

SY 2021-22 LEA Health and Safety Plans

School Name: Whittle School & Studios
School Contact: Dennis Bisgaard
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 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.**

1. Masks/Face Shields^[GR1] :

a. Faculty and Staff: Masks will be required to be worn by all staff and faculty members while in proximity to students, families, vendors, and other staff members. Whittle recommends a three-layer mask to allow for a removable filter. Homemade masks are permissible and are encouraged to demonstrate our commitment to utilizing renewable resources. However, Whittle will provide 10 disposable masks/per week to any faculty and staff that requests them from Safety and Security.

b. Students:

i. Students in the Middle School and Upper School will always be required to wear masks while on-campus or participating in a school-sponsored event off-campus. Whittle recommends a three-layer mask to allow for a removable filter.

1. Outdoor Activity: If physical distancing can be maintained, masks will be left to the discretion of the faculty member; however, Whittle will follow the DC Health/DC Government mandates.

ii. Students in the ELC and Lower School will be required to wear masks while on-campus or participating in a school-sponsored event off-campus. Whittle recommends a three-layer mask to allow for a removable filter.

1. Outdoor Activity: If physical distancing can be maintained, masks will be left to the discretion of the faculty member; however, Whittle will follow the DC Health/DC Government mandates.

iii. Students will provide their own masks. Homemade masks are permissible; however, must not have derogatory or inflammatory messages. Students should always have five masks at school. Whittle recommends a three-layer mask to allow for a removable filter.

c. Visitors: Visitors will wear a mask while on campus. Visitors will be told at the time they make their appointment; that they must wear a mask while on campus. Visitors should provide their own mask. Visitors will be required to answer a medical wellness questionnaire.

Are we advising that a "3rd layer" of mask (the removable filter) should be included. This is best practice guidance. ^[GR1]

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.

1. Face Shields: The effectiveness of face shields in preventing the spread of COVID-19 is unknown; however, it is understood that teaching, especially younger students, with a mask may be difficult. Whittle will provide a face shield for faculty members that are authorized to utilize one. The face shield will be assigned to the faculty member and it is incumbent upon that staff member to clean and maintain the shield. Face shields cannot be shared.

i. If a student cannot wear a face mask then the student is permitted to wear a face shield; however, they must provide their own face shield.

ii. In consultation with the nurse, the Head of School is authorized to grant permission for a faculty member or student to utilize a face shield. This authorization may be delegated to the Director of Safety and Security only.

b. Supply: Whittle will provide 10 masks per/week for faculty members that request them from safety and security. Whittle has purchased 12,000 disposable masks for this purpose. Whittle has purchased 500 disposable pediatric masks. Whittle has purchased 25 face shields.

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.

1. Physical Distancing is the key to slowing and preventing the spread of COVID-19. While it is unrealistic to believe we can always have 100% separation, Whittle will take steps to obtain as much Physical Distancing as possible. [\[GR1\]](#) Whittle will also implement mandatory, regular temperature checks to monitor health and wellness related specifically to COVID-19.

a. During drop off and pick up:

i. Students will be dropped off and picked up at the front of the school, 3400 International Drive, NW, Washington, DC 20008. Since times are staggered, all students will enter and exit from the main entrance. **ELC/LS** students will be helped by teachers and staff and will ensure that physical distancing is maintained.

ii. All students will have their temperature taken by Security and/or staff when they arrive at school. Ideally, their temperature will be taken before they exit their vehicle. If their temperature is 100.4 degrees or higher, they will be sent home. It should be noted that

DC Department of Health considers 100.4 or higher a fever. [\[GR2\]](#) Students that take public transportation, walk, or ride the contract bus, and those whose rides have departed will have their temperatures taken prior to entering the school. Those that present with a fever will be sent to the nurse for further evaluation and/or isolation.

iii. Parents and/or visitors will not be allowed to enter the school without an appointment. If a parent wishes to or needs to enter the school, they will be required to have their temperature taken and must wear a face mask. Anyone with a temperature above 100.4 will not be permitted to enter the school.[\[GR3\]](#)

b. In hallways

i. Staff and students will be practice physical distancing while in school. This includes movement in hallways, classrooms, and common areas. Staff and faculty will enforce the policy and ensure students maintain a safe distance. Staff and faculty are encouraged to spend time outside of their teaching area to observe and enforce physical distancing.

