:

1. Have students stand and direct them to the nearest passable exit.
2. Ensure that the teacher and one member of Learning Undefeated staff are the first the exit the lab to assist and lead students to the closest evacuation point and assist students exiting the vehicle.
3. Students should remain together and exit through the same door, when possible.
4. Students should leave any belongings behind, bring any jackets or sweaters if time allows and weather calls for it.
5. Remaining lab staff should supervise class egress from lab to ensure students remain calm and exit in an orderly fashion.
6. Once all students have exited, laboratory staff complete a final sweep of the vehicle to ensure that all students are clear.
7. If situation calls for it and time allows (on vehicles where applicable), staff should bring the vehicle's MSDS Binder.
8. Lock all windows and doors before following class to the evacuation point.
9. If situation calls for it and time allows, Learning Undefeated staff will shut down generator.
10. Once clear of the lab, a head count should be performed and the Senior Leadership team should be updated.

All Clear

Action taken to notify Learning Undefeated staff that normal operations can resume.

Animal Disturbance

Procedure implemented when presence of a vicious animal or any wild animal threatens safety of participants and staff. Initiate appropriate immediate response action, which may include lock down or evacuate. Staff members should attempt to isolate animal from participants, if it is safe to do so. If animal is outside, keep participants inside until the area is clear and notify the main office at the school. If the animal is inside, participants should evacuate the laboratory and return to the school building. Isolate the animal if possible. For emergency outside assistance, call 911. If the situation is not life threatening, call the appropriate animal control number.

Biological or Chemical Spills

With mobile laboratories, biological and chemical spills can happen both inside vehicle or outside the vehicle. It is important to realize the impact that the vehicle is having on its surrounding environment and attend to spills properly.

- A biological or chemical release involves discharge of a biological or chemical substance in a solid, liquid, or gaseous state.
- Common chemical threats within or adjacent to schools include discharge of acid in the laboratory, overturned truck of hazardous materials in proximity of the mobile laboratory, or a nearby explosion at an oil refinery, chemical plant or railroad yard.
- Indicators suggesting the release of a biological or chemical substance include: multiple victims suffering from watery eyes, twitching, choking, loss of coordination, or having trouble breathing. Other indicators may include an unusual odor of the presence of distressed animals or dead birds.

Local Chemical or Biological Threat

Using information from the school administrator or local authorities, Learning Undefeated staff should determine if a potentially toxic substance has been released into the atmosphere in the proximity of the mobile laboratory. Using guidance from the school, a shelter in place or evaluation order may be initiated.

Biological Spill Prevention

Preventing biological spills demands awareness of the laboratory's surroundings and any unsafe conditions in the lab. All transformed organisms, including transformed *E. coli,* should be treated with enough bleach to kill the organisms before disposal. Other biological spills include body fluids from participants.

Chemical Spill Prevention

Preventing chemical spills demands awareness of the laboratory's surroundings and any unsafe conditions in the lab. All chemicals on board should have an MSDS sheet and any that are extremely toxic should be marked as such. Chemicals should be audited every six months. Additionally, all necessary personal protective equipment should be provided.

Emergency Procedure (Spill)

- Small spills (<300 mL) can be cleaned through chemical treatment or absorption.
- Medium sized spills (300 mL – 5 L) can be cleaned through absorption.
- Large sized spills (>5 L) should be cleaned by spill clean-up professionals.
- The chemical's MSDS should be consulted for further instruction.

Emergency Procedure (Occupant Exposure)

- Determine what chemical the occupant has been exposed to.
- Locate the chemical's MSDS located within the binder, located in the cabinet under the document camera.
- Skin exposures should be cleaned according to the MSDS.
- Eye washes should be conducted according to the MSDS.

- Any occupant with a chemical exposure should be directed to the school's nurse or trained medical staff for further treatment

Disorderly Conduct, Violent Altercations, Fights, Riots

In the case of a violent altercation aboard the lab, stop the activity and alert the school representative. Have other students exit the vehicle through the nearest passable exit. Keep the class outside the lab until notified by the teacher that it is safe to return. One staff member should notify the school of the issue, while the other ensures the safety of students.

Duck and Cover

This action is taken to protect students and staff from flying or falling debris. *In the event of severe weather, shelter should be found inside the school.* If that is not possible, Learning Undefeated staff will instruct students and school staff to duck under tables or lab benches and cover their heads with their arms and hands.

