

SY 2021-22 LEA Health and Safety Plans

LEA Name: Shining Stars Montessori Academy PCS

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LEA Type: Elementary

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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 SSMA staff, visitors, parents/guardians, and contractors, including those who are fully vaccinated, must wear face masks at all times while in the school building and while on school grounds (e.g., in the classroom, on the playground, in aftercare programs, and while participating in any school-related activities, including physical education, etc.). Masks must still be worn even when wearing a face shield. Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with children with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction.

All SSMA students, age 2 and older, including those who are fully vaccinated, must also wear face masks while in the school building, except in the event of a medical or developmental condition or the limited set of circumstances bulleted below. Parents/guardians and school administration will discuss individual considerations, for any student, irrespective of age, including those who may have medical or developmental conditions, that may prevent the student from wearing a mask, and consult with the student's healthcare provider, if necessary (e.g., for children with certain health conditions), to determine if the student is able to wear a mask and attend school safely. Any discontinuation of wearing a face mask for any student age 2 and older should be rare due to the risk it poses to the student in potentially catching or transmitting COVID-19 within the facility. If a student is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals. Masks will not be worn by students during nap time (when sleeping).

Types of masks recommended for use by the [CDC](#) and the School:

- Homemade and/or purchased cloth face covering (such as homemade cloth masks, store-bought fabric masks, etc., which can be washed and reused). More effective fabrics for cloth masks are: tightly woven fabrics, such as cotton and cotton blends, breathable, and two or three fabric layers. Less effective fabrics for cloth masks are those that are loosely woven fabrics, such as loose knit fabrics and single layers.
- Medical procedure face masks (sometimes referred to as Surgical Masks or Disposable Face Masks): medical procedure masks are single-use masks that are not made of cloth and are not designed to be washed or laundered. They are sold online and through large retail stores. These are not the same as other medical masks.
- Clear masks or cloth masks with a clear plastic panel: clear masks or cloth masks with a clear plastic panel are an alternative type of mask for people who interact with: people who

are deaf or hard of hearing, young children or students learning to read, students learning a new language, people with disabilities, and people who need to see the proper shape of the mouth for making appropriate vowel sounds (for example, when singing).

- Individuals may not wear face masks with exhalation valves or vents. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. See more by visiting [CDC](#).

The school will work with parents/guardians and students to practice wearing a mask safely and consistently. For those students who may not know how to safely use a mask and/or avoid touching and removing their face mask without assistance, staff will demonstrate in the classroom and during parent workshops. Staff will follow proper hand hygiene before the staff member assists the student with putting their mask on and should be careful not to touch the student's eyes, nose, or mouth while assisting the student with putting on their face masks.

Shining Stars is cognizant there may be some students who may be afraid or uncomfortable wearing a face mask while in school, or they may want to remove and play with it. In this instance, staff will gently remind students of the need to wear their mask, and demonstrate how a mask should be worn. Staff will also demonstrate to students the proper way to store their masks while in the school building or on school grounds. The school will also use age-appropriate videos, letters (to include in the school's weekly newsletter to parents/guardians) and [handouts](#) (for parents/guardians to be sent home with students) to use at school and at home, to help reinforce the importance of properly wearing a face mask.

Instances when face coverings should not be worn:

- By children younger than age 2; and
- By anyone who has trouble breathing, or anyone who is unconscious or unable to remove the mask without assistance.

Instances when face coverings do not need to be worn:

- When actively drinking or eating a meal;
- When in the water in a swimming pool or aquatic facility;
- When in an enclosed office that no one else is permitted to enter;
- When giving a speech for broadcast or an audience, provided no one is within six feet of the speaker;
- When speaking to or translating for a deaf or hard of hearing person;

- When required to use equipment for a job that precludes the wearing of a mask and the person is wearing or using that equipment;
- By children during naptime; and
- When engaged in activities in which there is a risk of burn or injury from the use of a face covering—such as chemistry labs with open flame.