ii. Signage will be located throughout the school to reinforce the physical distancing requirement.

c. In classrooms

i. Seating in classrooms will be designed to allow for as much physical distancing as possible. At a minimum, **three** feet of separation will be maintained.

d. In dorms

i. Whittle anticipates the potential [\[GR4\]](#) arrival of additional students[\[GR5\]](#) this school year. It is anticipated that they will not arrive until January 2021. This allows for more physical distancing [\[GR6\]](#) [\[ER7\]](#) during the first semester of the school year. We will attempt to place[\[GR8\]](#) no more than 2 students in the quads and 1 student in the double rooms. We will then integrate the new students into the rooms upon their arrival in January.

ii. Dependent upon Department of State, DC Government, and CDC guidelines, Whittle may require students to be quarantined prior to placement in the dorms and/or a physical presence at the school.[\[GR9\]](#) [\[ER10\]](#) [\[ER11\]](#)

iii. An Isolation Room will be maintained for a student/boarder who becomes ill; but does not have a means to go home. The room is in the nurse's station and/or in a designated Dorm Room.

- iv. Any student whose normal residence is within 300 miles of Whittle School will be required to go home if they present with symptoms consistent with COVID-19. The student will not be allowed to return until they have been symptom free for 72 hours or they have been cleared by a medical professional.

- v. Students are expected to keep their rooms cleaned; however, if a child becomes ill, the space will go through a deep cleaning immediately by Whittle's contract cleaning company.

- vi. The common areas, restrooms, doorknobs (exterior), and hard surfaces will be cleaned/wiped down daily by the contract cleaning company. Staff and faculty will remain vigilant to enforce physical distancing.

- vii. A separate Boarding Plan is being written and a link will be located here upon completion.

Whittle will also implement mandatory, regular temperature checks to monitor health and wellness related specifically to COVID-19. [\[GR1\]](#)

I think we move this up to ii. where the first mention of 100.4 is made. [\[GR2\]](#)

[\[GR3\]](#)@Edward Reinhold I think we need to explain how we arrived at the number 100.4. It was new information for me to hear that kids naturally run hot. So a line or two about why we are settling on what will strike some as 'high' temperature-wise might be a good idea.

"potential" [\[GR4\]](#)

[\[GR5\]](#)@Edward Reinhold do we want to say 30 "new" students or "additional" students?

[\[GR6\]](#)Because we anticipate we will be boarding approx. X number of students only until January.

[\[ER7\]](#)In the spirit of your comment above, I think we leave the number vague since the numbers could change.

Obviously a stronger statement would be "We will place..." and it leads me to question dorm preparedness. I've been told WSS was revisiting options like 4H. Is this still happening? [\[GR8\]](#)

[\[GR9\]](#)Do we have any idea of where that might be? 4H? If not, we could simply say, 'At a location convenient to but physically separate from WSS' e.g.

[\[ER10\]](#)This is something we will have to determine.

[\[ER11\]](#)

- 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.**

Cohorts:

1. ELC/Lower School: Each class will be considered a Cohort. Students and staff will remain separated by class. This will include eating within their respective rooms.
2. Since the MS is a small population and students mix throughout the day, MS will be treated as a single cohort and will remain within the MS space.
3. Since US is a small population and students mix throughout the day, US will be treated as a single cohort and will remain within the US space.

- 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.**

Throughout the day, students and staff will be reminded to wash frequently with soap and water. Hand sanitizers are provided for each classroom and any common areas, such as the gym or other shared spaces. Staff and faculty will remind students to cough or sneeze into the crook of their arm.

- 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.**

Whittle has purchased 12,000 face masks, tissues, individual hand sanitizers, and sanitizer wipes for use by students and staff. Our contract cleaning company ensures all soap dispensers, paper towels, and toilet paper remain stocked throughout the day.

- 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.**

Whittle has purchased 12,000 masks, 200 N95 masks, and gloves for use by staff as needed. Individuals are required to bring 5 cloth masks to school. However, in the event someone forgets, Whittle has both adult and pediatric masks available. The Nurse will be provided gowns and other required PPE. Whittle has a contract with Cintas to provide necessary PPE, which includes an automatic refill of all needed PPE as supplies diminish.

