

SY 2021-22 LEA Health and Safety Plans

School Name: Lowell School
School Contact: Donna Lindner
School Type: Private, Parochial or Independent School
Date Generated: 08/10/2021

Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the School will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each School's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the School. Before publication, School's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the School's plan to comply with the requirements to:

- **a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. masks must be worn correctly.**

Policies

- All students, staff, and visitors, including those who are fully vaccinated, are required to, at a minimum, wear a non-medical mask at all times while on school grounds, in buses, and while participating in any school-related activities, except while eating or drinking.
- Students are required to wear a mask during any practice activity or game, except those involving vigorous activity.
- When cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test, staff members are required to wear surgical masks.
- The school supplies disposable masks to any student, staff member, or visitor who needs one.
- The school provides information about fitting correctly and wearing a mask to all families, students, and staff.

Procedures

- As part of their August "gearing up" communications, families and staff are provided with information regarding the school's mask requirements. The information will also be posted on the school's website.
- The facilities and housekeeping teams are issued a supply of surgical masks to use when cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test.
- If a student, staff member, or visitor does not have a mask or requires a clean mask, the school provides them with a cloth or surgical mask.
- Age-appropriate signs reinforcing the school's policies and procedures are posted throughout campus.
- As part of their August "gearing up" communications, families are provided with resources to fit their child's mask correctly. In addition, staff is provided with resources on how to fit and wear a mask correctly. The information will also be posted on the school's website.
- At the beginning of the school year, each staff member provides their students with training on properly wearing a mask.

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.

Policies

- Those who are unable or unwilling to wear a mask consistently are removed from campus after a warning.

Procedures

- If a student experiences issues wearing their mask, staff intervene and assist the student in correcting the problem. If the problem persists, the parent is notified. If the problem persists, the student is removed from campus.
- If a staff member experiences issues wearing their mask, the supervisor intervenes to assist the staff member in correcting the problem. If the problem persists, the staff member is warned. If the problem persists, the staff member is removed from campus.
- If a visitor is unwilling to wear a mask or cannot do so consistently, staff intervene to assist the visitor in correcting the problem. If the problem persists, the visitor is removed from campus.
- Students who are unable to wear masks at all times are permitted to take brief mask breaks away from others for short periods of time.
- Staff who are unable to wear masks at all times are permitted to take brief mask breaks outside away from others during the day.

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.

Policies

- Students will be spaced a minimum of three feet apart in the classroom and indoor common spaces—whether during class, aftercare, or another extracurricular activity. Staff is spaced a minimum of six feet from students.
- Music classes or music-related extracurricular activities are held outdoors whenever possible, and when held indoors, participants are spaced a minimum of ten feet apart.
- When outside—during class, aftercare, or another extracurricular activity—students, staff, and visitors are encouraged to maintain a physical distance of six feet whenever possible.
- Students and staff are encouraged to maintain a physical distance of six feet whenever possible when participating in athletics.
- Pick-up and drop-off times are staggered, and locations are spaced out to support a physical distance of six feet whenever possible.

Procedures

- As part of their August "gearing up" communications, families and staff are provided with information regarding the school's physical distancing requirements. The information will also be posted on the school's website.
- Classrooms are organized before the start of school, with the furniture appropriately spaced. Staff is responsible for maintaining the proper spacing of furniture.
- At the beginning of the school year, each staff member provides their class or team with training on maintaining distance and what to do if they see someone not following the rules.
- When outside, staff monitors the distance between students and encourages them to maintain a physical distance of six feet whenever possible.
- If a student experiences issues maintaining the required physical distance, staff intervene and assist the student in correcting the problem.
- If a staff member experiences issues maintaining the required physical distance, the supervisor intervenes to assist the staff member in correcting the problem.
- If a visitor experiences issues maintaining the required physical distance, staff intervene to assist the visitor to correct the problem.
- Age-appropriate signs reinforcing the school's policies and procedures are posted throughout campus.

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.

Policies

- Each grade will be treated as a cohort. Grades will spend a portion of their day together and a portion of their day separated into classroom groups. There will be no mixing between students in different grades.
- Staff may travel between grades but may travel to no more than three grades on any given day.

