

SY 2021-22 LEA Health and Safety Plans

School Name: MYSA Microschool
School Contact: Siri Fiske
School Type: Private, Parochial or Independent School
Date Generated: 08/11/2021

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.**
- a. Maysa School will require all students and faculty to wear face coverings during the school day.
- b. The [District of Columbia policy](#) currently requires all students, faculty, staff and visitors to wear face coverings during the school day.
- c. Our requirements for students, faculty, and staff may change if DC updates guidance in concordance with the [CDC Guidelines](#) updated on July 9, 2021. In which case the following face covering exclusions may apply at a later date.
- i. Fully vaccinated faculty, staff, and students may elect NOT to wear a face covering during the school day if the following conditions are met:
 1. Submission of a copy of their Vaccine Card demonstrating that they have received full vaccination status.
 2. Submission of a completed Universal Health Certificate which lists the dates of their Covid-19 Vaccine.
 3. These documents will be kept on file in the 2021-2020 School Year Health Records Files.
 - d. Students who are not fully vaccinated will be required to wear face masks at all times on school grounds except in the following circumstances:
 - i. When eating in the designated school dining area only.
 - ii. When participating in activities that occur outdoors.
 - iii. Students participating in Physical Education program indoors must wear the face covering at all times unless they have the appropriate medical exemption.
 - e. Correct facial covering is defined in this guidance by the CDC

[How to Safely Wear and Take Off a Cloth Face Covering](#)

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.

1. Students, staff, or visitors unwilling to wear a face covering while in the building will not be permitted entry.
2. Students, staff, or visitors unable to wear a face covering at all times must submit a Mask Exemption form prior to admittance to the building.
 - a. Students seeking mask exemptions must submit a [Mask Exemption Form](#). Mask Exemption Forms must be signed by the same health care provider listed on their UHC. Forms include
 - i. A statement from a medical provider that the student has a medical condition or physical or mental impairment that prevents them from wearing a face mask in school;
 - ii. A detailed description of why the student cannot wear a face mask and what alternative measures can be used to ensure the health and safety of all students and staff (e.g., plexiglass barriers, clear face shield); and
 - iii. The signature of the child's regular medical provider.
 - b. Faculty, staff, and visitors must submit a mask exemption form and provide evidence of

vaccination status or medical exemption prior to entering campus.

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. Mysa School has an intentionally small cohort, as a consequence:

- a. No class will be larger than 10 students.
- b. All classes will provide enough space so that students can be seated and working at least 3 feet apart throughout the school day.
- c. Maximum room capacity for our smallest room is 6 individuals and for our largest room is 12 individuals (10 students and two faculty).
- d. Exceptions are made for the Gym/Dining Area where all students and faculty will be socially distanced with at least 3 feet between each individual.

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.

The use of cohorts is not applicable to the Mysa School student or faculty population.

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.

Hand Hygiene:

Mysa School follows the [CDC Handwashing Guide](#). With posters prominently displayed in all student, faculty, and visitor facilities.

What are the key times to wash hands?

These are CDC's [key times you should wash your hands](#):

- **Before, during, and after** preparing food
- **Before** eating
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- If your hands are visibly dirty or greasy

After blowing your nose, coughing, or sneezing, you should immediately clean your hands by either washing them with soap and water or using hand sanitizer with at least 60% alcohol.

Handwashing Steps

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



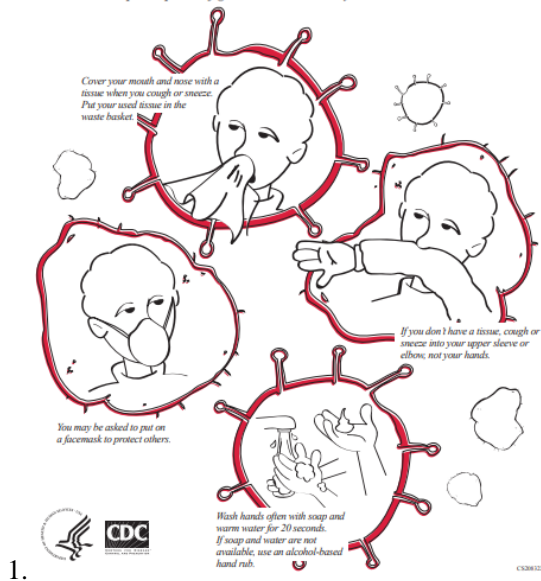
Respiratory Etiquette:

All students, staff, and faculty will wear face coverings at all times in the building. The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

1. Cover your mouth and nose with a tissue when coughing or sneezing;
2. Use in the nearest waste receptacle to dispose of the tissue after use;
3. Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

Cover your Cough

— Stop the spread of germs that can make you and others sick! —



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.