Appropriate use and storage of face masks

Staff and students should bring multiple clean face coverings each day. However, Shining Stars will have face masks and face shields for staff, students and essential visitors to use, in the event staff, students and essential visitors arrive at the school building without face masks and/or require a replacement while at school. Moreover, Shining Stars recommends the following to staff and parents/guardians for the care and usage of masks and face shields, which also can be found by visiting [DC Health](#) and the [CDC](#):

- Staff and students should exercise caution when removing their face mask.
- Staff should always store face masks out of reach of other students, and wash hands immediately after removing their face mask.
- Staff and students should be careful not to touch eyes, nose, or mouth while removing their mask.
- Face masks that are taken off temporarily to engage in any activities should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded face mask can be stored in a plastic bag if it is wet or dirty or in a paper bag if it is not wet or dirty. Staff should contact the Director of Operations, if an additional plastic bag or paper bag is needed. Face masks can also be placed next to the child on a napkin or directly on the table, if the surface is cleaned afterward.
- When not being worn, face masks should be stored in a space designated for each student that is separate from others. Each student's face masks should also be clearly identified with the student's name to avoid confusion or swapping.
- Staff should prevent students from playing with their or others' face masks.
- Staff and students should speak loudly, rather than remove their face mask, if speaking in a noisy environment.

How to appropriately [wear](#) your mask

- Wash your hands for at least 20 seconds with soap and water, immediately after removing your mask, or use hand sanitizer that contains at least 60% alcohol before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

How to safely [remove](#) your face mask

- Wash your hands for at least 20 seconds with soap and water, immediately after removing your mask, or use hand sanitizer that contains at least 60% alcohol before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
- Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
- Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
- Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
- Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

How to safely [store](#) your face mask

- Store wet or dirty masks in a plastic bag: Wash wet or dirty masks as soon as possible to prevent them from becoming moldy. Wet masks can be hard to breathe through and are less effective than dry masks.
- Store masks that are not wet or dirty in a paper bag: You can store your mask temporarily to reuse later. Remove your mask correctly and wash your hands after touching a used mask. Keep it in a dry, breathable bag (like a paper or mesh fabric bag) to keep it clean between uses. When reusing your mask, keep the same side facing out.

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.

Shining Stars understands that some students and staff will be unable to wear a mask due to medical conditions, social-emotional needs and/or when the risk of wearing a mask would outweigh the benefit. We will work with students and staff to better educate them on the benefits and proper wearing of masks. For those students and staff whose reasons fall under any of the exceptions, the school will work with them to create an alternative. For those students and staff whose reason for not wearing a mask does not fall within any of the exceptions identified, the following steps will be taken:

Students

In the absence of an exception, students who refuse to wear a mask or face covering while in the school building or on school grounds, shall have the following consequences:

1. 1st offense - redirect the student and provide student with demonstration and practice
2. 2nd offense - redirect the student and provide student with demonstration and practice
3. 3rd offense - redirect the student and provide student with demonstration and practice
4. Parent/guardian pick up

Staff

In the absence of an exception, employees who are unable or unwilling to wear a face mask at all times, should not participate in school activities and may be subject to school policies, to include, but not limited to, the Employee Handbook.

Visitors

Essential visitors must wear a face covering at all times while in the building and on school grounds. Those who refuse to wear a face mask will be removed from the building.

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.

SSMA is a single-site LEA located at 1240 Randolph Street, N.E. in Ward 5. The 28,000 sq. ft. building in Brookland. SSMA has made changes to the environment to promote and ensure social distancing, to include creating an isolation room. The building has a multi-use gym/auditorium, small garden, library, and 15 small to medium sized classrooms, which using a three-foot social distancing layout, can accommodate 8 to 24 students and 2 adults in each classroom. Based on the three-foot social distancing protocols serving as the basis for classroom layout, the building can accommodate all anticipated enrollment of students and the entire staff with a weekly in-person schedule.

Shining Stars will follow, to the greatest extent possible, physical distancing guidelines as recommended by the DC Department of Health and the CDC:

Promoting physical distancing and cohorts

Three (3) feet of physical distancing between students while in classrooms. See [Department of Health](#) and the [CDC](#) for additional information.

Six (6) feet of physical distancing will be applied for the following scenarios:

- Between all adults (teachers, staff, essential visitors) at all times during school and school-related activities.
- Between students and adults (teachers, staff and essential visitors) at all times during school and school-related activities.
- During activities when masks cannot be worn, such as eating.
- Between cohorts.
- In any school common areas outside the classroom.

