

SY 2021-22 LEA Health and Safety Plans

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LEA Type: 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 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.**

In accordance with the OSSE and DC Health guidelines all students, staff, and visitors are required to wear a face mask while on school property and facilities, except as specified for specific circumstances outlined in OSSE's guidance. Masks are required at all times while on school buses, on school grounds, and while participating in any school-related activity, including physical education and sports. Face masks may include cloth face coverings, fabric masks, medical or surgical masks, bandanas that cover the mouth and nose and does not include an exhalation valve or vent. Prior to entering the building, 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.

Exceptions to the Face Mask Requirement In accordance with OSSE guidelines, wearing a face mask is not required when:

- A person is actively eating or drinking and maintains a social "physical" distance of at least six (6) feet from any other person who is not from the same household or residence;
- A person is engaged in vigorous outdoor exercise (e.g., recess, in the water at a swimming pool) and maintains a social distance of at least six (6) feet from any other person. Under all other outdoor conditions, a face mask must be worn;
- A person is currently experiencing a medical crisis or otherwise having trouble breathing, or anyone unconscious or unable to remove the mask without assistance;
- A person is aged younger than two (2) years old;
- A student has a medical condition or disability that prevents them from wearing a face mask or makes them physically unable to remove a mask and has gone through the waiver process
- A child is participating in naptime (social "physical" distancing of 6 feet should still be maintained during nap time);
- The equipment required for a job or activity precludes the wearing of a mask or there is a risk of injury from the use of a face mask (e.g., chemistry labs with open flames);
- A person has been lawfully asked to remove their mask for facial recognition purposes; and
- Staff may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction

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.

For students, staff, families, or visitors who refuse to wear a face-covering at all times, Kingsman Academy will provide one-to-one counseling on health and safety guidelines.

To ensure Kingsman Academy can safely re-open and maintain COVID-19 mitigation compliance, we will design and assemble up to 100 individual learning pods, in our building for students to do schoolwork. It will be a space for independent learning. Each pod will have space for a desk/chair and will be positioned throughout the building. The CARES funding will be used to purchase learning pods for use by all students, including students with special needs. Every student, including students with special needs who attend in-person for the school year 2021-22 will have an assigned individualized learning pod, which will be their own comfortable, safe

space they can appropriately decorate and take ownership of. We will ensure equitable access to the learning pods through strategically assigning students with special needs to pods located closer to classroom learning spaces and instructional/emotional (e.g., classroom, guidance office, counselor's suite) support spaces. These learning pods not only align with the CDC's social distancing guidance but also provide special accommodations for our students with special needs, who may have difficulty maintaining social distance or wearing a mask all day. Based on feedback from our student population, many of our students do not have personal spaces in their own homes, so having this space at Kingsman Academy may encourage attendance and drive achievement.

Visitors will receive resources, supports, and a face-covering free of charge. Kingsman Academy may request involuntary removal from the building if the person poses health or safety risks to the school community.

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.

Each classroom will be organized to support students seated and standing at least 3 feet apart from one another (head to head). Teachers will stay at least 6 feet from students and each other. For our students who are 18 and older, the physical distance will be 6 feet. 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, 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 ensure Kingsman Academy can safely re-open and maintain COVID-19 mitigation compliance, we will design and assemble up to 100 individual learning pods, in our building for students to do schoolwork. It will be a space for independent learning, which can be maintained post-COVID-19. Each pod will have space for a desk/chair and will be positioned throughout the building.

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 assigned program. Students are assigned to programs based on identified needs, data, learning preferences, and interventions required for success.

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.

Kingsman Academy will reinforce frequent, proper handwashing and respiratory practice by:

- Promoting proper handwashing technique: washing hands with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Promoting training and provide strategies on frequent hand hygiene (with soap and water or alcohol-based hand sanitizer). Key times to perform hand hygiene include before and after eating food, before and after group activities, after using the toilet, before and after putting on, touching, or removing cloth face coverings or touching your face, after blowing your nose, coughing, or sneezing.
- Promoting training and provide strategies on how to avoid touching your face, eyes, mouth, and nose with unwashed hands.
- Promoting training and provide strategies on how to cover coughs and sneezes
- Promoting training and provide strategies on how to cover your mouth and nose with a tissue when you sneeze or cough and if you don't have a tissue, cough or sneeze into your elbow

- 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.**

Kingsman Academy installed hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will work with a third-party vendor specializing in COVID-19 preparedness to do weekly supply checks. We also have soap hands-free dispensers and paper towels in every bathroom. These will be checked on a nightly basis by a third-party vendor specializing in COVID-19 preparedness.

