

## SY 2021-22 LEA Health and Safety Plans

**LEA Name:** Lee Montessori PCS  
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**LEA Type:** Pre-K;Elementary;Middle 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.

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 [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.

### 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 and visitors who refuse to wear a face covering at all times, the following procedure will be followed: [Link](#).

Staff or visitors who refuse to wear a face covering the following procedure will be followed: [Link](#).

### 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.

#### Classroom Guidelines:

Each classroom will be organized (desk spacing and visual markers) to support students to sit and stand at least 3 feet apart from one another (head to head). If possible, classroom staff will stay at least 6 feet from students and each other.

Classroom staff will stagger students' use of cubbies.

#### Building Guidelines:

Visual aids, floor markers and signage will be provided to remind staff and students to maintain three (3) feet of social distancing.

#### Arrival/Dismissal:

Lee Montessori will avoid large group gatherings during arrival and dismissal. Students will use assigned entrances and exits. Upon arrival, staff and visitors will complete a temperature check. Whenever possible, dismissal will take place outdoors and staff will encourage students to maintain at least three feet of distance.

#### Outdoor Activities:

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:

1. Classroom Spacing ([Link](#))
2. Physical Distancing in Common Areas ([Link](#))

3. Extracurricular Activities ([Link](#))
4. Arrival/Dismissal ([Link](#))

**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 classroom pairs. To limit cohort mixing, we may implement the following procedures:

- Designated bathrooms
- Staggered lunch and recess times
- Meal in classrooms
- Designated entrances and exits
- Limiting the number of staff interacting with cohorts

**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 can be found at this [Link](#). 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 use of classroom materials;
- After going to the bathroom;
- After removing gloves;
- After blowing noses, coughing, or sneezing.

**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 are planning on having hand sanitizer, hand soap, tissues in all bathrooms, classrooms, and common areas and will do weekly supply checks. We will also seek to have soap through hands-free dispensers and paper towels in every bathroom. These will be stocked 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 at this [Link](#). Our PPE is kept in our operations offices and is distributed by campus

operations team members, 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).

		Throughout the day / as needed	Daily	Weekly	Monthly
Classroom	Floors of classrooms		x		
	Student desks, chairs	x			
	Walls				x
	Montessori materials, books, etc.	x			
	Pens, pencils, white board markers, crayons, markers	x			
Hallway/Stairs	Fixtures (switches, knobs, buttons)	x			
	Railings	x			
	Floors of hallways	x			
Office and Common Area	Pens, pencils	x			
	Fixtures (switches, knobs, buttons)	x			
	Chairs		x		
	Copiers, etc.	x			
Bathrooms	surfaces	x			
	floor		x		
	Fixtures, handles, switches, faucets	x			
Outdoor Space	Balls, toys	x			

**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.**

Our policy can be found at this [Link](#). We will follow OSSE 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:

- Schools must close areas where the sick individual has been.
- Once the room is vacated, the custodial staff should wait as long as possible before entering the room to clean and disinfect (at least several hours).
- Lee Montessori custodial staff will perform deep cleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
- During cleaning and disinfection, custodial staff should increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings). Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff should also follow additional PPE best practices as articulated in the PPE Policy.
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school must clean any areas where the individual has been. Disinfection is not necessary.
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.

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

We will track our supply inventory on a nightly basis to ensure that we have appropriate disinfection supplies. Our cleaning is done by Busy Bee (Brookland) and PMM (East End) and our agreements confirm that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Furthermore, we may conduct random checks.

**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.**

Lee Montessori Montessori will ensure both campuses have MERV 13 or higher air filters installed. Lee Montessori will ensure each classroom has an HEPA13 purifier with sufficient replacement filters stocked.