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).**

1. Facility maintenance:

- a. The facility will be cleaned daily, with all frequently touched surfaces wiped several times throughout the day. This will include restrooms, tables, doorknobs, handrails, and other high traffic/touch areas.
- b. The building will be cleaned nightly and an approved disinfectant spray will be utilized on all surfaces.
- c. Should an individual test positive for COVID-19, a deep cleaning of the campus will immediately be ordered.
- d. Faculty members are expected to keep their classrooms as clean as possible. Wipes will be provided, and students (age appropriate) and faculty will wipe down desktops and seats before each class. Faculty will wipe down door handles in their rooms after/before each class.
- e. Classrooms should be left open if possible. If it is not possible, the door will only be opened and closed by the faculty/staff member.
- f. Shared manipulatives/equipment will be wiped down after each use by the faculty member and/or the student dependent upon age.

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.

The purpose of this plan is to document steps Whittle will take in response to individuals that are symptomatic, presumed positive, or who test positive for COVID-19.

I. Symptomatic:

- a. If a person at Whittle School and Studios becomes symptomatic,[\[1\]](#) the following steps will be followed:
 - i. Person will be isolated in the nurse's office or the designated isolation dorm room until they can go home.
 1. Boarding Students: The Head of School in consultation with the parents and a medical professional will determine if a student needs to be sent home.
 - ii. Individual will not be allowed to return to school until they are medically cleared or have been symptom free for 72 hours. A doctor's note will be required to verify medical clearance.

II. Presumptive Positive: A presumptive positive determination will be made by a medical professional. A single symptom does not mean the person will be deemed presumptive for COVID.

- a. If a person at Whittle School and Studios becomes symptomatic, the following steps will be followed:

- i. Person will be isolated in the nurse's office or the designated dorm room until they can go home.
- ii. Individual will not be allowed to return to school until they are medically cleared or have been symptom free for 72 hours. A doctor's note will be required to verify medical clearance.
- iii. Individuals/parents of students within the cohort will be advised of a presumptive case.
- iv. A cleaning and disinfection of the classroom(s) will be conducted by the contract cleaning company.
- v. ELC/LS: Since ELC/LS are in dedicated cohorts the following steps are specific to those divisions:
 1. Division Head will notify parents within the cohort of a presumptive positive case.
 2. Areas of possible contamination will undergo a cleaning and disinfection by the contract cleaning company.
 3. The cohort will self- quarantine for 14 days or until the individual(s) obtain a negative COVID test result. Proof of the test results must be presented to the nurse before admission back to school will be permitted.
- vi. MS/US: While Whittle will limit the amount of movement between groups in the MS/US it is understood that some movement will occur. Because of this, the following actions are specific to those divisions:
 1. Division Head will notify parents of the affected students that someone has been identified as presumed positive.

2. Contact Tracing will be conducted by the nurse.
 - a. Individuals with possible exposure will be notified and will self-quarantine for 14 days or until they receive a negative COVID test. Proof of the negative results must be presented to the nurse prior to admission back to the school.
3. Locations where the individual was will be cleaned and disinfected.
4. If the individual had significant movement within the school, the affected division(s) will close for 24 hours to allow for cleaning and disinfection.

III. Positive:

a. If an individual at Whittle tests positive for COVID, the following steps will occur:

- i. Person will be isolated in the nurse's office or the designated dorm room until they can go home.
- ii. Individual will not be allowed to return to school until cleared by a medical professional. A Doctor's note will be required.
- iii. ELC/LS: Since ELC/LS are in dedicated cohorts the following steps are specific to those divisions:
 1. Division Head will notify parents within the cohort that an individual has tested positive.
 2. The cohort's class will be closed for at least 24 hours. Cleaning and disinfection by the contract cleaning company will occur after 24 or as close to 24 hours as possible.
 3. The nurse will conduct Contact Tracing to ensure no one outside of the cohort was possibly exposed.

a. Anyone with possible exposure will be notified.

iv. MS/US: While Whittle will limit the amount of movement between groups in the MS/US it is understood that some movement will occur. Because of this, the following actions are specific to those divisions:

1. Division Head will notify parents of affected students that an individual within the division has tested positive.

2. Contact Tracing will be conducted by the nurse.

a. Individuals with possible exposure will be notified.