Social distancing signage is posted throughout the building. Classrooms are marked for social distancing. Teacher and student desks, tables, learning spaces are all marked with and compliant with the guidance requiring all individuals to be six feet apart. Additionally, SSMA will take the following measures to support physical distancing in accordance with DC Department of Health and CDC latest guidance:

- Maximize spacing of occupants in each space with a minimum of three (3) feet distance between desks in the classroom.
- All parties must maintain a distance of six (6) feet between each individual, to the maximum extent feasible for both indoor and outdoor settings, except in the classroom.
 - o For indoor classes or activities, no more than 24 individuals (staff and students) clustered in one group, and no more than one group per room.
 - o For outdoor classes or activities, each group of 24 individuals must interact only with their own group and not mix between other groups. Each group must have physical (social) distance (6 feet) between them and the next group.
 - o Students will eat at their desks in their classrooms.
- Students will have assigned seats throughout the day. They will face the same direction (rather than facing each other) to reduce transmission from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Individual desks will all be turned to face the same direction and students will be staggered to maintain three feet distance.
 - o Individual carpet squares that will be cleaned daily will be used during floor time. Each student will be assigned a single square. The squares will be three feet apart.

- o No more than 3 students will be assigned a table designed for 6, and no more than two students at tables designed for four students. Students will maintain a 3-foot distance at all times.
- Physical education classes will be held outside, weather permitting, and students will maintain proper distancing using visual cues (e.g., mark the ground where students should stand). No interactive activities will be permitted (e.g., basketball, football, soccer)
- The school has an isolation room, with its own ventilation, for any student or staff who exhibits 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.
- Student nap cots will be placed six feet apart. Students will be placed head to toe.
- SSMA has added two additional entry points to the building to accommodate social distancing. The main entrance is for deliveries and questions. The side parking lot, blue door entrance, is an employee entrance. The entry door on the lower level is an entry point for the classrooms on the lower level. All entry points have arrows directing the flow of traffic. The main entrance on the first floor has arrows making one way traffic flow around the first floor.
- Students will be directed to the door closest to their classroom to avoid congestion, crowding, and funneling all students through a single point of entry. In instances where the closest door to the classroom is inaccessible for students with disabilities, SSMA will consider individualized planning for entry and exit from the school building. Stairwells are separate. One set is for going up, ascending traffic, and the other stairwell is for going down, descending traffic only.
- Students: During the school day, students will remain within the same in-person group of no more than 24 individuals for all activities: academic, playground, mealtime, in the restroom, in the hallway, and other shared spaces. An exception to this provision may be made to provide push-in or pull-out services for an individual or small group of students with disabilities when necessary. In such circumstances, individuals from groups may mix, but physical (social) distance, group size, and face covering provisions will be followed. If necessary, in-person groups in before- and after-care programs may be distinct from those during the school day. However, students participating in before and after-care programs will remain in a stable group, without mixing with other groups, each day that they participate in the program and will adhere to all physical (social) distancing. To the maximum extent appropriate, SSMA will maintain a single set of related service providers designated to each student group, including for the delivery of services inside and outside of the general education setting.
- Back to School Nights, Town Halls, etc.: SSMA has and will conduct all the aforementioned virtually to support physical social distancing and comply/align with OSSE and CDC guidelines.

Use of Hallway

Hallways will include occupant traffic flow direction marking on the floor, such as arrows maintaining one-way traffic where possible and two-way traffic separated by six feet or maximum

possible where space is not sufficient. The Combination of arrows, wall signage and floor markers will be used as needed to provide direction and instruction for movement. Extra time will be allowed between classes to foster careful transition between spaces and restroom breaks.

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.

Cohorting consists of separating children and staff into distinct groups that stay together throughout the day. Shining Stars will separate students and staff into distinct groups that stay together throughout the day. Moreover, social distancing guidelines outlined under question number three (3) will be followed to minimize interactions between cohorts. Limiting mixing between cohorts will decrease the number of students and staff that are potentially exposed to COVID-19, if a case occurs at the school. The school

- Will stagger arrival/drop-off times by cohort and minimize staff contact with parents/guardians/caregivers at drop off.
- Students will eat lunch in their classrooms, with their cohorts, minimizing mixing between cohorts.
- Each cohort will have their own classroom and engage in outdoors activities with their cohorts.
- Recess/Breaks (if applicable): the school will continue to hold recess and/or outside playtime, and will maintain physical distance between students outside, including staggering groups and dividing space outside as needed.
- Stagger activities' times or locations by cohort to maximum extent feasible.
- The school plans to use floaters and specialists to move between groups. A contact tracing log and training will be given to all staff as a precaution and delimiting transmission between classroom cohorts, small study groups and individual staff and students.

