

## **SY 2021-22 LEA Health and Safety Plans**

**School Name: Bishop John T. Walker School For Boys**  
**School Contact: Mike Molina**  
**School Type: Private, Parochial or Independent School**  
**Date Generated: 08/10/2021**

### **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 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.

*The Bishop Walker School will continue to strongly reinforce the mandate that all staff, student body, and visitors must wear masks and in the proper manner (ie. covering their nose and mouth completely) at all times inside and outside of the building. Additionally, BWS has signage posted around the campus and within classrooms to remind all persons of our strict mask requirement.*

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.

*The Bishop Walker School has a strict policy to ensure the safety of all individuals on campus; thus, if anyone refuses to wear a mask and follow our mask requirements then that person is not permitted at our facility. Any individual student who is unable to wear a mask due to a medical condition will not be required to wear one and will still receive educational services from BWS.*

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.

*The Bishop Walker School has installed signage throughout the building to indicate six-foot distance, directional flow and other virus-related reminders. Students must adhere to all posted signage, including those directing social distancing, use of elevators and common spaces. In addition, when we send weekly correspondence to the community we incorporate language that reiterates all COVID related procedures as a reminder.*

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 Bishop Walker School does not use a cohort model because our school only has a student body of about 80 students (K-5). Although, we do keep each grade contained to their own space, in which they do everything within their classroom except recess and having to use the restroom.*

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.

*The Bishop Walker School reinforces to its students and staff to frequently and properly wash their hands throughout the day. The staff has been instructed as well as to disseminate*

*handwashing information to their students by doing the following:*

- *Wash hands thoroughly for at least 20 seconds*
    - *If soap and water are not immediately available, the next best solution is to use an alcohol-based hand sanitizer that contains at least 60 percent alcohol*
  - *Wash / clean hands before and after removing or touching face mask*
  - *Wash / clean hands after coughing, sneezing, or blowing nose*
  - *Wash / clean hands before and after eating*
  - *Wash / clean hands after going to the bathroom*
  - *Wash / clean hands after recess*
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 Bishop Walker School monitors all supplies (including PPE needs) on a weekly basis to ensure timely replenishment of materials. The school's Administrative Assistant has a normally scheduled supply order every Friday; thus, the Director of Finance & Operations conducts weekly check-ins with all staff to ensure all classroom PPE supplies are fully stocked. Moreover, at the end of the summer (during the faculty's two week training session), each staff member is given: a face shield, a pack of KN-95 masks, hand sanitizer, paper towels, gloves, and disinfectant spray & wipes (all of which are replenished stock is low).*

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.**

*Bishop Walker School has made the following PPE purchases/upgrades:*

- *Installation of additional hand sanitizer dispensers and hand-washing stations throughout the building, including outside the door of each classroom.*
- *Acquisition of PPE supplies, including a current inventory of 1,000 disposable masks for visitors, faculty, staff, and students should anyone need a mask. Additionally, each teacher was given a face shield, mobile plexiglass partition, and a package of KN-95 masks.*
- *Each student desk has a see-through partition installed.*
- *The main desk and library/media room desk had a plexiglass partition installed.*
- *As supplies are beginning to run low, the school's administrative assistant will complete*

*bulk PPE orders as needed.*

#### **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 areas of the building are cleaned twice daily (early morning and evening) by the school's maintenance/janitorial staff, but more attention are given to high traffic areas ie. bathrooms, main lobby, and individual classrooms. In addition, we have adjusted our schedule to accommodate Wednesday being a "virtual day" in which no one is in our space except our cleaning staff. This is a mandatory deep clean that takes the entire day (8-12 hours) where they disinfect and wipe down every surface area in the building, which includes electrostatic spraying.*

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.

*The following are the the measures BWS will take in the event of an individual showing COVID symptoms and/or are made aware of an individual who was positive within our space:*

- *Case is reported to BWS leadership ie. Head of School or Director of Finance & Operations.*
- *BWS / THEARC Facilities Team is immediately notified: if the individual has been on campus within the last 72 hours, BWS and THEARC are automatically notified to begin the cleaning after a positive COVID-19 diagnosis protocol.*
- *Affected areas are identified and closed: BWS contacts the campus facilities team to schedule cleaning of the spaces and dispatches technicians to place appropriate signage and secure the area.*
- *Professional cleaning crew is deployed: BWS coordinates with THEARC facilities team to schedule a COVID-19 cleaning contractor, and the area is cleaned and disinfected per CDC cleaning guidelines. The cleaning contractor is a professional cleaning agency that specializes in disaster response cleanups and CDC protocols for COVID-19 cleaning and disinfection.*
- *Affected Areas are Reopened: After cleaning, the area is given a two-hour settling period to ensure the efficacy of the cleaning and disinfection solutions. Following the two-hour settling period, BWS removes the signage and the area is reopened for use. The designated building coordinator is notified.*

10. Provide the School's plan to make available sufficient and appropriate cleaning and disinfection supplies. *The Bishop Walker School's cleaning supply regiment is tied in with the weekly orders / check-ins conducted by the Administrative Assistant and Director of Finance & Operations. Similar to*

*the distribution of the PPE materials, each classroom is outfitted with gloves, face shields, paper towels, disinfectant spray, and disinfectant wipes. All these materials are to be used throughout the day, especially at the end of each school day in which each homeroom lead teacher (and teaching assistant) are expected to wipe down all surface areas.*

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.

