

SY 2021-22 LEA Health and Safety Plans

LEA Name: SEED PCS

LEA Contact: Mr. Brian Rahaman

LEA Type: 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.**

All students, staff, and visitors, including those who are fully vaccinated, must wear a non-medical face covering or mask while on school grounds, buses, and at school-related activities. The face mask requirement is included in our student and staff handbook. We will review this requirement with all students and families prior to the start of the school year. We will also include signage throughout the school to remind students and staff members that face masks must be worn, and we will make regular announcements about wearing masks correctly on the PA system throughout the day. The only times when students may remove their face mask is to eat or drink. We will designate spaces and times for mask breaks for students who need them.

To ensure 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 in schools.

To ensure that all members of our school community wear face masks correctly, we will provide a PPE training for all staff members during our August professional development. When students arrive on campus, we will teach a lesson in our Student Life program that demonstrates proper mask-wearing and discuss the science of why masks are vital for preventing transmission of airborne diseases. We will monitor proper mask-wearing periodically throughout the school building and throughout each day.

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 who refuse to wear a face covering at all times, we will provide a warning to ensure the student understands the importance of wearing a mask. Repeated violations of the mask policy will result in increasing consequences, including parent conference, restorative conference, and if the problem persists, a requirement to become a distance learner for a defined period of time.

Staff or visitors who refuse to wear a face covering will be required to leave campus until they can comply with the mask policy. Staff members who fail to comply with the mask policy will receive a warning followed by escalating disciplinary measures, including a meeting with their direct supervisor, and eventually a meeting with the Human Resources Director and Head of School as a last resort.

Students or staff members who are unable to wear a face covering due to a medical condition will be provided with accommodations, such as regular mask breaks, to ensure that they are not excluded from in-

person learning for a reason which is outside of their control. We will survey staff members and students to identify any such circumstances and make plans to accommodate them accordingly.

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, recess, and during arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance.

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

- a. All classrooms will accommodate no more than 18 students, and most classes will have fewer than that;
- b. Desks in classrooms will be spaced 3-6 feet apart and will face in the same direction;
- c. Common areas will require physical distancing of 6 feet;
- d. Staff members will be trained to monitor physical distancing throughout the school;
- e. No whole school or large gatherings (over 50 people) will be held on the school campus;
- f. Morning arrival and afternoon dismissal will be staggered to avoid congregating in and near doorways; and
- g. Students will be seated in every other seat in the dining hall.

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.

We will create grade-level cohorts for both students and staff members to serve as a mitigation strategy. The ESSER funds allowed us to hire additional teachers so that we could operate a school program with separate grade-level cohorts. To limit cohort mixing, we may implement the following procedures:

- Staggered arrival and dismissal times;
- Designated bathrooms for each grade level; and
- Staggered meal times.

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.

We will reinforce frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. The reinforcements will occur through in-person conversations and lessons; written instructions

prior to the school year; signage throughout the school, including in restrooms; and frequent reminders on the PA system. 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 wash hands either with soap and water for at least 20 seconds or, if not readily available, with hand sanitizer at the following times:

- Before and after eating;
- Before and after group activities or student centers;
- Before and after sharing equipment (e.g. basketball in gym);
- After going to the bathroom; and
- After blowing nose, coughing, or sneezing.

Staff and students will be encouraged to cover coughs and sneezes with a tissue when not wearing a mask (e.g. when eating). Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or cleaned with hand sanitizer.

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 in all classrooms and common spaces in both the academic building and the dormitories. We will also provide personal hand sanitizer to all students as often as they need it. We will ensure there is always adequate soap, paper towels, and tissue in all bathrooms. We have increased our cleaning services, and supplies will be checked several times each day.

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.

We purchased enough PPE during SY20-21 to last through the end of SY21-22. We store our PPE on campus and keep an inventory of all PPE items in a Google spreadsheet. We designated a COVID point of contact (Director of Student Support Services) who is responsible for ensuring that we monitor our inventory and distribute PPE to the appropriate people and spaces on a weekly basis.

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	Daily	Weekly	Monthly
Classroom	Floors of classrooms			X	
	Student desks,	X			

	chairs				
	Teacher desks, chair	X			
	Walls and white boards		X		
	Manipulatives, text books, etc.	X			
	Pens, pencils, white board markers, crayons, markers				
Hallway/Stairs	Fixtures (switches, knobs, buttons)	X			
	Railings		X		
	Lockers			X	
	Floors of hallways		X		
Office and Common Area	Pens, pencils				
	Fixtures (switches, knobs, buttons)		X		
	Chairs	X			
	Copiers, etc.	X			
Bathrooms	surfaces	X			

	floor	X			
	Fixtures, handles, switches, faucets	X			
Outdoor Space	Playground				
	Balls, toys	X			
Other	Dorm rooms		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.

