

SY 2021-22 LEA Health and Safety Plans

School Name: Edmund Burke School

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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.**

All students attending Edmund Burke School will be required to complete the school's "Social Compact" before the start of the 2021-2022 school year, where they agree to prevent the spread of COVID-19 by complying 100% with mask wearing. During the week of Faculty, Staff, and Student Orientation, from August 30th to September 3rd, all faculty, staff, and students will be required to participate in a training conducted by our School's Nurse, who will review proper mask wearing while at school and on our school buses, and during any school related activities, including physical education and athletic programming. Mask wearing will be enforced by the Head of School, School Nurse, High School Dean of Students, Dean of Middle School, and Athletic Director. Visitors to the school will be required to wear a mask at all times, and will be directed to do so upon entering our school building by our school's Front Desk Attendant.

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.

In the event that a student, faculty, or staff member, who has signed the School's Social Compact agreeing to prevent the spread of COVID-19 by complying 100% with mask wearing is unable or unwilling to wear a face mask at all times, they will be required to discuss a plan for remote learning or remote working with the Head of 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.

All students attending Edmund Burke School will be instructed to maintain at least 3 feet of physical distance from their peers and teachers at all times, while wearing a mask. They will also be asked to comply with maintaining 6 feet of physical distance between students during their lunch period, while eating. During the week of Faculty, Staff, and Student Orientation, from August 30th to September 3rd, all faculty, staff, and students will be required to participate in a training conducted by our School Nurse, who will review the importance of maintaining physical distance. Classrooms and offices will be configured for the 2021-2022 school year so that all desks and workstations are 3 feet apart. Eating areas for lunch will be arranged so that students, faculty, and staff have 6 feet of physical distance. The school will have staggered arrival times for students grades 6-12 to ensure the ingress of students can be managed in a manner that maintains the physical distance of students by

controlling the flow of their entry. Signage will also be placed throughout the building (i.e. on the floors and in hallways) noting the appropriate physical distance that should be maintained at all times.

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.

At Edmund Burke School, our middle and high school students' interactions will be limited to the classes they are assigned throughout the school day. For many of their classes, students will remain with the same peers and teachers all year, thus reducing the interactions they will have to the same cohort of students and teachers

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.

During the week of Faculty, Staff, and Student Orientation, from August 30th to September 3rd, all faculty, staff, and students will be required to participate in a training conducted by our School's Nurse, who will review the practice of changing masks; the covering of one's mouth and nose during coughing and sneezing; the practice of proper and routine handwashing; and the regular use of hand sanitizer. If a student sneezes while wearing their mask and needs to change their mask, then they will be excused from the classroom so that they may properly remove their mask, wash and sanitize their hands, and then return to class wearing a clean mask. Students, faculty, and staff are required to wash their hands throughout the school day, and to use hand sanitizer every time they enter a classroom or office. Hand sanitizing stations have been placed in every restroom, classroom, and outside of every office at Edmund Burke School. Signage will also be placed throughout the building (i.e. in classrooms, hallways, and restrooms) reinforcing the importance of proper handwashing, mask wearing, and maintaining physical distance.

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.

During the 2020-2021 school year, the Edmund Burke School installed hand sanitizer dispensers and cleaning supplies (i.e. cleaning solution, disinfecting wipes, rubber gloves, tissue, and hand towels) in all classrooms, restrooms, and outside of every office in the school building. The school also installed the following touchless technologies in all bathrooms throughout the school: automatic soap dispensers, toilet seat covers, automatic flush valves, automatic paper towel dispensers, and foot pedal door openers. The procurement of the supplies needed for 2021-2022 has been budgeted (i.e. hand sanitizer solution, paper towels, toilet tissue, toilet seat covers, cleaning solution, hand soap, and other supplies), and the school's Director of Facilities will obtain the supplies needed for

the 2021-2022 school year through direct purchase and through a contract the School has in place with our janitorial company.

- 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.**

During the 2020-2021 school year, the Edmund Burke School acquired gowns, gloves, surgical masks, and eye protection. The Director of Facilities and School Nurse will provide access to these supplies to all faculty, staff, and administrators throughout the 2021-2022 school year. The procurement of these supplies for 2021-2022 school year has been budgeted. The school's Director of Facilities will obtain these supplies for the 2021-2022 school year through direct purchase and through a contract the School has in place with our janitorial company.