- 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.**

PPE is kept in designated rooms on each wing of our school building and is distributed by the operations team and security officers. Kingsman Academy will work with a third-party vendor specializing in COVID-19 preparedness to ensure each group access to required PPE: *teachers, administrators, nurses, custodial staff, those serving meals, and any screening process.*

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).**

An outside vendor specializing in deep cleaning will work with the school to clean, disinfect, and sanitize bathrooms, tables, class furniture, and chairs between uses throughout the day to ensure cleaning standards are met.

- An outside vendor specializing in deep cleaning will disinfect and sanitize surfaces, doorknobs, and objects that are frequently touched throughout the day ensure cleaning standards are met.
- An outside vendor cleaning specializing in deep cleaning will sanitize hallways floors, classroom floors, and windows weekly to ensure cleaning standards are met.
- An outside vendor specializing in COVID -19 screening will thoroughly clean and disinfect thermometers before and after each use per the manufacturer's instructions to ensure cleaning standards are met.
- For all cleaning, sanitizing, and disinfecting products, Kingsman Academy will follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a student.
- The Operations Team will place signage in every classroom and in common areas reminding staff of cleaning protocols. • An outside vendor specializing in deep cleaning will implement a schedule for increased, routine cleaning, disinfection, and sanitization.
- Use of shared objects (e.g., food services supplies, and equipment) will be limited and cleaned between use.
- Van and bus drivers will practice all safety actions and protocols. The school will implement safe and correct storage for cleaning and disinfection products. The school will work with an outside vendor specializing in deep cleaning to ensure adherence to safe storage protocols and procedures.
- Cleaning products will not be used near students. An outside vendor specializing in deep cleaning will ensure that there is adequate ventilation when using these products to prevent inhaling toxic fumes.

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.

We will 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. In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following the identification of a known positive case. Once notified of a positive case, the school will wait up to 24 hours or longer to allow respiratory droplets to settle, before disinfecting. The outside vendor will provide touchless Evaclean Protexus Disinfection and Sanitizing System to clean the school building if/when an individual in the school community tests positive for COVID-19. Through the use of electrostatic technology, the Protexus system disburses the appropriate amount of disinfectant and sanitizer that encapsulates and evenly coats all of your High-Touch Surfaces (HTS). After the incubation period, regular daily cleaning will resume.

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

An outside vendor specializing in COVID-19 cleaning will monitor our supply inventory on a daily basis to ensure that we have appropriate disinfection supplies. Our agreement with our vendor 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.

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.

The school will:

- Engage with an outside HVAC vendor specializing in COVID - 19 facilities maintenance to ensure the systems operate properly and increase circulation of outdoor air as much as possible.
- Windows and doors will be opened where possible to maximize air quality for occupants while considering safety and health risks such as risk of falling, outdoor air quality triggering asthma symptoms, building fire safety, and security.
- Flush all water systems to clear out stagnant water and replace it with fresh water.

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.**

In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following the identification of a known positive case.

Any stakeholder whether they are a student or staff is asked to check in with their primary doctor for the next steps and to adhere to the advice of that professional. That person will not be permitted on grounds until they have quarantined themselves for at least 14 days and have documented proof from a licensed professional that they've had a recent test of negative results.

- If a student or staff person has been in contact with a person that has been tested positive, it is required that they "self-quarantine" for 14 days and monitor any symptoms. No access is allowed on campus during their quarantine period.
- In compliance with DC government policies, Kingsman Academy will notify DC Health about positive COVID-19 cases.
- If a staff or student is known to have contracted the virus and is in the building:
 - The building is immediately shut down and a comprehensive CDC cleaning regiment is administered by one of our contractors, PMM. The building will subsequently be in quarantine mode for a period of 48 hours to allow for the cleaning process to be completely exhaustive. After that time frame, an assessment of the building will be done by the Director of Operations and if possible a representative of the city DOH to ascertain the next steps on re-opening.

The entire school community will be notified about the positive COVID-19 case and the mitigation measures explained.

Exclusion Criteria 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 the 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.
- 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.
- 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.

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.**

Kingsman Academy partners with a third-party vendor, CrisisGo to support compliance with health guidance. Our COVID-19 point of contact is Derek Deane, Director of Operations. Our choice is to have someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health will include both how staff, families, and vendors know to contact us when a member of our community has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to families of students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in the means requested.

In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following the identification of a known positive case. Once notified of a positive case, the school will wait up to 24 hours or longer to allow respiratory droplets to settle, before disinfecting. The outside vendor will provide touchless Evaclean Protexus Disinfection and Sanitizing System to clean the school building if/when an individual in the school community tests positive for COVID-19. Through the use of electrostatic technology, the Protexus system disburses the appropriate amount of disinfectant and sanitizer that encapsulates and evenly coats all of your High-Touch Surfaces (HTS). After the incubation period, regular daily cleaning will resume.