We will follow OSSE’s guidance on how and when to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive. For example, if a member of our school community develops symptoms or tests positive for COVID-19 during the school day or within 24 hours of being in the building, we will clean and disinfect the areas where they have been present. If a student or staff member tests positive for COVID-19 and it has been longer than three days since they have been on campus, we will clean and disinfect according to our typical procedures and schedules.

Procedures after Suspected or Confirmed Cases of COVID-19

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, we will clean and disinfect the area(s) where they have been.

We will close areas where the sick individual has been.

- *If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort will be dismissed and the room vacated as soon as possible.*
- *We will allow a cohort to remain in the room until the end of the day in the following circumstances:*
 - *If an individual has symptoms but is not confirmed to have COVID-19; or*
 - *If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.*
- *Staff supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE best practices as articulated in Appendix B.*
- *Once the room is vacated, we will wait as long as possible before entering the room to clean and disinfect*

(at least several hours). We 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, we will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).*
- *Staff will wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff will also follow additional PPE best practices as articulated in Appendix B.*
- *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, we will 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 we will follow routine cleaning and disinfection procedures.*

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

We will monitor our supply inventory on a weekly basis to ensure that we have appropriate cleaning and disinfection supplies. Our cleaning is done by Bolana Enterprises Inc. and our agreement with them 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. Furthermore, we may conduct random checks to ensure compliance with this requirement.

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.

We have benefited because we have staff members who live on campus and have been using the water and other systems throughout the pandemic. However, we will still flush water systems to clear out potentially stagnant water. We have verified that our ventilation systems operate properly. We are replacing some of our older HVAC units in July 2021. Our Facilities Manager will routinely inspect and replace HVAC filters and will ensure that all system components are operable and maintained properly.

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.**

Exclusion Criteria

A student, staff member, or essential visitor must stay home, or not be admitted, and will 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-19.9*
- *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.*

Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms will not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 within the last 90 days or is fully vaccinated may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID-19, when a household contact is awaiting COVID-19 test results, or after travel. Any individual with symptoms consistent with COVID-19 will follow the exclusion criteria outlined above.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 in the last 90 days or is fully vaccinated against COVID-19 will be admitted immediately after domestic or international travel. They will be asked to get a COVID-19 test three to five days after international travel. Any individual with symptoms consistent with COVID-19 will follow the exclusion criteria outlined above. If excluded, students (or their parents/guardians), staff, and essential visitors will call their healthcare provider for further directions.

Dismissal Criteria and Protocols

If a student, staff member, or essential visitor develops a fever or other signs of illness, we will follow the above exclusion criteria regarding the exclusion and dismissal of students, staff, and essential visitors.

- *For students, we will:*
 - *Immediately isolate the student from other students.*
 - *The student will immediately put on a face mask or surgical mask, if not wearing already.*
 - *Designate a staff member to accompany the isolated student to the isolation area and supervise the student while awaiting pickup from the parent/guardian.*
 - *The staff members briefly responding to the sick student in the classroom, accompanying the student to the isolation area, and supervising the student in the isolation area will comply with PPE best practices per Appendix B.*
- *Additionally, we will:*
 - *Notify the student’s parent/guardian of the symptoms and that the student should be picked up as soon as possible and instruct them to seek healthcare provider guidance.*
 - *Follow guidance for use of the isolation room below.*

- *Immediately follow all cleaning and disinfection protocols for any area and materials with which the student was in contact, per Section H: Cleaning and Disinfection.*
- *For staff and essential visitors, we will:*
 - *Send the staff member or essential visitor home immediately or instruct them to isolate until it is safe to go home;*
 - *Instruct the staff member or essential visitor to seek healthcare provider guidance; and*
 - *Follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.*

Isolation Room: We have identified multiple spaces in both the academic building and the dorms to serve as isolation spaces for sick individuals until they are able to leave the school grounds. The spaces are in an area that is not frequently passed or used by other students or staff, is not simply behind a barrier in a room being utilized by other individuals, and is not the health suite. If safe and weather permitting, we will isolate sick individuals outdoors under appropriate supervision. When in the isolation area, the sick individual will always wear a face mask or surgical mask, be within sight of the supervising staff member, and be physically separated from other individuals by at least 6 feet. We will isolate only one sick individual in the isolation area at a time. The isolation area will be immediately cleaned and disinfected after the sick individual departs. Supervising staff will comply with the PPE best practices in Appendix B.

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 is Sherita Wallace-Reid, the Director of Student Support Services. We have and will continue to share the COVID-19 point of contact (POC) name and contact information with families and staff members so that all community members know how to report a positive COVID-19 case to the school.

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 immediately upon learning about the case.

