

## SY 2021-22 LEA Health and Safety Plans

**School Name: St. Jerome Institute**  
**School Contact: Peter Crawford**  
**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 full 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.**

Students and staff will wear face coverings, face shields, or face masks to school, at school, between classes, and in classes except for instances when they are presenting (if necessary) or eating, in order to protect our most vulnerable community members.

Face 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.

In keeping with the SJI Family Handbook, parents and students should make sure that their face coverings, masks, and shields honor our pop-culture policy and uphold the integrity of our uniform, without becoming a distraction in the classroom. Solid colors and subdued patterns are encouraged.

### 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.

Students, staff, and visitors with documented medical diagnoses that prevent them from wearing a mask will be excused from doing so. Otherwise, students, staff, and visitors who refuse to wear a mask according to school/OSSE guidelines will not be permitted to enter the building. Students' parents/guardians will be called to pick them up from school.

Further instances when face coverings do not need to or should not be worn:

- By anyone who has trouble breathing, or anyone unconscious or unable to remove the mask without assistance;
- By students or staff while engaged in activities in which there is a risk of burn or injury from the use of a face covering—such as chemistry labs with open flame;
- When participating in physical activity such as gymnasium class.
- When outdoors if social distancing of at least 3 feet is feasible.

**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.**

Each student cohort will be designated to one of two specific entrance points as they enter the building. When approaching the designated entrance point for the student's school group, we ask that students maintain a physical (social) distance of six (6) feet from other students, staff, and guardians who may be present. We ask parents/guardians to please stay in their vehicles as students are entering school.

At dismissal, cohorts will be dismissed from the 3rd floor as a group and remain in a designated area for pick up. Students will be dismissed from the building one at a time when their ride has arrived, through the same doors that they entered. We ask that parents/guardians stay in their vehicles, or if it is necessary to leave the vehicle, maintain a physical (social) distance of at least six (6) feet from other parents/guardians, students, and staff.

The school will ensure appropriate physical (social) distancing by:

- Maintaining a distance of three (3) feet between each individual, to the maximum extent feasible, in both indoor and outdoor classroom settings.
- For indoor classes or activities, no more than sixteen (16) individuals (staff and students) will be in one space.. Students will be assigned designated seats in a classroom in order to maintain social distancing.

**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.**

Each cohort will be given a separate passing period to go to use their locker or to use the restroom. Students are asked to wear face masks/coverings/shields during this time and limit the number to three (3) students in the restroom at one time. While we encourage students to use the restroom during the passing period, rather than class period, because of the restrictions, students will be given the opportunity to leave class to use the restroom if unable to do so during the passing period. Separated by gender and cohort, students will change in restrooms or other designated changing rooms.

**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.**

Per OSSE guidelines, we will be implementing school-wide hygiene protocol, including the following:

## Hand Hygiene

SJI will reinforce frequent, proper handwashing strategies by staff and students, to include washing with soap and water for at least twenty (20) seconds. If soap and water are not available and hands are not visibly dirty, staff and students will use an alcohol-based hand sanitizer that contains at least sixty (60) percent alcohol.

Key times to perform hand hygiene include:

- before eating food;
- after using the toilet;
- before and after putting on, touching, or removing cloth face coverings or touching face;
- after blowing nose, coughing or sneezing; and
- entering and exiting a classroom or between activities.

## Schoolwide Hygiene

St. Jerome Institute will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices, including in classrooms, bathrooms, and offices, and will set up sanitizing stations outside of large common spaces including the gymnasium, auditorium, and entrances/exits.

St. Jerome Institute will ensure adequate supplies to minimize sharing of high touch materials (e.g., avoid sharing electronic devices, toys, books, learning aids; assign each student his or her own art supplies or equipment). When shared supplies must be used, use of supplies and equipment will be limited to one group of students at a time and will be cleaned and disinfected between uses. Additionally, the Institute will implement the following procedures:

- Keep each student's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase air circulation where safe and possible and ensure ventilation systems are operating properly.
- Encourage staff and students to bring their own water bottles and to avoid touching or utilizing water fountains. If water fountains must be used, they must be cleaned and sanitized frequently.
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with 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.**

There are hand sanitizing stations in hallways and in each classroom. Each classroom will have a box of tissue and trash can. Each class will have paper towels and surface disinfectant. Each bathroom will have soap and paper towel.

- 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.**

SJI has a grant through EANS to purchase disposable masks and gloves for students, staff, and visitors who do not provide their own.

### **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 landlord provides cleaning services. They disinfect all surfaces at the end of the day and come through twice a day to do high touch surfaces like doorknobs and bathrooms.

- 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)

If a student or staff member develops a fever or other signs of illness, SJI will follow the above criteria regarding the exclusion and dismissal of students and staff.

For students, SJI will immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, instruct him or her to seek healthcare provider guidance, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.

For staff, SJI will send the staff member home immediately, or isolate them until it is safe to go home and seek healthcare provider guidance, and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

(2)

### **Communication to Families and Staff**

SJI will alert families and staff to any COVID-19 case. Communication will include:

- Notification to those staff and families of students in close contact with the individual, including the requirement to quarantine for 14 days;
- Notification to the entire school that there was a COVID-19 positive case, including that those impacted have been told to quarantine and further steps that will be taken (e.g., cleaning and disinfection). This may include placing the whole school on quarantine and adopting remote learning.

