

SY 2021-22 LEA Health and Safety Plans

School Name: Aidan Montessori School
School Contact: Kevin Clark
School Type: Private, Parochial or Independent 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 School 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 School'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 School. Before publication, School'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 School's plan to comply with the requirements to:

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

Face coverings for school are simple, cotton/cloth apparel, or disposable masks, that closely fit and cover the mouth and nose. The use of face coverings is intended to protect everybody in the classroom.

Accordingly, we have adopted the following procedures this year relating to face coverings:

- Everyone must wear face coverings while in public spaces (hallways, lobby, multiple-occupied offices) and when arriving at or leaving campus. Face coverings are not required while individuals are alone in non-shared office spaces. Reminder: Bathrooms are shared spaces, and face coverings need to be used in bathrooms. Teachers and other personnel may also use face shields in addition to face coverings.
- Primary and Elementary students must wear face coverings while at school. Per current recommendations, Toddler students under the age of 2 will not be required to wear face coverings. Use of face coverings by students in classrooms will be carefully evaluated, particularly for our youngest students. All children will be reminded to keep them on.
- Every member of the Aidan community will supply their own face coverings. The School will have disposable face coverings available only as back-up should a community member forget theirs, run out, or face other complications.
- Anyone on campus, including adults and siblings over 2 years old, must wear face coverings when dropping off and picking up children and while on the sidewalk around the campus, regardless of vaccination status.

2. Provide the School'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.

- Everyone--faculty, staff, students (except children under two years of age), and anyone else on campus or in the building, fully vaccinated or not--is required to wear a face covering. Everyone who enters the School building will be required to sanitize their hands before entering.
- All school-run event attendees must wear a mask at all times during the event. Aidan will provide disposable masks to anyone who comes to the event without one.
- Any student or staff member or visitor who is unwilling to wear a mask at all times will not be permitted to be on school grounds. We have hundreds of disposable masks (adult and kid sizes) that are able to be worn by persons who forgot their masks. If anyone is unable to wear a mask, they must provide the nurse with documentation from their doctor of their inability.

3. Provide the School'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.

- Students should try to maintain a physical distance of six (6) feet from each other while inside and preferably also while outdoors. We understand that the [CDC guidelines](#) state student-to-student interactions can be performed at three (3) feet of distance. We are still using the six (6) foot rule, but understand that during the course of the day, students may be closer to each other. School staff will be present to remind students of physical distancing requirements and to encourage play that naturally utilizes physical distancing.
 - The School will follow the recommendations of the CDC, the licensing agency (OSSE), and the DC Department of Health requirements for physical distancing. These strategies will be enforced as much as possible in our spaces and in consideration of the developmental stages of the students. The physical distance between children will be increased in daily work locations, group gatherings, and during meals and snack times.
 - Various types of signage are in use such as identification of new entrance procedures and water fountain usage. We use a variety of posters with words and/or pictures for the convenience of all our students, those who can read and those who are pre-readers. These signs include reminders emphasizing safe practices such as hand washing, wearing face coverings, and physical distancing. Signs also indicate which areas have been cleaned, sanitized, disinfected or need to be cleaned.
 - The School has altered the arrival and departure protocols to address the COVID-19 era. Arrival will no longer include administrators receiving children from cars. Parents will now need to park in the neighborhood (including the school zone) and walk children to their designated entry door. Each entry door is now exclusively used by only two classroom communities. At the entry door upon arrival, children will be received/screened by an Aidan staff person before proceeding into the building and to their classrooms.
 - Dismissal takes place as follows: Students will stay in their classrooms and be dismissed by two-way radios. Parents or guardians will arrive in a predetermined window of time and present their name placard in the driver's side window or let an administrative official know which child to call. Parents should retrieve their child from their designated entrance point and should plan to park their car if driving. Physical distancing must be maintained on the sidewalk. Students will use the same applicable hallway, stairwell, door, and gate as they used in the morning during arrival in reverse order. Students will then walk to their parents at their designated entry and either walk to their car, load, and drive away, or depart on foot/bike/scooter.
 - Field trips and Elementary going-outs will be postponed until appropriate. This includes the Elementary camping trips. Children may be brought off campus in staff-supervised outings to approved locations where physical distancing can be safely practiced.
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- In order to comply with physical distancing protocols, we are embracing different forms of greetings and farewells from around the world. Here are a few suggestions for our community on how to greet each other:
 - Placing one hand over the heart and saying hello
 - A friendly nod or wave
 - A respectful salute
 - Bowing with hands clasped chest high (Namaste)
 - A cheerful thumbs-up--or a DOUBLE thumbs-up
 - Hugging oneself
 - Winking
 - Being outdoors is an acceptable and preferred option for learning. Access to various recess spaces operate on a rotating schedule to ensure that groups of students can be kept separate from each other as