*The Bishop Walker School has made upgrades to our HVAC systems that include the installation of MERV 13 filters; this also includes the system being run 24/7 to keep the flow of clean air moving through the building at all times. Secondly, all of our bathroom sinks and toilets are touchless, which assists in the mitigation or spread of the virus. Lastly, we covered and do not allow our students to use our drinking fountains; instead, we provide and replenish daily, bottled water within every classroom and office.*

#### 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.

*The Bishop Walker School will report the situation to the appropriate DC health officials according to current regulations and work with them to determine next steps. The School will follow and communicate immediately any health directives for quarantining, testing, or campus closure. While the School will work with DC health officials, the School may also make its own determinations about moving groups of students or possibly the whole school to virtual learning. A number of factors will inform such decisions including but not limited to the number of suspected or actual cases and their location(s) (a single homeroom or cohort or a single grade). How long we remain in virtual learning will also depend on a variety of factors as well as direction/mandates from the DC health department.*

*Symptomatic and/or Positive Test: Students who shows symptoms of COVID-19 and tested positive for COVID-19 must consult a health care provider and must stay home until:*

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving. (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

*Asymptomatic and Positive Test: Students who did not show symptoms of COVID-19 but did test positive for COVID-19 must consult a health care provider and must stay home until:*

- 10 days have passed since you had a positive viral test for COVID-19.
- Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

- *If a student develops symptoms, follow the guidance for Symptomatic and/or Positive Test above.*

*The Bishop Walker School will be checking temperatures of each student and staff member in the morning as they enter the building and may also periodically check the temperature of an individual on-campus at other times. If a person presents with a temperature or other symptoms of COVID-19 while on campus, the individual will be isolated and the contact on record will be notified. If it is a student, then they must be picked up within 60 minutes of the parent/contact being notified; if it is an adult, they will be asked to leave campus immediately. If necessary, emergency medical personnel will be called. The individual will be directed to consult their physician and may be required to submit a negative COVID-19 test result before returning to campus.*

*BWS has layered mitigation measures to identify and respond to a confirmed or suspected COVID-19 Case including, but not limited to the following:*

- *Weekly COVID-19 screening testing occurs every Tuesday morning at arrival. All in-person students and faculty are tested.*
- *Wednesday is an all virtual school day for deep clean and receiving test results*
- *A student eligibility list is generated.*
- *Any positive COVID-19 test results trigger the following actions:*
  - *Our testing partner, Children’s National Health will contact the person who tested positive, contact the DC Department of Health, and alert our Person of Contact (POC) that a positive case has been identified.*
  - *The POC will initiate a contact tracing process.*
  - *The POC will notify the individual or the family of the individual who tested positive and inform them that they are required to quarantine for a total of ten days.*
  - *The POC will notify the teacher of the classroom of possible exposure due to close contact with a person who tested positive and advise the teacher should prepare to quarantine for 10 days and to monitor themselves and family members for symptoms.*
  - *If close contact with students in other classrooms of the lower or upper primary cohorts is confirmed, the teachers in the upper or lower primary cohorts will be notified.*
  - *The classroom and/or cohorts will be closed for in-person learning for a 10 day quarantine period.*
  - *The POC notifies the families of all students in that classroom that a positive case has been identified and that they should monitor their student for symptoms.*

**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.**

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;

***Response: The Director of Operations will be the Point of Contact to whom all positive cases should be reported.***

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;

***Response: The POC will report any applicable positive COVID-19 case 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.

***Response: All students and staff with chronic conditions will be required to provide written or verbal documentation that specific COVID-19 similar symptoms are due to the chronic condition. All students and staff with such chronic conditions will still be required to adhere to guidelines including temperature and health screenings and COVID-19 screening testing.***

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

***BWS will require that the POC receive training in contact tracing from resources made available by DC Health and OSSE. If necessary, BWS will provide DC Health with a list of people (with contact information) who shared close contact with the person who has a positive case of COVID-19, including:***

- Classmates who shared a classroom***
- Cohort members who shared recess time***
- Lead Teacher, Teaching Assistant, and any other staff who were in close contact***
- Officemates who shared office space***

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

*BWS will notify the school community of a positive case among the student body in the following order -*

- 1. Those who were in close contact with a confirmed case will be notified first.*
- 2. Those who shared cohort recess time with a confirmed case will be notified second.*
- 3. Those not in close contact or sharing cohort time with a confirmed case will not be notified of a case due to limited sharing of space.*

*BWS will notify the school community of a positive case among the staff in the following order:*

- 1. Those who were in close contact with a confirmed case will be notified first.*
- 2. Those who shared office space and time with a confirmed case will be notified second.*
- 3. Those not in close contact with a confirmed case will not be notified of a case.*

#### 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](https://dchealth.dc.gov/page/covid-19-reporting-requirements).

