

SY 2021-22 LEA Health and Safety Plans

School Name: Georgetown Day School
School Contact: Russell Shaw
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 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.**

Georgetown Day School will:

- Continue to require masking at school and on campus for as long as CDC and DOH guidelines recommend doing so. Individuals may remove masks when eating or drinking.
- Provide guidance on recommended masks (e.g. tightly woven, multiple layer, cloth face masks) and we have an ample supply of 3-ply surgical or procedural masks at both of our building main entrances and our school nurses have access to child-sized masks in the event that a child forgets a mask or a mask doesn't fit appropriately.
- Have signs throughout our buildings and outdoors that remind individuals that masks are required at all times.
- Not permitted students onto our school buses without a mask. Our school bus drivers receive regular training from our transportation coordinator reminding them to wear masks at all times.
- Send updates to the school community when the CDC masking guidance is updated (as for instance, with the guidance on how to wear masks when bearded)
- Follow DCSAA guidance on sports. Coaches are trained on the guidance and what to look for among students who are participating in athletics.
- List our masking expectations in our community commitments, listed on our [website](#) and in our parent-student and employee handbook addenda:
 - We commit to following all **requirements for health safety at school**, including requiring our child(ren) with cloth face masks or 3-ply surgical masks consistent with GDS mask guidelines. Please make sure your child knows how to put on and take off the masks and that the cloth face masks fit properly, fully covering the nose and mouth.

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.

As stated in Q1, Georgetown Day School will continue to require masking at school and on campus for as long as CDC and DOH guidelines recommend doing so.

For students who request an exemption from wearing face masks for the 2021-22 school year, we require a doctor's note and we discuss alternatives--such as face shields, distancing--and risks with the family. (Note: During the 2020-21 school year, we did not have any applications for student exemptions from wearing face masks.)

For faculty who request an exemption from wearing face masks for the 2021-22 school year, GDS has inquired of Dr. Mangla from DC DOH regarding faculty or staff members who have a contraindication to wearing a face mask, and GDS has been instructed to require these employees wear a face shield and maintain 6 feet of distance when returning to work. We will also provide clear partitions when appropriate and are strongly encouraging that these staff be vaccinated.

Visitors and contractors are not permitted in the building without face coverings per the previous question.

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.

Where we can structurally organize it—for instance, between desks and chairs—we enforce physical distancing of at least 3'. In hallways, common spaces, and outdoors, we encourage but do not strictly enforce physical distancing between students as we have found it impractical to do so constantly without berating our students. Rather, we focus on other mitigants that are more easily enforced and adopted by our students.

Some of our practices in classrooms include:

- Orienting and training students at the start of the school year and as needed throughout the school year.
- Marking the floor to indicate where desks or tables should be located.
- Having desk configurations that allow minimum 3' distancing and facing forward when possible based on the size of the room. When tables are used, the goal is to maintain the greatest amount of distancing available which is sometimes less than 3'.

In the hallways we will continue with the following:

- Visual reminders such as polypots and signs
- Reminders to walk on the right side of the hall
- Some stairwells are unidirectional

Other distancing measures include:

- We follow the same practices as above during our extended day and summer programs.
- On buses, we load back to front and assign seats when possible, and siblings sit together. When possible, we seat students one to a seat or one to a row. We require students and adults to keep their masks on, and we keep windows open except in extreme weather to increase air circulation. In order to meet our transportation commitments to the BZA and ANC3E, we may need to seat students next to one another on buses and continue to look into other mitigants to reduce the risk of transfer.
- For arrival, students proceed directly to their classrooms or meeting spaces where distancing of at least 3 feet is permitted. In the afternoons for dismissal, LS (PK-4) students will be released from their classrooms using SchoolPass technology to notify teachers when parents arrive. MS (5-8) students will be released from assigned seats in staging areas with seats at least 3 feet apart. Our HS students leave at various times depending on whether they participate in sports and are called to dismiss via cell phone. Staff supervise dismissal in all three divisions to manage potential crowding during dismissal time. Because of the layout of our buildings, we have not found the need to further staggering of arrival and dismissal times as students remain fairly distanced from one another.

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.

To the degree feasible, lower school (PK-4) homerooms serve as cohorts; middle school (5-8) students are cohorted by grade; and the high school serves as a cohort. We have found that due to the diversity of classes

that we offer, our specialized teachers, buses, the use of our extended day program, carpooling, and other outside-of-school activities, assigning cohorts is not applicable. We keep careful attendance for our buses and extended day programs where cohorting is easier.