much as possible. Students will bring their water bottles to recess since the outside fountain will be turned off for safety purposes. They will be able to refill their water bottles at the existing touch-free filling stations. Teachers will encourage students to engage in physically distanced activities and remind students to refrain from sharing water bottles.

4. Provide the School's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

- The School has altered the arrival and departure protocols to address the COVID-19 era. Arrival will no longer include administrators receiving children from cars. Parents will now need to park in the neighborhood (including the school zone) and walk children to their designated entry door. Each entry door is now exclusively used by only two classroom communities. At the entry door upon arrival, children will be received/screened by an Aidan staff person before proceeding into the building and to their classrooms.
- We recognize that there may be high demand for shared public spaces and we will try to stake out some space on the Marriott Lawn mid-morning to use for PE and Recess as appropriate. If the Marriott lawn is deemed unsafe due to congestion and overuse, we will plan for a nature walk around the neighborhood, visit Tregaron Park, or follow an alternate plan for use of the playground in collaboration with other classes.
- We will avoid any and all interactions between classes that are within 6 feet. We have an alternating schedule for outside time to make sure that there are no classes in the same space at the same time. There will not be any school held events where the students from different classes will mix with one another.

5. Provide the School's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

Healthy Hand Hygiene

Washing hands helps to prevent the spread of infections from one person to the next. All children and staff will engage in healthy hand hygiene at the following times:

- Arrival to the classroom and after breaks;
- Before and after each work choice;
- Before and after eating or handling food;
- After using the toilet or helping a child use the bathroom;
- After coming in contact with body fluids;
- After playing outdoors;
- After handling garbage;
- Before and after touching their eyes, nose, or mouth.

Five Steps to Wash Your Hands the Right Way

1. Wet your hands with clean, warm running water and apply liquid soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, palms, between your fingers, and under your nails.

3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water. Continuing to rub them together.
5. Dry your hands using a clean paper towel or air dry them.
6. Turn the water off by using the paper towel.

After assisting children with handwashing, staff will wash their own hands. Please practice this protocol at home with your child(ren) often.

Hand Sanitizer

Use hand sanitizer when you cannot use soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations. There will be hand sanitizer stations conveniently located throughout the building.

Three Steps to Properly Use Hand Sanitizer

1. Apply the gel product to the palm of one hand. Please read the label to learn the correct amount.
 2. Rub your hands together vigorously.
 3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
- Students will be expected to wash hands often and to follow hygienic hand washing techniques, which will be taught and reinforced by our teachers and staff.
 - Students will be asked to follow recommended protocols for safe sneezing and coughing -- e.g. sneeze or cough into one's elbow, also sometimes called the "batwing" technique.
 - At school-run events, perform frequent hygiene. There will be multiple hand sanitizer stations around the premises. Key times to perform hand hygiene include:
 - When arriving at the venue;
 - Before and after eating or drinking;
 - Before and after putting on, touching, or removing cloth face coverings;
 - After blowing your nose, coughing, or sneezing.

