

SY 2021-22 LEA Health and Safety Plans

School Name: Field School (The)
School Contact: Lori Strauss
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 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.**

As we have in the 2020-2021 school year, we will be requiring all individuals on our campus, on our buses, or engaging in any school activity (regardless of vaccination status) to wear masks or non-medical face coverings. We enforce this regulation through a variety of mechanisms. When individuals arrive on campus, staff stationed at the main entrances visually check for mask compliance. Our bus drivers are also trained to remind any individual boarding the bus to be masked. In addition, there is signage at each entrance to the school indicating that masks must be worn at all times. Additional disposable masks are available at entrances in the event an individual arrives without a mask. We also will be running orientations ahead of school starting in the fall which will include an overview of all Covid-19 related policies and procedures, including masking. These orientations will take place for employees in early August and students in late August. These rules will be reiterated in verbal and written communications to families and employees.

Our staff is trained in appropriate mask wearing, and our communications, both verbal and written indicate that masks must cover the nose and mouth. We also include specific regulations not allowing masks with an exhalation valve based on research indicating that these valves cause the masks to not be protective to those around the wearer.

Having been in person since October of 2020, our staff has also been trained and practiced at reminding and correcting mask usage as needed, and our community has been very compliant and cooperative in our masking efforts. We will be including mask education as part of our new teacher training in August, and as part of our student orientation in late August. This will include information on how to appropriately wear a mask, and what the school constitutes as appropriate face coverings.

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 an individual attempts to enter campus without a mask, they are stopped at the check in table. They are instructed to put on a mask, and are provided one if they do not have one with them. If the individual indicates they are unwilling to wear a mask, they are asked to leave the campus. If that individual is a contractor or visitor, follow up is done with the manager of that service. If that individual is a parent or student, follow up is done with the family to re-engage about our policies and procedures that require masking.

If a student is unable to wear a mask due to physical or developmental disabilities, we will

work with the family to determine appropriate next steps for continuity of education. If a student is unable to wear a mask for the full day, but can wear a mask periodically, scheduled mask breaks will be coordinated throughout the day during times when physical distance can be maintained. These individualized schedules will be coordinated with the appropriate Division Director and Covid-19 Response Coordinator.

At this time, all staff are able to wear masks. If a visitor comes to campus who is unable to wear a mask, he or she will be asked to leave campus and alternative methods will be used to engage with the individual (Zoom conference call etc.)

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.

1. As we enter next year, our aim will be to continue to serve all students for in person education full time (which we have been doing this spring). Within that goal, we will be aiming to physically distance students throughout the day, also recognizing that the majority of our students will be vaccinated (only serve 6th through 12th grade), our staff will be vaccinated, and everyone will be masked.

We have a staggered arrival schedule that has our students arriving at different times in the morning which aids in a lack of crowding during arrival. We have multiple entry points into our school buildings also allowing for natural physical distancing. We will continue using dots (rubber large movable markers) in areas where students may congregate upon entry to the school. Upon arrival to school, students disperse to different assigned locations where both visual distancing reminders (dots and signage) as well as furniture design will aid in distancing.

Within classrooms, desks will be spaced to the greatest extent possible to allow for all students to be in person 5 days per week. Desk locations are marked with visible markers on the ground so that if a desk is moved accidentally, it can be returned to its distanced location easily.

Common spaces were reconfigured this year to promote physical distancing, including furniture layout, visual markings on seats (indicating where someone can and cannot sit on a bench-like seat), and signs reminding students, and staff to maintain distance. Supervisors in

these locations are trained, and will be retrained in August, to remind students to distance, and what actions to take (reporting to the Division Director) if a student is unwilling to comply.

All of our extracurricular activities take place in similar set ups to our classrooms and common spaces, therefore the same strategies will be utilized. During our Middle School PE class, the PE staff utilizes games and activities that promote physical activity *and* physical distance (hula hooping, jump rope etc.).

By the nature of our schedule, our dismissal is also staggered with different groups of students leaving at different times. Like arrival, there are also multiple locations where a student is dismissed or picked up. In addition to these natural strategies, visual markings on the pavement, along with supervision of dismissal will aid in physical distancing.

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.

Given the age of our students, cohorting of students or staff does not allow for our educational program to continue. Therefore, we will not be cohorting our students or staff. As mentioned previously, students and staff will remain masked, our staff is fully vaccinated, and the vast majority of our students are fully vaccinated as well.