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.

Shining Stars will continue to support [handwashing and respiratory etiquette](#) in the following ways:

- Staff and students are encouraged to cover coughs and sneezes with an elbow or a tissue.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer (with 60% alcohol). This should only be used by a child under very close observation by a

staff person or parent/guardian, to prevent ingestion and following the manufacturer's instructions.

- [Signs](#) will be posted in highly visible areas (entrances, restrooms, high-traffic hallways) that promote everyday [protective measures](#) and describe how to [stop the spread](#) of germs (such as [properly washing hands](#) and [properly wearing a cloth face covering](#)). These signs will align with CDC and PPE guidance.

- Teachers and/or classroom assistants will demonstrate to students in their classroom how to properly wash their hands, how and when to use hand sanitizer and how to practice respiratory etiquette (e.g., showing students how to cover their mouth and nose with a tissue when they cough or sneeze or how to use the inside of their elbow, etc.). Staff will also use age appropriate videos and pamphlets to teach students proper handwashing and respiratory etiquette.

- Handwashing will take place frequently throughout the day in accordance with the following:

- o Upon arriving for the day, after breaks, or when moving from one group to another;

- o At the entrance to the school building;

- o Next to parent/guardian sign-in sheets, including sanitary wipes to clean pens between uses;

- o Before and after putting on, touching, or removing cloth face coverings or touching your face;

- o Before and after preparing food or beverages;

- o Before and after eating, drinking, or handling food;

- o Before and after handling clean utensils or equipment;

- o Before and after providing any medication or applying any medical ointment or cream;

- o After going to the bathroom;

- o After blowing or supporting a child with blowing their nose, coughing, or sneezing;

- o After handling or contact with any bodily secretions, such as blood, urine, stool, mucus, saliva, or drainage from wounds;

- o After handling waste baskets or garbage;

- o After playing on outdoor or shared equipment; and after removing gloves.

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.

Shining Stars will continue to provide adequate supplies to support healthy hygiene practices. SSMA has set up hand sanitizing stations at all entrance/exit points, bathrooms, classrooms, offices and in the hallways. Hand hygiene is part of PPE. SSMA reinforces frequent, proper handwashing strategies by staff and students, to include washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, ALL parties are advised to use an alcohol-based sanitizer that contains at least 60% alcohol.

Facility-wide Hygiene

The school will prioritize personal (hand) and school-wide hygiene practices that prevent and contain the spread of disease, including COVID-19. Hand sanitizer is part of PPE and available throughout the building: hallways, classrooms, offices, bathrooms, library, cafeteria, and at all entrances/exits.

School-wide Hygiene: The School will work with the janitorial/custodial services provider to ensure that the following environment will occur to maintain a healthy environment.

- A Health Screen occurs for all people entering the school.
- Health Screen materials are properly cleaned.
- Adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) are readily available in every bathroom and classroom throughout the day.
- All students will be provided with their own materials (e.g. books, learning aids, art supplies and/or equipment) in designated and labeled bags or bins. However, if students have to use shared supplies, the use of the supplies and equipment will be limited to one group of children at a time and the supplies and equipment will be cleaned between use.
- All student belongings will be separated and stored in designated areas (e.g. locker, cubby, bin).
- Electronic devices (e.g. computers, smartphones, Chromebook) will be assigned to an individual. In the event that a student may need to borrow one (e.g. IT issue, forgot to bring), the school will provide recently sanitized equipment.
- Air circulation will be increased only where safe and possible and ensure ventilation systems are operating properly. See Reopening Buildings section on ventilation.
- Staff and students are encouraged to cover coughs and sneezes with an elbow or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer (with 60% alcohol).
- Drinking fountains will not be used. Staff and students will be requested to bring their own water bottles and to avoid touching or utilizing water fountains/water dispensers. The school will also make bottled water available to each staff and student as needed.
- Regular hand sanitizing will be enforced: Ensure handwashing strategies include

washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer (with 60% alcohol) that contains at least the recommended percent alcohol. (NOT METHANOL)

- Make hand cleaning supplies readily available in classrooms, bathrooms, and offices. Set up sanitizing stations outside of large common spaces including the gymnasium, cafeteria, playgrounds or outdoor spaces, and entrances/exits.
- Students will wash or sanitize their hands when both entering and exiting a classroom or between activities. Signage will be placed in every classroom and near every sink reminding staff of hand-washing protocols.