6. Provide the School'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.

- The school has installed signage providing hygiene and safety reminders, additional hand sanitizer stations, updated soap and paper towel dispensers in the bathrooms, turned off the water fountains (leaving only the touch-free bottle-filling stations), and installed plexiglass barriers at strategic points throughout the building.
- The School's cleaning company will manage refilling soap, paper towels, and toilet paper in classrooms, bathrooms, offices and common areas. The teachers will be responsible for having enough tissues and disinfecting wipes. They are able to ask the receptionist or nurse for more if they are in

need and cannot find them.

- There is an electronic form that staff can fill out if their sanitizer stations are out of sanitizer, or they can contact the nurse or receptionist to refill it. Additionally, the nurse and receptionist will check the sanitizer stations once a month.

7. Provide the School'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.

- The school has accepted care packages from OSSE with PPE included. The school has also provided face shields, disposable surgical masks, gowns, foot/shoe covers to any staff that wants them. If a staff member feels they need other equipment to be safe, the school is willing to order anything else the staff feels is necessary.

Maintain Clean and Healthy Facilities

8. Provide the School'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).

- All students will be directed to clean the tops of their tables before leaving class. The classrooms will also be cleaned by our professional cleaning crew every night using electrostatic spraying technology.
- While current evidence suggests that COVID-19 is not transmitted by touching everyday objects, we are exercising an abundance of caution in frequently cleaning the Montessori materials. Objects touched by a student, such as Montessori materials, will not be used by another student until the material has been appropriately cleaned and/or disinfected by staff.
- A member of the cleaning company comes to the school every day around 12:30 to clean all of the high touch surfaces in the common spaces such as: railings, sanitizer stations, door knobs/handles, bathrooms, etc. All surfaces within the classrooms are cleaned at least once a day by the classroom teacher or assistant teacher.

9. Provide the School'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.

- In the event that a person in school has COVID-like symptoms during the day, they will be sent home and stay there until they provide a doctor's note or negative COVID test results. Once the child has left the classroom to be isolated in the Nurse's office, an adult in the classroom will clean and/or disinfect any surfaces or materials that the symptomatic individual has touched or used.
- *The School will follow recommendations from local health authorities in regard to contact tracing, suspension of on-campus operations, and/or notifications to the community.* The building or areas thereof will be temporarily closed for deep cleaning if a COVID-19 diagnosed individual has been present at School. The School may also need to close a classroom, a floor, or the entire building in the case of COVID-19 presenting in the community.

The entire building will be cleaned daily and disinfected by our contracted cleaners according to CDC standards. They will also be implementing our midday cleaning of shared spaces. Those processes and products have been enhanced to help counter possible transmission of the virus, per public health guidelines. High touch areas will receive more frequent cleaning and/or disinfecting. Such areas include tables, doorknobs, light switches, counter tops, toilets, faucets, sinks, water bottle filling stations, elevator buttons, railings, etc.

- The entire building will be routinely cleaned and disinfected by our contracted cleaning staff, following CDC guidelines. All bathrooms will be disinfected at least once per day. Electrostatic Spraying Technology will be used to disinfect our environments at the end of each day. The charge extends to even the hard to reach places and coats them evenly and effectively. Our staff will also clean and disinfect Montessori materials between use. Materials that cannot be easily cleaned and sanitized will not be available for use.
- In the instance that a community member has been diagnosed with COVID-19, and it has been less than 24 hours to 72 hours since the person has been inside of the building, a deep clean by our professional cleaning company will be performed in their classroom. This includes: general cleaning, disinfecting the doorknobs, floor, light switches, handles, rugs, tables, chairs, desks, phones, all keyboards, other classroom furniture, and commonly touched areas. In addition to that, the company also disinfects with an electrostatic machine throughout the entire classroom.

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

- The cleaning company provided our school with enough spray bottles for each of our classrooms and offices to have a sufficient supply to use during the day. The cleaning company fills any empty or low supply bottles overnight.
- If staff members want to use another cleaning solution, it must be included on the EPA List N: Disinfectants for Coronavirus.
- The school has also supplied a multitude of disinfecting wipes to anyone who needs them.
- During the cleaning information sessions given to the staff, staff were reminded to wear gloves during the cleaning process.

