

SY 2021-22 LEA Health and Safety Plans

LEA Name: Monument Academy PCS

LEA Contact: Dr. Jeffrey Grant

LEA Type: 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 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.**

All staff and students are provided masks on a daily basis, if needed, to wear. There are signs posted at every entrance that state masks must be worn in order to enter the building. If a visitor does not have a mask, one will be provided to them at the security check in. Signage in the building states that masks must be worn covering the mouth and nose. All staff members are aware of this and ensure compliance in their classrooms on this policy. Students are not expected to wear masks while eating, and during any individual activities (i.e. sleeping, bathing, etc) Additionally, given the school's unique status as a boarding school where students live on campus for 5 days per week, it would be particularly arduous and cumbersome for students to wear a mask indoors at all hours of the day. Thus, students are permitted to take off their masks in the evenings in their student life homes, where they have contact with a small number of students. This information will be updated in the Staff and Student handbook and will be shared with parents upon arrival and signing of student life policy. Our mask wearing policy will also be shared during our Back to school presentations.

Our safety officers and any administrators who are in the building also enforce the mask policy by constantly reminding all occupants in the building if their mask is not on properly.

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.

- As masks are required in the school building. Any visitor refusing to wear one will not be admitted or be asked to leave if they remove their mask and refuse to put it back on.
- Students who refuse to wear their mask will be delegated to virtual learning as a last resort. The initial response will include counseling with either a Behavior Specialist or a Well-Being Counselor. If this is unsuccessful, the student may be taken to the on-site Alternative Learning Center (ALC), where he/she will be able to complete instruction virtually from that space. Additional counseling will be offered and a plan will be developed and agreed to by the student, parent, and school administration to ensure compliance with mask-wearing.
- All students and staff were made aware before returning that masks were mandatory and that if they refused to wear a mask they would not be allowed into the building and other disciplinary actions could be taken as well.
- Personal desk partitions have been purchased for use by students and teachers. These are available for all students. Students will still be required to wear a mask even if they use a partition as masks are required at all times on school grounds.

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.

- Signage has been placed throughout the building mandating and encouraging 6 feet physical distance. Markers have been placed on the floors for the students to stand on that represents the 6 feet of physical distance they should have between one another.
- Classrooms have been rearranged to make 6 feet of space between the desks or as close to 6 feet as possible.
- Dismissal and arrival times have been staggered to ensure that there is no congregation of people at any one entrance or exit. Please see "Transition and Lunch Schedule_Example" in the supporting documents for an example of this schedule from the 20-21 school year.
- All extracurricular activities that require close contact will follow the guidelines set forth by the Mayor and the Department of Health

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.

Students will have assigned seats throughout the day. They will face the same direction to reduce transmission from virus-containing droplets. Individual desks will all be turned to face the same direction and students will be staggered to maintain six feet distance. Students and assigned staff members will travel with their respective cohorts for the entirety of the instructional day. The instructional cohorts will mirror the student life homes and after school enrichment and engagement cohort activities. Students will be instructed in small pods of no more than 15, and their movement throughout the building will be modified. Classes will take bathroom breaks as a unit where no more than two students will use the bathroom at the same time, not using the center stall or sink. The day porter will clean the bathroom between each class's bathroom break. No more than 3 students will be assigned a table designed for 6, and no more than 2 at tables designed for 4. If sitting across from one-another, students will maintain a 6-foot distance.

- Cafeteria will be closed as a space for meal consumption.
 - Communal-use spaces not closed will stagger use providing time for cleaning and disinfecting between use and maintain six feet of distancing at all times.
 - *Photocopier, cutting boards, book rooms, etc.*
 - *Playground, balls and recess equipment*
 - *Refrigerator, microwaves, etc. for staff*
- Physical education classes will be held outside, weather permitting, and students will maintain proper distancing using visual cues. No interactive activities will be permitted.
- Physical barriers, such as plastic flexible screens, will be installed between bathroom sinks and urinals, if applicable.
- A designated area, with its own ventilation, will be available for any student or staff who exhibit symptoms, such as a fever or a cough, until the individual can be safely removed from the facility. This area will be separate from the area used for routine healthcare.
- There is no staff lounge. Teachers have been supplied with private refrigerators to keep lunches, liquids, and snacks cool.

