

SY 2021-22 LEA Health and Safety Plans

LEA Name: Statesmen College Preparatory Academy for Boys PCS

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LEA Type: Elementary;Middle School

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- **a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. masks must be worn correctly.**

We have purchased, and will continue to purchase, the appropriate PPE to ensure that all staff, students, partners, and visitors to our school are provided with face masks upon entry if needed. Each classroom will have a PPE Kit, which will include extra masks in the event that a student or staff member damages his or her mask while in the classroom setting. These kits will be replenished as necessary. Signage throughout the building has been posted to indicate the requirement that masks be worn appropriately and at all times except when eating or when outside and at least 6 feet apart. Teachers and staff will support students and visitors in wearing their masks correctly by first modeling the behavior that we expect to see, and reinforcing this expectation if it is not met.

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.

Students, staff members, or visitors who are unwilling to wear a face mask at all times will be asked to leave the premises until such time that masks are no longer mandated. Students who are unable to wear a mask for (due to a documented condition) will be accommodated as much as possible in a safely socially distanced area of the building until such time that they can be picked up by their parent/guardian. Visitors who are unable to wear a mask (due to a documented condition) will be supported as much as possible via remote means (phone, Zoom, etc.). If they need to come to the building for any reason, they will be asked to wait outside until a staff member can go out to support them.

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.

All spaces in our school building are marked with social distancing signage, indicating where individuals need to stand in order to be the recommended 3' apart (while indoors and wearing masks). Arrival and dismissal will be staggered to accommodate the need for smaller groups in common areas of the building during these high-traffic times.

Classrooms are marked with directional signs (to indicate the flow of traffic in the room), and desks are all facing the same direction and spaced at least 3' apart.

Since students will need to remove their masks in the lunchroom in order to eat, cafeteria seating clearly marked and students will be allowed to sit at safely mandated distance while unmasked. As much as possible and as weather allows, we plan to use outdoor spaces for instances when students will need to remove their masks (such as lunch).

All extracurriculars will be limited in capacity to accommodate the need for social/physical distancing, and will be monitored by multiple staff members to ensure that students comply with distancing protocols.

- 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.**

N/A - given our programming and age groups, we do not plan to cohort.

- 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.**

Signage re: proper handwashing etiquette has been posted in each bathroom, and students are encouraged to adhere to said etiquette during bathroom breaks. Handwashing stations have been placed around the building with both soap and hand sanitizer to ensure that students can maintain social distance protocols while practicing proper handwashing etiquette. Our custodial staff will change the water in the handwashing stations daily.

Signage re: proper covering of coughs and sneezes (into the elbow, not the hand) is also posted throughout the building and specifically in bathrooms and other high-traffic areas.

- 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.**

PPE supplies have been purchased in bulk to accommodate expected enrollment and staffing for SY21-22. Inventory of PPE supplies will be taken weekly to ensure that we maintain adequate amounts of all necessary materials in the building, and that purchasing to replenish supplies can be made in a timely manner. We participate in the CPA PPE bulk purchasing that occurs monthly.

- 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 did an initial PPE purchase based on anticipated enrollment and staffing for SY21-22 to ensure that we have the appropriate materials on site to accommodate the start of school. It is our policy to present each student, staff member, and visitor that enters our school with a new disposable mask from our supply regardless of whether they are wearing a mask when they arrive. Each classroom and office space will have a 'PPE Kit' that will include relevant and necessary supplies (masks, disinfectant wipes, gloves, face shields, etc.). These kits will be replenished on a weekly basis, unless another schedule is deemed necessary.

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).**

Building maintenance services, including custodial services, are managed by the entity that manages the entire building, Building Pathways. They contract with JLL and Busy Bee to ensure that maintenance and janitorial services are provided in a timely manner.

Our custodian (from Busy Bee) manages the day-to-day cleanliness in our space. He is scheduled to disinfect all high-touch surfaces (with the exception of technology) at least 3 times per day, more often in spaces like bathrooms.

Each student is provided with individual supplies and is assigned his own Chromebook, which limits cross-contamination between students. Despite this, it is our policy to use technology-safe disinfectant wipes to clean all Chromebooks daily - these wipes are part of the 'PPE Kits' that are located in each classroom space. Students will be responsible for cleaning their Chromebooks each day under supervision of instructional staff.

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.

All of our disinfecting protocols related to COVID-19 exposure are managed by Busy Bee.

Cleaning, Sanitization, and Disinfection of Affected Spaces

In the event of a confirmed COVID-19 case in a student or staff member

- Close off the area.
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas using the electrostatic spraying method. Chemicals used in the electrostatic spraying process must meet EPA approved products for emerging pathogens.

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 close, clean, and disinfect the area(s) where they have been.