11. Provide the School'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.

Representatives of the Aidan Montessori Buildings & Grounds Committee have conducted a thorough inspection of the building's air management systems and has made several updates to the school's facilities, including the following:

- Classroom windows will be kept open to maximize ventilation.
- Box fans are in open windows to draw air out at maximum efficiency. Fans are placed at the doors of the ground floor classrooms that do not have windows. Fan placement has been planned so that classroom air can be evacuated within the range of 28 to 64 seconds. Fans are stabilized and protected from small fingers in Toddler classrooms.

- The school uses HEPA air purifiers in every classroom to cleanse the air in corners with lower air flow and bathrooms.
- The school also uses HEPA air purifiers in multiple places around the school as needed, including offices and hallways, to supplement the ventilation efforts. Air filter placement has been planned to provide CADR (clean air delivery rate) that filters the air in every given airspace 4-6 times an hour.
- Hallway and stairwell windows are also open to allow for maximum air flow and ventilation.
- Students will no longer be able to drink directly from a water fountain, but the quick-fill (touchless) component of our two (2) water fountains will be available to students to refill their bottles. They are located in the lobby and on the ground floor.
- Before the school year begins, we have and will continue to flush the water systems and test for lead before any students or staff are back in the building using the water.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the School'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.**
- Children's temperatures will be checked daily and potentially more than once throughout the day. Families are also asked to monitor their children's temperature and keep them home if they show signs of illness.
- Members of our community will be denied entry to the school building if any of the following symptoms are present:
 - Temperature over 100.0°F
 - Replying "yes" when asked if medications were used to lower an individual's temperature.
 - Any of the following symptoms, in the last 24 hours, is of greater intensity or frequency than what is normally experienced:
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Chills - repeated shaking with chills;
 - Muscle pain;
 - Fatigue;
 - Headache;
 - Sore throat;
 - Congestion or runny nose;
 - Loss of taste or smell;
 - Nausea or vomiting;
 - Diarrhea
- Has had close contact with someone with a confirmed diagnosis of COVID-19 in the previous 14 days and is, therefore, a person-under-investigation (PUI) for COVID-19.
- Are 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.

The measures we adopt around COVID-19 are designed to help keep our entire community safe and to minimize spread. To that end:

- If a student has COVID-19 symptoms upon arrival at School, the School reserves the right to deny entry to the student.
- Community members who are experiencing symptoms of any communicable illness, such as strep throat, hand/foot/mouth disease, or the flu, also will be expected to stay at home.
- The School requests that all families and staff notify the School immediately of any exposure to COVID-19, so that the School may be aware of potential exposure and make appropriate assessments. After exposure or in the event of a suspected case, a mandatory quarantine of 14 days is required prior to returning to school.
 - While the CDC, DC DOH, and OSSE express that there are ways to shorten an exposed person's quarantine, we have decided to maintain what they express is the safest practice and continue to enforce the 14 day quarantine.
 - In an effort to stop the transmission of COVID-19 in its tracks, and keep as many classrooms open as possible, we will require that all siblings of exposed students maintain a 14-day quarantine as well.
- ***The decision to exclude any community member from entry or to send someone home will be at the discretion of the School administration, which includes the School Nurse.***

If a child becomes ill at school, they will be sent home as soon as possible. Classroom staff will follow the following isolation procedures for children:

1. The classroom staff will inform the School Nurse immediately of observed symptoms, and the child will be moved to isolation.
2. The child will be offered a disposable face covering if the child is not wearing one (Toddler less than 2 years old).
3. The child will be kept separate from well children in the nurse's office and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.
4. The child will rest in the isolation area in the nurse's office.
5. The nurse or a staff member will contact parents to come to School to pick up the child in a timely manner, within 30 minutes.
6. If the sick child has a sibling at school, the sibling will also be sent home at the same time.
7. Once a parent has left with the symptomatic child, the isolation area will be cleaned and disinfected. Materials, surfaces, and furniture touched by the child who is sent home will be thoroughly cleaned and sanitized by staff and/or our contracted cleaners according to CDC guidelines.