Procedures

- Schedules are organized to prevent grades from occupying any outdoor or indoor spaces simultaneously, except for restrooms and hallways. The school limits the number of grades using the same restroom. In hallways, the school uses signage to direct traffic flow, manage distancing, and encourage students, staff, and visitors not to linger.

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.

Policies

- Students, staff, and visitors are strongly encouraged to use hand sanitizer upon entering and exiting buildings and upon entering and exiting any room.
- Students, staff, and visitors are required to wash their hands before and after lunch and recess and after using the restroom.
- Students, staff, and visitors are required to cover their mouth and nose when sneezing or coughing.

Procedures

- As part of their August "gearing up" communications, families and staff are provided with information regarding the school's hand washing and respiratory etiquette expectations. The information will also be posted on the school's website.
- When possible, visitors are provided with information regarding the school's hand sanitizing/washing and respiratory etiquette expectations before their arrival on campus. They are also provided with the information upon their arrival.
- During the first week of school, staff provide students with training regarding the use of hand sanitizer. Staff model proper hand sanitizing practices and monitor and correct student practices as needed.
- During the first week of school, staff provide students with training regarding effective hand washing. Staff model proper hand washing practices and monitor and correct student and visitor practices as needed.
- During the first week of school, staff provides students with training regarding the appropriate practices for covering coughs and sneezes. Staff model proper sneezing and coughing practices and monitor and correct student and visitor practices as needed.

- Hand sanitizer is available at every exterior door and in every classroom and shared space on campus.
- Age-appropriate signs reinforcing the school's policies and procedures are posted throughout campus.

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.

Policies

- The school makes available supplies to support healthy hand and respiratory hygiene practices in all spaces on campus.

Procedures

- The school outfits every classroom, bathroom, office, and common space with hand sanitizer and sanitizing wipes. Supplies are checked and restocked regularly by staff.
- The facilities and housekeeping teams monitor soap dispensers and hand sanitizer dispensers daily and refill them as needed.
- The facilities team maintains a comprehensive list of all materials used on campus to support the timely restocking of supplies.
- The school maintains a "self-help" restocking area where staff can pick up cleaning supplies, hand sanitizer, wipes, masks, gloves, PPE, and other materials that support healthy hygiene practices. This area is restocked by our facilities team daily.
- Staff can make direct requests to the facilities team at all times to request restocking of supplies.

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.

Policies

- Staff members are provided a personal supply of disposable masks and gloves at the start of the school year. The school provides staff with coveralls, face shields, and eye protection upon request.
- Given the greater risk of exposure, in addition to gloves, the school nurse is provided with a personal supply of N95 masks.
- Given the greater risk of exposure, the facilities and housekeeping teams are given a personal supply of surgical masks, gowns/coveralls, face shields, and eye protection.
- The school maintains a supply of PPE that students and visitors may have upon request.
- Staff members are required to wear masks and gloves while cleaning spaces throughout the building. In addition, the facilities and housekeeping teams are required to wear surgical masks, gowns/coveralls, face shields, and eye protection, as needed when cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test.

Procedures

- As part of their "gearing up" time in August, staff receive training on the proper and required ways to wear/use various forms of PPE. As part of this training, staff members are made aware of the various types of PPE available through the school.
- The facilities and housekeeping teams receive specific training on the necessary PPE for cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test and how to use it.
- The school outfits every classroom, bathroom, office, and common space with both appropriate PPE. Supplies are checked and restocked regularly by the facilities team or the staff member responsible for the space (e.g., teachers restock their classrooms and the school nurse restocks the nurse's office).
- The school's facilities team maintains a comprehensive list of all PPE used on campus to support the timely restocking of supplies.
- The school maintains a "self-help" restocking area where staff can pick up cleaning supplies, hand sanitizer, wipes, masks, gloves, PPE, and other materials that support healthy hygiene practices. This area is restocked by our facilities team daily.
- Staff can make direct requests to the facilities team at all times to request restocking of supplies.
- Signage reinforcing the school's policies and procedures is posted throughout campus.

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).**

Policies

- All rooms and surfaces are cleaned each weeknight.
- Bathrooms and high-touch surfaces are cleaned regularly throughout the school day.
- Staff members are required to clean, after each use, high-touch objects in any room they occupy.

