

SY 2021-22 LEA Health and Safety Plans

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School Type: Private, Parochial or Independent School
Date Generated: 08/10/2021

Background and Purpose

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

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

Face Masks

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

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are 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.

Washington International School (WIS) requires students, staff, and visitors to wear masks while on either of our two campuses, except while eating. Signs posted on exterior doors (see Appendix A for a sample) remind individuals entering buildings about this requirement.

WIS was open for most of the 2020-2021 school year and all community members were willing and able to wear masks. Faculty members were all required to watch a video regarding mask wearing.

Faculty and staff are asked to remain alert to whether children are wearing masks correctly and to remind students to adjust their masks if needed.

Prior to the start of the 2021-2022 year, the school community will be notified by email about mask-wearing requirements. Information about the requirements is posted on WIS's password-protected COVID-19 page. The information includes:

- Links to CDC information on how to [wear and remove a mask](#) and the [DC Heath video](#) regarding mask usage.
- Links to CDC information on the [type of masks](#) that are acceptable.
- A reminder to parents that they should practice having their children wear masks if this has not been the practice previously (e.g., for three-year-olds new to school).

Faculty and staff members are supplied with cloth masks that meet CDC requirements. Parents are told to send their children to school with two masks daily, labelled with the child's name. WIS has a supply of CDC-compliant face masks available for community members who forget their masks or visitors who arrive without a mask. WIS also has a supply of masks available that are transparent to allow the mouth to be seen. These can be obtained upon request.

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.

While all students and staff members demonstrated compliance in mask-wearing to date, all groups are subject to discipline if they refuse, including being sent home from school and, in the case of staff, being censured by HR. Visitors unwilling to wear masks are not permitted on campus.

There are currently no students or staff at WIS who are unable to wear masks for medical reasons. WIS is prepared to make appropriate accommodations should the need arise. Visitors who are unable to wear masks will be asked to conduct their business virtually.

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.

All WIS classrooms have been measured to determine the available capacity to allow for students to be seated three feet apart and faculty to be six feet from students. In most classrooms space is adequate to allow for three-foot (or slightly less) spacing between students. Teachers may ask for their classrooms to be marked to indicate a maximally-distanced seating arrangement; this includes classrooms used for extracurricular activities.

Although students are encouraged to eat outside whenever possible, those eating in classrooms or in a cafeteria are required to maintain physical distance.

Should greater physical distancing be required in the future, WIS has a plan to make use of overflow space or to implement the hybrid learning plan (half of all Grades 1–12 students at home daily) that was in effect for the majority of the 2020–2021 school year.

For the Grades 6–12 campus, morning arrival and afternoon dismissal occur over a period of around 30 minutes and traffic patterns prevent bunching of students. Lockers are scattered throughout various buildings (grouped by grade) which allows for minimal crowding around lockers. Increasing the passing time between periods to 10 minutes allowed teachers to stagger dismissals and prevent crowding.

At the Primary School campus, morning arrival and afternoon dismissal are staggered so the older children arrive first. With a minimal number of cars in the parking lot at one time and a separate entrance for children arriving/departing on foot, it is easy to keep students apart. As each grade has an individual schedule during the day, hallways are rarely overcrowded. Students are taught to walk in a line through hallways and down the stairs, maintaining distance between themselves and their peers.

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.

With the exception of outdoor recess, Primary School students spend their entire day in a classroom cohort, thus limiting their interaction to about 15 other students each day. Recess is a grade-level activity, but there is adequate space outdoors for students to spread out, with playground monitors to ensure students abide by COVID health and safety requirements.

At the Middle School level (Grades 6–8) students interact with a relatively small number of their peers, but there is no cohorting for Grades 6–12 students. Rather, student schedules are accessible to teachers and all members of the administrative team, including the school nurse, allowing the school to identify potential close contacts during the school day. The Athletics Department maintains a roster of students on each team, and coaches take attendance at games and practices. The same holds true for teachers who run after-school clubs or classes. These practices allow the school to easily identify close contacts.

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.

Signage is posted throughout WIS buildings as a reminder of proper hygiene procedures, including frequent handwashing and covering the nose and mouth when sneezing, or coughing/sneezing into an elbow (even when masks are worn). Signage with reminders about handwashing is posted on bathroom doors and within bathrooms.

Hand sanitizer is available at classroom doors, in hallways, at the entrances and exits of buildings, and on the Primary School playground. Individuals entering and exiting are expected to use sanitizer; Primary School students are monitored for sanitizer use as they enter the building each morning.

