

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

**School Name: Capitol Hill Day School**

**School Contact: Jason Gray**

**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.**

Teachers, staff, and students, including those that are vaccinated, will wear face coverings at all times while on school grounds, on school buses, and while participating in any school-related activities. Bandanas, masks with vents, and gaiter style face coverings are not permitted, and masks with ties should not be used for young students who cannot tie them independently. Masks should be two or three layers of tightly woven fabric, cover the nose and mouth, and fit snugly against the sides of the face.

The School will have a supply of disposable masks on hand if masks are forgotten, lost, soiled, etc. Masks should be cleaned daily and students should bring at least one extra mask each day.

Parents and students should wear face coverings at all times during the drop-off and pick-up process.

For snack & lunch, when weather permits classes will go outside to eat. While eating, students will remove their masks and will remain at least six-feet apart. During inclement weather, students will remain at their desk or designated spot in their classroom. While eating, students will remove their masks and will all face in the same direction. While unmasked, lunch will be a quiet time. While students are eating, supervising adults will remain masked.

For Early Childhood rest times, students may be unmasked. Children's mats will be spaced out 6 feet apart. Children will lie down in alternating head-to-toe positions. Rest time will be silent. Teachers will remain masked.

### 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.

Given the expected population of our community, we do not anticipate that any individual will be unable to wear a face mask. In the highly unlikely event that an individual should be in this category, even for a discrete period of time, that individual must maintain strict physical distancing greater than 6 feet at all times.

Any individual who is unwilling to wear a face mask will not be permitted to attend in-person school.

**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 will be three feet apart when seated in the classrooms. During transitions and while outdoors, students may be closer than three feet. During outdoor recess, students will play in their grade group, not cross-grade.

For the purposes of contact tracing, it will be assumed that close interactions among students may have occurred with all students in each grade and required quarantines will occur at the grade level. There will be no large group indoor gatherings.

The front staircase in the building will be used to go up floors and the back staircase will be used to go down floors in the building to create one-way traffic.

**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.**

Cohorts will be defined by level. There are three levels: Early Childhood (PK-K), Elementary (G1-G4), and Upper Grades (G5-G8). For the purposes of contact tracing, it will be assumed that close interactions among students may have occurred with all students in a level grouping and required quarantines will occur at those same level groupings. There will be no large group indoor gatherings. The School will avoid contact indoors across cohorts by locating cohorts in different parts of the buildings. Outdoor play will be limited to a single cohort.

**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.**

Students will be educated on proper health strategies including:

- Proper hand-washing techniques and the importance of not touching their face. Hands should be washed with soap and water for at least 20 seconds.
- Proper use and removal of face coverings per CDC recommendation.

- Having students sneeze into a tissue or their elbow, if tissues aren't available.
- Washing or sanitizing (using a gel or liquid sanitizer) hands during the following key times:
  - On arrival
  - Between activities
  - Before eating
  - After using the bathroom
  - Before and after putting on, touching, or removing face coverings or touching your face
  - 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 will make soap, hand sanitizer, paper towels, and tissues available in classrooms, bathrooms, and common areas. There is adequate supply on hand and ready to use. Two outdoor sinks will be available (weather permitting) for hand washing.

**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.**

Students, teachers, and staff will provide their own masks. The School will have a supply of disposable masks on hand if masks are forgotten, lost, soiled, etc. The School has gowns, gloves, and face shields on hand if requested by teachers and/or staff.

**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).**

High-contact surfaces and bathrooms will be cleaned regularly throughout the school day with disinfectant.

**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 School follows CDC recommended procedures when cleaning the area after possible COVID-19 exposure: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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

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

The School has an adequate supply of gloves on hand and uses EPA approved disinfectant cleaning products. The School currently has an adequate supply of cleaning and disinfection supplies on hand to last through the first semester. Additional, supplies will be ordered as required. The School had allocated sufficient budget resources for 2021-2022 to maintain a clean and healthy facility.

**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 School's ventilation system is professionally maintained under a service agreement with a third-party HVAC specialist. The School has installed MERV-13 filters, needlepoint bi-polar ionization units, and HEPA units in select classrooms and offices. A new air handler is being installed in the main building in Summer 2021 which will increase the concentration of fresh air in the classroom spaces and throughout the building.

The water system, including drinking fountains and water bottle filling stations, is maintained by the School's Facilities Manager.

**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.**

Unvaccinated students, teachers, and staff need to complete a daily health screening through SchoolDoc before arriving at school.

Daily health screenings must be completed on the same day that students are scheduled to come on campus, and must be completed by 7:00 am. If the screening isn't completed, individuals will not be allowed on campus.

A student, staff member, or essential visitor must stay home, or not be admitted, and must follow the applicable DC Health guidance for isolation or quarantine if they:

- Have had a temperature of 100 degrees Fahrenheit or higher or any of the symptoms listed in the "Daily Health Screening" section of the guidance in the last 24 hours.
- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.
- 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.