- *If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the program will be dismissed and the room vacated as soon as possible.*
- *Staff supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE best practices*
- *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), to the best of our ability due to the age of our building.*
- *Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process.*
- *If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school must clean any areas where the individual has been. We will still disinfect.*

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

All janitorial supplies are provided by Busy Bee, via their contract with Building Pathways. If additional supplies are needed, our custodial staff has full access to our supply of PPE, and can make purchase requests for additional materials through our Operations team.

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 building maintenance is provided by JLL via their contract with Building Pathways.

JLL has been performing maintenance on building HVAC systems (including chiller and air handlers) this summer in preparation for SY21-22. Given the age of our building, there are no exterior windows that can be opened to increase ventilation. In lieu of this, we have placed fans in each of the classrooms and shared spaces to increase ventilation in the building and operate with doors open as much as possible. Drinking fountains have been shut off to limit use, and bottled water is being provided for all students and faculty. Other water systems are flushed regularly, including the portable handwashing stations that have been placed around the building. These stations are emptied of stagnant water daily, and refilled with fresh water each morning.

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.**

Daily health screenings are required prior to admittance into the building. Any staff member, visitor, or student who meets the following criteria for exclusion (per OSSE's guidance) will be refused entry until two negative COVID-19 tests can be provided:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in our Daily Health Screening in the last 24 hours.
- 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.

Any staff member or visitor on-site who is COVID-19 positive will be asked to immediately leave the premises and quarantine for the DC Health/CDC recommended time period. These individuals will not be allowed back on-campus until after their quarantine period has passed, or until they have had another COVID-19 test with a negative result. Disinfecting protocols indicated above will be implemented by our janitorial staff.

Any student who tests positive while on-site will be immediately removed from class and placed in an isolated room with a designated adult until his parent/guardian can arrive to pick him up. Students will also not be allowed back into the building until the required quarantine period has passed, or until they have received a negative PCR test result. This student's classmates will remain with their cohort, and their parents will be informed via phone. The cohort will be asked to quarantine for the recommended period, and will not be allowed back onto campus until either that quarantine period has passed, or they have received a negative PCR test result.

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 Director of Operations is the COVID-19 POC. Any and all positive cases will be reported to her for follow-up reporting and support in contact tracing with DC Health. In some cases, the COVID 19 POC may seek the counsel of the school nurse.

Our Director of Operations will report any positive results to DC Health the same day through their online reporting system to ensure appropriate contact tracing.

No students or staff members will be excluded from activities due to pre-existing health conditions that present with COVID-like symptoms given documentation that the individual has not tested positive for 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.

Our Director of Operations reports any positive cases to DC Health via their online system and facilitates contact between the individual who tested positive and DC Health in order to support contact tracing.

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the § 6030 from OSSE (p 28-29).

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

Where appropriate, the school community will be notified of any positive cases (and actions that the school is taking to mitigate impact) in the following ways:

- Voice-to-voice contact with families via North Star Advisor
- Email to our parent listserv
- Weekly Parent Town Halls

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 currently hold biweekly testing for staff through Elaine Ellis Center for Health. All staff members are encouraged to participate, with reminders sent out regularly from both school staff and Elaine Ellis staff.

Elaine Ellis reports any positive results to the Director of Operations, who then reports those to DC Health via their online portal as noted above.

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.

The majority of our staff have been fully vaccinated. We provide regular updates of vaccine availability, and encourage any interested staff to sign up as appropriate. As vaccines become more readily available for students, we are communicating this availability to parents via Town Halls and email so that they can be as informed as possible while making the decision re: whether or not to have their son 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.

As part of our enrollment/re-enrollment process we have asked input from our families regarding what supports and or accommodations students may need as we return to a full-time in-person learning environment. We currently do not have any students with disabilities that have extraordinary health concerns which would require a differentiated health plan or accommodations outside what we are providing for our whole school population. We will monitor all of our students, including students with disabilities, to ensure that they are able to adhere to all health and safety procedures, and will make adjustments and accommodations as they arise.

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.**

All staff will receive training and technical assistance from Operations Team members on school protocols around the following:

- Possible symptoms of COVID-19
- Isolation protocols
- Appropriate staff contacts (if there is a suspected case)
- Proper use of PPE

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.

Statesmen currently occupies one campus at 4600 Livingston Rd SE. Implementation will be regularly monitored by both Operations staff and the Leadership Team, with feedback and any necessary course corrections communicated to staff during weekly professional development. Issues that require immediate correction will be communicated to all staff via email and monitored in real time.

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

We will use the following to communicate key health and safety policies and procedures to all relevant stakeholders:

- Voice-to-voice contact (phone calls)
- School website
- Weekly Parent Town Halls
- Student Morning Meetings
- Staff Meetings
- Weekly email updates