Procedures

- The nighttime housekeeping team is provided with a daily cleaning checklist that includes all rooms and surfaces, focusing especially on high-touch surfaces such as elevator buttons, light switches, handles, stair rails, faucets, phones, and doorknobs. Staff and students do not share supplies such as pens or computers, and as such, these materials are not included on the cleaning checklist.
- The daytime housekeeping team is provided with a daily cleaning checklist. The list includes bathrooms and high-touch surfaces such as elevator buttons, light switches, handles, stair rails, faucets, phones, and doorknobs. Staff and students do not share supplies such as pens or computers, and as such, these materials are not included on the cleaning checklist.

- 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.**

Policies

- When the school is notified that a room has been occupied by a student, staff member, or visitor who is experiencing possible COVID-19 symptoms, who develops symptoms, or who tests positive for COVID-19, the space is immediately vacated, cleaned, and disinfected.
- The school provides the facilities and housekeeping teams with a detailed cleaning and disinfecting checklist for rooms that potentially symptomatic or COVID-19 positive individuals have occupied.
- The school uses the "24 hours or less" cleaning and disinfecting protocols regardless of the amount of time passed since a sick person was in an affected space.
- The school purchases only EPA-approved cleaning and disinfecting supplies.

Procedures

- During their August "gearing up" time, staff members are provided with training for cleaning any shared surfaces or materials after use.
- The facilities and housekeeping teams receive a specific cleaning and disinfection checklist for spaces that have been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test.
- All notifications of possible COVID-19 symptoms or positive test results are immediately directed to the school nurse. The school nurse notifies the head of school, the director of finance and operations, the director of facilities, and the appropriate division director or supervisor. Affected spaces are cleared, cleaned, and disinfected by our facilities and housekeeping teams per the cleaning and disinfecting checklist.
- Signage reinforcing the school's policies and procedures is posted throughout campus.

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

Policies

- Staff members are required to wear masks and gloves while cleaning spaces throughout the building.
- When cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test, the facilities and housekeeping teams are required to wear surgical masks, gloves, and gowns/coveralls, as well as face shields and eye protection when needed.
- Staff members are provided with a personal supply of appropriate cleaning supplies and the required PPE at the start of the school year. The housekeeping and facilities teams are provided with a personal supply of appropriate cleaning and disinfection supplies and required PPE at the beginning of the school year.
- Each room and shared space is stocked with cleaning and disinfection supplies and is restocked as needed.

Procedures

- During their August "gearing up" time, the school nurse provides staff with training on the appropriate way to use PPE, including how to put on and take surgical masks, gloves, and gowns/coveralls, as well as face shields and eye protection. As part of this training, staff members are made aware of the various types of PPE available through the school.
- The facilities and housekeeping teams receive regular, timely, and specific training on the necessary PPE for cleaning and disinfecting a space that has been occupied by an individual with suspected symptoms of COVID-19 or a positive antigen or PCR test and how to use it.

- Staff outfit every classroom, bathroom, office, and common space with appropriate PPE. Supplies are checked and restocked regularly by our facilities team.
- Staff maintains a comprehensive list of all PPE used on campus to support the timely restocking of supplies.
- Staff maintains a "self-help" restocking area where staff can pick up cleaning supplies, hand sanitizer, wipes, masks, gloves, PPE, and other materials that support healthy hygiene practices. This area is restocked by our facilities team daily.
- Staff may make direct requests to the facilities team at all times to restock supplies.
- The facilities and housekeeping teams monitor all cleaning and disinfecting supplies and restocks them as needed.

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.

Policies

- All HVAC equipment is assessed and serviced quarterly.
- The plumbing systems are inspected regularly and repaired as needed. In addition, water fountain filters are changed annually, and the school's water is regularly tested.
- *The school has no decorative fountains.

Procedures

- The school maintains a service and maintenance contract with a reputable engineering contractor.
- The school's facilities team maintains a regular inspection schedule for all plumbing systems. When needed, repairs are made by the facilities team. If the facilities team cannot make the repair, the school maintains a relationship with a reputable plumbing contractor.
- The school's water is regularly tested for contaminants by DC Water.
- The school's facilities team maintains a yearly schedule for replacing all water fountain filters.