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).**

Edmund Burke School's Director of Facilities will continue to assign the school's Facilities Assistant and Facilities Coordinator the responsibility of wiping down all handrails, classroom and office door knobs, crash bars on entry and exit doors, and other high touch surfaces (i.e. elevator buttons and light switches) every hour, from 8 am until 3pm, with an EPA-approved disinfectant. They will also be assigned the responsibility of cleaning all restrooms every hour throughout the school day. The Director of Facilities will also hire a day porter from our janitorial company to assist with these daily routines. Students, faculty, and staff are equipped with disinfecting wipes in every classroom and office to sanitize computer keyboards after every use. Every night our janitorial company will conduct a thorough cleaning of the entire campus that involves wiping down and disinfecting all high touch surfaces, desks, chairs, table tops, classrooms, offices, and restrooms, as well as mopping all floors throughout the entire building. In addition, all rooms will be disinfected with electrostatic sprayers with an EPA-approved solution.

- 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.**

If Edmund Burke School becomes aware of a student, faculty, staff member, or visitor developing symptoms of possible COVID-19 while in the school or is notified that a student, faculty, staff member, or visitor who tested positive has been in school, then according to the school's cleaning

and disinfecting protocols, the rooms and spaces occupied by these individuals, as well as all handrails and other high touch surfaces along the routes these individual traveled while in school, will be immediately wiped down by the Facilities Team with an EPA-approved disinfectant. In addition, all rooms and spaces will be immediately disinfected with electrostatic sprayers with an EPA-approved solution.

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

The Director of Facilities will obtain EPA-approved cleaning and disinfecting supplies for the 2021-2022 school year through direct purchase and through a contract the School has in place with our janitorial company. All Facilities Team members and janitorial staff are required to wear gloves while disinfecting the building.

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 Director of Facilities and the Facilities Team, in coordination with the Assistant Head of School for Finance and Operations, will perform an annual review of Edmund Burke School's mechanical, electrical, and plumbing systems to ensure that all systems are in working order to support school operations, starting in late June 2021, after the last day that faculty are expected to be on campus, throughout the month of July 2021. During the 2020-2021 school year, the School enhanced the performance of the HVAC systems serving the school buildings and the fan coil units in all classrooms and offices in order to improve the quality and circulation of air in the building. The School also performed air balance testing and increased the intake of outside air throughout the school building. Staff and faculty who share office space have been provided additional air purification units.

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.**

Edmund Burke School will require all students, faculty, staff, and visitors to complete an online "Daily Health Screening" app, MyMedbot, before they arrive to school in order to determine whether or not they may gain entry to our school building based upon the following criteria:

- Do you have a temperature of 100.4 or higher?

- Do you have a cough, shortness of breath, or difficulty in breathing that cannot be attributed to another health condition or specific physical exercise?
- Do you have chills, sore throat, or muscle aches that cannot be attributed to another health condition or specific physical exercise?
- Do you have nausea, vomiting or diarrhea that cannot be attributed to another health condition?
- Do you have a loss of taste or smell?
- Have you or your family been exposed in the last 14 days to someone with suspected or confirmed COVID-19?
- Have you or your family tested positive for COVID-19 in the last 14 days?

If a student, faculty, staff member, or visitor answers "Yes" to any of these questions, they will be contacted by the School Nurse who will advise them to follow up with their doctor or to be in contact with the DC Health department. In addition, a student, staff member, or essential visitor will not be admitted to school, must stay home, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in the "Daily Health Screening" 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 any individual or group is exposed to COVID-19 within our school setting, then that individual or this group will be required to leave the building. If they cannot immediately leave the building, then they will be placed in a room(s) designated for quarantine until they are able to leave the campus. The School Nurse in consultation with the Head of School will coordinate a communication that will go out to all of the necessary parties regarding the potential exposure, and the potential need to quarantine for 14 days and to obtain a PCR test prior to returning to school.

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.**

In all cases, Edmund Burke School's point of contact to report a positive case of COVID-19 in a

student, faculty or staff member, visitor, or family is our School Nurse. The School Nurse is responsible for immediately reporting positive cases of COVID-19 to DC Health the moment that this information is received. Edmund Burke School will not exclude a member of the faculty, staff, administration, or student body with pre-existing health conditions from being present at school or in the school building. Should a member of the faculty, staff, administration, or student body present with COVID-like symptoms, they will be required to provide documentation from a healthcare provider to verify that these symptoms are not due to COVID-19.

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

In the event of a positive case of COVID-19 the School Nurse will immediately contact DC Health, so that the School can initiate contact tracing. The School Nurse will also communicate with all of the necessary parties regarding the requirement to quarantine for 14 days, and the need to obtain a PCR test, following the quarantine period, before returning to school.