We will not exclude students or staff members from in-person learning if the symptoms are due to a pre-existing condition or alternate diagnosis. Our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with pre-existing symptoms have not been excluded. 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 an internal daily health screening form for all staff members and visitors. The records from the daily health screening forms will be stored for at least 30 days to support contract tracing by DC Health should a positive case occur.

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. 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.

Communication to Families and Staff

We will have communication protocols in place that protect the privacy of individuals and alert families and staff to a COVID-19 case. DC Health will identify close contacts based on its case investigation. Communication should be completed per DC Health directive and should include:

- *Notification to the entire school or the affected classroom(s) that there was a COVID-19 positive case, those impacted will be notified and told they must not attend school, and steps that will be taken (e.g., cleaning and disinfection);*
- *Education about COVID-19, including the signs and symptoms, available at coronavirus.dc.gov;*
- *Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov/healthguidance; and*
- *Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing.*

DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID19 individual came in close contact with others at school. DC Health will determine which individuals are close contacts who should be instructed to not attend school for at least 10 days, but schools do not need to wait to hear from DC Health before informing school communities of a known positive case.

If a school identifies a student or staff member with COVID-19 who is in the building, schools should be prepared to dismiss the potentially exposed cohort(s) and they must not attend school until DC Health is able to complete the case investigation.

- *The exposed cohort should remain in their classroom and follow routine procedures while they are waiting for their caregivers to pick them up.*
- *If the school is notified of a case who is not in the building, the affected cohort may remain until the end of the school day.*

When a positive case occurs within our school community, we will notify all students, families, and staff members who were potentially exposed to the positive case within 24 hours. The notifications will occur via email, text, and phone call to ensure that all impacted individuals are informed. 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 distance learning until it is safe to return to in-person learning.

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

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting. Communication will be sent to all students, families, and staff members within the same day so that everyone understands the situation and knows what to do next.

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.

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.

We will not test students or staff members at the school. Instead, we will identify a list of testing locations and provide the information to all families and staff members. If an individual develops symptoms or is exposed to someone who is confirmed to have COVID-19, we will provide the test locations again to ensure that all individuals know where and how to get tested.

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.

We will encourage all students and staff members to get vaccinated. To support vaccination efforts, we will do the following:

- Communicate vaccination sites to all members of the school community;
- Draft and send memos encouraging vaccination and pointing out the benefits and where they can get vaccinated; and
- Organize information sessions with Q&A for families and staff members who would like to learn more about vaccinations.

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.

We will ensure that appropriate accommodations are offered to students with disabilities with respect to our

health and safety policies and procedures by taking the following steps:

- Hold information sessions and send a letter to explain how to request waivers or accommodations to any health and safety procedure that poses a barrier;
- Review all IEPs to proactively identify students who may have issues with any of the health and safety policies or procedures; and
- Review all waiver requests to determine if the request is appropriate based on the student’s IEP.

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.**

<i>Audience (e.g. teachers, staff, front office staff, administration, COVID-19 POC)</i>	Topic	Trainer/ TA provider	Date Range (if available) (e.g. summer, August 8-15)
<i>All staff and families</i>	Health Screening Procedures	COVID-19 POC	August 9-20, 2021
<i>All staff and families</i>	Health and Safety Protocols (e.g. cohorts, cleaning, physical distancing, hand hygiene, etc.)	Head of School, Principal, Director of Student Life	August 9-20, 2021
<i>All staff</i>	Isolation Procedures	COVID-19 POC	August 9-20, 2021
<i>All staff and families</i>	Exclusion and Return to School Criteria	COVID-19 POC	August 9-20, 2021
<i>All staff, students, and families</i>	Distance Learning Program and	Head of School, Principal, Director of	August 9-20, 2021

	Procedures	Student Life	
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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.

We will monitor the implementation of the health and safety plans by creating checklists, identifying monitors (e.g. Principal, COVID-19 POC), creating monitoring schedules, and conducting review and improvement meetings following each monitoring session. For example, one of the items on the checklist may ask the monitor to check whether all, most, or some students and staff members are wearing masks over both nose and mouth. The monitor would walk through the building, dropping into each classroom and office space, to determine the level of implementation. The checklists will be shared with other school leaders and we will use the data to make improvements.

In addition to the formal, planned monitoring procedures described above, we will also form a COVID-19 Response Team who will be responsible for enforcing all health and safety protocols and identifying areas where we can improve. The team will meet on a weekly basis to discuss performance and develop plans for improvement.

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, staff, and visitors in multiple ways, including by posting all information (including this Health and Safety Plan) on the school website; including essential updates in our weekly bulletin; during staff and student orientations; during staff pre-service trainings; and in letters sent via email to all students, families, and staff.

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.