

SY 2021-22 LEA Health and Safety Plans

School Name: Sheridan School
School Contact: Jessica Donovan
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 Sheridan School students, faculty, staff and visitors, including those who are fully vaccinated, will be required to wear non-medical face masks or coverings at all times when on school grounds, on school buses, and when participating in any school-related activities, including physical education and sports, except when eating or otherwise exempted by DC Health and OSSE. Mask compliance will be monitored upon entry to the school at all entrances and in classrooms, halls and other school spaces during school hours and activities. Monitoring will include affirming masks are worn correctly, covering both mouth and nose. Sheridan will have masks available and easily accessible at all times should a community member need a replacement mask while on school grounds or when involved in a school activity.

When temporarily removing their masks for approved activities such as eating, community members will be instructed to avoid touching their eyes, noses and mouths when removing their masks, to fold their masks neatly and place them out of reach of other students, and to wash their hands.

2. Provide the School's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

In the event a student, a member of the faculty and staff or a visitor is unwilling to wear a mask for a non-medical reason, the individual will be denied entry or, if they have removed their mask after entry, asked to comply with our masking requirements or leave Sheridan's grounds or school activity. For those who are unable to wear a mask for medical reasons, we will engage in an interactive process to determine whether specific accommodations such as mask breaks with physical distancing would allow them to be on our premises or participate in school-related activities without putting our community or themselves at risk from COVID-19.

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.

To the maximum extent possible, Sheridan will maintain a minimum physical distance of 3 feet between students in all classrooms at all times, and a minimum physical distance of 6 feet between children and adults, regardless of vaccination status. This distance will increase to six feet when eating or participating in other activities where masks may be temporarily removed, during physical education, while participating in athletics, across cohorts, and in common areas of the school.

Physical distancing will be established and enforced by physically spacing desks and other seating areas at appropriate distances, and placing physical markers on floors wherever children or adults may queue.

Physical distancing during arrival will take place by directing students to different entrances based on their cohorts, grades and room assignments. Staff members will supervise arrival at each entrance to ensure proper masking, distancing and adherence to sanitation procedures upon building entry.

Physical distancing during dismissal is accomplished by assigning each cohort a specific dismissal spot outdoors on Sheridan's campus that is a minimum of 10 feet from other cohorts. The school will use a texting app to call for students in small groups of six to unite them with their parent/guardian/caregiver at a specified spot on the Sheridan campus. During inclement weather, dismissal will take place indoors from each cohort's classroom or other designated area that provides a minimum of 10 feet of distancing between cohorts.

The same distancing protocols will apply for any extracurricular activities that take place on Sheridan's campus or as part of Sheridan-sanctioned activities.

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.

Sheridan is a K-8 school with 225 students. Each grade will constitute a single cohort, which may, as necessary, break out into sub-groups within the grade cohort for smaller group activities and instruction. There will be no interaction between grade cohorts. Cohorts will abide by the physical distancing requirements for classrooms outlined in Question 3 and this distancing will be maintained for meals, snacks, in common areas and at recess.

In Grades K-4, homeroom teachers will be assigned to specific cohorts to teach reading, writing, math and social studies. Science, music, art and Spanish will be taught across grades by departmental teachers who will observe numerous mitigation protocols, including masking, physical distancing, handwashing and sanitizing, to limit any cross-cohort exposure. In Grades 5-8, grade-level advisors and subject matter teachers will utilize the same layered mitigation strategies to prevent cross-cohort exposure in the Middle School. Sheridan employed these layered mitigation strategies while open for in-person learning from October 2020-June 2021 and successfully prevented the transmission of COVID-19 within the community. We anticipate similar results for 2021-2022.

In our After School Program, we will adhere as strictly as possible to the cohort structure established for the regular school day and will follow all of the layered mitigation protocols, including masking, physical distancing, handwashing and sanitizing, contained in this plan to minimize the potential for community transmission.

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.

Sheridan will emphasize and train all community members on proper and frequent handwashing, including using soap and water for at least 20 seconds, and make handwashing resources easily accessible. Hand sanitizer that contains at least 60 percent alcohol will be provided throughout the building and in classrooms, and it will be available for use whenever handwashing with soap and water is impractical.