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.

Shining Stars has a supply of PPEs (i.e., face masks, face shields, goggles, gown/coveralls, gloves, etc.) and will continue to maintain an adequate stock during the school year to ensure availability for use. Currently, Shining Stars participates in the Community Purchasing Alliance, a cooperative, and places bulk orders for PPEs every two months. Moreover, SSMA will ensure face masks are available for every individual entering the school who does not have one and/or requires a replacement. Any individual participating in health screenings at SSMA will be provided with gloves, face shield and face mask.

Kitchen staff will be provided with gloves, face shield and face mask to be used when handling food and while serving food. Kitchen staff will also be required to wear masks during shifts and breaks, except when eating and drinking.

Cleaning staff must adhere to protocols outlined in the school's Health and Safety Plan and the Facility Maintenance Policy, which includes PPE requirements. For all personnel who interact with external visitors (i.e., postal mail carriers and parents/guardians), the school will provide a barrier made of flexible plastic. Students will be provided with sterilized containers to hold their supplies and personal belongings.

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).

See Attachment A, Facility Maintenance Policy.

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.

See Attachment A, Facility Maintenance Policy.

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

See Attachment A, Facility Maintenance Policy.

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.

SSMA building engineer, janitorial staff and Director of Operations and other operational staff have worked on-site in the building throughout the pandemic. They have been preparing and stocking the building for full reopening to ensure building systems, such as ventilation and water systems and features (e.g., sink faucets), are safe to use.

Regarding ventilation, SSMA has and will continue to use Setty Associates as consultants on ventilation support, upgrade, manufacturer, and cost. 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.

Regarding the water system, SSMA engaged BOND Water Technologies. Prior to reopening after any prolonged shutdown, SSMA 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 guidance from the CDC and

described below:

- Flush hot and cold water through all points of use such as sinks, toilets, urinals, and showers.

- 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.

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.

SSMA will continue to adhere to the following exclusion and dismissal criteria:

Exclusion Criteria:

Students, staff and essential visitors must stay home, or not be admitted, if:

- The student, staff member or visitor has had a temperature of 100.4 degrees or higher or any of the symptoms listed in SSMA's "Daily Health Screening" guidance in the last 24 hours.
- The student, staff member, visitor or any close contact is confirmed to have COVID-19.
- The student, staff member or visitor 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 childcare 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 childcare for 7 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 may 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.[1]

[1] This documentation can be provided to the school in the form of a fax, email or written note from the healthcare provider to the Director of Operations and Business Manager. If excluded, students/parents/guardians, staff and visitors should call their healthcare provider for further directions.

Dismissal Criteria and Protocols

If a student or staff member develops a fever or other signs of illness, the school must follow the

above exclusion criteria regarding the exclusion and dismissal of students and staff.

- For students, the school is to immediately isolate the student (place the student in the isolation room) from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and instruct the parent/guardian to seek healthcare provider guidance.
 - o A staff member will be identified to accompany the student to the isolation room and supervise the isolated child while awaiting pickup from the parent/guardian.
 - o The staff member responding to the sick child in the classroom, accompanying the child to the isolation area, and supervising the child in the isolation area will comply with the below PPE protocol
 - § If the sick child is wearing a face mask^[1] and is able to maintain 6 feet of distance, the accompanying staff should wear: Facemask
 - § If the sick child is not wearing a face mask or is not able to maintain 6 feet of distance, accompanying staff should wear: Surgical mask, eye protection(face shield or goggles), gown/coverall, and gloves.
 - § While supervising a sick child in the isolation area, staff should always wear: surgical mask, eye protection (face shield or goggles), gown/coverall, and gloves.
 - § The sick child and any staff accompanying or supervising them to/in the isolation area should safely remove and store their face mask, or dispose of their surgical mask, after use.
 - § Immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
- For staff or essential visitor, the school is to send the staff member home immediately or placed in the isolation room supervised until it is safe to go home, instruct the staff member or essential visitor to seek guidance from his or her healthcare provider, and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member or essential visitor was in contact.
- If safe and weather permitting, the school may isolate sick individuals outdoors, while supervised at a 6 feet distance. Supervising staff shall adhere to PPE protocols.