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 are instructed to wash their hands before eating and after using the restroom by the adults they are with. If a teacher is engaged in an activity that requires additional handwashing (use of shared equipment), students are instructed to wash their hands at the time. Signs are posted by every sink reminding students of proper hand washing technique.

Students are instructed to bring multiple masks to school per day (and additional masks are available) in case a cough or sneeze soils the face mask. When students are not in masks (eating) they are instructed to use a tissue to cover coughs and sneezes. Tissues are readily available in each room and common space.

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.

Our Director of Facilities maintains an adequate supply of all hygiene materials and has used this Spring to confirm that our supply rate is working well. Our housekeeping staff checks supplies daily

and replenishes any supplies that need replenishing.

- 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.**

We do not have health personnel (ie a school nurse) on campus, so much of this level of health care would be done off site if needed. We maintain a supply of disposable gowns, N95s and face shields should a staff member (Assistant Head of School, Covid-19 Response Director, or Front Office Manager) need to respond directly to a symptomatic student, staff member, or visitor.

Gloves and eye protection are readily available on campus should we find ourselves in need of them.

All staff undergo yearly training on First-Aid response which instructs us all on proper PPE usage in response to a medical situation.

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).**

We use two layered cleaning strategies to ensure our surfaces remain clean (both high touch and otherwise). Our housekeeping staff works throughout the school day, regularly cleaning high touch surfaces, restrooms, and areas where food is consumed. Each evening, an outside cleaning company comes to campus to do a deeper clean and, if needed, disinfecting of campus spaces.

- 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.**

24 Hours or Less (individual develops symptoms or tests positive for COVID-19):

The Covid-19 Response director is informed. She instructs the facilities team to close the areas where the sick individual has been (if positive test). The doors are locked and a sign is placed over the door to indicate no one should enter. If the positive individual is in the facility, they are taken outdoors until they can be removed from the campus. If the individual is not positive, but just symptomatic, the room is closed if possible. IF the individual has not been in the facility that day, the room is not closed.

The housekeeping staff (both internal and external) are informed of the location. The internal housekeeping staff, depending on the time of day and needs of the space will wait for as long as possible before entering to clean. The external group has specific protocols they follow for the proper cleaning of space where a suspected Covid-19 individual has been. They use their protocols, and provide a report back to our Director of Facilities.

More than 24 hours, but less than 3 days (individual develops symptoms or tests positive for Covid-19):

The Covid-19 Response director is informed. She instructs the facilities team to clean the areas where the individual has been. Disinfection will not be required by our internal or external staff.

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

We have ample cleaning and disinfection supplies on campus, as well as one time use gloves that meet the standards outlined in by DC Health and the CDC. We keep an inventory list to ensure our supplies do not diminish to an extent where we could not respond appropriately. We have had no problem maintaining appropriate supplies thus far. Our external cleaning crew also has their own supplies. Housekeeping staff wears gloves in all cleaning rounds.

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.

Our facilities have not been dormant to any notable extent. That said, we perform regular maintenance on ventilation and water systems. In the fall of 2020 all 7 of our water backflow preventers were inspected and any necessary replacements were completed. Through Calver Controls we do an annual water system maintenance check. Our building mechanical water treatment systems are tested and treated monthly by ARC Water Systems. Our hot water heaters have domestic recirculation pumps, and our cold water has booster pumpers so there is never water stagnant in our system for sinks, toilets etc. which won't allow for legionella to develop and grow.

The Building Automation system is managed by our Director of Facility or controls all of the facets of our mechanical systems including timing and frequently in which they run. All HVAC upgrades were done prior to the start of this school year and yearly maintenance continues.

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.**

Any Covid-19 positive test is reported to our Covid-19 Response Director. She works directly with the individual to ensure that the positive individual does not come to campus, or is dismissed from campus immediately upon learning of the Covid-19 test. She is also responsible for following up with the DC Department of Health to report the positive case, and working with the individual and family to understand and comply with all quarantine guidelines.

If we have known exposure to Covid-19 on campus, in consultation with our Covid-19 response director and the Department of Health, we will contact all affected parties through email and phone (and if necessary emergency text systems) to ensure they can leave campus. The Covid-19 Response Director follows up with the Department of Health and the individual to determine and communicate next steps.