Hand hygiene will be part of our routine before and after eating food, before and after group activities, after going to the bathroom, before and after removing masks, after removing gloves and after blowing one's nose, coughing or sneezing. Community members will be taught to cover their nose and mouth with a tissue if they need to cough or sneeze while unmasked, to immediately throw the tissue in the trash, and to wash their hands with soap and water for a minimum of 20 seconds or, if that option is not available, use hand sanitizer.

- 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 school will provide appropriate cleaning and sanitation supplies in classrooms and in common spaces throughout the building. Hand sanitizing stations will be placed at each entrance and bathrooms will be fully stocked with soap and paper towels to facilitate hand washing. Every classroom will be equipped with hand sanitizer, disposable gloves, disinfecting wipes and sprays, specialty wipes for tablets, paper towels and tissues. Classrooms that include a sink will also be provided with soap. Hand sanitizer and tissues will be made available in common areas, such as the front lobby and faculty workroom.

- 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.**

Sheridan provides a mask stipend to faculty and staff for the purchase of appropriate and comfortable protective masks. We also will order and cover the costs of any additional PPE requested by faculty and staff members, including eye protection and gowns or coveralls. The Sheridan nurse maintains a supply of N95 masks, gloves and gowns for use by any Sheridan faculty or staff member. Any Sheridan family who needs PPE and is unable to obtain it for financial or other reasons is encouraged to contact the school nurse to arrange for it through the school.

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).**

Classrooms, offices, and common areas are thoroughly cleaned each evening by a professional cleaning company. During the day, Sheridan cleaning staff clean and sanitize high-touch areas such as bathrooms and high-touch objects and surfaces in classrooms and common areas several times per day using high-quality, low-toxicity cleaning and disinfecting products with proven virucidal properties. Any individual engaged in cleaning-related activities will wear gloves provided by the school. The use of shared objects and equipment such as art supplies or gym equipment will be as limited as possible and, to the extent feasible, cleaned between uses. Playground equipment will be cleaned each morning with disinfectant using an electrostatic sprayer and students will sanitize their hands before and after recess and physical education classes.

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.

If Sheridan learns that a student, staff member or visitor has developed symptoms of COVID-19 while on campus or tested positive for COVID-19 after being on campus within the previous 24 hours, we will:

- Close areas where the affected individual has been, including classrooms and/or isolation rooms, and clean and disinfect those areas. Once the room or rooms are vacated, we will wait a minimum of several hours before entering to begin a deep clean and disinfection.
- Maximize air filtration and circulation to the affected areas during cleaning and disinfection through open doors, open windows, and by using the sophisticated air filtration and air scrubbing systems we have in place.
- Require staff to wear a face mask and gloves for all steps of the cleaning and disinfection process.
- Take steps to protect staff working directly with any community member suspected of having COVID-19 based on their proximity to the community member (e.g. adding more PPE such as gowns and face shields/goggles if six feet distance can not be maintained).
- Clean all areas where an affected individual has been if it has been more than 24 hours since they were last on campus, but less than three days.
- Follow our regular cleaning and disinfection schedule and procedures if it has been more than three days since an affected individual has been in the building.

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

We have a fully-funded supplies budget and maintain an appropriate supply of cleaning and disinfecting materials for use by our custodial staff. The materials are safely stored and accessible to cleaning staff at all times and to other staff as needed. All staff are provided with gloves for cleaning and disinfecting activities.

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.

Sheridan uses a layered mitigation strategy to keep our community healthy that includes higher MERV air filters, HEPA-filtration air purifiers and air scrubbers that turn over the air in classrooms and offices at a rate of 10x per hour. Air flow is also increased through open windows and doors when feasible. Regular air flushing of the entire building is performed on a daily basis and our HVAC system has been reprogrammed to

optimize fan cycles. The school will also be installing a Dedicated Outdoor Air System during the summer of 2021 in order to increase ventilation and circulation to classrooms per the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommendations for improving air quality and mitigating against airborne disease.

Our sink faucets are regularly assessed and cleaned, while our drinking fountains have been disabled with the exception of five that have water bottle filling capability only. Our building has been in continuous use throughout the pandemic and we have no stagnant water concerns.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the School's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

Any individual who has symptoms of COVID-19 or who is required to isolate or quarantine due to COVID-19 diagnosis or exposure will not be permitted to enter the school. Sheridan will conduct daily health screenings for any individual who will be on campus for any reason. Any community member who indicates any of the following will be denied entry to campus or school activities:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed in OSSE's 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 in the last 10 days to any place other than Maryland or Virginia, unless they quarantined upon returning home, got tested for COVID-19 three to five days after their return, AND received a negative COVID-19 viral test.

