

SY 2021-22 LEA Health and Safety Plans

LEA Name: E.L. Haynes PCS

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LEA Type: Pre-K;Elementary;Middle School;High School

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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 full 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.**

E.L. Haynes will follow DC Health guidance for mask wearing. As long as mask wearing remains required in schools, every member of the Haynes community is expected to adhere to the mask wearing guidelines, including students. Students are expected to wear appropriately fitting masks at all times, excluding mealtime or other approved mask breaks. Specifically:

- All staff must wear compliant masks when in public or common spaces -- Masks must be properly worn, covering the nose and mouth, at all times.
- Disposable masks are available at each entrance, and all staff members will receive three cloth E.L. Haynes masks.
- Staff and students may remove their mask to eat, drink, or for brief breaks -- If done in a public or common space, students and staff must use a desk protector while their mask is off.

E.L. Haynes understands that wearing a mask all day or finding a mask that fits properly and stays put all day may be an adjustment for some members of our community. We encourage everyone to remind one another (students and colleagues) when a mask is missing or askew.

After providing friendly reminders to an individual, if there are remaining concerns regarding an individual's safety practices including proper mask wearing, staff are encouraged to raise this concern with the Senior Director of Operations, who will address the issue with the employee and their supervisor as appropriate.

Student Expectations

- Masks are to be worn at all times
- Masks must be made of a breathable fabric. No bandanas or gaiters.
- Masks should always cover your nose, your chin, and pinch your nose at the top.

Students will be reminded of how to wear their masks appropriately during the following times:

- Morning Arrival: Upon arrival to school, staff will ensure students are wearing appropriate masks and they are being worn properly.
- Morning Meetings/Advisory: During morning meeting and/or morning advisory, advisors will review mask usage and wear before students leave for class. Advisory lessons will be created to explain to students how to appropriately wear their mask, the importance of why we are requiring community members to wear masks, and what responses will look like from staff, to students, when they are wearing their masks incorrectly. Staff will also ask students to help one another to increase positive peer support and minimize negative interactions for those that become frustrated with other students who may need mask support.

Response to Students

The following logical and developmentally appropriate steps will be taken to ensure students are compliant with our mask policy:

- Non Verbal Redirection: Staff will make eye contact with student and mimic the motion of putting on their mask.
- Verbal Reminders and Redirection: “Thank you for keeping your mask on”, “Thank you for putting your mask back on”, “I appreciate you keeping one another safe by keeping your mask on”, etc. using affective questions and statements.
- Problem Solving Conference: A problem-solving conference is a strategy for addressing a persistent problem that one student is having. In a problem-solving conference, the teacher builds an alliance with the student to solve a problem. The teacher opens up discussion with the student, listens to their perspective, and makes the problem a mutual issue. The teacher and student then together identify a likely cause of the problem and together decide how to address it.
- Mask Break Reminders: Wearing masks for extended periods of time can be a difficult adjustment for both children and adults. Just as “brain breaks” are often part of the school day to give the students a chance to re-focus, mask breaks can fulfill a similar need. Taking moments to adjust to the new routines and expectations will be key to building the school and classroom culture. We will remind students that mask breaks will be provided during breakfast, lunch, and at snack time. Students will have plastic protectors at their desks during these times for added safety during mask breaks.
- Community Meetings: The purpose of a community meeting is to enable a group to solve a problem while keeping the classroom rules front and center, sharing information, and using reasoned thinking. Community meetings follow a specific, preset protocol designed to give all group members an opportunity to describe their understanding of the problem and an equal say in how to solve it. The protocol encourages listening, compromise, collective problem solving, and respect for everyone's needs and desires.
- Loss of Privileges: Loss of privileges for a specific amount of time reminds students that privileges come with expectations. For example, a student who is having trouble adhering to the appropriate social distancing during a class transition, may lose the privilege of traveling with their class around the building. Loss of privileges should be considered only after other more positive steps have been taken.

Additionally, we will continue to provide printed and video materials to illustrate proper mask selection and placement.

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.

In addition to the steps outlined above, those individuals needing accommodations for constant mask wearing will be permitted mask breaks as agreed upon. All mask breaks must be accompanied by at least six feet of distancing, clear desk dividers. In addition, a clear facial covering or shield may be provided for supplemental protection.

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.

In common areas and throughout the building, posted signs provide guidelines for social distancing. Circles on the ground are always six feet apart to provide guidance on appropriate social distancing.

During arrival and dismissal parents will pick up or drop off their student from outside the school building to eliminate large gatherings of individuals in school lobbies.

E.L. Haynes will coordinate bathroom use to limit the number of students using the facilities at one time, and every other stall, urinal, and sink will be closed to ensure distancing when in use.

Classrooms in use before, during, and after the school day will be set up to maintain the maximum amount of distancing possible, while accommodating the full class roster. Markers will be placed on the ground to ensure desks remain stationary. Additional resources like clear desk protectors will be provided to each student to supplement the distance between desks.

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.

During the school day, the following cohorting procedures will be in place:

- Elementary School: A cohort will consist of all students in a given grade level
- Middle School: A cohort will consist of all students in a given grade level
- High School: The entire high school population will compose a single high school cohort

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.

