

SY 2021-22 LEA Health and Safety Plans

LEA Name: District of Columbia International School

LEA Contact: Mary Shaffner

LEA Type: Middle School;High School

Date Generated: 08/10/2021

Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- **a. 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; and**
- **b. masks must be worn correctly.**

To ensure all students, staff, and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities, we have developed the following [mask policy](#).

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. The LEA will ensure individuals are properly wearing masks by including in the mandatory safety training, training staff to look for and ensure accountability for proper mask use, and including in our health and safety agreement which is reviewed at the conclusion of the safety training. Failure to comply with this requirement will result in disciplinary action per our HR and student handbook procedures.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

Our [mask policy](#) lays out the specific procedure/consequences if a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

DCI is planning to organize each classroom to support students seated and standing to the greatest extent possible, and aiming for 3 feet apart from one another (head to head) in all circumstances. There may be some cases where we cannot fully meet this requirement, but we are organizing desks and other seating in classrooms to meet this requirement to the best of our ability. Teachers will stay 6 feet from students and each other. We are encouraging all staff and eligible students to get vaccinated, and will require masks. The school will not hold in-person assemblies until guidance allows for this. During activities such as PE, recess, and during arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance for their age, which is currently 6 feet for all.

To promote physical distancing, our LEA is implementing the following policies and procedures:

- a. **CLASSROOM SPACING:** Classroom desks have been pre-arranged for teachers so student desks are all facing the same direction and as distanced as the space allows. The classrooms do allow for 3' of distance in most situations between students, measured head to head. Where 3' is not possible, we will arrange the student desks as far apart as the facility will allow.
- b. **PHYSICAL DISTANCING IN COMMON AREAS:** Common area seating has been set up so that students will be spaced 3 feet from each other. DCI staff will also monitor students outside the classroom to ensure that students are adhering to the guidelines set forth by DC Health.
- c. **EXTRACURRICULAR ACTIVITY PROCEDURES REGARDING DISTANCING**
 - i. Our LEA will follow all DCSAA guidelines for athletic related activity. Athletes will be cohorted by team. Rosters will be limited to 50 athletes or less per team for outdoor sports and 15 athletes or less per team for indoor sports. Teams will have designated spaces and staggered arrival and dismissal time. Students should wear practice attire to school where possible. Locker Room usage will be limited to one person at a time. Team huddles should be socially distanced with a minimum of 3-foot distance between individuals. No hugging, handshakes, fist or elbow bumps. Contact will be limited where possible during practices and competitions. Students and coaches should wear masks at all times.
 - ii. Extracurricular clubs, both during lunch and after school, will follow the same procedures as during our school day, using the same classroom space that is set up to help students adhere to social distancing guidelines.
- d. **MORNING ARRIVAL AND AFTERNOON DISMISSAL PROCESS DETAILS**
 - i. Students will line up socially distanced at student entrance locations, where staff members will confirm all students entering are not exhibiting signs of illness, and each student will complete the DCI screener app.

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

Our LEA is planning on creating cohorts by grade level bands. Our sixth graders will be one cohort. Our seventh and eighth graders will be one cohort. Our ninth and tenth graders will be in one cohort, and our eleventh and twelfth graders will be in one cohort. Additionally, these cohorts, to the greatest extent possible, are physically separated in the school with sixth graders having the most space given the lack of access to vaccination (i.e., most of these students are under 12 years old).

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

Our policy for Handwashing and Respiratory Etiquette is [linked here](#). As stated in the policy, the school will reinforce frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. We will also include hand sanitizer that contains at least 60 percent alcohol throughout the school and in the bathrooms (see next question). We will have all students and staff have the opportunity to wash hands, either

with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;
- Before and after group activities or student centers;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing.
- After using shared resources, such as lab equipment, sports equipment, computer lab technology, and other shared resources.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

We will have hand sanitizer at all main building entrances, bathrooms entrances, in classrooms, and common areas. We will also have tissue for all classrooms, and we will do weekly supply checks. We will also seek to have soap through pump dispensers and paper towels in every bathroom. These will be checked on a nightly basis by our custodial staff.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

Our [PPE Policy can be found here](#). Our PPE is kept in our resource closets, custodial closets, and at each front office. It is distributed by our Business Manager and/or reception and leadership teams, in the situations outlined in our policy.

Maintain Clean and Healthy Facilities

8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).