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.

- Monument Academy has directed all stakeholders to practice proper etiquette in handwashing and respiratory practices.
- Staff members are to monitor as much as possible the hygienic practices of all students when using the lavatory, consuming meals, and engaging other stakeholders.
- Practices and protocols have been significantly shared throughout the LEA via verbal and written queues.
- Signage has been placed throughout the building (classrooms, hallways, common spaces) and in the bathrooms to encourage and remind staff and students to wash their hands frequently and to cover their mouths with your arm/elbow when sneezing.
- Hand sanitizing stations have been placed strategically throughout the building for all occupants to use as they walk through the building.

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 bathrooms are stocked and supplied by our janitorial services provider who keeps all of these items stored in the building.
- The janitorial staff conducts routine checks every hour and whenever directed by staff members.
- Each classroom and teacher is provided with hand sanitizer, disinfectant spray, disinfectant wipes, gloves and tissues.
- There are hand sanitizing stations throughout the hallways, cafeteria and auditorium. These items are restocked daily to ensure each space remains compliant.

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.

- Monument Academy Department of Operations purchases all PPE materials in bulk. Research is conducted to ensure the PPE meets the standards set by the CDC and the DC Department of Health (DOH).
- Monument Academy utilizes the AnyBill procurement system to make all purchases related to PPE.
- Any PPE purchases less than \$10,000 are approved by the CEO. All PPE purchases equal to or greater than \$10,000 are approved by the CEO and the designated MAPCS Board member.
- The Chief of Operations routinely consults with the school nurse to ensure the PPE purchases are safe and compliant.
- Monument's CEO has regularly and will continue to attend the DME meetings to ensure all relevant and pertinent information and updates are accessed.
- The Chief of Operations attends the weekly meetings sponsored by the DOH and reports out the CEO and other leadership team members to collaborate on the identification and procurement of the most effective PPE.
- The operations team regularly inventories the supplies and strategically makes purchases to ensure a shortage does not occur.
- PPE materials are distributed to teachers weekly or as needed. During professional development, all staff were made aware of the PPE available to them and were then reminded again by email.

- Monument’s Department of Safety and Security routinely checks work spaces to ensure PPE is replenished throughout the day.
- The Department of Student and Family Engagement coordinates its efforts with the Department of Operations to create opportunities to teach and model the proper usage of the PPE by students and staff members.
- All staff members are tasked with ensuring students are properly wearing PPE throughout the day.

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).

- Each classroom in Monument Academy is provided with disinfectant wipes and spray to clean the surfaces after each use. Students and staff members have been directed and shown how to clean the surfaces they have used.
- Students have 1-to-1 technology assignments, so they are not sharing Chromebooks or iPads throughout the day. In the event that it becomes necessary to share, all technology will be wiped down with disinfecting wipes after each use.
- Our janitorial service provider goes into every classroom and does a thorough cleaning of all surfaces each evening.
- The janitorial service provider constantly cleans all areas that have been used by stakeholders throughout the day after the departure from the area of said stakeholders.
- Pencils and computers are assigned to a single student to avoid sharing.
- Staff members have been directed to not enter into multiple work spaces throughout the day. Only designated staff members can enter specific areas.
- Students use the lavatories at designated times throughout the day. A comprehensive schedule (see: Transition and Lunch Schedule_Example in the supporting documents) has been developed and shared with all staff members to ensure cross-contamination will not occur.
- The custodial staff has been directed to enter and clean the lavatories after each use.
- Touchless sinks, toilets, and urinals have been installed in student areas.

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.

- If a person develops possible COVID-19 symptoms, we will have our janitorial services team immediately clean and disinfect any area that that person was in if it has been less than 24 hours.
- If there was a positive person in the building, we would shut the building down and do a full COVID clean of the entire building using the disinfectant fogger machines. This protocol would take place regardless of how long it has been since the sick person was in the school.
- The COVID clean occurs the minute that we are made aware of a positive individual being in the building.
- The janitorial service company will be contacted to do a complete sanitization of the areas that were accessed by the infected person.

