

## SY 2021-22 LEA Health and Safety Plans

**School Name: Maret School**  
**School Contact: Marjo Talbott**  
**School Type: Private, Parochial or Independent School**  
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### **Background and Purpose**

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

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

## Face Masks

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

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

All visitors (including parents) will be informed that universal masking is required at all times while on campus. Students and faculty will be required to wear masks at all times. Visual inspection, and correction, by our faculty will ensure masks are worn correctly. Teachers have been provided information by our health team on the proper wearing of masks (three layers, mouth and nose covered, snug against face, etc.).

### 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.

Individuals who refuse to wear a mask will not be allowed on campus. Anyone not wearing a mask will not be allowed to participate in on-campus activities.

### 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.

Throughout campus, classrooms have been rearranged to maximize distance. We will use outdoor spaces as much as possible. Arrival and dismissal is handled outdoors and is monitored by our faculty to ensure limited congregating. Similarly, extracurricular activities are monitored to limit congregating.

### 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.

In grades K-6, students will be placed in cohorts, and teachers will either use assigned seating charts or take a photo of who is sitting where. We have kept our classroom numbers on the lower end in each of these grades and will abide by any requirements from DC Health officials.

### 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.

Each classroom is equipped with hand sanitizer and child-safe cleaning supplies for use throughout the day. Touchless faucets have been installed in all bathrooms across the campus. Community members are encouraged to cover coughs and sneezes (elbows) when not wearing a mask. Any used tissue should be discarded after use and hands washed thoroughly.

### 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.

Each classroom is equipped with hand sanitizer and child-safe cleaning supplies for use throughout the day. Touchless faucets have been installed in all bathrooms across the campus.

**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 has acquired surgical masks, both adult and pediatric, to provide in case students or faculty forget their mask or additional masks are required during the day. KN95 masks and face shields have also been acquired to provide faculty with additional options for protection.

### **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).**

Our cleaning services routinely disinfect classrooms, and a day porter circulates throughout the campus during the day to sanitize all high-touch areas. Our cleaning service has operated in the District for over 30 years and complies with all DC Department of Health guidelines related to methods of safely cleaning campus.

**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.**

Initiate DC Health's guidance for cleaning and disinfecting areas where the person has been. Because the guidance changes frequently, we anticipate that we will need to be proactive and reactive in our approach. As of now our approach will be the following:

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, the school must clean and disinfect the area(s) where they have been.

Schools must close areas where the sick individual has been.

- If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort should be dismissed and the room vacated as soon as possible.
- It is acceptable for the cohort to remain in the room until the end of the day in the following circumstances:
  - If an individual has symptoms but is not confirmed to have COVID-19; or
  - If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.
- Staff supporting, accompanying, or cleaning up after a sick student or staff member should adhere to PPE best practices as articulated in Appendix B.
- Once the room is vacated, schools should wait as long as possible before entering the room to clean and disinfect (at least several hours). Schools should perform deep cleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.
- During cleaning and disinfection, schools should increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).
- Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process. Staff should also follow additional PPE best practices as articulated in Appendix B.
- For additional material-specific considerations, including for soft surfaces, laundry, electronics, and outdoor areas, see DC Health's Guidance on Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID19.
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more

than 24 hours, but less than three days, since the individual was in the school building, the school must clean any areas where the individual has been. Disinfection is not necessary.

- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.

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

Cleaning personnel will be required to wear gloves while completing cleaning. Our cleaning company and facilities department work closely together to ensure hand sanitizer, disinfectant and other cleaning supplies are ordered and always in stock.

**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.**

In the summer of 2020, we hired an outside consultant to assess our HVAC systems, and upgrades were made according to industry standards to ensure appropriate ventilation and filtration. Plexiglass has been installed in common areas to limit the flow of aerosols. Windows and doors continue to remain open whenever possible to allow for the continual flow of fresh air, and our HVAC systems have been calibrated to increase outdoor air intake. We continue to monitor our systems.

Touchless refill stations have been installed in various locations around campus. Water fountains on campus have been disabled, and faculty and students coming to campus must bring their own filled water bottles.