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.**

Policies

- Before arriving at school each day, all students, staff, and visitors must self-report any potential COVID symptoms, risk factors, or pending test results (for the student and/or another household member) to the school by completing a health screening.
- Any student, staff member, or visitor who experiences COVID-19 symptoms while on campus is removed from

campus.

- Any student, staff member, or visitor potentially exposed to COVID-19 within or outside of the school setting is promptly removed from campus.

Procedures

- As part of their August "gearing up" communications, families and staff members receive information and training regarding the health screening. This information will also be posted on the school's website. Families and staff are informed that the screening is daily and mandatory. The screening identifies students and staff who should be excluded from campus based on travel outside of the District, Maryland, or Virginia, including international travel, contact within 14 days with a person who is confirmed or suspected to have COVID-19, pending COVID-19 test results for any member of the household, the existence of COVID-19 symptoms within 72 hours, and fever. Students and staff who fail the screening are instructed not to come to campus and consult with the school nurse for the next steps.
- Each student's health screening is verified by a staff member during the morning drop-off and by the school nurse. Any student who cannot present a screening during drop-off is excluded from campus.
- The school nurse verifies each staff member's health screening. Any staff member who cannot present a screening is excluded from campus.
- Visitors receive information about the school's health screening before or upon arrival on campus and are required to complete the screening before arriving or upon arriving on campus. In addition, visitors are informed that the screening is daily and mandatory. The screening identifies visitors who should be excluded from campus based on travel outside of the District, Maryland, or Virginia, including international travel, contact within 14 days with a person who is confirmed or suspected to have COVID-19, the existence of COVID-19 symptoms within 72 hours, and fever. Visitors who fail the screening are instructed to consult with the school nurse before coming to campus and may be excluded from campus.
- A visitor's on-campus host verifies their health screening. Any visitor who cannot present a screening is excluded from campus.
- Students, staff, or visitors who experience COVID-19 symptoms during the school day are moved to a designated isolation area where the school nurse receives them. They remain in the isolation area until they can be removed from campus, and they are excluded from campus until cleared by the school nurse. At the sole discretion of the school nurse, exceptions may be made for those who have pre-existing health conditions that present with specific COVID-19-like symptoms which have been documented by a physician and communicated to the school nurse.
- Students, staff, or visitors exposed to COVID-19/considered close contacts are moved to a designated isolation area where the school nurse will receive them. They remain in the isolation area until they can be removed from campus, and they are excluded from campus until cleared by the school nurse.

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.**

Policies

- The school nurse serves as the COVID-19 point of contact.
- When the school receives a report of a positive COVID-19 case—directly from a student/parent, staff member, or visitor, or through the school's weekly testing program—an official notification is made to DC Health the same day.
- The school will not exclude students, staff, or visitors who have 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.

Procedures

- During the August "gearing up" communications, the community will be informed that the school nurse is the COVID-19 point of contact. The information will also be posted on the school's website.
- The school nurse handles all communication with DC Health, including the reporting of positive COVID-19 cases.
- The school nurse collects and maintains information about any student, staff member, or visitor who has pre-existing health conditions that present with specific COVID-19-like symptoms.
- If a student, staff member, or visitor experiences symptoms common to COVID-19 or fails the health screening because of said symptoms but has written documentation that those specific symptoms are not due to COVID-19, the school nurse uses her discretion in determining whether the student, staff member or visitor is allowed on campus/is removed from campus. The school nurse monitors individuals not removed from campus until their symptoms subside. Those who are removed from campus are excluded until receiving approval from the school nurse.

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

Policies

- The school nurse manages contact tracing for the school.
- The school nurse reports all positive COVID-19 cases to DC Health, the individual who has tested positive, and the jurisdiction in which the individual lives.
- The school nurse manages all COVID-19-related communication from and to DC Health.