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.

In order to support handwashing and respiratory etiquette:

- We have signs throughout our buildings regarding handwashing and proper respiratory etiquette, including in bathrooms, at classroom sinks, in hallways, etc. reminding individuals.
- All Lower School classrooms have sinks in them and we will maintain extra hand washing stations in our middle and high school buildings to facilitate handwashing outside of bathrooms. These stations are also in play areas and near places where students may eat.
- We have sanitizer stations in every classroom and office area and outside of stairwells, elevators, common spaces, and entrances of each building, as well as instructions on how to use the sanitizer.
- Trash cans are located throughout the buildings in classrooms, offices, and in hallways to allow individuals to use paper towels to open bathroom doors and to easily throw away tissues.
- Our health training for faculty and staff at the start of each school year includes respiratory etiquette.
- At the same time, if someone is sniffing or coughing, we typically send them home for a COVID test or follow up with their physician unless we have a physician's note about preexisting health conditions.

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 maintenance team and cleaning crew purchase supplies in bulk at the start of the school year and have organized contracts with some of the sanitizer distribution companies. We have designated locations in both buildings for staff to access extra tissues if needed. If supplies such as soap, paper towels, and sanitizer are running low, staff email our internal maintenance list serve and our maintenance team typically responds in a quick period of time.

7. Provide the School's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

- The school nurses purchase the supplies that they need via MFASCO, School Health, or other similar suppliers at the start of each school year.
- The maintenance team, cleaning contractor (MCS), and dining providers supply their staff with equipment as recommended by OSSE, the CDC, and DC DOH.
- We purchase additional gloves, protective eye-wear, face shields and masks (as per masking question above) from MFASCO or School Health, as well and make these available to all staff as needed or desired via a centralized PPE station in the lobby of each of our buildings.

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).**

Please see the [attached document #1](#) (GDS's Daily Cleaning and Disinfecting Protocols Performed by MCS) for details of our room and high-touch surface cleaning process. In addition:

- All classrooms and office spaces are equipped with microfiber cloths (washed nightly), gloves, cleaning products, and sanitizing spray which are to be kept in cabinets or spaces out of the way of students, especially younger students.
- Cleaning and disinfecting computers, ipads keyboards, phones etc. is conducted by individuals assigned those materials or members of our technology team using microfiber cloths or sanitizer, based on the recommendation and technology type.
- Classroom and office materials such as pens, toys, PE equipment etc. should also be cleaned with microfiber cloths and a cleaning product, and if necessary, sanitizer as recommended.
- The cleaning/disinfecting of the kitchen and cafeteria spaces are covered by our dining company, Meriwether Godsey, using both the OSSE guidance and the DC DOH guidance around restaurants.

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.**

As part of our internal decision-making for positive COVID cases, we've articulated the following cleaning protocols in this [attached document #2](#).

- Alert maintenance team, cleaning contractor (MCS), dining provider (Meriwether Godsey), and Director of Transportation of any operational impacts due to a positive COVID case on campus (assigned to: CFO, Jeffrey Houser)
 - Maintenance Team & MCS ([page 18 of May 21 OSSE Guidance](#)).
 - During the first 24 hours, any room/space where the individual who has tested positive has been (including isolation room, classroom, etc.) **must remain closed** for at least several hours and then must be cleaned and disinfected.
 - Between 24 hours and 3 days, any room/space where the individual who has tested positive has been (including isolation room, classroom, etc.) must be cleaned.
 - More than 3 days, no special closure, cleaning, or disinfecting is required beyond regular cleaning.

(Please find GDS's addition to Q9 below...)

If a student leaves during the school day with covid-like symptoms, teachers are instructed to use gloves and masks to wipe down the student's desk with a disinfectant solution and microfiber cloth (the cloth is then placed in a container for dirty cloths). If a non-student shows symptoms, our cleaning crew handles cleaning the areas and surfaces the sick individual contacted.

- HEPA filters run continuously in all of our classrooms and office spaces as well as most hallways and common areas.
- We have several areas that are usable as isolation spaces and our preferred location is our covered garage which is open air on three sides, weather permitting. In the event that an individual is moved to the isolation space, we also alert our cleaning crew and follow the recommended cleaning and disinfecting procedures in that space.