**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.**

Anyone who is known to be COVID positive will not be allowed on campus. Community members are required to notify the School's Health Team in the event they test positive for COVID-19. We follow OSSE's guidance regarding additional exclusion, with exceptions for those with a documented pre-existing health condition, those who are fully vaccinated or those with a positive COVID diagnosis in the last 90 days.

A student, staff member, or essential visitor must stay home, or not be admitted, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in the "Daily Health Screening" section of this guidance in the last 24 hours.
- Are confirmed to have COVID-19.

- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.
- Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.
- Have traveled domestically in the last 10 days to any place other than Maryland or Virginia, unless they did not attend school until tested for COVID-19 three to five days after returning to DC AND received a negative COVID-19 viral test.
- Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.

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

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

Head Nurse Alison Goradia has been designated as the COVID-19 POC. She will report any positive cases to DC Health to facilitate contact tracing. Every effort will be made to notify DC Health on the same day the school is made aware of any diagnosis. Existing health conditions are documented in our school's health system so as to prevent those with pre-existing conditions from being excluded from school.

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

The school will provide names and contact information from any community members deemed to be close contacts as well as provide the necessary information to determine who those close contacts may be.

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

Maret is committed to managing COVID-19 cases in the community in a timely and responsible way. Every scenario cannot be anticipated, so the School will follow guidance from the DC Department of Health and the CDC and use its discretion in managing and communicating about any positive cases or exposures.

Upon confirmation that someone in the community who has been on campus has tested positive for COVID-19, the School will

- Notify contacts who may need to quarantine for 10 days, monitoring symptoms for 14 days
- Move some or all students to remote learning as needed
- Notify the community of any known cases on campus
- Initiate DC Health's [guidance](#) for cleaning and disinfecting areas where the person has been

Maret will not disclose the name of anyone with a suspected or confirmed case of COVID-19.

### **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](https://dchealth.dc.gov/page/covid-19-reporting-requirements).**

All students and faculty who are not fully vaccinated will need to follow our testing protocols. We expect that we will continue conducting pooled testing on a weekly basis.

In pooled testing, samples from multiple people are combined into a batch, and then one diagnostic test is run on that batch. If the virus is not detected in the batch, then all samples can be presumed negative with the one test. If the virus is detected in a batch, then each individual sample is tested to determine who is positive.

Pooled testing is an accurate, cost-effective, and efficient way to detect the virus in our school community. Because fewer tests must be run overall, it allows us to test more frequently and keep transmission low by identifying the presence of the virus early.

Students or faculty members who test positive will be notified and asked about close contacts within the Maret community. Any close contacts will then be notified and advised of proper protocols. We will inform the community regularly of the results of any testing on campus. Community Members may review testing results on our dashboard.

DC Health will be informed of any positive test results to facilitate contact tracing efforts.

**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.**

The School requires anyone who is eligible to receive the vaccine to take the vaccine.

### **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.**

Appropriate accommodations that are in line with our educational philosophy, and covered by applicable law, will be made to accommodate students with disabilities.

### **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.**

Maret’s faculty are top-notch educators with a passion for teaching and an innovative spirit. To help them guide students’ learning and enhance their ability to teach both in person and when necessary online, we have provided them with additional training, equipment, and resources from the Health Team, the Operations team and the Technology team to assist with implementing the health and safety measures and technology designed to assist in the school's COVID mitigation efforts.

**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.**

Our COVID-19 TASK FORCE composed of Maret trustees, faculty, and outside experts has been instrumental in helping the School make decisions since March, 2020. In addition to sharing their own considerable knowledge and experience, they have been conducting extensive research—connecting with colleagues and organizations across the world, participating in webinars, and determining best practices—to help us in our planning. They will meet once a week to ensure that Maret provides a safe and excellent learning environment and monitor the school's achievement of its COVID plan. Any deviations from the plan will be reviewed and the appropriate supervisor will be informed so that corrections can be made.

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

The school's "Return to School Manual" has been published on our intranet and emailed out to the entire community.