If outside, staff will attempt to get all participants into the school building. If time does not allow, instruct participants to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. All persons should move away from windows.

Explosion or Risk of Explosion

In the event of explosion, all persons initiate Duck and Cover. Follow direction from the school for appropriate action afterwards.

Fire in the Laboratory

If there is a fire discovered in an area on the mobile laboratory, evacuate vehicle and call 911. Alert the school so preventative measures may be taken to prevent the fire from spreading.

Fire on School Grounds

If there is a fire on school grounds, follow direction from the school. Directives may include shelter in place, lock down, evacuate or off-site evacuation.

Fire in Surrounding Area

If there is a fire discovered in an area adjoining school property or the mobile laboratory, follow direction from the school. Directives may include shelter in place, lock down, evacuate or off-site evacuation.

Flooding

If the mobile laboratory is flooded, evacuate the vehicle and cancel classes until water levels have receded and it is deemed to re-enter the lab.

Incapacitated Staff Member

If a Learning Undefeated staff member becomes ill, injured, unconscious, or unable to respond to students or other staff, immediately evacuate the mobile laboratory and have students and school staff return to the school building. Call 911 if warranted.

Lockdown

Anytime a situation develops where it is safer to keep occupants on the vehicle than to evacuate, a lockdown protocol should be followed. Examples of lockdown events include active shooter scenarios, violent protests, when directed by law enforcement and it is necessary to prevent perpetrator(s) from entering the laboratory, and more. If a school initiates lockdown procedures, lab staff should follow suit unless given other instructions by school staff members.

Lockdown Procedure:

1. Close and lock all doors and windows immediately.
2. DO NOT open doors or windows unless ordered to do so by a law enforcement or school official. Always ask for documentation from an official to confirm their identity.
3. Turn off all lights, cover windows and doors.
4. Have students gather in areas that are out of sight from the windows as much as possible (behind airlock doors, under the tables, in center of vehicle, AV room, etc.).
5. Ensure all cell phones and electronic devices are set to silent.
6. Have teacher contact school personnel to inform them of the location of the class (so that they can inform law enforcement).
7. Laboratory staff contact Senior Leadership team and keep them updated as possible until the situation has resolved.
8. Remain in place until ALL CLEAR is given.

Many school systems have different categories of school lockdown procedures. While a general understanding and awareness of lockdown terms may be beneficial, all lockdown scenarios MUST be taken seriously. The situation should be treated as an imminent and immediate threat to the lab's occupants.

Some common school system lockdown codes:

- *Shelter-in-Place* – Usually an external health hazard where building evacuations are not recommended.
- *Internal Threat* – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- *External Threat* – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- *Full Lockdown* – This scenario involves a serious threat that requires immediate action.

Shelter In Place

School administrators or local authorities may initiate a shelter in place order. Upon received notification, Learning Undefeated staff will turn off fans and HVAC in the mobile laboratory, close and lock doors and windows, seal gaps under doors and windows with wet towels and/or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition such as the generator or pilot lights.

Staff and participated located inside the mobile laboratory are directed to stay in place or proceed immediately to nearby classrooms or buildings if possible.

Tornado

Warning of an impending tornado is usually received via radio, television, or civil defense officials. The Weather Service can usually forecast tornados. If a tornado has been predicted classes should be cancelled on the mobile laboratory that day.

Windstorm

Warning of an impending windstorm is usually received via radio, television, or civil defense officials. The Weather Service can usually forecast severe windstorms. If a significant windstorm has been predicted classes should be cancelled on the mobile laboratory that day.

Other Unique Mobile Laboratory Situations

Carbon Dioxide (CO_2) Emergency Procedure

In the event of the carbon dioxide (CO_2) detectors going off:

- Check CO_2 levels at both ends of the truck.
- If CO_2 levels exceed 10,000 ppm then proceed to the truck evacuation procedures.
- If CO_2 levels are between 1,000 and 10,000 ppm then check to ensure that HVAC system is operating and there is adequate airflow throughout truck.
- Open the windows and/or a door to increase airflow
- Monitor CO_2 levels to ensure that they drop below 1,000 ppm in the next ten minutes.
- If CO_2 levels remain high then proceed to the truck evacuation procedures.

Carbon Dioxide (CO_2) Evacuation Procedure

If the emergency necessitates evacuation:

- Inform the students that it will be necessary to perform an evacuation through a specified door.
- An instructor should open the main door and monitor that students are leaving the truck in an orderly manner.
- Students should leave in a single file line starting with stations closest to the door.
- After all students have left the instructors should do a secondary sweep of the truck and then exit.