- We routinely clean and disinfect all high touch areas, desks, etc. daily after students have left the premises and ensure proper masking and gloving during this process.

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

- Every room or centralized group of office space has a disinfectant spray bottle, box of gloves, and either microfiber towels or paper towels. The microfiber towels are collected daily and replaced. If a replacement box of gloves is needed, staff can reach out to maintenance or find extra boxes of gloves at the PPE station.
- As guidelines are updated, we inform our faculty and staff via our weekly newsletter.

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.

- We check and perform necessary maintenance on a daily basis of all ventilation and water systems. Because our buildings are open during the summer, there is no period when the equipment is not in use.
- Densel, our HVAC contractor, comes monthly to provide maintenance and upkeep on the heating and cooling and ventilation systems and as needed if there is a problem. We change the water filters as needed.
- We change all water filters on water bottle fillers as needed; they all have meters on them, which tell us when they need to be changed. Handles for water bottle coolers are also included as part of our routine cleaning program.
- Our maintenance team walks through the building and checks all equipment at least twice a day in both buildings.
- In the evenings, MCS reports any issues or concerns that they discover that need to be addressed by maintenance the following day.

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.**
- As part of our community commitments and communicable disease policy [attached document #3](#) (Excerpts from PS and Staff Handbooks 21-22) we ask families to alert us in the case of a positive test, travel, or close contact and have alerted families that they risk expulsion or move to virtual programming in the even that we learn that they have not followed our guidelines and staff risk probation or termination.
 - GDS currently uses a daily COVID screening app (MyMedBot as of 6/14/2021) that asks questions

related to testing, close contact, travel, and symptoms. We follow up with any family or staff member who fails the screening app. We also disable the app for the duration of the quarantine period and our front-line staff have been informed that students and staff without the app are not permitted in the building or on campus. Because we check the app before students get out of their cars (or onto the bus) in the morning, this feature works fairly well.

- Please also see the [attached document #2](#) (Positive COVID Case Decision Making & Communications Guidelines) for GDS's procedures.

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.**
- Our designated DOH point of contact is our high school nurse, Connie Crowley. In the event that she is ill or unavailable, our second nurse, Kelsey Day, will serve as her designee.
 - As soon as we learn of a positive case, our DOH point of contact reaches out to GDS point person at DOH to report. From there, we follow the steps listed in the [attached document #2](#) (Positive COVID Case Decision Making & Communications Guidelines).

(Please find GDS's addition to Q13 below...)

- Our nurses are in regular communication with our students and employees and proactively reach out in the event that an individual has a pre-existing condition that might predispose them to covid-like symptoms. In the event that an individual develops such symptoms, for instance, in the case of spring allergies, the nurses instruct the individual to see their PCP or specialist and to return with documentation outlining the condition, baseline manifestations of the condition, as well as any medication prescribed for it. Provided the individual has the documentation on file and that the manifestation is not outside of the norm, the individual is allowed to continue participation in in-person activities without interruption.

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

Our point person, Connie Crowley, has a checklist she goes through based on the age of the student.

- HS students are interviewed to ask about those they were in close contact with (in classrooms, during lunch period, outside of school day, etc.)
- For the younger students, Connie shares the class list and names of any adults who may have had contact with the student who tested positive. Middle school students are asked with whom they spent recess.
- Adults are asked about their interactions on campus, based on their role.

All of the information is shared with the DC DOH investigator in the initial phone call, which usually takes place prior to the investigator reaching out to the family.

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

Please see the [attached document #2](#) (Positive COVID Case Decision Making & Communications Guidelines) for how GDS notifies the school community of positive COVID cases and corresponding actions.

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.

- At a minimum, we will implement baseline testing before school starts and after school breaks. We may continue with more frequent testing (during SY 20-21, we implemented a weekly or twice-weekly pooled testing program using PCR tests provided by CIAN diagnostics).
- We are in the process of revisiting our COVID testing plans for the 2021-22 school year and are currently in the midst of an RFP process with new vendors. Part of the RFP includes the question of how results will be reported to DOH. We are looking at the possibility of at-home rapid antigen tests with two tests within 24-36 hours or at-home PCR tests or on-campus tests through our current vendor, CIAN diagnostics, which also reports directly to DC DOH (via the NEDDS database which they update on a realtime basis) and the school.
- We plan to scale up or down our testing based on community transmission rates.
- We will not include individuals who have uploaded COVID-19 vaccination cards to our health database, Magnus, in our routine testing though we reserve the right to include them in our baseline testing and in any testing following an outbreak on campus.