Prior to reopening, Lee Montessori will flush all water systems to clear out stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following CDC guidance as as described below:

- Flush hot and cold water through all points of use such as sinks, drinking fountains, and toilets.
- Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.
- Care should be taken to minimize splashing and aerosol generation during flushing.
- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

**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.**

Please see our policy here ([Link](#))

**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 (POC) is Joshua McComas, Deputy 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 a means that is requested by them.

Ensuring that all staff and students learn as often on-site as possible, excluding students and staff with similar symptoms but no underlying case must be avoided. 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 a healthcare provider.

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

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, as described in Section N. of the [Updated Final DC Health 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.**

The school has a Communication to Families and Staff Protocol ([Link](#)) 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 either the entire school or 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-sight learning until it is safe to return to on-site learning.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting as outlined in the Dismissal Criteria and Protocols section of our policy ([Link](#)).

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

The school has the following COVID-19 Testing Protocol ([Link](#)). In the advent that the school determines to test students, they will follow the safety guidelines outlined in Appendix B. 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:

- Community forums with physicians to discuss the benefits of COVID-19 vaccines and answer questions
- Sharing resources and information on the safety and availability of COVID-19
- Providing staff with time off in addition to standard bank of PTO hours to receive their vaccine

### **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.**

LEAs will ensure that appropriate accommodations are offered to SWDs with respect to its health and safety policies and procedures by taking the following steps:

- Communicating and providing an opportunity for families of students with disabilities to request accommodations, waivers, or adjustments. This communication will consist of targeted outreach from members

of the student support team.

- Members of the student support team and school leadership will review the request. If necessary, the school operations team may review a request if it involves a change to infrastructure.
- One the request has been reviewed, reviewers will either approve or deny the request.
- A member of the student support team will communicate the outcome with the family.

**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.**

Audience	Topic	Trainer/ TA provider	Date Range (if available)
Parents & guardians of Lee Montessori students	Arrival and dismissal procedures; cohort policy; hand hygiene & respiratory etiquette; nap, lunch and recess protocol; masking and social distancing; COVID-19 testing; Response to positive case of COVID-19; exclusion, dismissal and return criteria	Lee Montessori school leadership	Intensive: July through September  Refresher/reminders: As needed throughout the school year.
Lee Montessori staff and faculty	Arrival and dismissal procedures; cohort policy; hand hygiene & respiratory etiquette; nap, lunch and recess protocol; masking and social distancing; COVID-19 testing; Response to positive case of COVID-19; exclusion, dismissal and return criteria	Lee Montessori school leadership	August 9-20
Families, staff and faculty	COVID-19 vaccine	Physician	Between August and December 2021

**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.**

Lee Montessori will monitor implementation of the health & safety policies through the following steps:

- The Deputy Director of Operations will monitor compliance with cleaning & disinfecting policies through regular check-ins with custodial staff, random walk-throughs of the facility to check for cleanliness.



- The Managing Director of Talent & Operations will monitor compliance with the response to COVID-19 cases, as well as exclusion, dismissal and return criteria through direct communication with any staff or family member who has reported/demonstrated symptoms.
- The Head of School for each campus will monitor compliance with policies governing classroom practices (arrival/dismissal; nap, lunch, recess; masking and social distancing; accommodations for students with disabilities, etc.) through regular classroom observations and discussions during weekly faculty meetings.

If Lee Montessori is found to be out of compliance with any of the policies, school leadership will take the following steps:

- Individual or small group conversations with the individuals who are not complying with the policy. Review training materials and provide opportunities to clarify questions or doubts.
- If necessary, school-wide review of policies and practices during weekly staff meetings.
- Routine observation to ensure correct protocol is being followed
- Random observation to ensure ongoing compliance once the situation has been addressed.

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

Our LEA plans to communicate key health and safety policies and procedures with students families and staff using the following methods:

- Text messages
- Email
- ParentSquare
- School website
- Back to School Night and other parent events

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. Lee Montessori will translate all printed materials and website materials, as well, as provide interpretation services during our virtual events through our partners at Global YNS.