If a school staff member must take a student's temperature at any point, they should follow CDC guidelines to do so safely, including with the use of barrier protection or Personal Protective Equipment (PPE).

[1] Any student who is in the isolation room should also wear a face mask or surgical mask, as feasible and developmentally appropriate.

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.**

COVID-19 Point of Contact for SSMA

- a. To ensure a clear and efficient process for communication, the school has identified Cherita Moore-Gause, Director of Operations and Business Manager or her designee as the internal 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. Furthermore, this person is also responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19.

Reporting

- b. SSMA conducts daily health screening before students, staff and essential visitors enter the building. These health screenings are documented online (i.e., Raptor screening) and/or on a form before entering the building. The results of the daily screening are reviewed routinely and stored for 30 days, in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the school building. Moreover, in the event of a confirmed case of COVID-19 in a student, staff member, or any individual who has entered the building, the school will notify DC Health the same day the school is notified by submitting the online case report via case: [Non-Healthcare Facility COVID-19 Consult Form.](#)

Prohibition against students/staff exclusion

- c. Students or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms may not be excluded from entering the school building on the basis of those specific symptoms, if a healthcare provider has provided written documentation to the student or staff and shared with the school (this can be in the form of a fax or an email) stating that the specific symptoms are not due to COVID-19.

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

Reporting

SSMA will continue to conduct daily health screening before any individual enters the building. These health screenings are documented electronically and/or on a form. The

results of the daily screening are reviewed routinely and stored for 30 days, in order to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the school building. Moreover, in the event of a confirmed case of COVID-19 in a student, staff member, or any individual who has entered the building, the school will notify DC Health the same day the school is notified by submitting the online case report via case: [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

SSMA has protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to all staff and families in the event of a change of school schedule.
- Notification to those staff and families of students in close contact with the individual and will state the requirement to quarantine in accordance with the DC Health Department. See [Guidance for Persons Who Tested Positive for COVID-19](#), [Guidance for Childcare Facilities](#) and [Guidance for Quarantine after COVID-19 Exposure](#).
 - o A person who tests positive for COVID-19 must isolate for at least 10 days and show improvement of symptoms, including no fever for 24 hours.
 - o A person who was in close contact with someone who has COVID-19 (within 6 feet for more than 15 minutes) must quarantine for at least 10 days.
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected), and the school's operating status.
- Staff and families will be notified by email, phone, One Call, and/or SwiftK-12.
- Staff and families will also be provided with the following
 - o Education about COVID-19, including the signs and symptoms of COVID-19, available at <https://coronavirus.dc.gov>;

- o Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov/healthguidance>; and

Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>.

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.

School's Testing Protocol

I. Symptomatic Testing Procedures

Any staff or student displaying COVID-19 symptoms while at school will be evaluated by the School Tech ^[1] on site. If the School Tech determines that the staff or student needs a COVID-19 test, and if the individual has a valid symptomatic COVID-19 consent form on file, the School Tech will immediately conduct a COVID-19 rapid test (and a confirmatory PCR test in some situations) of the symptomatic staff or student. This service is available daily.

Parents/guardians must submit the SSMA Symptomatic COVID-19 Testing Consent Form before symptomatic students can be given a rapid or PCR COVID-19 test. Similarly, staff must complete the SSMA Symptomatic COVID-19 Testing Consent Form before staff can be given a rapid or PCR COVID-19 test. Consent only needs to be provided once and is valid for the remainder of the school year.

If a staff or student tests positive, he/she will need to complete the necessary isolation period at home. If a student is required to complete an isolation period, he/she should continue engaging with his/her class through remote learning. SSMA requires documentation from a healthcare provider confirming the student has met the criteria to return to in-person learning after his/her illness ^[2].