Carbon Monoxide (CO) Emergency Procedure

In the event the carbon monoxide (CO) detectors go off with occupants on board:

- Immediately inform the students that an orderly evacuation is necessary.
- An instructor should open the specified door and monitor that students are leaving the truck in an orderly manner.
- The other instructor should immediately turn off the generator(s).
- Students should leave in a single file line starting with stations closest to the specified door.
- After all students have left the instructors should do a secondary sweep of the truck and exit.
- The day's remaining classes should be cancelled and the generator(s) in use should not be used again until they can be properly inspected.

Incident Command System

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Main Incident Command System: Emergency Management Team

6. **Incident Commander** Brian Gaines
    - "The Boss" - accountable for successful outcome of incident
    - Report (through communications) to school on status of students, staff and facility as needed

COVID-19 Safety Procedures

Learning Undefeated Mobile Laboratories

Learning Undefeated is continuously monitoring local and state health department and other official guidance to create protocols and procedures to operate our educational programming in a safe manner. These initial draft COVID-19 Safety Procedures will be revisited weekly during the 2020/21 school year to ensure they encompass the latest policies and recommendations. These guidelines are not meant to supersede guidelines provided by local or state governments. Additionally, Learning Undefeated will work with schools to follow any additional protocols their school finds necessary to keep our students safe.

COVID-19 Cleaning and Disinfection

Mobile laboratories will be disinfected between each class, day and school visit following the CDC's Guidance for Cleaning and Disinfecting - **link**

- Frequently touched surfaces (door handles, tables, etc.) will be cleaned and disinfected between each class
- All shared supplies will be cleaned between each class
- Buffer time will be scheduled between classes to increase time for disinfection
- All cleaning products will be CDC approved and meet EPA disinfection criteria - **link**

The following cleaning protocol shall be followed by all staff

- All high touch surfaces and equipment will be cleaned with a CDC approved disinfectant such as 10% bleach followed by a distilled water wash and/or 70% isopropyl alcohol.
- Alternative cleaning methods may be used when supplies are available as long as cleaning products meet EPA disinfection criteria - **link**

- Cleaning products will be applied while participants are not aboard the lab, and staff will ensure adequate ventilation when using these products to prevent inhalation of toxic fumes.

COVID-19 Participant Safety

Entering the lab

- Learning Undefeated will rely on the school to screen participants for fever prior to entering the mobile laboratory
- Teachers must require students to wash hands before and after visiting the mobile laboratory
- Participants will be provided hand sanitizer when entering and exiting the mobile laboratory
- Doorways on the mobile laboratories will be limited to one way when possible to ensure a consistent flow for walkways
    - On MXLab, MdBioLab and the Drop Anywhere Labs, one door will be used for entry and the other door for exits; Learning Undefeated staff will ensure clear signage for participants to follow
    - On the Explorer Lab, the front door will be used for entry and exit but staff will use floor markings to direct participants around the vehicle
- Signage on the floor will be used to direct student flow and prevent crowding
- Class sizes will be limited as per school and CDC regulations

While on the mobile laboratory:

- Students will be spaced according to school regulations or as directed by the CDC
- Each class will begin with a review of safety policies on the mobile laboratory, including the use of face masks, washing hands, and general laboratory safety
- Students will not sit face to face when possible
- Participants will not walk around the mobile laboratory during class sessions
- Disposable supplies will be used when possible to reduce sharing among participants
- Reusable equipment will be disinfected prior to another class using the equipment
- Participants must wear masks while on the mobile laboratory if developmentally appropriate; masks will be available if needed
- Physical signs will be placed within mobile laboratories to remind students to clean their hands and remain three (3) feet apart
- Staff will work with teachers to create a schedule that reduces the use of the same materials with different students in the same day

COVID-19 Staff Regulations

- All staff will be trained on CDC guidelines to recognize symptoms of COVID-19 - **link**
- All staff will perform a routine check for COVID-19 symptoms daily before reporting for work as guided by the CDC and Texas Public Health including:
    - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
    - Loss of taste or smell
    - Cough
    - Difficulty breathing

