

SY 2021-22 LEA Health and Safety Plans

School Name: St. Anselm's Abbey School
School Contact: Jim Power
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 students, faculty, staff, and essential visitors/contractors, including those who are fully vaccinated, **must wear a face mask at all times while on school grounds** (except during lunch time and other food/water breaks) both indoors and outdoors, on school buses, and while participating in any school-related activities, including physical education and sports.

Both surgical and nonmedical (cloth) masks can be used.

Face masks with exhalation valves or vents will not be allowed in school.

Students with a medical or developmental contraindication should be exempt from wearing a face mask after providing proper medical documentation.

The school will have additional masks in stock to replace a student/employee's mask as needed.

The school will monitor and enforce the correct wearing of face masks. Masks should be two to three layers of tightly woven fabric, cover the nose and mouth, and fit snugly against the sides of the face. A face mask should never be a substitute for physical distancing.

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.

All students, faculty, staff, and essential visitors will be required to wear a mask while in school grounds.

Any student, faculty, staff, or essential visitor that is unwilling to wear a face mask at all times while in school grounds will be given a warning. An individual who does not comply with the school's face mask requirement will not be allowed to attend school or work in-person.

Any student, faculty, staff, or essential visitor that is unable to wear a face mask at all times while in school grounds due to a documented medical or developmental disability will be given specific accommodations including mask breaks and/or the ability to work on an isolated space as needed.

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.

In classrooms between students:

3 feet of physical distancing will be implemented in between students (if Covid-19 transmission rates in D.C. are not high) in all classrooms in which the total number of students in that class can be accommodated. When needed, the 3 feet of physical distance between students in a classroom will be reduced to prioritize in-person attendance to all students. Teachers will continue to be 6 feet apart from students in all classrooms.

In all other common spaces and activities:

6 feet of physical distancing will be implemented in all other common spaces outside of the classroom such as hallways, arrival and dismissal, and restrooms, as well as during other school-related activities such as assemblies, physical education classes, athletics, and activities in which masks are not being worn such as lunch.

6 feet of physical distancing will also be implemented across the school between all adults (faculty, staff, essential visitors/contractors), between adults and students, and between students from different classes/cohorts.

4. Provide the School's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

To the extent possible, the school will keep **students in the middle school** in a cohort within their assigned section every day for classes.

In the upper school, where students are enrolled in many different classes across the curriculum in grades 11th and 12th, the school will minimize the amount of unnecessary mixing as much as possible in these two grades but will not have specific cohorts but instead consider these two grades a cohort. The same will be the case in 9th and 10th grades but to a lesser extent.

For all students and faculty/staff, the school will implement plans to prevent mixing of cohorts to the greatest extent possible in all common areas such as hallways, arrival and dismissal, bathrooms, lunch breaks, and all other common areas.

All students will continue to eat and have their lunch break within their designated cohorts in a designated space either indoors or outdoors (or a combination of both) where at least 6 feet of physical distance will be available between students.

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.

The school will continue to encourage proper hand washing and respiratory etiquette throughout campus with the use of signage and daily communications as well as the placement of hand sanitizing stations and tissues throughout the building as well as in all main entrances. Students will be instructed to sanitize their hands before and after lunch and any time after coughing and/or sneezing.

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 restock all classrooms, offices, bathrooms, and common spaces with paper towels, tissues, and hand sanitizer daily. The school will also maintain an appropriate amount of these supplies stored throughout the school year.

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 will maintain a stock of all necessary personal protective equipment including gowns, surgical gloves, surgical masks, face shields, and N-95 masks to be used as needed by the school's health services when caring for and evaluating an individual with possible or confirmed Covid-19 symptoms or any other contagious disease as well as when cleaning and disinfecting areas in which an individual with possible or confirmed Covid-19 symptoms or any other contagious disease has been. The school's cleaning crew will also have access to the same personal protective equipment when supporting the cleaning and disinfecting of an area in which an individual with possible or confirmed Covid-19 symptoms or any other contagious disease has been.

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).

The school's cleaning crew will complete routine cleaning of rooms, objects, and surfaces, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, and doorknobs) on a daily schedule every evening after school hours.

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.

(1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school:

The school's health care personnel and/or cleaning crew will clean and disinfect any room/area in which a student, staff member, or visitor who has developed possible Covid-19 symptoms while in school was present immediately after the sick individual has been cared for and dismissed from school.