Individuals who are excluded based on these criteria will be asked to stay at home, contact their medical provider for next steps, and speak to the school nurse to establish a plan for returning to school once return criteria are met.

EXCEPTION: Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 in the last 90 days or is fully vaccinated against COVID-19 may be admitted immediately after domestic or international travel, when they are waiting for COVID-19 testing results after close contact with someone with confirmed COVID-19, or when a household contact is awaiting COVID-19 test results. If the individual reports symptoms consistent with COVID-19, they will be required to follow the exclusion criteria outlined above.

Community members who develop COVID-19 symptoms or are made aware of a COVID-19 diagnosis while at school will be sent home, and we will take the steps outlined in Question 9 to quarantine any affected cohorts and clean and sanitize. If the affected individual is not immediately able to leave the school premises, they will be isolated from other individuals and wear a face mask, with any accompanying staff members following PPE best practices as outlined in Question 9. The school will direct affected individuals to call their healthcare provider to determine next steps.

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.**

Sheridan's school nurse will serve as the point of contact for all community members to report a positive case of COVID-19. The nurse, in turn, will be responsible for reporting positive cases to DC Health and serve as the school's liaison to DC Health for all things related to COVID-19.

The school nurse also will ensure that students or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms will not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that the specific symptoms are not due to COVID-19. The nurse will keep a record of all such cases and approve the affected individuals' entry into the building.

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

Sheridan will provide DC Health with the names and contact information of all individuals who are potential direct contacts of the COVID-positive individual.

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

The school will notify the school community by email of any positive cases and the corresponding action taken. Any cohorts or community members who may have had direct contact with the affected individual will receive a separate written communication with detailed instructions about the next steps to take and the roles

and responsibilities of all involved. Any new information learned will be shared with the community as appropriate.

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.

When DC is experiencing moderate to substantial community spread Sheridan will conduct PCR-based COVID-19 testing of unvaccinated students, faculty and staff on a regular basis through Capital Diagnostics or District Urgent Care. The testing will take place at Sheridan during the school day at no cost, and any positive results will be reported to DC Health immediately. In 2020-2021, Sheridan conducted this testing biweekly.

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 will strongly encourage all eligible individuals to be vaccinated by making community members aware of the benefits of vaccination, providing links to vaccination opportunities and allowing students, faculty and staff to miss school with no penalty to undergo vaccination. The school is also partnering with District Urgent Care to host COVID-19 vaccination clinics at school once the FDA approves vaccine(s) for children under 12 years. The clinics are currently scheduled for October and November 2021.

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, Sheridan does not have formal 504 or IEP plans to implement. Sheridan's school nurse and the Director of Finance and Facilities will engage in an interactive process with community members to identify appropriate accommodations for students with disabilities if requested.

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.**

A small team of administrators at Sheridan is responsible for guiding the school's response and plan for COVID-19. This team includes the Head of School, heads of the Lower and Middle Schools, the Director of Finance and Facilities, Director of Communications and School Nurse. Together, these individuals will be responsible for reviewing and implementing DC's and OSSE's health guidance and ensuring anyone with a role and responsibility related to the plan has sufficient training and expertise by the time school begins (e.g. the Director of Finance and Facilities will train the custodial team on cleaning and disinfection protocols and schedules). Training and information will be delivered in-person and in writing by email based on the recipients' communication skills and needs. The plan will be presented and explained at the school's Opening Meetings for all faculty and staff in August prior to the start of the school year.

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.

The team of administrators identified in Question 19 meets once per week and continually evaluates the plan's implementation and finds solutions to any issues that may have arisen. The team is also available to respond quickly to urgent matters.

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

The school's health and safety policies will be communicated across the community in early August and included in both the Student-Family Handbook and Employee Handbook. The plan will also be posted on the school's website and essential visitors or contractors directed to it as needed. All visitors to the building will be briefed on our policies and practices by Front Office staff upon their arrival to the building.