E.L. Haynes reinforces proper personal hygiene via the use of bilingual signage, videos, and classroom lessons. This includes proper handwashing strategies by staff and students, to include washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, staff and students are encouraged to use an alcohol-based hand sanitizer that contains at least 60 percent alcohol. Students and staff are reminded to perform hand hygiene including, but not limited to:

- Before and after eating food;
- Before and after group activities;
- After using the bathroom;
- Before and after putting on, touching, or removing face masks or touching your face;
- After removing gloves; and
- After blowing one's nose, coughing or sneezing.

Posted materials also encourage staff and students to cover coughs and sneezes with a tissue when not wearing a mask.

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.

All E.L. Haynes offices, classrooms, bathrooms and common spaces are fully stocked with both appropriate cleaning supplies and age/size appropriate personal protective equipment (PPE). Classrooms and offices are each stocked with a supply bin including these items, with refills available upon request.

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.

All E.L. Haynes schools are equipped with size appropriate masks for all individuals, with extra supplies stored throughout the school. Those students and staff in need of specialized supplies including but not limited to: gloves, gowns, eye protection, and clear face covers have been provided.

The operations coordinator at each campus maintains a digital inventory of all items available and places orders accordingly to maintain supplies.

N95 masks are reserved for use by school nurses only when medically required (typically, for nebulizer administration). If a member of the Children's School Services (CSS) team needs a mask we will work with CSS to procure and fit the proper equipment.

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).

E.L. Haynes will regularly clean, disinfect, and sanitize surfaces, toys, and materials per District guidance on cleaning and disinfecting and the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes in partnership with our cleaning vendor, BradCorp, this will include, but not be limited to:

- Following manufacturers instructions and safety practices for all cleaning solutions;
- Ensuring storage of all cleaning supplies, solutions, equipment in a secure clean environment;
- Per-use cleaning of shared objects like classroom toys, manipulatives, and sports equipment; and,
- Exterior facilities and equipment will receive cleaning between use and nightly sanitation.

Each day the following high touch surfaces will be cleaned multiple times: light switches, bathroom surfaces, railings, door handles/knobs. Our cleaning vendor, BradCorp, will clean all surfaces nightly, to include desk tops, office surfaces like keyboards, phones, and monitors.

All staff are strongly encouraged to clean their immediate work areas throughout the day, especially if eating meals or snacks at their desks.

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.

In the event of a suspected positive COVID-19 case in an E.L. Haynes facility, the school will control spread by cleaning all exposed materials and rooms immediately and our cleaning provider will conduct a deeper disinfection that night.

In the event of a known positive COVID-19 case in an E.L. Haynes facility, the school will control spread by disinfecting all exposed materials and limiting personnel in any shared or common areas that may be contaminated area(s). No individual(s) will be allowed in the room assigned to an individual following identification of a known positive case for 24 hours, to allow particles to settle. All doors and windows will be locked. This includes cleaning personnel. After 24 hours cleaning crews with appropriate PPE may enter to begin the cleaning and disinfecting process.

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

All cleaning supply bins available to staff include both cleaning materials (spray or wipes) and gloves and instructions for proper use. All maintenance staff and contracted cleaning vendors are required to wear gloves when cleaning, and materials are placed throughout their work areas to encourage regular replacement throughout a shift.

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.

All HVAC filters at each E.L. Haynes school are MERV 13, the industry recommended filter, and they are serviced and replaced on a monthly basis. Each school has multiple daily intakes of fresh outside air. All installed water fountains have been closed and supplemented with filtered water dispensers to fill cups/bottles.

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.**

Each day all staff and students must complete the daily SchoolPass Wellness Screening to determine if they have any symptoms which may be related to COVID-19. If an individual presents with any of these symptoms during the day they are directed to the isolation room for further assessment before being dismissed. Specifically, an individual will be excluded if a student, staff member, or essential visitor must stay home, or not be admitted, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in the "Daily Health Screening" section of this guidance in the last 24 hours.
- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.
- Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.
- Are unvaccinated and have traveled domestically in the last 10 days to any place other than Maryland

or Virginia, unless they did not attend school until tested for COVID-19 three to five days after returning to DC AND received a negative COVID-19 viral test.

- Are unvaccinated and have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.

If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the individual's cohort will be evaluated for dismissal and the room vacated as soon as possible. Dismissal will be considered for any member of the cohort who had 15 consecutive minutes of contact at a distance of 6 or fewer feet, and/or with or without masks. E.L. Haynes will continue to assess the use of the daily screening, as well as procedures for who will be dismissed following a COVID-19 positive case throughout the school year, as DC Health and CDC guidelines change.

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.**

The Senior Director of Operations (SDO) serves as the COVID-19 point of contact for E.L. Haynes. An online form is available for all staff, families, contractors, and visitors to report positive cases of COVID-19. Via the information collected here (and through any report) the Senior Director of Operations files all reports to the DC Department of Health on the same day the school is notified.

Students or staff with pre-existing conditions that present with COVID-19 symptoms can provide appropriate documentation from their medical provider (including student universal health forms).