(2) if the school is notified that a student, staff member or visitor who tested positive has been in the school. Include the school's plan to comply with specific required protocols for scenarios when it has been 24 hours or less since the sick person was in the school, as well as when it has been more than 24 hours but less than three days since the sick person was in the school:

If it has been less than 24 hours since the sick person was in school, the school will close off and clean and disinfect the areas where the sick individual has been.

If a positive COVID-19 case is confirmed during the day and the individual is on campus, **then the cohort should be dismissed, and the room vacated as soon as possible.**

If the individual has not been in on campus that day, then the school will consider dismissing the individual's cohort at the end of the day.

All staff caring for, accompanying, or cleaning up after the sick individual is dismissed will be required to wear the proper personal protective equipment.

Once the room is vacated, the school will wait as long as possible (at least several hours or overnight if needed) before entering the room to clean and disinfect.

The school will perform a deep cleaning and disinfecting of the full classroom and any other spaces (such as the infirmary/isolation room) in which the sick individual was and any equipment the sick individual was in contact with.

The school will increase air circulation to all areas that need to be cleaned and disinfected by opening doors and windows and using fans as needed after the room/area has been cleaned.

All school personnel involved in the cleaning and disinfecting of rooms and areas will wear face masks and gloves during the cleaning process.

If it has been more than 24 hours but less than three days since the sick person was in the school, the school will complete the routine daily cleaning after school hours but will not complete a deep disinfecting.

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

The school will have a large stock of cleaning and disinfecting supplies in store throughout the school year and will require that all cleaning staff wear face masks and gloves while cleaning and disinfecting spaces throughout the school.

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.

All HVAC equipment will be on a quarterly preventive maintenance schedule. All classrooms and offices air ventilators will have a MERV-13 filter that will be replaced quarterly.

All classrooms and offices air purifier filters will be replaced in accordance with the manufacturer's recommendations.

Water quality will be tested every 6 months and all water back flow preventors will be inspected by a certify technician.

All water fountains in use will have a bottle filling feature and all water fountain filters will be replaced in accordance with the manufacturer's recommendations.

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:

Any individual (student, faculty and staff, or essential visitor) who meets the below criteria will not be allowed to attend school and, if already on campus, will be immediately dismissed:

- Reports having been diagnosed with COVID-19.
- Presents with Covid-19 like symptoms or a temperature of 100.4 or higher as demonstrated by the school’s Covid-19 Daily Symptoms Assessment.
- Has been in close contact with a confirmed positive covid-19 case.
- Has traveled domestically to any place other than Maryland and Virginia or internationally in the last 10 days (unless they got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 PCR test)

*The exception to all the above will be for individuals who have already been diagnosed with Covid-19 in the last 90 days or individuals who have been fully vaccinated for Covid-19, **as long as the individual is fully asymptomatic**. Individuals presenting with any Covid-19 like symptoms will still be excluded/dismissed from school regardless of prior history of Covid-19 and/or vaccination status.

*The school will not exclude/dismiss an individual with a pre-existing medical condition for which symptoms are similar to Covid-19 symptoms as long as proper documentation is provided by the individual’s health care provider stating that the specific symptoms have been determined not to be due to Covid-19.

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

The school will immediately dismiss any student (as well as the cohort the student is a part of only when the exposure is confirmed), faculty and staff, and essential visitors that have been potentially exposed to or develop covid-19 like symptoms while in school.

For Students:

- The school will immediately isolate the student in the infirmary while making sure the student is wearing a mask.
- The student is evaluated by the school’s health care personnel to rule out any severe symptoms that might require the activation of emergency medical personnel.
- The student’s parents/guardians are contacted and instructed to pick up the student as soon as possible and are given advise to follow up with their health care provider.
- The school will clean and disinfect the infirmary and any other areas the student was in right after the student is picked up.
- All personnel involved in the care of the student as well as in the cleaning and disinfecting procedures will be required to wear the proper personal protective equipment.

For Faculty/Staff and Essential Visitors:

- The individual will be evaluated and, if safe, instructed to go home and advised to follow up with their health care provider.
- If the individual is presenting with any severe symptoms, the individual will be instructed to go to the infirmary and wait until symptoms subside before going home or, if necessary, the emergency medical personnel will be activated.
- The school will clean and disinfect the infirmary and any other areas the individual was in right after the individual goes home.

- All personnel involved in the care of the individual as well as in the cleaning and disinfecting procedures will be required to wear the proper personal protective equipment.

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:

The school's Covid-19 point of contact is our Medic and Athletic Trainer Mr. Zack Delgado.