If a student or staff member exhibits symptoms or has a temperature of 100 degrees or higher at school or there is reason to suggest exposure to COVID-19 at school, the following action will occur:

- Students will immediately be removed from the group and isolated (preferably outdoors). Parents will be notified to pick up the student immediately and instructed to seek healthcare provider guidance. Any area or materials in which the student was in contact will be disinfected.
- Staff will be sent home or isolated until they can leave campus and instructed to seek healthcare provider guidance. Any area or materials in which the staff member was in contact will be disinfected.

### **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 Assistant to the Head of School is the point of contact for COVID-19 related issues and questions. Our nurse delegate is also consulted on COVID-19 related issues and questions.

In the event that a student, staff member, or essential visitor tests positive for COVID-19, the School will take the following steps:

- Notify DC Health on the same day the School is notified by submitting an online form on the DC Health COVID-19 Reporting Requirements website under the section "Non-Healthcare Facility

Establishment Reporting.”

- Notify those teachers, staff, and families of individuals in close contact with the case and state the requirement for quarantine (14 days) unless vaccinated.
- Notify the entire community (families and staff) that there is a COVID-19 positive case, explain that those impacted have become contacts and therefore should quarantine if unvaccinated and that all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.

If students, teachers, or staff, with pre-existing health conditions that present with specific COVID-19-like symptoms they should not be excluded from participating in school activities if a healthcare provider has provided documentation that the specific symptoms are not due to COVID-19. Healthcare provider documentation will be reviewed by the School’s delegating nurse.

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

The School will eagerly cooperate with DC Health with any contract tracing effort. We support the identification of potential close contacts by readily sharing class lists, student schedules, etc. In addition, we will promptly share contact information to aid in the timely contract tracing process.

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

In the event that a student, teacher, or staff member tests positive for COVID-19, the School will take the following steps:

- Notify those teachers, staff, and families of individuals in close contact with the case and state the requirement for quarantine (14 days) unless vaccinated.
- Notify the entire community (families and staff) that there was a COVID-19 positive case, explain that those impacted have become contacts and therefore should quarantine if unvaccinated and that all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.

**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).**

The School will not run its own testing screening program. The School will encourage students, teachers, and

staff members to use District of Columbia testing services when required including if an individual is symptomatic or if an unvaccinated individual has been in close contact with someone that is COVID-19 positive. Additionally, testing should be used by unvaccinated individuals to comply with DC Health travel requirements related to COVID-19.

**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.**

Through coordination with OSSE and DC Health, the School provided vaccination opportunities to all teachers and staff members in February- March 2021 when vaccines were initially available. Additionally, the School provides employees leave support necessary to take time off to get vaccinated. Further, the School continues to provide vaccination information to teachers and staff members that have not received a vaccination.

**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.**

The School will make reasonable accommodations to comply with healthcare provider recommendations for students that are not able to comply with health and safety policies and procedures. To date, all students have been able to comply.

**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.**

Students, teachers, and staff members will receive information concerning the School's safety and health policies & procedures and there are employees available to provide technical assistance.

The School's Safety Protocols & Procedures document will be distributed to all families, teachers, and staff



members. The document will also be available on the School's website and a link will be provided weekly with All-School communications. Additionally, teachers and staff members will participate in a high level review at the beginning of the school year highlighting all procedure changes.

Training and technical assistance will be provided by the Head of School, CFO, and Assistant to the Head of School.

Training materials will be reviewed by the School's nurse delegate.

**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.**

The School only has one campus. Implementation will be monitored by several key staff members including the Head of School, CFO, Assistant to the Head of School, Operations Manager, and Facilities Manager.

The School's Employee Handbook contains the following statement designed to address issues regarding adherence to the health and safety plan by staff:

*If the School is concerned about the health of an employee, including possible exposure to COVID-19 or if the School is concerned that other elements of this Policy or the Safety Protocol have not been followed, the School reserves the right to require the employee to either (1) be tested for COVID-19 and provide proof of a negative test before returning to campus or (2) remain off campus for 14 days.*

Additionally, to ensure adherence by students, the School's enrollment contract, which is signed by all parents and guardians contains the following statements:

*COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. The School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-10. Students and their families are expected to adhere to these protocols in order to reduce the risk of contracting or spreading the virus on School..."*

*Parents agree to comply with the School's infectious and communicable disease policy and to follow and comply with instructions and other directions established by the School. Parents understand that this includes, but is not necessarily limited to, compliance with the School's policy regarding required immunizations, vaccinations, testing for communicable diseases, as well as providing the School with required health records and other such documents. **Failure to follow and comply with instructions and other directions established by the School may serve as grounds for removal of a Student.***

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

The School's Safety Protocols & Procedures document will be distributed to all families, teachers, and staff members. The document will also be available on the School's website and a link will be provided weekly with School communications.