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 of a positive case of COVID-19, the School Nurse will immediately contact DC Health, so that the School can initiate contact tracing. If needed, the School Nurse, in consultation with the Head of School, will provide access to all of the necessary student, faculty, or staff contact information and will support sending out any and all communications to necessary parties based upon the direction and guidance of the DC Health department.

In the event of a positive case of COVID-19 that requires contact tracing, the School Nurse, in consultation with the school's Director of Communications and Head of School, will send out a "Health & Safety Notice" to the entire school community informing them of:

- the circumstances regarding the potential case; without using the names or any identifying information of the individual involved
- our contact with the DC Health department
- the steps we will be taking to either conduct contact tracing, building disinfection, the quarantining and testing of students, faculty, and/or staff members

School community members will also be invited to be in contact with our School Nurse, Head of School, or DC Health department if they have any questions.

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.

Edmund Burke School's current COVID-19 testing protocol for symptomatic and/or asymptomatic students, faculty, or staff requires these individuals to obtain a PCR test before returning to campus. The School Nurse will recommend sites where testing can be conducted. Results of the test must be shared with the School Nurse before a symptomatic and/or asymptomatic student, faculty, or staff member can return to the school building. Test results must be negative before a student, faculty, or staff member can enter the school building. The School Nurse is required to submit all test results to the DC Health department. In Spring 2020, the School contracted with Concentric by Ginkgo to provide pooled testing to the entire school community every other week. This process of pooled testing will continue for the 2021-2022 school year.

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.

Throughout the late winter and spring of the 2020-2021 school year, the Head of School addressed the importance of vaccination by encouraging all members of the school community to be vaccinated during multiple faculty and staff meetings, as well as student and parent town hall meetings. Faculty and staff members will continue to be provided with the time off needed during the 2021-2022 school year to attend vaccination appointments, and they will receive coverage for their classes and duties. During the 2021-2022 school year, if needed, students will also be provided with time away from classes to schedule appointments for vaccination without penalties.

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.

Edmund Burke School will accommodate students with disabilities by coordinating a time for them to meet with the School's Nurse for health and safety training the week of August 30th. During this training, the School's Nurse will review:

- proper mask wearing, including keeping nose and mouth covered
- the practice of changing masks
- proper handwashing, and the use of hand sanitizer
- the importance of maintaining physical distance

The School Nurse, in consultation with the Head of School, will provide any ongoing support required for students with disabilities with respect to health and safety policies and procedures.

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.**

During the week of Faculty, Staff, and Student Orientation, from August 30th to September 3rd, all faculty, staff, and students are required to participate in a training conducted by our School's Nurse. During this training, the School's Nurse and Head of School will review:

- DC Health guidance for schools
- use of health screening application
- protocol for reporting cases of COVID-19 to School Nurse, the requirement to report to DC Health, and potential next steps
- proper mask wearing, including keeping nose and mouth covered
- proper handwashing, and the use of hand sanitizer
- maintaining physical distance
- practice of daily, routine cleaning and disinfecting of the campus, and nightly cleaning and disinfecting of entire school building

Following this training, a written communication will be sent to the entire school community, including faculty, staff, students, and parents, outlining all of the practices, policies and procedures reviewed during the training. This information will also be posted to our school's website.

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.

Edmund Burke School resides on one campus. The implementation of Edmund Burke School's Health and Safety Plan will be monitored by the School Nurse and Head of School, in coordination with the Assistant Head of School for Finance and Operations, Director of Facilities, High School Dean of Students, Dean of Middle School, and Athletic Director. The Head of School will review the School's Health and Safety Plan with the School's Administrative Team to ensure that all areas of school operation are in compliance with the school's plan. During the School's weekly Faculty

and Staff Meetings, the Head of School will review the School's Health and Safety plan with all faculty and staff to reinforce compliance with protocols. If members of the school community are not adhering to the school's plan, then a remediation plan will be created by the Head of School to define the areas of school operations that are not adhering to plan, and that outlines the steps that must be taken to ensure compliance.

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

The week of August 30th, a written communication will be sent to the entire school community, including faculty, staff, students, and parents outlining the following health and safety policies and procedures:

- DC Health guidance for schools
- use of health screening application
- protocol for reporting cases of COVID-19 to School Nurse, requirement to report to DC Health and potential next steps
- proper mask wearing, including keeping nose and mouth covered
- proper handwashing, and the use of hand sanitizer
- maintaining physical distance
- practice of daily, routine cleaning and disinfecting of the campus, and nightly cleaning and disinfecting of entire school building

This information will also be posted to our school's website for visitors.