



WHITTLE SCHOOL & STUDIOS
DC CAMPUS

COVID-19
School Safety Plan
2021-2022

By Whittle School & Studios
Leadership

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Whittle
SCHOOL & STUDIOS



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Introduction

This plan is designed to provide guidance to the faculty, staff, students, and parents/guardians to provide the safest environment possible for the school year. This is designed to be a living plan and changes will be made as circumstances and guidance from the health profession and government guidance. Here is a link to the latest guidance from DC Department of Health: [COVID-19 DC Health Guidance For Schools Reopening 08.18.2021.pdf](#)



Physical Distancing

Physical distancing is one of several effective strategies to slow and prevent 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. Whittle also will also implement mandatory, regular temperature checks to monitor and curb any viral spread.

DURING DROP-OFF AND PICK-UP

- Students will be dropped off and picked up at the main entrance of the school at 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 escorted by staff, and physical distancing protocols will be maintained.
- All students will have their temperature checked by school personnel at their car upon arrival. Ideally, their temperature will be taken before they exit their vehicle. If any student's temperature is 100.4 degrees or higher, the student will be sent home. 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.
- Parents will not be allowed to enter the school without an appointment. Any parent who wishes to enter the building will be required to have a temperature

check and wear a face mask. Any parent with a temperature of 100.4 or higher will not be permitted to enter the school.

IN HALLWAYS

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

IN CLASSROOMS

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.

IN DORMS

Whittle will not offer boarding prior to January 2021. We will continue to monitor the risk from COVID and will determine when it is safe to offer a boarding option.

ATHLETICS

Whittle will not participate in Spring athletics; however, during Physical Literacy the following protocols will be followed:



- Students will be required to wear a mask while being transported to and from any event.
- Students will wear a mask when not directly participating in the athletic competition.
- If feasible, a student will be required to wear a mask during the event. The coach will determine if it is safe to remove their mask(s).
- Spectators attending athletic events will be asked to maintain a safe physical distance from others. Inside events will require a temperature check before entry into the school. Anyone displaying symptoms of illness, will not be permitted to attend. Dependent upon CDC recommendations and/or governmental orders, face masks may be required for those in attendance.

PERFORMING ARTS

Whittle does not plan on having any performances during the spring. However, if/when Whittle decide to host performances in the winter/spring the following protocols will be followed:

- Physical distancing will be accomplished by blocking off seats to provide three feet of distancing between family groups. Anyone wishing to enter the school will have their temperature taken and anyone displaying symptoms of illness will not be permitted to enter.

COMMON AREAS

Common areas including dining areas, restrooms, playgrounds, and parking garages will have signage displayed, reminding students, staff, and faculty of the importance of physical distancing. Faculty and staff will remain vigilant in the common areas and will remind students of the need to remain physically distant.

HVAC

CODE COMPLIANT

The building 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.

POSITIVE PRESSURIZATION

Building pressurization is maintained by the Building Management System by tracking via a controller on each air handler the supply and return air to ensure there is always approximately 10 percent 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.

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.

FILTRATION

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 filters on those units (ventilation air in this case passes through the air handlers with filters mentioned).

Masks & Face Shields

FACULTY & 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.

STUDENTS

MIDDLE & UPPER SCHOOL

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.

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 Department of Health/DC Government mandates.

ELC & LOWER SCHOOL

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.

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 Department of Health/DC government mandates.

STUDENT MASK GUIDELINES

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.

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. All visitors must provide proof of full vaccination, or a negative COVID-19 test taken within the last seven days.

FACE SHIELDS

The effectiveness of face shields in preventing the spread of COVID-19 is unknown. However, it is understood that teaching with a mask may be difficult, especially for younger students, students who are hearing impaired, and students learning oral language skills. 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.

- 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.
- In consultation with the school 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.

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.

Health Screening

MEDICAL QUESTIONNAIRE

- A daily wellness questionnaire will be sent each morning to all staff, faculty, and families with specific questions concerning COVID. The questions are weighted and if your score is above a certain level, you will be asked to remain at home for 72 hours or until they have been medically cleared by a medical professional. Everyone must complete the form/app prior to coming to the school.
- COVID-19 Screening will be performed onsite every 10-14 days. Anyone not tested on-site is required to provide proof of a negative test by the end of the day on the day on-site testing is performed. Student's results will be uploaded in Magnus. Staff and faculty will provide their results to the Chief of Operations and Security.