### **Cleaning, Sanitization, and Disinfection of Affected Spaces**

In the event of a confirmed COVID-19 case in a student or staff member, SJI will follow all steps outlined by DC Health as well as the cleaning, disinfection, and sanitization guidance from the CDC:

- If seven days or fewer have passed since the person who is sick used the facility, SJI will follow these steps:
  - 1) Close off areas used by the person who is sick.
  - 2) Open outside doors and windows to increase air circulation in the areas.
  - 3) Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
  - 4) Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
- If more than seven days have passed since the person who is sick used the facility SJI will continue routine cleaning and disinfection.

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

We have a grants through EANS to purchase additional cleaning supplies and gloves. They will be in each classroom.

**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.**

Our landlord maintains ventilation and drinking fountains. They have just completed an entire school overhaul, to include new A/C units and fountains. Additionally, we have air purifiers in each classroom and have purchased additional water dispensers( not fountains) for each cohort.

**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.**

**Exclusion Criteria:**

Students and staff must stay home, or not be admitted, if:

- The student or staff member has had a temperature of 100.4 degrees or higher or any of the symptoms listed above in the "Daily Health Screening" section of this guidance.
- The student, staff member, or any close contact is confirmed to have COVID-19.
- The student or staff member is awaiting COVID-19 test results.

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 previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19.

If excluded, students/parents/guardians and staff should call their healthcare provider for further directions.

**Dismissal Criteria:**

If a student or staff member develops a fever or other signs of illness, SJI will follow the above criteria regarding the exclusion and dismissal of students and staff.

For students, SJI will immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, instruct him or her to seek healthcare provider guidance, and immediately follow cleaning and disinfecting procedures for any area and

materials with which the student was in contact.

For staff, SJI will send the staff member home immediately, or isolate them until it is safe to go home and seek healthcare provider guidance, and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

**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. All cases should be reported to our office administrator, Emily Strab.

b. Office Administrator will report any cases the same day as she is notified.

c. Students and staff with pre-existing health conditions that present with specific COVID-19-like symptoms will not be excluded 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 contact tracing in the event of a positive case of COVID-19.**

Student, staff, and visitor attendance will be tracked in order to assist with contact tracing.

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

By email and text message SJI will alert families and staff to any COVID-19 case. Communication will include:

- Notification to those staff and families of students in close contact with the individual, including the requirement to quarantine for 14 days;
  
- Notification to the entire school that there was a COVID-19 positive case, including that those impacted have been told to quarantine and further steps that will be taken (e.g., cleaning and disinfection). This may include placing the whole school on quarantine and adopting remote learning.

## 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).**

If students, staff, or visitors present with COVID-19-like symptoms, they will be dismissed for the day (unless pre-existing conditions have been documented by a healthcare provider) and given a list of testing sites at which they can obtain a test for COVID-19 and directed to not return to school unless they can present a negative test result or are otherwise cleared by a healthcare provider.

### **Return Criteria:**

If a student or staff member reports any of the above symptoms, or is confirmed to have COVID-19, the student or staff member must not return to school until:

- They complete the appropriate isolation period:
  - 72 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
  - At least ten school days after symptoms first appeared, whichever is later;

OR

- They have a negative COVID-19 test, and meet standard criteria to return to school after an illness;

OR

- They have been cleared to return per their healthcare provider or DC Health instructions.

### **Close Contact with a Person Who is Positive for Covid-19**

If any student or staff member has been in close contact with a person who is positive for COVID-19, then the student or staff member must not enter the facility until he or she is cleared by their healthcare provider/ shows proof of a negative test, or has completed the quarantine period of 14 days from the last date of close contact with the COVID-19 positive individual without becoming symptomatic or diagnosed with COVID-19.

Parents/Guardians should contact the SJI administration if their student has had close contact with a person who is positive for COVID-19.

### **Awaiting a COVID-19 Test Result**

If any student or staff member is awaiting a COVID-19 test result, then the student or staff member must not enter the facility until they test negative and meet standard criteria to return to school after an illness. If the student or staff member tests positive, then they should immediately begin a self-quarantine and seek further guidance from their healthcare provider or DC Health.

All positive tests should be reported to Mrs. Strab, who will be report to DC Health by Submitting a [Non-Healthcare Facility COVID-19 Consult Form](#) .

As we have a small school of less than 50 members, we have no plans to administer testing to asymptomatic students/staff.

**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.**

All teachers have been forwarded information on signing up for vaccinations through the DC health program and will be forwarded any new information that we receive.

**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.**

For students with disabilities, accomodations will be made to ensure the safety of the student, even if they cannot comply will all of the guidelines. For example, sinks and hand sanitizer will be made accessible for them. If students have a documented condition that prevents them from wearing a mask, they will not be made to do so and a physically-distanced and accessible location in the classroom will be made available to them. Additionally, SJI's campus is in ADA compliance.

**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. Our Office Administrator, Emily Strab, is our POC with OSSE and attends the virtual information sessions.

- b. School re-opening, latest mask and distancing guidance
- c. Through OSSE and DC health scheduled virtual calls

**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.**

We only have one campus. Office Administrator and Headmaster will make sure that students, staff, and visitors are in compliance by visiting classrooms and other spaces and keeping records/checklist of compliance. Students, staff, and visitors not in compliance will be corrected or dismissed.

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

We will update families on procedures through our email newsletter and any emergency communications go out via email and text message.