If the rapid COVID-19 test result is negative, a PCR test will be immediately administered to confirm the negative result. The staff or student will need to remain home until the PCR test result is obtained.

If the PCR test result is negative, the staff or student may return to school. If the PCR result is positive, the staff or student must complete necessary isolation at home. If the PCR result is inconclusive, the staff or student must get retested by a healthcare provider.

II. Asymptomatic Testing Procedures

SSMA will offer regular COVID-19 testing for asymptomatic students through the School Tech. In accordance with [DC Health](#), the School Tech will test a random sample of 10% of the total number of students enrolled for in-person learning each week.

Parents/guardians must submit the SSMA Asymptomatic COVID-19 Testing Consent Form before asymptomatic students can be tested. This consent form is valid for 90 days from the date of the signature.

The School Tech will contact the student's parent/guardian via phone and/or email if the student tests positive. All other results will be provided via email. The student will need to complete the necessary isolation period at home. SSMA requires documentation from a healthcare provider, confirming that the student has met the criteria to return to in-person learning after his/her illness.

If the test is negative, the student can continue attending school. If the result is inconclusive or indeterminate, the student should stay home and retest. The student should remain at home until negative confirmatory results are received.

Steps SSMA will take to encourage participation in the testing program

Shining Stars will continue to provide staff and parents/guardians of students with educational materials about COVID-19 testing, vaccination, the importance of early detection through testing, how testing can protect the health and safety of not only staff and students, but as well as, their family members, and address common questions and concerns in the following ways:

- o Posted signage in the building;
- o School website;
- o Parent portal;
- o Parent workshops,; and
- o Weekly staff meetings;
- o Direct to family.

Reporting Requirement

In accordance with DC Health, data from the school's consent form and the results of tests will be collected as part of the COVID-19 [reporting requirements](#). SSMA may share the data and the results of tests with relevant health authorities. The staff/student identity will not be released to others if they test positive for COVID-19.

[1] The District of Columbia has been plagued with a shortage of healthcare professionals and school nurses, in particular since the first charter was authorized in the District of Columbia more than 15 years ago. The pandemic has magnified this shortcoming and therefore making it challenging for schools like SSMA to find and retain school nurses. At this time, SSMA is actively searching for a school nurse and will be using a School Tech in the meantime.

[2] SSMA understands this layered mitigation is not included and/or mentioned in the OSSE or DC Health guidance. However, as a school, we are constantly looking for ways we can make the school environment safe, healthy, and

conducive to learning and working. We determined one of the ways to do that is to ensure staff and students return to school with a doctor's note, which states whether the staff or student is symptom free and able to return to school/work. This will help the school do its part in minimizing the spread of COVID.

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.

Shining Stars will continue to provide staff and parents/guardians of students, as eligible, with information to educate them about COVID-19 vaccines, raise awareness about the benefits of vaccination, and address common questions and concerns. The school will also provide resources and education pamphlets to staff and parents/guardians of eligible students.

For example:

- In the school's weekly newsletter, the school will include information and benefits about being vaccinated. We also encourage people to get vaccinated.
- The school will hold a community townhall for parents/guardians, to give parents/guardians the opportunity to ask questions and receive information.
- During weekly staff meetings, supervisors will discuss with staff the benefits and importance of being vaccinated. Staff will have the opportunity to ask questions.

Also, in accordance with the [U.S. Equal Employment Opportunity Commission](#), under certain circumstances the school will offer incentives to employees who receive COVID-19 vaccines.

Shining Stars will offer staff the following incentives to staff who voluntarily get vaccinated and who voluntarily provide documentation or other confirmation that they received a vaccination on their own from a pharmacy, public health department, or other health care provider in the community:

- Paid time off
 - o Time off to recover from the vaccination, within reason. This can range from 1 to 2 days.
- Accommodations for vaccination appointments
 - o Shining Stars will offer subsidized transportation via ride-sharing (i.e., Uber, Lyft, etc.) or a car service, so employees have a way of getting to the vaccination site.
- Cash incentives, which can be any of the following
 - o Amazon gift card (\$25 to \$100)
 - o Starbucks gift card (\$25 to \$100)
 - o Chick-fil-A (\$25 to \$100)

- o Chipotle (\$25 to \$100)
- o Target (\$25 to \$100)

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.