Legend: C= Clean D = Disinfect S = Sanitize

		<i>Between Uses</i>	<i>Throughout Day</i>	<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>
<i>Classrooms</i>	<i>Floors</i>			<i>C, D</i>		<i>S</i>
	<i>Student Desks/Chairs</i>		<i>C, D</i>		<i>S</i>	
	<i>Teachers desks/chairs</i>		<i>C, D</i>		<i>S</i>	
	<i>Walls/Whiteboards</i>			<i>C</i>	<i>S</i>	
	<i>Manipulatives/Textbooks</i>			<i>C, D</i>	<i>S</i>	
	<i>Pens, Pencils, markers, etc.</i>		<i>C, D</i>	<i>S</i>		
<i>Hallways and Stairs</i>	<i>Fixtures</i>		<i>C, D</i>			<i>S</i>
	<i>Railings</i>		<i>C, D</i>	<i>S</i>		
	<i>Lockers</i>				<i>C,D</i>	
	<i>Hallway floors</i>			<i>C, D</i>		<i>S</i>
<i>Other Common Areas</i>	<i>Pens, pencils, etc,</i>			<i>C, D</i>		
	<i>Fixtures</i>			<i>C, D</i>		
	<i>Chairs</i>		<i>C, D</i>	<i>S</i>		
	<i>Copiers</i>			<i>C, D</i>		
<i>Bathrooms</i>	<i>Surfaces</i>	<i>C, D</i>		<i>S</i>		
	<i>Floor</i>	<i>C, D</i>		<i>S</i>		

	<i>Fixtures, handles, switches, faucets</i>	<i>C, D</i>		<i>S</i>		
<i>Outdoor Areas</i>	<i>Playground</i>			<i>D</i>		
	<i>Balls, toys, etc.</i>			<i>D</i>		
<i>Health Suite</i>	<i>Surfaces</i>		<i>C, D</i>	<i>S</i>		
	<i>Floor</i>		<i>C, D</i>	<i>S</i>		
	<i>Fixtures, handles, switches, faucets</i>		<i>C, D</i>	<i>S</i>		

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

The link to our [COVID Cleaning Plan](#). We will be following OSSE’s guidance on how to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive. The protocols include:

- Close off areas used by the person who is sick,
- Open outside doors and windows to increase air circulation in the area.
- A 24 hour waiting period should be held in the area so that particles have time to settle.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed with a high-efficiency particulate air (HEPA) filter.
- Temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Soap and water or another detergent to clean dirty items. Then, use a disinfectant.
- Use of an EPA-registered disinfectant following the manufacturer's instructions to ensure safe and effective use of the product. List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
- Wearing gloves and ensuring good ventilation during use of the product.
- All disposable materials used while cleaning the affected area should be double bagged and thrown away immediately.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

DCI will run our supply inventory on a weekly basis to ensure that we have appropriate disinfection supplies. Our cleaning is done by DCI internal custodial staff and our training and policies confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. A copy of our [cleaning protocol is here](#), as well as our [PPE Guidance for students and staff](#) is here. Furthermore, we conduct random checks to ensure all custodial staff are following all procedures.

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

- a. All of our internal air filters have been upgraded to MERV 13, and we have installed UV light in our internal air exchanges.
- b. Drinking fountains have been turned off, leaving only bottle fillers for students and staff.
- c. Sink faucets are automatic shut off so that students and staff do not need to use clean hands to touch faucet handles.
- d. The air exchange rate has been increased to more than required, to ensure that all internal air passes through ACH more regularly throughout the day.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

Our LEA will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance utilizing a daily screener to detect symptoms.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting, and that is not vaccinated as per CDC guidelines, and will follow [these specific protocols](#).

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**

- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

Our COVID-19 point of contact will continue to be Melody Maitland, Chief of Staff at DC International School until our new Health and Safety Coordinator is hired. This person will work with our new Family Engagement Coordinator and Health and Safety Coordinator to be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Staff, students, families, and visitors can report cases via the homepage on [our website](#) or via phone/email to Ms. Maitland. In our mandatory safety training before the school year begins, all families will receive the specific links and/or information to report accordingly. Internally, staff will be trained to direct any COVID reports (symptoms or cases) to Ms. Maitland. All confirmed reports will be shared with DC Health in a means that is requested by them.

Ensuring that all staff and students learn as often on-site as possible, we will not exclude students and staff with COVID-like symptoms if they have provided written or verbal guidance from a medical professional that such symptoms are chronic and unrelated to COVID . To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed.

In some cases, the COVID-19 POC may seek the counsel of the school nurse.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

We will use [OSSE's daily screening questions](#) in the form of an app to streamline entry and data collection. We worked with [schoolinfo app](#) to build our [DCI app](#) which includes daily screener information, vaccination status, schoolwide alerts and push notifications. During the mandatory safety training, staff, students, and families will be trained in use of the application and practice compilation of the daily health screener. Per the form's guidance, records of screenings will "be stored for 30 days in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility."