*BWS has established a weekly COVID-19 testing program with the help of Children's National Hospital (CNH) which operates a pediatric health clinic in the building that BWS occupies. CNH protocol requires that anyone who tests positive be notified prior to the school being notified, DC Health is then notified and thereby this begins the contact tracing process. Our testing program is as follows:*

- We test every student and staff member every Tuesday morning from 7:30am - 9:00am*
- Students have the option of a nasal swab or saliva test.*
- Wednesdays are virtual so that we might obtain the testing results, take any needed contract tracing steps, and deep clean the building.*
- We generate an eligibility list based upon testing results for the following four days leading up to the next Tuesday testing day.*

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.

*BWS has and will continue to engage health professionals, as well as vaccinated educators and parents to speak with our staff and school population about the importance of vaccines, to talk about the science behind the vaccine in an accessible way, and to be empathetic about hesitancy.*



*As we have in the past, we will call on community health providers from cultural backgrounds similar to our staff, student, and family populations. Our location at THEARC (a local vaccination site) makes our participation in community-based vaccination opportunities easier. Teachers and staff will be reminded via weekly staff memo and campus newsletter about these and other opportunities to get vaccinated.*

#### **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.**

*To the best of our capacity, BWS will follow all OSSE guidelines with regard to providing accommodations to students with disabilities including, but not limited to:*

- *Equal access to all PPE, and where necessary, PPE designed for students with disabilities.*
- *Increased staffing to provide access to small group or individual work in spaces throughout the building that are easily accessible by students with disabilities.*
- *In certain cases, a student with disabilities will have the opportunity to learn remotely with efficacy. This will be an option if attending school in person isn't safe due to a chronic health condition.*

#### **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. *The school Point of Contact (Director of Operations) and head of school will attend all OSSE and DC Health webinars and sessions regarding reopen. In addition, members of the BWS Reopen Task force will receive training and technical assistance on policies and procedures to safely reopen the school in accordance with DC Health Guidance for Schools and the OSSE Health and Safety Guidance for schools. The Point of Contact, head of school, and BWS Reopen Task Force Members will design and implement health and safety trainings for staff, students, and families during our August week of school prep (Week of August 23rd) prior to the start of school on September 7th, 2021.*
- b. *Training and technical assistance will address the most up-to-date information on how COVID-19 is spread, COVID-19 mitigation protocols, and health and safety guidelines as mandated by OSSE, DC Health, and the standard of care created by the protocols enacted by schools in the region. Training will also include family engagement, academic recovery, and how we partner with parents to safely return in as full a capacity as possible.*
- c. *Training and technical assistance will be delivered in-person during opening meetings in*

*late August, virtually through the sharing of pre-recorded sessions throughout the summer. We are currently vetting potential partners for the development and delivery of training.*

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.

*Implementation of the health and safety plans will be monitored by the BWS Reopen Task Force which meets bi-weekly to discuss, problem solve, and evaluate health and safety plans. The Reopen Task Force will also generate and review surveys of families and staff to inform discussions and decision making. The head of school will monitor and evaluate the health and safety plans generated by the ReOpen Task Force. The BWS board of trustees will hold the head of school accountable for the efficacy of the health and safety plan.*

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

*Key health and safety policies and procedures will be communicated to the following School constituencies in the following ways:*

*Students:*

- *Age-appropriate videos to showing the what and why of COVID-19 mitigation*
- *In bi-weekly community gatherings, we will share the above referenced videos and provide staff-led information sessions*
- *In classroom settings, teachers will offer frequent reminders, visual cues, practice, and encouragement for the maintenance of safety protocols*

*Families:*

- *Families are given written information and required to read and sign a family covenant explaining key health and safety protocols*
- *School village town halls occur at least once a trimester to deliver and review health and safety policies*
- *Guest speakers/Experts/Health Professionals will participate in Family Engagement events will provide particular insight for parents on safety policies and the reason they are essential*

*Staff:*

- *Staff will receive training in opening meetings*
- *Staff will receive refresher trainings and information at staff meetings*
- *Staff will have access to pre-recorded resources to help in understanding of safety protocols and policies.*

*Visitors*

- *Controlled entry allows us to inform visitors about safety protocols prior to entry into the building*
- *Highly visible signage informs visitors as to safety protocols once they have entered into the School building*
- *Monitoring staff have all been empowered to give verbal reminders to visitors about protocol*