Make available adequate supplies

- In the 5 public student/staff bathroom paper towels are provided through our lease with All Souls Unitarian Church.
 - Supplies include: Soap, Paper Towels, Toilet Paper
 - In all classrooms touchless hand sanitizing stations are provided for student/faculty use throughout the day. These supplies are refilled as-needed, but a one-month supply is kept on site at all times.
 - In all classrooms and common spaces (Classrooms, Study Rooms, Gym, Dining Areas) disposable tissues are provided to students/faculty. These supplies are refilled as-needed, but a one-month supply is kept on site at all times.
 - In all classrooms and common spaces (Classrooms, Study Rooms, Gym, Dining Areas) sanitization materials are provided for student/faculty use. Sanitization materials include
 - Disposable disinfecting wipes
 - Paper Towels
 - Cleaning Products-Bleach in Spray Bottles, Lysol, and Disinfectant Spray
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 only require masks and the school has a supply of disposable masks for students or faculty who need to replace masks brought from home.

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).

1. Following each class faculty and students leaving the room are responsible for wiping down the common spaces in the classrooms. This includes:
 - a. All desks, chairs, and common use materials (whiteboards, pens, etc..) are wiped down with disinfectant.
2. Each afternoon the facility is cleaned and sanitized. The building cleaning begins at 3:00 pm immediately following the dismissal of all students.
 - a. Cleaning includes:
 - i. Sanitization of all bathrooms and common spaces
 - ii. Cleaning of all touchpoints including: stair rails, door handles, elevator switches, etc...
 - iii. Outdoor areas playground equipment is currently not open for student use.

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.

*A. a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or
B. if the school is notified that a student, staff member or visitor who tested positive has been in the school.*

- a. The school is sanitized daily at the conclusion of the school day.
- b. In the event an individual develops symptoms the designated area where they were located will be closed to students, faculty, and staff until the end of the day.
 - i. If a student develops symptoms they will be asked to quarantine in a designated location (Isolation Room) until they can be retrieved by a parent or guardian.
 - ii. Faculty/Staff will be dismissed from the building.

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

1. All classrooms are equipped with the following materials to support continual cleaning throughout the day:
 - a. Hand Sanitizer stations in all rooms
 - b. Cleaning Materials including:
 - i. Disinfectant solution
 - ii. Disposable disinfectant cloths
 - iii. Paper towels and other disposable materials
 - iv. Gloves and glove boxes
2. It is our policy to maintain 1-month supply of these materials in storage in all classroom closets at all times.

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.

1. All common areas are sterilized at the conclusion of each school day.
2. Drinking fountains are currently non-operational. Students are required to bring their own water bottles which can be refilled at touchless water stations throughout the day. These stations are sanitized in the evening with the rest of the school.
3. All classrooms were equipped with new HVAC units in 2020 and all filters are replaced annually.
 - a. Additional filter replacements throughout the year planned as needed based on manufacture specifications.
4. New duct systems were installed during the 2020-2021 school year to draw in fresh air in each classroom.

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.**

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

a.

b. Prior to entering the building all student families must complete the Covid-19 Screening form.

i. The Covid-19 Screening Form outlines the following exclusion criteria as noted by the CDC:

1. An individual who has two or more symptoms of COVID-19 or who is required to isolate or quarantine due to COVID19 diagnosis or exposure must not enter the school. Symptoms of COVID-19 include the following:

- a. Fever (subjective or 100.4 degrees Fahrenheit) or chills*
- b. Cough*
- c. Congestion or runny nose*
- d. Sore throat*
- e. Shortness of breath or difficulty breathing*
- f. Diarrhea*
- g. Nausea or vomiting*
- h. Fatigue*
- i. Headache*
- j. Muscle or body aches*
- k. New loss of taste or smell*

2. Students who meet the criteria for exclusion at the beginning of the day will not be allowed to enter the building.

ii. Students who are confirmed to have Covid-19 are not allowed admittance to the building.

iii. Students who are awaiting Covid-19 test results, or have family awaiting a test result, following a Covid-19 exposure are not allowed to enter the building.

iv. Students who have traveled outside of their home region and come into contact with individuals outside of their chosen unit are not permitted entrance to the school building.

v. Students who have traveled internationally must provide a negative Covid-19 test result

- and/or isolate themselves for 14 days prior to their return to return to the building.
- c. If a student develops clinically significant symptoms (at least 2 of those listed above) during the day the parent or guardian will be contacted and that student, and any siblings, will be required to quarantine on campus until a parent or guardian is able to pick them up from campus.
- d. Students will not be allowed to return to campus until they have a negative test result.

B. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

- a. If a student or faculty member develops symptoms of Covid-19 during the school day Mysa School will take the following steps:
 - i. Isolate the individual in the designated isolation space-the outdoors (partially covered courtyard)
 - ii. Notify the individual's emergency contact.
 - 1. If the individual is a student an approved parent/guardian must be informed that the student must be picked up from school immediately.
 - 2. If it is a staff member, and they are able to, they will be sent home for the day. If unable to transport themselves emergency contact will be asked to escort the individual home.
 - iii. The Head of School will accompany a student to the isolation space and is responsible for making contact with the parent/guardian and arranging for pickup.
 - iv. The student will be required to put on their additional (extra) mask to prevent transmission while in isolation.
 - v. All individuals who develop symptoms will be instructed to:
 - 1. Seek Healthcare Guidance
 - 2. Follow Covid-19 Exposure & Testing Protocols
 - vi. The isolation space is an exterior/covered courtyard. Touchpoints in this space are sanitized at the end of the day.
- b. In the event any community member reports an exposure to Covid-19 Mysa School will close for 14 days. All students and faculty will remain at home until the following:
 - i. Faculty, staff, or student submits a Negative Covid-19 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.**

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;

- a. Positive cases of Covid-19 will be reported to the DC Health department by Head of School Siri Fiske siri@mysaschool.org

- 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.