Procedures

- When the school's testing program reveals a positive case, the testing company communicates the results by phone with the director of finance and operations, the individual who has tested positive—in the case of a student, the student's parent or guardian—DC Health, and the jurisdiction in which the individual lives. Similarly, if the school nurse is informed of a positive test result from an offsite testing facility by a student staff member, or visitor, a notification is made to DC Health and the jurisdiction in which the individual lives. In addition, the director of finance and operations notifies the school nurse, the appropriate division director, the head of school, the school receptionist, and the director of communications to initiate the removal from campus and notification protocols.
- After being informed of a student, staff member, or visitor's positive antigen or PCR COVID-19 test, the school nurse reviews the individual's schedule to determine: (1) whether the individual was at the school during their

- infectious period; (2) which physical areas of the school the individual occupied during their infectious period; (3) whether the individual was in close contact with others while at the school. The school nurse also gathers (1) names of and contact information for the individual and any potential close contacts; (2) the date of the individual's positive test or the onset of symptoms; (3) dates and times the individual was physically present on campus; (4) spaces the individual occupied on campus; (5) the individual's state of residence; and (6) for staff, their job or role.
- The school takes daily attendance in each classroom.
 - Staff who travel between grades maintain schedules of the spaces they occupy.

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

Policies

- Positive COVID-19 cases in any student, staff, or visitor are communicated to all who might be close contacts, in person or by phone whenever feasible, as soon as possible.
- The school reports all cases of COVID-19 in students, staff, or visitors to the entire community via email and/or in the weekly email newsletter.
- The school reports the results of on-campus testing, even if there are no positive cases revealed, in the weekly email newsletter.

Procedures

- In the case of positive COVID-19 test results, the individual—or in the case of a student, the family—is notified by the school nurse via phone or email as soon as the information becomes available.
- In the case of potential COVID-19 exposure, the individual—or in the case of a student, the family—is notified by the school nurse or appropriate division director via phone, email, or robo text/call as soon as the information becomes available.
- The school's on-campus testing results are reported—even when there are no positive test results—in a weekly email newsletter distributed to the entire school community. The notification will not include identifying information.
- In the case of a positive COVID-19 case (including those in second-tier groups such as siblings or caregivers), after notifying the individuals who are directly affected and coordinating a response strategy with DC Health (including beginning contact tracing), an email is sent to the entire school community notifying them of the situation. The email will not include identifying information beyond the individual's position (student, staff member, visitor) and grade/division, where appropriate. This notification will also be included in the next published issue of the weekly email newsletter.

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.

Policies

- All unvaccinated students, staff, and visitors are required to provide weekly evidence of a negative PCR test.

Procedures

- The school uses Capital Diagnostics to provide weekly on-campus PCR testing for those who remain unvaccinated.
- The school nurse reports all testing information required by DC Health as soon as it becomes available. Capital Diagnostics also reports all positive cases to DC Health.

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.

Policies

- All staff and students who fall within the CDC recommended parameters to be vaccinated are required to provide evidence that they are fully vaccinated by the start of the 2021–22 school year.

Procedures

- Information about the school's policy regarding vaccination and the importance and benefits of vaccination is shared with staff as part of the "gearing down" communications in June.
- In June and July, the school communicates with families via email about the importance and benefits of vaccination and the school's requirements regarding vaccination for students.
- As part of their August "gearing up" communications, information about the school's policy regarding vaccination and information about the importance and benefits of vaccination will be shared with families and staff.
- Information about the school's policy regarding vaccination and information about the importance and benefits of vaccination will be posted on the school's website and shared via email, weekly email newsletter, and verbally during community meetings and other large gatherings, periodically throughout the school year as needed.
- If possible, the school will host an on-campus vaccine clinic for children under age 12 as soon as the vaccine becomes available to them.
- Evidence of vaccination is collected and maintained by the school nurse.

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.

Policies

- The school abides by all requirements related to students with disabilities, including those specific to COVID-19 risk mitigation.

Procedures

- The school has solicited from all families any information about needed accommodations with respect to our health and safety policies and continues to accept any such information that is provided. When reasonable, the school provides accommodations. In addition, the school has committed to providing a remote learning option through the end of 2021 for students who have a medically documented reason that they cannot be on campus.

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.**

Policies

- All staff will receive training on policies and procedures to safely open school before the school year or during the first week of school. The training is delivered by the school nurse, the head of school, the director of finance and operations, and/or the appropriate division director or staff member.