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Health and Safety Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the [Non-Healthcare Facility COVID-19 Consult Form](#).

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

DCI has a [Communication with Families and Staff Protocol](#) in place to protect the privacy of the individuals while alerting families and staff to mitigate spread. Specifically, the protocol requires that the COVID-19 POC notify the impacted individuals within the cohort of the positive case. The COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person's cohort may stay at school or be sent home and for how long. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

Our LEA will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting and will follow [these specific protocols](#).

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. We have a specific page dedicated to COVID policies on our website, all families will participate in a safety training with simultaneous translation, social media and newsletters will be in both English and Spanish, and any parent events will be in Spanish and English. Our new Family Engagement Coordinator will support with language access to ensure any parent has access to all COVID policies and procedures and has a streamlined mechanism for asking questions and giving feedback.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

DCI in partnership with District Urgent Care will be doing weekly asymptomatic rapid and PCR testing every Tuesday for all non-vaccinated staff and students following all safety guidelines outlined in Appendix B as well as PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test. This includes staying, when possible 6 feet distance from the individual, wearing a N95 mask (with access to Respirator Fit Testing program), eye protection (face shield or goggles), gown/coverall, and gloves. The school will follow its protocol, outlined in question 14, to notify DC Health and to follow DC Health reporting requirements.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

Our LEA is supporting eligible students and staff to get vaccinated by encouraging submission of vaccination cards during enrollment, weekly dispatches with information about vaccination research as well as best ways to access. In partnership with DC Urgent Care, DCI will be providing multiple vaccination clinics to our community over the summer to support access to vaccinations. All details for our first two clinics can be found [here](#). We have incentivized staff participation by providing a vaccination bonus and have hosted on-site speaker events with Children's Hospital physicians to provide information on the vaccine and answer questions. We currently have a 90% vaccination rate amongst staff. This measure is likely higher as this is only the percentage who have submitted their vaccination cards. Anecdotal information shows that some staff are vaccinated fully but have not submitted their cards as it is not a high priority or they don't feel like they should receive a school bonus for something they already planned on doing. We are also discussing possible requirements for staff and/or students with our board members.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

DCI will ensure that appropriate accommodations are offered to SWDs with respect to its health and safety policies and procedures by taking the following steps: First, DCI's Director of Student Support will work with the Health and Safety team to ensure policies and procedures are accessible and as noninvasive as possible for all students. Additionally, the Director will reach out to families and share the school guidance to work with families to identify potential challenges before students come to school. Finally, when students are in the building and there is a concern about protocols not being followed or if students need support, the Director will respond to the situation and determine what accommodations are needed to support students at the moment. In the event an accommodation is requested or needed, the student support team will make amendments to relevant plans to ensure accommodations are documented. DCI is committed to ensuring that all students can return to school with as few barriers as possible.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

All staff, students, and families will receive mandatory safety training to review all health and safety protocols. Upon completion of the training, all individuals will complete a health and safety agreement acknowledging receipt of training and their commitment to upholding these policies and procedures. The

training will be offered in a variety of modalities- live Zoom, recorded zoom, and in-person on different days and times to ensure access to all stakeholders. All training sessions will be simultaneously translated into Spanish from English. The COVID monitor and Health and Safety Coordinator will deliver these trainings and ensure all action items are completed for each student before the start of the school year. We have already implemented this policy during SY20-21 with success. All materials and information about and from these trainings will be publicly posted on our website in addition to our social media accounts, DCI application, and school newsletter/dispatch.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

The Health and Safety Coordinator will do regular safety audits to ensure that the protocols are being followed with fidelity and followup accordingly with leadership when they are not being followed. Leadership will continue to have regular COVID safety operation meetings to ensure compliance and integration of any new health and safety guidelines announced by DC Health, the Mayor, and/or OSSE. Staff, students, and families will also be trained in our mandatory safety trainings how to respectfully remind fellow peers and colleagues of given rules and who to reach out to if this does not rectify the situation. Our health and safety agreement is clear that, any stakeholder, who refuses to comply with given health and safety protocols will be sent home to engage in virtual learning or teaching or receive a student/staff based intervention within the building to engage in learning/teaching, as well as following our in-house disciplinary procedures for noncompliance- students with our restorative justice team and staff with our HR team. All of these protocols are listed in our Family Handbook and Staff Handbook.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

DCI plans to communicate key health and safety policies and procedures with students, families and staff on our website, social media accounts, push notifications on our DCI application, and email. To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys. We will utilize the language line and our contracted translation company for notices in languages other than English, Spanish, Chinese, and French.