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.

We have been actively encouraging vaccination of our community and will continue to do so, though we have not yet made the decision to require it. Some of the the things we have been doing and will continue to do include:

- Meetings with staff and students to hear from several of our public health advisors (two parent-pediatricians, one of whom focuses in particular on getting BIPOC communities and low income communities vaccinated - [example](#))
- Regular news in our weekly newsletter ([example](#)) and some standalone emails ([example here](#)) about where and how to get vaccinated
- Sharing forward travel guidance and testing guidance that gives greater flexibility to those who are

vaccinated

A vaccination page on our school website (the link may change this summer but it is currently available [here](#) .)

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.

As an independent school, we are not required to follow IEPs or 504 plans. We do not currently have any students enrolled who have expressed having a disability that would prohibit them from meeting our safety policies and procedures. However, we continue to support each of our students with disabilities as appropriate and through the support of our learning specialists and health team. If a student were to have a disability that did restrict their access, we would meet with the family to determine how best to meet the needs of the student and adhere to safety protocols. To date, all of our students have been able to access our programs in person and allowed participation virtually for students who had concerns around returning. We also facilitated access to technology and internet when those were barriers for access in the event that a student remained at home.

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.**
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- At the start of each school year, all of our staff participate in our opening day meetings which have always included a health and safety update.
 - This presentation will be delivered by a combination of our school nurse, operations team, and covid response coordinator in person and with a follow up provided on our SafeSchools platform so that new hires can follow along asynchronously as they begin.
 - COVID-specific topics (in no particular order) will include:
 - Screening and information about any current quarantines
 - COVID Testing
 - How to use the HEPA filters in classrooms
 - Symptom identification and what to do when a student or colleague has symptoms
 - Encouragement to get vaccinated and turn in vaccine cards (for both COVID and the flu)
 - Masking protocols and what to do when a mask doesn't fit or someone forgets a mask
 - Distancing measures and what that means at GDS
 - Hygiene
 - Cleaning protocols
 - When to use gloves
 - Visitor policies
 - Leave policies
 - Policies around lunch and snack

- What to teach students
- Our leadership team will receive a more in-depth briefing of our policies and procedures based on our COVID policies and procedures audit which we are currently in the process of updating.
- As new guidance is updated, we share the information out via our faculty and staff newsletter and staff meetings as required.
- Our cleaning and dining services companies provide separate trainings to their staff.

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.

- GDS's Risk Management Coordinator (Vinita Ahuja) and Chief of Staff (Lauren Dickert) will use the CDC's [Checklist #5: Mitigation Strategies](#) to walk through both of our buildings at least monthly (and more often as appropriate/needed) and provide feedback to the school's leadership team about where we are doing well and where we need to make improvements.
- Depending on whether the issue is a school-level, division-level, grade-level, classroom-level, or program-level challenge, we will engage the appropriate constituents in understanding the guidance, understanding why there is a challenge following it, and addressing the area where mitigation needs to be improved.

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

We utilize a number of communication tools to reach out to our community to communicate health and safety protocols:

- Staff Opening Days - staff orientation time during which we convey important information to employees in our community.
- SafeSchools Online Portal - we included an online training related to all health and wellness practices (not only COVID) that is an asynchronous training required for all employees to watch.
- Parent student and staff handbook addenda include specific COVID-related policies.
- Our [Hopping into 2020-21 website](#) which will be updated for 2021-22 and includes all COVID-related protocols, policies, procedures, and information.
- Three weekly newsletters (Hopper Happenings, This Week With GDS, GDScoop) - include pertinent updates to families and staff (GDScoop is for employees only).
- Regular (at least monthly) parent meetings and staff meetings with our head of school include updates related to the guidance and our practices.
- Our staff intranet allows us to post information using the MyGDS portal.
- When urgent or time sensitive matters come up, we send a separate "pushpage" email to the relevant community members.
- We have signage throughout the building, including at the entryway where any visitors are informed of key mitigants and procedures on campus.
- Our high school and middle school leadership teams inform students of changes to protocols as needed through virtual assemblies and "Monday Morning Meeting" at the HS or through advisory notes.