3. Locations where the individual was known to be will be closed for at least 24 hours and will be cleaned and disinfected after 24 hours or as close to 24 hours as possible.

4. If the individual had significant movement within the school, the affected division(s) and/or the school will close for at least 24 hours. The school will be cleaned and disinfected. This will occur as close to 24 hours as possible.

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- [\[1\]](#) Current Symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea. This list does not include all possible symptoms.

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

Whittle contracts a cleaning service which is responsible for providing sufficient cleaning materials, to include disinfectant spray and wipes. Additionally, gloves are worn by the cleaning company employees and gloves are available for staff to utilize when cleaning.

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.

1. HVAC:

- a. Code Compliant: The design provides code required ventilation with outside air quantity monitored by the air flow meter on each air handling unit and controlled by the building management system (BMS). If the outside air quantities accidentally drop below the set point a warning is sent to the building engineer by BMS. Densely occupied spaces such as classrooms, conference rooms, theaters, have a CO2 sensor to monitor the air quality as well.
 - b. Positive Pressurization: Building pressurization is maintained by the BMS by tracking via a controller on each air handler the supply and return air to ensure there is always approximately 10% more air supplied to the space than the return air. Thus, keeping the zone relatively positive to the outside. The classroom and dorm HVAC designs utilize a “Dedicated Outside Air System” (DOAS). The system brings outside air directly from outside of the building and supplies it to each space, which limits return airflow recirculation from one area to the other.
 - c. Outside Air: All the classrooms and dorms have dedicated outside air units; the following space are served by VAV system which will recirculate portions of return air: Atrium #1 to #5, Kitchens, Performance Theater and Practice Studios, Gym, Back of House. The maker spaces and labs have 100% outside air VAV systems.
 - d. Filtration: All air handlers, both DOAS and VAV air handlers have MERV-8 prefilters and MERV-13 after filters. The Dorms have fan coil terminal units that have MERV-8 filters, the classrooms have active chilled beam terminals and there are local filter on those units (ventilation air in this case passes through the air handlers with filters mentioned).
2. Water: Each student and staff member provides their own water bottle which can be filled at watering stations located throughout the school. Sinks, watering stations, and sink faucets are cleaned throughout the day by the cleaning team. All surfaces are cleaned and disinfected nightly.

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.**

I. Presumptive Positive: A presumptive positive determination will be made by a medical professional. A single symptom does not mean the person will be deemed presumptive for COVID.

- a. If a person at Whittle School and Studios becomes symptomatic, the following steps will be followed:

- i. Person will be isolated in the nurse's office or the designated dorm room until they can go home.

- ii. Individual will not be allowed to return to school until they are medically cleared or have been symptom free for 72 hours. A doctor's note will be required to verify medical clearance.

- iii. Individuals/parents of students within the cohort will be advised of a presumptive case.

- iv. A cleaning and disinfection of the classroom(s) will be conducted by the contract cleaning company.

- v. ELC/LS: Since ELC/LS are in dedicated cohorts the following steps are specific to those divisions:
 1. Division Head will notify parents within the cohort of a presumptive positive case.

 2. Areas of possible contamination will undergo a cleaning and disinfection by the contract cleaning company.

 3. The cohort will self- quarantine for 14 days or until the individual(s) obtain a negative COVID test result. Proof of the test results must be presented to the nurse before admission back to school will be permitted.

- vi. MS/US: While Whittle will limit the amount of movement between groups in the MS/US it is understood that some movement will occur. Because of this, the following actions are specific to those divisions:
 1. Division Head will notify parents of the affected students that someone has been identified as presumed positive.

2. Contact Tracing will be conducted by the nurse.
 - a. Individuals with possible exposure will be notified and will self-quarantine for 14 days or until they receive a negative COVID test. Proof of the negative results must be presented to the nurse prior to admission back to the school.
3. Locations where the individual was will be cleaned and disinfected.
4. If the individual had significant movement within the school, the affected division(s) will close for 24 hours to allow for cleaning and disinfection.