Frequent hand washing is encouraged, with supervision of our youngest students and a demonstration of proper techniques at the beginning of the year. The start-of-school year email includes a reminder to parents to practice proper hand washing techniques at home. The WIS COVID page includes links to [CDC information about handwashing](#).

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.

Hand sanitizer is available at classroom doors, in hallways, at the entrances and exits of buildings, and on the Primary School playground. Individuals entering and exiting are expected to use sanitizer; Primary School students are monitored for sanitizer use as they enter the building each morning.

Day porters regularly check to ensure sanitizer stations are full and refill as needed. They also monitor and resupply paper towels and soap within bathrooms and other areas.

Faculty and staff may request to have paper towels, tissues, and classroom-safe cleaning supplies stocked and resupplied within their classrooms and offices.

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 WIS facilities department and nurses' offices maintain a supply of spare surgical masks, including N95 masks. These are available to individuals upon request.

The nurses' offices maintain a supply of gowns and gloves, available to individuals upon request.

The division assistants' offices have a supply of spare surgical masks and face shields available upon request.

Prior to re-opening for the 2020–2021 school year, WIS acquired a large stock of materials that were in short supply. The facilities department, nurses' offices, and division assistants' offices track

supplies and re-order as needed.

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).**

WIS's custodial vendor (Red Coats) is expected to be aware of and comply with all cleaning practices and procedures to keep the school community safe during the COVID-19 pandemic. Red Coats provides training to its staff members and supplies its own cleaning materials (from EPA List N) and equipment, including gloves, to their staff members. Red Coats' day and night supervisors ensure staff members are complying with cleaning procedures.

All school buildings receive a thorough nightly cleaning. Entry areas and common spaces are monitored throughout the day and receive additional cleaning as needed. High-touch areas (tables, doorknobs, light switches, counter tops, toilets, faucets, sinks, water fountains, etc.) are cleaned three to four times throughout the school day. WIS faculty and staff have access to classroom-safe cleaning supplies and gloves should they wish to clean surfaces or classroom objects.

- 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.**

Any student or staff member who develops COVID-consistent symptoms while at school is asked to leave campus (students must be picked up within the hour). The individual remains in the nurse's office (or outside physically distant from others, if appropriate) until leaving campus. The nurse's office is cleaned after the individual departs. If the individual is COVID symptomatic (but not positively diagnosed with COVID) any classroom/office areas occupied are immediately cleaned. (The individual sent home is expected to get a COVID test and cannot return to campus without receiving a negative result.)

If WIS is notified that an individual diagnosed with COVID has been on campus, Red Coats implement enhanced cleaning procedures:

- If it has been less than 24 hours since the COVID-positive individual was on campus, enhanced cleaning and disinfecting (including misting) of all areas the individual occupied takes place. Cleaning staff use EPA List N products and wear gloves and masks while cleaning.
- If it has been 24 to 72 hours since the COVID-positive individual was on campus, standard cleaning is likely to have already occurred, but this will be verified. Additional disinfecting of spaces the individual occupied may be conducted, if deemed necessary.

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

The Red Coats team provides its own cleaning and disinfection supplies. Shift supervisors ensure team members follow proper cleaning procedures and wear gloves and other protective equipment as required. WIS staff members are not permitted to clean and disinfect areas occupied by a COVID-positive individual.

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.

Prior to re-opening in fall 2020, WIS upgraded its ventilation systems, placing MERV-13 filters in all HVAC systems capable of handling them. HEPA units were installed in all classrooms (and some office spaces) to maximize air filtration.

Water systems have been maintained and have been in continuous use in WIS buildings, which have been occupied and in use by at least a minimal staff throughout the pandemic. Sink faucets are cleaned four times daily. Water fountains were capped prior to the school re-opening in October 2020 and will remain capped until deemed safe for use.

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.**

During the 2020-2021 school year community members received daily texts with reminders not to come to school if they were experiencing COVID-consistent symptoms, had been exposed to a COVID-positive individual, or had received a positive COVID diagnosis. During the 2021-2022 school year these reminders will be sent weekly, and with increased frequency if transmission rates in the area are high.

Any student or staff member who develops COVID-consistent symptoms while at school or who receives a positive result from on-campus surveillance testing is asked to leave campus (parents are notified and students must be picked up within the hour). The individual remains in the nurse's office (or outside physically distant from others, if appropriate) until leaving campus. If a COVID-positive individual was in contact with other individuals on campus, WIS consults with DC Health and review the COVID Decision Tree (see Appendix B) to determine whether other students or staff members should be asked to leave campus. Any individual who was in close proximity to the COVID-positive individual while unmasked (e.g., while eating) is automatically required to leave campus.