A School community member who tests positive for COVID-19 or who lives in the same household as an

individual who tests positive *must* share this information with the School Nurse. The School Nurse will report this information to public health authorities as required by applicable law if this has not already been done.

In the event of a positive COVID-19 diagnosis in our community, the School, by use of a pod grouping system, will be able to assist the DC Department of Health in contact tracing by providing lists of people with whom each student or staff member has had close contact in the 48 hours before symptoms appeared or positive test results, whichever comes first. Contact tracing is a strategy used to determine who has been exposed to a disease to help stop spread. Finding people who are close contacts of a person who has tested positive for COVID-19 can help prevent further spread of the virus.

If a child, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the day or within 24 hours of being in our facility, we have a cleaning service that comes to clean and disinfect the area(s) where they have been.

o Aidan 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. In the following circumstances, the exposed cohort to remain in the room until the end of the day:

- 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.

o All staff supporting, accompanying, or cleaning up after a sick child should adhere to PPE.

o Once the room is vacated, we will wait as long as possible before entering the room to clean and disinfect (at least several hours). Our cleaning service will perform cleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This will include the isolation room after use by an ill child or staff member. During cleaning and disinfection, we will require face masks to be worn and advise our cleaning company to increase the air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).

If a child, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but fewer than three days, since the individual was in our school, we will ask that the cleaning company clean any areas where the individual has been. Disinfection is not necessary.

If a child, 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 our school, we will allow the cleaning company to follow routine cleaning and disinfection procedures.

In addition to relying on families to self-monitor and report using the Magnus App, the School will monitor absenteeism among children using our standard procedures. Absenteeism will not be penalized. Absences and the reason therefore will be recorded by classroom personnel daily and reported as required. Any unusual patterns of illness in any pod will be considered when evaluating the need for temporary or long-term classroom or building closures. Decisions about temporary or extended closures will be made in consultation with the District of Columbia's Department of Health.

The School will follow recommendations from local health authorities in regard to contact tracing, suspension of on-campus operations, and/or notifications to the community. The building or areas thereof may be temporarily closed for deep cleaning if a COVID-19 diagnosed individual has been present at School. The School may also need to close a classroom, a floor, or the entire building in the case of COVID-19 presenting in the community.

13. Provide the School'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.**
- The school Nurse, Alexandra Pollack, is the point of contact for all COVID-related issues and is responsible for notifying DC Health and OSSE on the same day that the school is notified.
 - A child who develops symptoms of COVID-19 should be evaluated by a medical professional before returning to school. The medical professional should determine whether a test for COVID-19 is needed. A note from the medical professional that includes the alternate diagnosis or negative COVID test results is required and must be presented to the School Nurse before the child can return to school.
 - The Magnus App has a question on the daily questionnaire filled out by all students and staff that asks if the person has a pre-existing condition that would cause them to have any of the symptoms that are listed on the questionnaire.
 - Any persons who have a chronic condition that presents as COVID-like symptoms should speak with the school nurse and provide any paperwork applicable to explain their symptoms and the cause. These persons will not be excluded from the building.
 - In the event that a student, staff member, or essential visitor is confirmed to have COVID-19, Alexandra Pollack will submit the following information as soon as possible and on the same day that the case was reported:
 - An Unusual Incident Report (UIR) with OSSE at OSSE.ChildCareComplaints@dc.gov and
 - Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website: dchealth.dc.gov/page/covid-19-reporting-requirements.
 - Submit a Non-Healthcare Facility COVID-19 Consult Form.

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

- Visitors must confirm personal contact information to facilitate infection contact tracing, if needed.
- All attendees of a school planned event should fill out a form, provided by the school, either online or in-person before the event. In this form, there will be questions about the attendee's name, phone number, and email address that we will keep for 30 days in order to aid the DOH contact tracing team if there were to be an outbreak of COVID-19.