    - Shortness of breath
    - Fatigue
    - Headache
    - Chills
    - Sore throat
    - Congestion or runny nose
    - Shaking or exaggerated shivering
    - Significant muscle pain or ache
    - Diarrhea
    - Nausea or vomiting
- All staff will be trained in proper PPE use and follow the personal protective equipment considerations guidelines provided by OSHA - **link**
- Staff must participate in any school screening regulations before interacting with students
- Staff will wear face coverings at all times while working inside the mobile laboratory or in the presence of participants
- Any staff member with COVID-19 symptoms will be told to stay home
- If a staff member tests positive for COVID-19 within 10 days following a school visit, Learning Undefeated will inform the school within one business day
    - Schools will be asked to provide a point of contact and appropriate local health department to contact prior to visit
    - Schools will be notified by Learning Undefeated Management and/or human resources as quickly as possible
- Learning Undefeated will track specific classes taught by staff to assist in any necessary contract tracing measures
- If a staff member develops symptoms they must notify their supervisor, stay home, and receive testing for the COVID-19 infection
- If a student, teacher, or school staff member is diagnosed with COVID-19 within 24 hours of their time on the mobile laboratory, please notify Learning Undefeated as soon as possible.

For any questions regarding staff safety, response following a COVID-19 exposure, and disinfection policies please contact:

Jennifer Colvin, Learning Undefeated Vice President of Education
240.552.9312
jen@learningundefeated.org

COVID-19 Ventilation

Fresh air: Vehicle doors and windows will remain open as much as possible. If outside air temperature and humidity are moderate (temperature range between 65°F and 78°F and relative humidity between 20% and 75%), windows and doors on the mobile laboratory should remain open for maximum airflow. While windows and doors are open, exhaust fans will be used to provide sufficient air circulation. If outdoor temperatures are outside of this range or other environmental factors limit the opening of doors and windows, the HVAC system will be run at a maximum active air exchange level.

Heating, ventilation, and air conditioning (HVAC): All of the mobile laboratories have on board HVAC systems which will remain on with maximum air exchange during all operations.

- A maximum active air exchange HVAC level includes opening outside air intake dampers and exhaust vents to the maximum allowable position and operating the system at a constant maximum fan speed.
- A complete HVAC system "flush out" will be performed at the beginning or end of each school day by vacating the vehicle and running the HVAC system at a maximum active air exchange level for a minimum time period of 1-hour.
- HVAC system air filters will be regularly inspected and replaced to maintain maximum airflow.

Additional filtration: High efficiency air particulate filters (HEPA) filtration systems have been added to the mobile laboratories to provide a safer air environment for those onboard. These air filters can remove at least 99.7% of dust, pollen, mold, bacteria, and any airborne particles with a size of 0.3 microns or larger.

COVID-19 Potential Exposures

If any person with COVID-19 has been on a Learning Undefeated mobile laboratory:

- All involved schools will be notified
- The mobile laboratory will remain closed for at a minimum of five (5) days as a safety precaution and will be cleaned according to CDC protocols using EPA certified disinfectants

School Visit and Cancellations due to the COVID-19 pandemic

Learning Undefeated's Vice President of Education will monitor the pandemic's spread in the communities we serve. This position is responsible for deciding to follow through or cancel a school or community visit based on the data from the state's COVID-19 county dashboard or the Risk Level dashboard provided by Harvard Global Health Institute as well as data provided by state health authorities. Final decisions will be made after evaluating data, community input, and any additional factors.

School visits may be cancelled at Learning Undefeated's discretion if it is deemed unsafe to have students on the laboratory based on one or both of the following criteria:

- **Positivity rate:** A community COVID-19 seven day (7) positivity rate over 10%
- **Outbreak-Associated Cases** If within 1 week of the visit, the school has either:
    - **Classroom/cohort outbreak:** At least two confirmed COVID-19 cases among students/teachers/staff within a 14-day period and who are epidemiologically linked, but not household contacts.
    - **School Wide Outbreak:** Three or more classrooms or cohorts with cases from separate households that meet the classroom/cohort outbreak definition that occurs within 14 days; or Five percent or more unrelated students/teachers/staff have confirmed COVID-19 within a 14 day period (minimum of 10 unrelated students/teachers/staff).

All schools with pandemic-related cancellations will be able to reschedule for a later date. Learning Undefeated will attempt to reschedule the visit during the current school year or offer the priority access to the next school year's schedule.

If a school campus is closed due to the pandemic, or a staff member tests positive within 24 hours prior to a mobile laboratory visit, Learning Undefeated will postpone the visit.