We will follow the exclusion criteria outlined by the OSSE health and safety guidance for schools:

Exclusion Criteria

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 100.4 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.

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.**

We have had a Covid-19 Response Coordinator since the fall of 2020, Carrie Johnson. Carrie will remain our Covid-19 Response Coordinator. Her contact information is readily available to all families and staff through our website, our communications, and our trainings. In addition, staff know to point families and staff to her should information come to them directly.

The Covid-19 Response Coordinator, in collaboration with the Assistant Head of School, fill out the required form on the DC DoH website to report any applicable Covid-19 cases as soon as we have the information. We typically also notify Dr. Mangla by email as he has proven very helpful in navigating the “in between” time as we await further instructions from the individual assigned to the case.

As part of our orientation for both staff and students we educate everyone on the need for documentation from a health care provider for any pre-existing conditions that may mimic Covid-19 symptoms. In the event that an individual experiences such symptoms and does not have documentation on file, they are asked to provide documentation (written or verbal) to our Covid-19 Response Coordinator, and then are able to return to campus.

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, our Covid-19 Response Coordinator works with our Registrar to provide DC Health with a roster of all potential contacts for the positive individual. The

Response Coordinator interviews the individual, as appropriate, to help provide descriptions of contact (distance, time etc.) to provide to the contact tracer upon assignment. Depending on the timing, we either upload this roster to the online site, or provide it by email to the contact tracer. In addition, we provide parent names and contact phone numbers, as well as states of residence on the roster to aid in contact tracing.

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

When deemed necessary by DC Health, or the Head of School, the Head of School sends a communication to the full community, or a smaller subset of the community, indicating the positive case and all actions taken by the school and the health department.

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.

While we tested our staff and students weekly throughout our school year this year, we will not continue with a testing program in the fall. With all of our staff vaccinated and the vast majority of our students vaccinated, it is not an appropriate use of resources at this time.

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.

Staff:

All staff who were employed during the 2020-2021 school year were given the opportunity through DC Health to be vaccinated based on their status as on campus school employees. Our Human Resources department has tracked vaccination status for employees and employees have uploaded their vaccination status to our health portal. Staff were (and new staff will be) given additional paid leave in order to allow them to go get vaccinated and to deal with any side effects from vaccination in order to encourage vaccination.

We have begun candid discussions with our staff about the possibility of requiring vaccination once the vaccine is out of emergency use authorization.

Students:

Our students have been allowed to miss school, as necessary, to get vaccinated. We are collecting vaccination records for our students.

In our communication with all staff and students leading into the 2021-2022 school year, we will explicitly ask all staff, and eligible students to be vaccinated, and provide documentation, ahead of the school year beginning.

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.

Should a student enroll with a disability that affects their ability to follow our health and safety policies and procedures, our Academic Services Coordinator, Director of Student Support, and appropriate Division Director will work with the student and family in order to provide services consistent with all applicable disability laws.

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.**

Both the Assistant Head of School, and Covid-19 Response Coordinator attend all relevant OSSE, DC Health and AISGW trainings and calls in order to stay up to date.

Trainings will be provided on the following topics:

Students/Families:

Health Forms/Vaccinations

Masks (policies, procedures, best practices)

Physical Distancing

Hygiene (hand and respiratory)

Internal procedures (arrival, dismissal etc.)

Staff:

Vaccinations

Masks

Physical Distancing

Hygiene

Internal procedures

Supervision duties

Covid-19 reporting and exclusion protocols

The Assistant Head of School will run in person, and recorded trainings for all staff, incoming and returning, in August. This will be followed up by written communication which will also be posted on the staff resource board for regular access.

Division Directors will run student and family orientations in August. These will also be recorded and followed by written communication.

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.

We only have one campus. Implementation of health and safety plans are monitored by the Covid-19 Response Coordinator, the Director of Facilities, Human Resources, the Assistant Head of School and the Head of School. Any issues of lack of adherence will be identified by this team. The Operational Leadership Team will adjust any internal practices and protocols and communicate back to the larger community as needed. If the issue is lack of compliance by an individual, that will be managed by the staff member's supervisor. If the individual is a student, the Division Director will work directly with the family.

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

Much of this question has been addressed in previous responses, but the primary methods of communication include:

- Pre-school orientations
- Pre-school written communications
- On going faculty and staff meetings
- On going student advisory meetings
- Visual reminders through signage
- Student and staff handbooks