- In the event of a positive COVID-19 diagnosis in our community, the School, by use of a pod grouping system, will be able to assist the DC Department of Health in contact tracing by providing lists of people with whom each student or staff member has had close contact in the 48 hours before symptoms appeared or positive test results, whichever comes first. Contact tracing is a strategy used to determine who has been exposed to a disease to help stop spread. Finding people who are close contacts of a person who has tested positive for COVID-19 can help prevent further spread of the virus.
- *The School will follow recommendations from local health authorities in regard to contact tracing, suspension of on-campus operations, and/or notifications to the community.*

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

We will inform all community members via email if a child or employee has tested positive for COVID-19 similarly to the way families are informed of other potentially contagious conditions at School. Families will be made aware of possible exposures to infection, but the identity of infected persons will be kept confidential.

We will communicate via phone call, email or Remind:

- with families, if their child has been in close contact with someone at School who has tested positive for COVID-19.
- with staff, if they have been in close contact with someone at School who has tested positive for COVID-19.
- with the entire School community if a classroom community/cohort has been closed temporarily due to COVID-19 exposure.

The school will then send in the necessary reports to DC DOH and OSSE. The school will request that the area/classroom/office where the positive individual has been be deep cleaned by our cleaning company. The school nurse will call any staff members and the parents of students that are considered close contacts to check in on them and determine if there are others that need to quarantine. Siblings of close contacts will not be allowed to come to school while their close contact sibling is at home quarantining.

COVID-19 Testing and Vaccines

16. If applicable, describe the School's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the School will take to encourage participation in the testing program. Please include the School'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.

- The School may decide to periodically require community COVID testing, baseline or otherwise, or testing of subsets of our community. We will notify our community as soon as possible should we

require testing.

- Any unvaccinated staff will be required to perform surveillance testing every two weeks.
- The nurse will have access to and monitor the results of any school performed tests. The nurse will also be in contact with the staff members or parents of any child who is sent home with COVID-like symptoms and require a doctor's note or negative COVID test results to come back to school. If the result of this test is positive for COVID-19, the nurse will alert the school and report the positive case. Any positive test results we get will be reported immediately to the DC DOH and OSSE.

17. Provide the School'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 school has provided vaccination assistance to staff by: finding appointments, providing rides to appointments, encouraging being vaccinated, providing the time and coverage to get vaccinated, answering questions, providing information about vaccination locations and processes, etc. to both families and staff members, and giving rides to vaccination sites.

Students with Disabilities

18. Provide the School's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

- At present, there are no students at Aidan Montessori School with abilities that interfere with their compliance with safety policies and procedures. The School stands ready to adapt, as necessary, to any child's challenges.

Training, Technical Assistance, and Monitoring

19. Please provide the School's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

a. All employees will receive training on August 27th during our annual retreat. All returning employees have been trained throughout this past year. In addition to our annual retreat, employees will receive training throughout the year, especially when changes are made.

b. The policies and procedures for COVID-19 at our school are categorized as Healthy Classrooms, Healthy Communities, Healthy Schedules, and Healthy Activities. In addition to in person training, all employees receive the School's Reopening Handbook and sign in acknowledgement.

c. Most of the training is facilitated by our School Nurse, Lexi Pollack, with additional resources drawn on as necessary by people such as infectious disease experts and lawyers.

20. Provide the School'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 School will respond if a given campus is not adhering to the plan.

- There is an online form that faculty and staff are able to fill out if they are finding there are problems with compliance of our policies and procedures, something is not working, or they are unclear about certain rules. They are also welcome to talk to the school nurse at any time about any issues they are experiencing.
- The school is willing and able to send out emails to all employees of the school to ask for corrected behaviors. If needed, the school nurse or administrator will have a conversation with anyone who is not adhering to our plans.

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

- The school has a Reopening Handbook where much of the information is present. The handbook has been posted to the school's website.
- Over the first week of school, the Head of School went over different sections of the Reopening Handbook with the staff.
- There was a community wide meeting where the Reopening Handbook was discussed with students and families.
- The school Nurse provides information from the handbook to the community as necessary when situations arise.
- Any visitors to the school have talked with the school nurse before arriving at the building to better understand what will be expected of them on campus.