Kingsman Academy will 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

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

Kingsman Academy partners with a third-party vendor, CrisisGo to support contact tracing policies and procedures aligned to health guidance. 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](#).

We will use [OSSE's daily screening form](#) and, per the form's guidance, we will "Records of screenings are strongly recommended to 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.

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

Kingsman Academy partners with a third-party vendor, CrisisGo to support contacting our school community in the event of a positive case. Communication about unanticipated closures and concerns Information, resources, and updates about unanticipated health and safety concerns or building access are shared by phone, on our school website, and across multiple social media platforms. Families receive additional information and updates through scheduled calls, emails, and texts.

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/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements).

Kingsman Academy will work with a third-party vendor to establish a customized testing program to support Kingsman Academy's efforts to provide testing to enable the successful operation of its school. Kingsman Academy will provide dates, times, and enrollment counts for all requested testing services as well as a detailed outline of which days services will be provided and the approximate tests required on those days. Kingsman Academy will also be responsible for providing basic supplies required for setting up testing stations. These supplies include a table, two chairs, and a large trash can per testing station requested. The vendor will be responsible for day-to-day operations including but not limited to, conducting on-site testing, staffing on-site testing, processing all samples.

A third-party vendor will administer weekly PCR testing (nasal), turn around results in 24-48 hours, and provide trained professionals to administer the tests and process results.

The Director of Operation will notify DC Health if a staff member (including contractors), volunteer, or visitor tested positive for COVID-19 (not before results come back) or if notified that a student tested positive for COVID-19 (not before results come back) and the person was in the building or participated in school activities during their infectious period.

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.

Kingsman Academy will work with a third-party vendor to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

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.

Kingsman Academy will ensure that appropriate accommodations are offered to SWDs with respect to its health and safety policies and procedures. The school has expanded health and wellness course offerings help educate students on public health guidelines and understanding COVID-19 prevention and transmission. Kingsman Academy will partner with special education and health experts to ensure content and course materials are personalized for all students regardless of their special education status and learning environment. Progress towards course completion is tracked in our learning management system, Empower Learning.

The CARES funding will be used to purchase learning pods for use by all students, including students with special needs. Every student, including students with special needs who attend in-person for school year 2021-22 will have an assigned individualized learning pod, which will be their own comfortable, safe space they can appropriately decorate and take ownership of. We will ensure equitable access to the learning pods through strategically assigning students with special needs to pods located closer to classroom learning spaces and instructional/emotional (e.g., classroom, guidance office, counselor's suite) support spaces. These learning pods not only align with the CDC's social distancing guidance but also provide special accommodations for our students with special needs, who may have difficulty maintaining social distance or wearing a mask all day. Based on feedback from our student population, many of our students do not have personal spaces in their own homes, so having this space at Kingsman Academy may encourage attendance and drive achievement.

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.**

Kingsman Academy will work with a third party specializing in COVID-19 preparedness to provide training and technical assistance to safely re-open in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools. Training modules and technical assistance is provided to all students, staff, and families at the beginning of the school year and once each marking period. In addition, self-paced modules are provided, additional training is conducted in person, and training resources are available online through the CrisisGo training website, and mobile app. Kingsman Academy partners with CrisisGo to offer technical assistance on how to procedures to prevent, prepare, respond, and recover following health and safety policies and procedures,

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.

Kingsman Academy partners with Crisisgo to monitor the implementation of the health and safety plans. The platform allows for reporting and tracking of health and safety plans and implementation. Kingsman Academy plans to communicate key health and safety policies and procedures with students families and staff. Information, resources, and updates about training, and health and safety plans or are shared by phone, on our school website, and across multiple social media platforms. Families receive additional information and updates through scheduled calls, emails, and texts. 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.

The school will conduct weekly walk-throughs of campus to monitor compliance and troubleshoot challenges. If the school faces challenges related to health and safety planning and implementation, we will reteach the protocol to the staff members responsible and work with third-party vendor specializing in COVID school health and safety plan implementation for training, development, progress monitoring, and supports.

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

The Student Support Services Team will communicate key health and safety updates to families and students weekly using multiple methods, including phone calls, text messages, emails, social media, the school's website, and, when safe and appropriate, home visits. Using a third-party platform, KazooHR, teachers, and support staff will host virtual check-in meetings and feedback sessions more frequently for students and families requiring intensive engagement interventions. 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.