All families, faculty and staff, as well as all essential visitors including contractors and vendors shall report any Covid-19 positive cases as well as any other Covid-19 related inquiries to Mr. Delgado.

Mr. Delgado is also responsible for reporting all Covid-19 positive cases in the School community to the DC Department of Health and for leading all Covid-19 related contact tracing efforts in the school.

Mr. Delgado can be reached via email at: zdelgado@saintanselms.org, and via phone at: 202-269-2353.

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:

Mr. Delgado as the Covid-19 point of contact and school Medic and Athletic Trainer will report any applicable positive Covid-19 cases in a student, staff member, or essential visitor that has been in school grounds during the infectious period to the DC Department of Health by submitting the online form on the DC Health COVID-19 Reporting Requirements website (dchealth.dc.gov/page/covid-19-reporting-requirements) under the section "Non-Healthcare Facility Establishment Reporting."

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:

Mr. Delgado as the Covid-19 point of contact and school Medic and Athletic Trainer will be in charge of making sure no student or staff is excluded from school on the basis of a pre-existing health condition that present with specific COVID-19-like symptoms if a healthcare provider has provided written or verbal documentation stating 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.

Mr. Delgado as the Covid-19 point of contact and school Medic and Athletic Trainer will be responsible for reporting all positive Covid-19 cases in the school community to the DC Department of Health and for providing any additional necessary contact information from students, parents, faculty and staff, and any other essential visitors involved in a positive Covid-19 case in order to support DC Department of Health with its contact tracing efforts.

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's headmaster, in coordination with school health care personnel, will notify the entire school community via email of all positive Covid-19 cases reported to the school as well as all other corresponding actions taken such as quarantining of close contact individuals and cohorts, cleaning and disinfecting, and return to school criteria after an individual becomes positive for Covid-19 or becomes a close contact of a possible Covid-19 case.

The school will also inform all affected individuals of any exceptions/accommodations given to those who have been previously diagnosed with Covid-19 in the last 90 days and those who have been fully vaccinated as long as they are asymptomatic.

During all communications, the school will respect the privacy of all individuals involved and offer ongoing support to assist all individuals and families' wellbeing.

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.

Currently the school does not plan to implement any Covid-19 testing protocols for either symptomatic or asymptomatic individuals. If this changes, the school will be sure to update and report all results to the DC Department of Health as required.

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 continue to strongly encourage all eligible individuals, both students and employees, to get the Covid-19 vaccine to maximize the safety and well being of the entire school community.

The school's health care personnel will assist all members of the school community in their efforts to obtain the Covid-19 vaccine by providing and updating information related to vaccination opportunities in their local communities. The school will send all vaccination related information as well as updates for new eligible age groups via emails as well as via the weekly school bulletin.

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.

To the greatest extent possible, the school will continue to provide special services and accommodations to any student with disabilities as needed. This includes instances in which a student with disabilities must be excluded from in-person school due to Covid-19 related health and safety policies and procedures.

Any student that is unable to wear a face mask at all times while in school due to a documented medical or developmental disability will be given specific accommodations including mask breaks and/or the ability to work on an isolated space as needed.

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. Who will receive training and technical assistance:

All faculty and Staff will receive training and technical assistance as it relates to their individual responsibilities to make sure all safety policies and procedures for reopening can be properly implemented.

b. The topics that the training and technical assistance will address:

- Proper mask wearing.
- Proper physical distancing strategies throughout school.
- Proper temperature checks.
- Proper cleaning and disinfecting.
- Proper use of personal protective equipment.
- Basic concepts of contact tracing.

c. How and by whom the training and technical assistance will be delivered:

Training and technical assistance opportunities will be delivered during staff and summer reopening planning periodical meetings. Different topics will be led by individuals responsible for different tasks within the faculty and staff such as the school's headmaster, facilities director, medic and athletic trainer, as well as any other potential outside sources such as online training classes and technical assistance calls such as the ones provided by OSSE and DC Department of Health.

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 school's reopening committee will oversee the implementation and monitoring of the health and safety plans on campus daily. The committee will meet monthly and reassess the plan and make any necessary changes. The committee will also be responsible for ensuring all members of the school community adhere to the health and safety plan.

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

The school will share the health and safety plan with all students, families, faculty, and staff via email and, when needed, zoom meetings prior to the start of the 2021-2022 school year.

The school will also post the entire plan on the school's website under its Covid-19 section at least 10 days prior to the start of the 2021-2022 school year.

The school will update its community of any changes to the plan via emails as well as via the families and staff weekly bulletins.