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

We collect daily health screening forms (paper and digital) and keep classroom and cohort attendance records to track the location of every staff, student, and visitor. This information is available via our COVID-19 liaison for the DC Department of Health contact tracers as needed.

Additionally, as outlined above, the COVID-19 liaison captures all positive case reports via an online form and reports them to the DC Department of Health using their online reporting tool. The liaison then works closely with the DC Health contact tracer to determine next steps, vaccination status, and other relevant information.

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

After any close contacts or relevant cohort members have been notified of their need to seek testing and isolate (if not vaccinated), the Chief Operating Officer will notify the staff and families in the school (or schools, as appropriate) that a positive case has been diagnosed, all relevant close contacts have been identified and informed, and all areas have been cleaned and sanitized.

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.

COVID Screening (Asymptomatic) Testing Protocols and Logistics

E.L. Haynes is still exploring possible implementation of an asymptomatic testing program as one of the many strategies available to mitigate the spread of COVID-19 in our schools. This protocol would be more stringent than the DC Health and CDC guidelines.

PROTOCOLS

If E.L. Haynes implements an asymptomatic testing program, staff will follow the protocols described below.

Staff

All staff who are or will be regularly in the building for any purpose, including working from the building, supporting in-person learning, or other student activities (clubs, play, etc.) will be expected to participate in asymptomatic testing.

Students

Asymptomatic testing will also be offered to students who submit a parent/guardian consent form. Consent forms will be sent to families and collected by the front office at each school.

The school highly encourages all students to participate in asymptomatic testing. The school, however, cannot force students to participate. All students will continue with the mandatory daily screening, which helps us identify students who should remain at home.

Frequency

Each individual participating in the testing process will be tested once every 14 days, per FDA recommendations and best practices for schools in a lower to moderate spread area (DC's current case data meets this definition). Our asymptomatic testing program is more stringent than current CDC and DC Health guidelines.

Test Results

Individuals being tested (or guardians), as well as E.L. Haynes, will receive test results via email. The Senior

Director of Development (or their designee) will review any positive test results sent to the school. They will report the positive test result to the DC Health contact tracers and follow up directly with the staff member or student to discuss the next steps. Depending on vaccination status, this may include moving to the health transition room, an immediate quarantine period, and/or recommended follow up with their personal medical provider or other testing centers (as needed).

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.

E.L. Haynes immediately sought vaccination appointments for our in-person staff when the education group was permitted to sign up for vaccinations. As more staff chose to seek the vaccine regardless of in-person or virtual status we worked with the DC Alliance to secure testing opportunities for all. We have shared a variety of resources in English and Spanish with our staff and strongly encouraged all members of our team to complete vaccination.

As vaccinations became permissible to high school and middle school aged children, we regularly shared information with our families in English and Spanish.

We are currently working internally to plan and request two summer vaccination events for our community via the DC Vaccine Exchange.

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.

E.L. Haynes partners with Children's School Services nurses to ensure access to high quality nursing services for our students. All students are required to submit updated Health Certificates before the start of the 2021-2022 school year. Our Operations and Student Support Services teams have met with our school nurses to review students with existing health conditions who may need accommodations, and we have ensured that students' health needs are highlighted for relevant school officials in our student information system.

Students with disabilities who cannot follow health and safety procedures due to their disability will not be excluded from instruction. All families will receive information on how to submit the medical certification form for distance learning. Families will request accommodations according to our health and safety guidance due to a student's disability. Once the medical certification is granted, students with documented disabilities will receive the accommodations to support them in following health and safety procedures. The Student Support Services Assistant Director (AD) at the relevant campus will work with families and staff to develop appropriate accommodations.

If staff notice that a student cannot follow health and safety procedures due to their disability, the staff member will notify the campus AD. The AD will work with the family and staff to identify the accommodation needed and document it appropriately. Training will be provided to staff as necessary to ensure that the accommodations are delivered correctly.

Students with Section 504 Plans that need accommodations necessary to follow health and safety procedures will be documented in Infinite Campus. Students with IEPs will be documented in a PWN or similar document. E.L. Haynes will provide any necessary equipment to provide accommodation (i.e., desk shield at all times if a student can't wear a mask, etc.)

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 will receive training on health and safety during our annual Staff Institute in August 2021. The training on our LEA policies and DC Health guidance will be provided by our Senior Director of Operations. Each school will receive additional training to meet any special needs for their populations (i.e. bathrooming needs for PK3 students) from their campus-based Operations Managers.

The Senior Director of Operations and Operations Managers each offer 1:1 and small group technical assistance opportunities to all staff and families who wish to engage further on any health and safety topic.

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.

While we ask all members of our community to help us implement and monitor our health and safety plans, the school based Operations Managers will report bi-weekly status updates to the Senior Director of Operations. School staff, students, and families not adhering to required components of the plan will be addressed through the measures detailed above including but not limited to those expectations for mask wearing, cleaning, and visitors.

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

E.L. Haynes will share relevant health and safety policies, procedures, and information in our staff and family handbooks, via our website, the many colorful bilingual signs throughout our building, and via in-person, Zoom, and recorded training and technical assistance sessions.