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

1. Mysa School will continue with daily on-campus data collection to support DC Health in Contract Tracing. Our current Covid-19 Screening form questions are listed below.
 - a. Has a doctor or another health care provider told you that your child has or might have COVID-19?
 - b. Has your child been identified as having close contact (in the last 14 days) with someone who is suspected to have, or has COVID-19?
 - c. Has the health department or anyone else contacted you and said your child might have been exposed to Covid-19?
 - d. Has your child traveled to any of the states OTHER than Virginia, Maryland, or the District of Columbia during the last 14 days?
 - e. Is your child or any other household member concerned they might have Covid-19 and are currently waiting for COVID19 test results?
 - f. Does your child have a temperature of 100 F or greater?
 - g. Does your child have any TWO of these symptoms: chills, muscle aches, sore throat, nausea, fatigue, congestion/runny nose?
 - i. Note, symptoms related to a known chronic condition that are unchanged will not be considered a reason to exclude from school.
 - h. Does your child have any ONE of these symptoms: fever, cough, shortness of breath, difficulty breathing, new lost of taste/smell, vomiting, diarrhea?
 - i. Note, symptoms related to a known chronic condition that are unchanged will not be considered a reason to exclude from school.
 - i.
 - j.
 - k. Please type your full name (Parent), as agreement to the following statement:

I acknowledge that my child does not have any of the following symptoms:

- Fever of 100.4 degrees Fahrenheit or higher,
- Difficulty/hard time breathing,
- New cough or a cough that gets worse,
- New loss of taste or smell.

By completing this form, I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by participating in Mysa School on-site programming and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

I understand that the risk of becoming exposed to or infected by COVID-19 at Mysa School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, school employees, volunteers, and students and their families.

2. Mysa School will continue our policy of requiring families that go on trips, or those who are exposed

to large groups of people to keep their children at home or to secure Negative Covid-19 Tests for their children before returning to campus.

3. Maysa School will provide DC Health with the following contact information for families that notify the organization of a potential Covid-19 Exposure
 - a. Contact Names
 - b. Phone Numbers
 - c. Home Addresses
 - d. Email Addresses

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

1. Maysa School defines a positive Covid-19 interaction as the following:
 - a. A student, staff member, or member of faculty contract or is suspected of contracting Covid-19
 - b. A family member or community contact contracts Covid-19, confirmed by positive test.

2. In the event of either of the above circumstances Maysa School will:
 - a. Send an email to families community members notifying all Maysa School community about potential for exposure.
 - i. Provide the procedure for community members and the return to school plan.
 1. If a student, staff member, or faculty member is suspected of contracting Covid-19 the school will shut down for 14 days, unless a negative Covid-19 test is provided before the end of the quarantine period.
 2. If a community member (sibling, family member, pod-member, etc...) is in close contact with someone who has tested positive for Covid-19 they must:
 - a. Quarantine for at least 14 days, or:
 - b. Quarantine for at least 7 days (if they have a negative test at least 5 days after exposure), or:
 - c. Quarantine for at least 5 days if fully vaccinated.
 - ii. Provide a link to the [When to Quarantine Restriction](#) information published by the CDC
 - iii. Follow up with calls as necessary.

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.

N/A

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.

N/A

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.

1. We do not have any students currently enrolled with disabilities that would prohibit them from adhering to the safety policies and procedures outlined in this plan.
2. We will continue to support all students with guidance from our administrative team.
 - a. If a student were to have a disability or health concern that would restrict their access, we will meet with the family to determine a plan of action that would support our organization in meeting their needs.
 - b. We have the technology support systems that allow us to provide instruction to high-risk individuals with hybrid/virtual/remote learning opportunities as they are required throughout the school year.
 - c. Students that are unable to wear a mask may also complete the Mask Waiver Form with permission from their physician.

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.**

Mysa currently employs 7 faculty members. The week of August 15th we will have training on all Covid procedures (conducted by the Head of School). The trainings will include proper use of masks, cleaning of classrooms and the school and protocols for what to do if we suspect a community member is sick.

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.

1. The Head of School will be responsible for monitoring the implementation of this health and safety plan with support from the Curriculum Director through:
 - a. Daily Walkthroughs of the Building
 - b. Weekly Faculty Meetings reminders to reinforce the requirements of the health and safety plan
2. The school will respond to noncompliance by devoting the next scheduled Weekly Professional Development course to review of the safety plan and safety protocol instructions.

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

We will communicate the plan to the community via email.