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

- Monument has purchased and will continue up to purchase all disinfectant and cleaning supplies to give to the teachers.
- The identification of effective cleaning supplies has been made after researching the product via CDC, DOH, and other health professionals' reviews.
- All students and staff members are directed to use gloves, and warnings and explanations are provided to all to ensure health and safety measures are addressed with fidelity.
- Gloves are made available to all staff for cleaning purposes. There are extra gloves that sit at the security desk and in the cafeteria so staff members can get them if they do not have any in them at their immediate disposal
- Gloves are supplied in sizes medium- X large to accommodate all hand sizes.
- Gloves are properly disposed of by janitorial staff after usage by the stakeholders.

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 sinks and drinking fountains have been outfitted with touchless sensors.
- Each room has been equipped with its own air purifier to ensure clean air. Additional replacement filters have been purchased to ensure they remain operational throughout SY21-22.
- The building HVAC system has been upgraded to meet the CDC requirements for clean air filtration.
- Monumeht's HVAC system has recently received maintenance and is operating satisfactorily.
- The school's contractors have been scheduled to perform monthly checks on the installed systems to ensure they remain operational.
- The contractors are available to make emergency repairs if needed.

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.**

1. 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
2. Any person who meets the exclusion criteria listed above will be informed that they are not allowed in the building until they provide a negative COVID-19 test that satisfies the timelines listed above.
 3. A student that tests positive and is in the building at the time of notification will be immediately removed from the room they are in and placed in the designated quarantine self holding room by themselves. The room will be monitored by a staff member who will have all protective gear on when entering the room.
 4. In the event that a student tests positive, Monument would shut down the school and send all students home. Since Monument is a small school, the proportion of students who would potentially be in close contact with a hypothetical positive case is large enough that it warrants full building closure and a shift to distance instruction. The COVID-19 positive student will have parents contacted and dismissed home to quarantine, and the school will enact protocols to shift all other students to distance learning.
 5. Students' parents are contacted and informed of the policies regarding the COVID-19 protocols. The parents are then directed to our health partners who can provide the tests or other certified programs that offer said services.
 6. Anyone potentially exposed to COVID-19 will be informed and told to quarantine. It will also be recommended to them that they go and get a COVID-19 test to ensure their status. Monument's Department of Student and Family Services will provide the names of organizations that can provide free or inexpensive testing and results in a timely manner.

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.**

- A. The COVID-19 POC will be the Chief of Operations, Greg Gaskins. The secondary reporter is the Chief Executive Officer, Dr. Jeffrey Grant
- B. The Chief of Operations will report any and all COVID-19 cases on the same day of receiving the positive result. In case the Chief of Operations is unavailable to report the positive result, the CEO will complete the process with the assistance of the Chief of Family and Student Engagement.
- C. The school nurse will ensure no persons with pre-existing conditions are excluded. The school nurse will verify all health records to make a determination. The Human Resources Specialist will implement a questionnaire of all employees to identify any person who has a pre-existing condition. In both cases (for students and staff), the person in question must provide written or verbal guidance from

a medical professional that such symptoms are chronic and unrelated to COVID. Their information will remain private and will only be utilized to maintain compliance of non-exclusion.

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

- Monument Academy will provide DC health with names and contact information of all individuals who have been in close contact with a person who has been identified as COVID-19 positive, as described in section N of the Health and Safety Guidance from OSSE.
- Monument will complete all tasks related to the submission of the relevant information.
- The school will follow the procedures set forth by the Department of Health and ensure that they are the only entity who will contact those persons.
- Monument Academy will continue to regularly attend information and training sessions offered by the Department of Health to ensure we remain compliant with the latest mandates and protocols

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 will mass email, text, and/or call staff, students, and families to notify them of a positive case in the building.
- Monument Academy will not include any information that could possibly identify the infected person per the privacy guidelines.
- Once a positive case has been detected, the building will be shut down and a full sanitization will occur.
- Before we bring students and staff back into the building, we will have a mandatory school-wide COVID-19 test for all individuals who plan on coming back into the building.
- An additional round of comprehensive communication will follow to ensure all stakeholders have been informed of the negative tests for all who will be entering the school.