Procedures

- As part of their August "gearing up" time, staff members are provided copies of all relevant DC Health and OSSE guidance, as well as school policies, and the health and safety plan for their review and reference.
- All visitors are informed of the school's policies and protocols before arriving or upon arriving on our campus.
- During their "gearing up" time in August, staff who interact directly with students participate in training on mask-wearing, distancing, cleaning and disinfecting requirements, indoor and outdoor behaviors, respiratory and hand hygiene, and traffic flow management. This training includes resources and expectations for teaching students the school's policies and procedures and how they can help one another manage and maintain expectations. Some training is provided through an online resource, and some are conducted by staff.
- In August, a virtual training session will be held for families to review all safety protocols, including mask and hygiene requirements for their student(s). These sessions will be conducted by staff.
- During the first weeks of school, students will participate in training sessions on our policies and procedures covering mask-wearing, distancing, traffic flow, respiratory and hand hygiene, cleaning protocols, and how they can help one another manage and maintain expectations. Their primary staff member will conduct these sessions. In addition, staff will model the required behavior for students.
- The school's facilities and housekeeping teams receive specific training on detailed cleaning and disinfecting protocols, products, and expectations. This training is conducted by the director of facilities, with support from the school nurse and the director of finance and operations.

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.

Policies

- Staff members are responsible for monitoring students, other staff members, and visitors for compliance with the school's policies, intervening to correct the problem, and reporting their observations to their supervisor.
- Supervisors are responsible for monitoring their direct reports for compliance and intervening to correct the problem.
- Staff members are responsible for monitoring the students under their supervision for compliance with the school's policies, intervening to correct the problem, and reporting their observations to their supervisor.
- As needed, additional training will be scheduled.
- Violations of the school's policies will result in the individual being removed from campus.

Procedures

- The school's health and safety plan is shared broadly with staff and the school community over the summer, including via email and by being posted on the school's website.
- As part of their August "gearing up" time, staff will be instructed on their responsibility for monitoring the plan's implementation on a daily basis, including a specific reporting structure for issues and the expected timeframe and appropriate methods for reporting issues. These responsibilities will be reinforced during division and all staff meetings throughout the school year.
- When possible, staff will attempt to intervene to ensure the plan's implementation immediately. Staff report issues with the implementation of the plan directly to their supervisor. When feasible, this reporting happens during regularly scheduled division meetings.
- If an issue with implementation is persistent, requires a change in the plan, or the supervisor cannot assist the staff member in resolving it, the supervisor must report the issue to the administrative team, who take over monitoring implementation and addressing the issue. If necessary, the human resources office is consulted.
- Staff who have questions or concerns about the school's health and safety plans or how compliance should be monitored and enforced are encouraged to reach out to their supervisor, the head of school, the director of finance and operations, and/or the school nurse for clarification and training.
- Anyone unable or unwilling to comply with the school's policies and procedures is removed from campus.
- Additional training will be provided when needed to facilitate the implementation of the plan.

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

Policies

- The school uses numerous channels and methods—including, but not limited to, email, website, email newsletters, and verbal—to educate and build awareness and support with its various audiences in a timely and actionable manner.

Procedures

- The health and safety plan and policies and procedures are posted on the school's website.
- Age-appropriate signage is used throughout the school to reinforce policies and procedures for students, staff, and visitors.
- As part of their August "gearing up" communications, families will receive a series of emails outlining elements of the health and safety plan, as well as all policies and procedures, and they will be directed to the school's website for complete access and additional information. As needed, they will receive periodic updates and reminders via email throughout the school year.
- As part of their August "gearing up" time, staff receive the health and safety plan and all policies and procedures. Then, as needed, they receive periodic updates and reminders via email throughout the school year.
- Policies and procedures are communicated to visitors before arriving or upon arriving on campus.
- When a change is made to a policy or procedure, it is communicated to the impacted audience immediately. Whenever possible, such changes are communicated to families a minimum of two weeks in advance—particularly when the change requires them to purchase new PPE or make a change in their routine/their child's routine. In addition, all changes are posted on the school's website immediately.