SSMA will provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures by masking, access to water, restroom, etc. SSMA has two designated areas for sensory processing to meet the needs of the SpEd services (students with IEPs, 504 and ELL services). To accommodate students that have a physical ambulatory disability, we have a ramp at the main entrance.

Students with disabilities who cannot wear a mask because of their disability, or cannot safely wear a mask, other prevention strategies will be followed, including, for example, correct masking for others who work or learn with them and physical distancing. Additional facial protections may be utilized for teachers, classroom assistants and other students working with or learning with students with disabilities who cannot wear a mask, in addition to physical distancing.

All service providers must wear masks/face shields and gloves when working with students. Service providers are required to meet with the Director of Operations and Business Manager to review building access and safety protocols before entering the building, answer Covid questionnaires upon entering the building and have their temperatures recorded as less than 100.4.

SSMA utilizes Raptor, the nation's leading provider of integrated visitor, volunteer, and emergency management software that is purpose-built to fully protect schools from threat.

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. who will receive training and technical assistance

All staff will receive training during SSMA's Summer Institute before students return to school. Moreover, staff will receive printed and electronic copies of the health reopening plan for daily use and to reference in their classrooms.

b. *the topics that the training and technical assistance will address*

- Building access protocol (who enters, how, where and why)
- Temperature taking
- Covid 19 questionnaire tracking
- Return to school protocols after travel for students and staff
- Covid testing and masking
- Contactor building access
- Classroom Cleaning
- PPE supply request
- PPE tracking in classroom
- Directional arrows (review this with students)

c. *how and by whom the training and technical assistance will be delivered.*

Cherita Moore-Gause, Director of Operations and Business Manager, will provide the training and technical assistance bi-weekly to staff. This training will take place during the bi-weekly all staff meeting.

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.

Shining Stars will monitor the implementation of the school's health and safety plans in the following way:

- Mrs. Cherita Moore-Gause, Director of Operations and Business Manager, is tasked with monitoring and implementing health and safety plans at SSMA. Mrs. Moore-Gause will
 - o Manage the operations team to ensure each staff member is following the Facility Maintenance Policy, *see* attachment A. The Operations team will perform daily health screening before staff and students enter the school building;
 - o Collect and review daily health screening forms;
 - o Collect and review cleaning tracking sheets from school janitorial staff; and
 - o Coordinate with the leadership team to ensure staff are performing daily health

screenings before coming to the school, staff understands school protocols and expectations, following bi-weekly COVID testing protocols, making proper notifications when contacted by a parent/guardian about a sick student, a student who traveled and may require a COVID test before returning to school, and/or a student who may have come in contact with someone who may have COVID or suspected to have COVID.

School's response if staff is not adhering to health and safety plans

When the school is notified about a staff member who is not adhering to health and safety plans, the staff member will receive counseling for the first offense and progressive discipline if he/she continues to ignore the school's plans.

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

SSMA will continue to communicate key health and safety policies (screening, testing, social distancing guidelines, mask requirements, etc) and procedures to students, families, staff and visitors in the following ways

- Posted signage in the building;
- School website;
- Parent portal;
- Parent workshops,; and
- Direct to family.

Posted signage in the building

The school will post signage on social distancing guidelines, mask requirements, and other health and safety related protocols and procedures.

School website

SSMA website, <https://www.shiningstarspcs.org>, will be the location for general information about the school as well as specific details on typical school operations details and requirements. This information will be available to families 24 hours a day, 7 days a week. Contact Information: Current and prospective students will be able to find all information on how to contact school administration and staff.

Student/Parent portal

A link to the parent portal will be provided to every SSMA family, to access school health and safety policies and procedures. The portal will also include age-appropriate handouts and pamphlets parents/guardians can use to educate their children. Furthermore, families will be able to use the portal to find the Student and Family Handbook, school enrollment and registration details, links to

distance learning resources and additional materials to support families.

Direct to Family

SSMA will connect with families directly through robocalls, newsletters (i.e., Executive Director's weekly News & Notes); emails to families, and texts to communicate whole school announcements, high priorities, sensitive student related information, and to schedule ways to connect in-person or via phone/video. Families will receive direct communication from the school at least twice weekly and more frequently with students with higher needs.