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.**

WIS has identified its three nurses as the points of contact for reporting positive cases of COVID-19. The Nurse Manager is responsible for reporting positive cases of COVID-19 to DC Health but may delegate that authority to one of the other nurses. Upon being notified of a positive case, the nurse will report the case to DC Health, using the DC Health online form, if the student, staff member, or visitor was on school grounds during the infectious period.

Individuals with symptoms consistent with COVID-19 are asked to remain at home/quarantine and obtain a COVID test. If symptoms persist, and a negative COVID test has been obtained, individuals are requested to consult with a health care provider. Symptomatic individuals are permitted to return to campus after providing a WIS nurse documentation from a health care provider that the symptoms are not due to COVID.

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

If WIS reports a COVID case to DC Health, the nurse provides DC Health with contact information for the family of the student (or the staff member's email/phone number) in order to facilitate contact tracing. WIS is also able to provide a list of students or staff members with whom the COVID-positive individual might have been in contact, should a list be needed.

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

WIS uses a combination of phone, email, and the website COVID-19 page to inform individuals about a possible or confirmed exposure to COVID-19. The COVID Communications Tree (Appendix C) describes the details of communications procedures. This document is posted on the website COVID-19 page for easy access by community members. Updates will be provided to the community as needed.

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.

During the 2020-2021 school year, WIS participated in a research study to conduct on-campus pooled surveillance rapid-result PCR COVID testing of asymptomatic individuals. All families and staff members agreed to participate in the program.

Although the study has concluded, the testing program will continue in the 2021-2022 school year. On the first day of school all individuals may be tested; in subsequent weeks WIS will conduct random testing of students and staff. Although we once again expect 100% participation in the testing program, individuals who refuse to participate in on-campus random testing will be expected to obtain test results from another provider and share the result with WIS.

If a member of the community receives a positive result from on-campus testing, WIS will notify DC Health of the result using the appropriate protocols.

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.

WIS has already communicated with returning and new families regarding the importance of obtaining the COVID vaccine. While WIS has not made the COVID vaccination a requirement to attend or work at the school, we continue to closely monitor evolving policy on this issue and recognize that some jurisdictions may mandate that all eligible individuals take the vaccine.

In order to assist with monitoring of testing and contact tracing, we will be asking parents to confirm their eligible children's vaccination status when they update health records prior to the start of the school year.

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.

There are no students with physical disabilities enrolled at WIS for the 2021-2022 school year.

Should we enroll any students with disabilities who require accommodations to meet COVID-19 health and safety standards, we will develop an individualized educational plan for that student(s).

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.**

As WIS was open for in-person learning for most of the 2020–2021 school year, the majority of students and staff have already received information and training regarding COVID health and safety policies. For the 2021-2022 school year:

- New WIS employees will be given access to a copy of this Health and Safety plan, as well as other supporting materials, on their first day of employment. They will be asked to verify that they have read the plan and will abide by the requirements. They will be required to watch a video about wearing COVID-compliant face masks.

Employees will be directed to their supervisor if they have questions; if the supervisor is unable to provide an answer the individual will be referred to the Nurse Manager, Director of Facilities and Operations, or another individual (depending on the question).

- Red Coats, who are responsible for cleaning and disinfecting procedures, receive training and technical assistance directly from their employer.

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 Head of School, Associate Head of School, and Director of Facilities and Operations are responsible for ensuring WIS community members act in accordance with the measures outlined in this health and safety plan. Other members of the leadership team will also be asked to monitor compliance, and to report any failures in compliance to the Head, Associate Head, or Director of Facilities and Operations.

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

Communication methods include:

- **Signs** posted on entrances to all WIS buildings to inform students, families, staff, and visitors about WIS policies regarding face masks (Appendix A) and the importance of remaining home if symptomatic (Appendix D).
- **Emails** sent prior to the start of the school year will include links to this approved Health and Safety Plan, WIS's Pandemic Operations Plan, and the COVID-19 website information page.
- Weekly **texts** will remind students, families, and staff to monitor themselves for COVID symptoms and remain at home if they are unwell.

This approved plan and the WIS Pandemic Operations plan will be publicly posted on the **WIS website**. Families and staff will be regularly directed to the password-protected COVID page for resources and information.