II. Positive:

a. If an individual at Whittle tests positive for COVID, the following steps will occur:

- i. Person will be isolated in the nurse's office or the designated dorm room until they can go home.
- ii. Individual will not be allowed to return to school until cleared by a medical professional. A Doctor's note will be required.
- iii. ELC/LS: Since ELC/LS are in dedicated cohorts the following steps are specific to those divisions:
 1. Division Head will notify parents within the cohort that an individual has tested positive.
 2. The cohort's class will be closed for at least 24 hours. Cleaning and disinfection by the contract cleaning company will occur after 24 or as close to 24 hours as possible.
 3. The nurse will conduct Contact Tracing to ensure no one outside of the cohort was possibly exposed.

a. Anyone with possible exposure will be notified.

iv. MS/US: While Whittle will limit the amount of movement between groups in the MS/US it is understood that some movement will occur. Because of this, the following actions are specific to those divisions:

1. Division Head will notify parents of affected students that an individual within the division has tested positive.

2. Contact Tracing will be conducted by the nurse.

a. Individuals with possible exposure will be notified.

3. Locations where the individual was known to be will be closed for at least 24 hours and will be cleaned and disinfected after 24 hours or as close to 24 hours as possible.

4. If the individual had significant movement within the school, the affected division(s) and/or the school will close for at least 24 hours. The school will be cleaned and disinfected. This will occur as close to 24 hours as possible.

2. Students will continue to attend classes virtually during any required quarantine.

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. The school nurse and/or the Chief of Operations serves as the POC for all parties concerning a positive COVID-19 case and will be responsible for reporting the case(s) to DC Health.

b. Upon notification of an applicable positive case, the school nurse and/or the Chief of Operations will report the case to DC Health on the same day as notified of the positive case.

c. Individuals that have a pre-existing condition with COVID like symptoms will be permitted to attend school as

long as they provide medical documentation from a medical provider which indicates the symptoms are not from COVID.

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

Whittle will provide all information concerning close contacts the individual had to DC Health to facilitate contact tracing. The individual's movements within the school will be determined based upon their individual school/work schedule. Additionally, contact information for those that contracted COVID and any close contacts will be provided to DC Health.

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

Whittle will and has sent an email to the entire community indicating that a positive case was reported. Individuals considered close contacts or within the cohort will be advised that a member of the cohort has tested positive and the cohort will be required to quarantine for 10 days.

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.

Whittle provides on-site testing for all students and staff every 10-14 days. Individuals that don't take advantage of on-site testing must provide proof of a negative PCR COVID-19 test on the date testing is scheduled.

Whittle's Nurse or COO will report any reportable positive cases to DC Health in accordance with the requirements set forth by DC Health.

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.

Whittle permitted staff to obtain the vaccine during work hours. With the exception of one employee, who has a medical condition, all Whittle employees are fully vaccinated. Whittle encourages all employees and eligible students to get vaccinated. Should a sufficient number of students ask for a vaccine, Whittle will arrange for on-site vaccinations.

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.

Whittle has and will continue to provide accommodations for students and staff with disabilities, to include on line learning/teaching if the disability precludes them from being in person. Individual learning plans are used throughout the student population and are designed with any accommodation that is 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. All staff, families, and students were informed of the policies surrounding the policies concerning COVID. A copy of the Re-Opening Plan was placed and remains on our website and is updated when our policies are changed. Additionally, Whittle emailed the policies directly to all families and online meeting with the staff and families were conducted to review the policies and answer questions.

b. COVID 19 Policies concerning cleaning, access, masks, physical distancing, and how and where to get supplies. Additionally, all staff receive CPR and First Aid Certification.

c. Policies was briefed and will be briefed again prior to the 2021-2022 school year by both the nurse and the Chief of Operations. CPR/First Aid Training was/will be performed by an outside vendor (Red Cross/MedStar)

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.

Implementation and review of the policies will be overseen by the Chief of Operations in concert with the Head of School and the nurse. A quarterly review of the plan and compliance will be conducted by the Chief of Operations.

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

Whittle has and will continue to provide timely communications via, direct email, town hall meetings, weekly newsletters (staff and families), and the policies are maintained on our website. Visitors will be advised of pertinent policies when making an appointment or if unannounced, when they arrive.