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.

Monument Academy has a multitiered COVID testing process in place:

- Currently our entire school community partakes in bi-weekly molecular PCR COVID-19 testing through our community partner Elaine Ellis Center of Health. EE routinely reports all results to the DOH
- Also, 20% of our student population receives molecular PCR testing through DC Health on a weekly basis.

- Lastly, Monument conducts rapid testing of all scholars every Sunday as they return to the school for weekly boarding.
- Monument sends out an email blast to all stakeholders who plan to enter into the school for in-person instruction and student support. All persons are required to receive a negative test result before entry or access to students is permitted.

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.

- Monument has encouraged all teachers and eligible students to get vaccinated.
- Staff was sent reminder emails to sign up in the portal that DC was operating from.
- Monument now sends emails to students and families of community vaccination sites as well as information to other vaccination sites that we received through Elaine Ellis.
- Most staff have been vaccinated, and getting vaccinated has been recommended to the students.
- Our Chief of Student and Family Engagement communicates directly with families steering them to the closest vaccination sites and stressing the importance of getting vaccinated.

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.

Through identification by our Admin and Student Support Teams, Monument will create individualized plans to ensure that students with disabilities are in receipt of the necessary accommodations.

These accommodations may consist of, but are not limited to:

- Alternative social distancing measures
- Alternative face and learning space shields
- Single rooms in Student Life homes
- Alternative cohort composition and/or sizing
- Additional student/student family workshops on Monument's safety protocols
- Additional time with support team staff members

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.**

A. All staff members will receive training and technical assistance during the professional development workshops dated 6/22-6/23 and 8/2-8/6. In addition, there will be regular updates during weekly departmental meetings and collaborative planning sessions.

Students will receive technical assistance and guidance during daily advisories held in small group settings. Additionally, there will be whole school virtual assemblies discussing best practices for the avoidance of COVID-19 spread.

Families will receive technical assistance during the bi-weekly family engagement meetings. Also, there will be pertinent updates during the monthly CEO / Parent Breakfast implemented by the Department of Student and Family Engagement.

B. The topics that will be covered are mask wearing, hand washing, cleaning and sanitization, and physical distancing.

C. The training and technical assistance will be delivered by the Chief of Operations, Director of Safety and Security, and the School Nurse. Teachers and well-being staff will also be delivering a good portion of the students' training during advisory time. Student life advisors will also be reinforcing safe habits in their life skills training during the boarding program.

Sign-in sheets will be maintained and collected for all sessions to ensure all stakeholders receive the updated information.

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.

- Monument's CEO will mandate that all staff members receive and sign off on receipt of the school's Health and Safety Plan.
- All staff members will be held accountable for proper health and safety practices by their immediate supervisor.
- The CEO will build within its staff expectations and standards that accountability to the plan is subject to disciplinary measures.
- Monument will distribute the Health and Safety Plan to all staff members one week before school opens for staff members.
- The staff members will engage in a session dedicated to review of the Health and Safety Plan during the School Opening Professional Development week 8/2-8/6.
- The Chief of Operations will ensure that all staff have the necessary materials to remain compliant to our health and safety plan.
- The Safety and Security team will monitor the school and its grounds to ensure compliance with the Health and Safety Plan. The Team will report to the Chief of Operations and the CEO if stakeholders are in violation of protocols or policies.
- The Monument Academy Health and Safety Plan will be posted on the MA website

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

- Students, staff, and families will be notified through email of all health and safety policies.
- Signage has been placed at all entrances and throughout the building that state and reinforce all health and safety policies such as mask wearing and physical distancing.
- This information will always be housed in our Faculty Handbook, Student & Family Handbook and on the MA Parent Portal google site for families and will also be reinforced during monthly parent meetings.
- The Monument Academy website will have the plan posted and easily accessible by all stakeholders and community members.
- The CEO will regularly engage the MAPCS Board of Trustees to ensure the LEA remains in compliance with the Health and Safety Plan.