TEMPERATURE CHECKS

- Students' temperature will be taken prior to entry into the school by a staff member or a member of the Security Team. Anyone that arrives via POV will have their temperature taken prior to the vehicle departing. A temperature of 100.4 or higher will preclude them from entering the school. If a student arrives via public transportation or on foot and they have a temperature 100.4 or higher, the student will be isolated until a parent can pick them up. They will not be allowed to take public transportation or any ride service.



- Staff will have their temperature taken prior to entry into the school. Their temperature will be taken by a member of the Security Team at the main entrance or at the garage if they drive to school. Again, a temperature of 100.4 will preclude them from entering the school.
- An IR Camera will be in the lobby which can read the temperature of anyone entering the school. Should the camera indicate a fever (100.4 or higher), the individual will be scanned by security utilizing a handheld scanner.

SYMPTOMATIC INSTANCES

- Staff and faculty that are symptomatic will be sent home and will not be allowed to enter the facility until they have been symptom free for 72 hours or have been cleared to return to work by a medical professional.
- Students who are symptomatic will be referred to the nurse. If they are day students, they will be sent home until they are symptom free for 72 hours or have been cleared by a medical professional. Boarding students will be kept isolated until they have been cleared by a medical professional. This will normally be accomplished by the school nurse in consultation with Children’s National.
- Visitors who are symptomatic will not be permitted to enter the school until they have been symptom free for 72 hours or have been cleared by a medical professional.

Notification

Whittle School and Studios will follow the reporting requirements established by the DC Department of Health and the CDC. Additionally, Whittle will, at a minimum, perform the following reporting standards:

- If a staff/faculty member is symptomatic, the Head of School, Chief Operating Officer, and Nurse will be notified. The Head of School will determine if additional notifications are needed. Contact tracing by the nurse will occur and anyone that had potential exposure will be notified.
- If a student is symptomatic, the Head of School, Chief Operating Officer, Division Head, and Nurse will be notified. The nurse will conduct contact tracing and anyone that had potential exposure will be notified.
- If anyone that has been in the school has a positive test for the COVID-19 virus, the Head of School, COO, and Nurse will be notified. Additionally, as soon as possible, the Head of School will notify all staff/ faculty, parents, and students that someone at the school tested positive. Caution must be used to avoid possible HIPAA violations.

Closure

Whittle will follow the recommendations of the DC Department of Health and/or the CDC concerning the closure of the campus.

TEMPORARY



- Whittle may close the campus for a short period of time to facilitate a deep cleaning of the campus. Typically, a temporary closure will be for 24 hours.
- Boarding students will remain on campus unless the affected student is a boarder, then they may be sent home or found accommodations off campus.

EXTENDED CLOSURE

- If a significant community spread event occurs at Whittle, the campus may close for an extended period. Should this occur, Whittle will transition to a school wide on-line learning environment.
- Boarding students will be sent home as soon as feasible.
- Resident staff members will continue to reside on campus and will be responsible for sanitizing their personal living space.

Facility Maintenance

- 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.
- The building will be cleaned nightly, and an approved disinfectant spray will be utilized on all surfaces.
- Should an individual test positive for COVID-19, a deep cleaning of the campus will immediately be ordered.

- 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.
- 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.
- Shared manipulatives/equipment will be wiped down after each use by the faculty member and/or the student dependent upon age.

Transportation

VANS

- Currently Whittle has two vans, a 14 passenger and a 15 passenger, for the transport of students. To practice physical distancing, Whittle will limit the number of students to no more than 3 students at any given time.
- A face mask must be worn while in the van.
- When the van is utilized, it will be wiped down after each use. The driver of the van will be responsible for ensuring the van is wiped down.

CONTRACT VANS (RMA)



Whittle will not utilize contract vans until such time as we can be assured that it is safe to do so.

SCHOOL BUSES

Whittle will not utilize school buses until such time as we can be assured it is safe to do so.

Studios Plan

STUDIOCARE

Participants will be required to follow the same protocols as students/staff at Whittle School.

STUDIOS

Students and Staff will follow the same safety protocols as are required during the school day.

Food Services

Each division will eat in the dining area of the school. Students/Staff will maintain social distancing when eating.

- The food service provider will prepare and serve the meals in accordance with DC Department of Health guidelines.
- Should they desire, Students/Staff may bring their own meals to school.

