



CONGRESSIONAL SCHOOL FORWARD

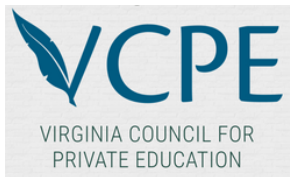
A PLAN FOR THE 2021-2022
SCHOOL YEAR

PUBLISHED AUGUST 10, 2021
Updated January 2022

CONGRESSIONAL  SCHOOL

GUIDANCE & RECOMMENDATIONS

This plan for opening school in the fall of 2021 has been prepared under the guidance and recommendations of the following organizations:



Careful attention will be made to adhere to the policies and procedures in this plan; however, an inherent risk of exposure to illness may still exist, just as it may in your local grocery store, playground, or favorite restaurant. We believe the policies and procedures we have developed under the advice of the above named organizations will reduce this risk significantly. To help us limit the possibility of exposure to COVID-19, we seek the partnership of everyone in our community and ask that you do your part to keep everyone healthy and safe.

Read the [CDC's recommended practices](#) to help protect children during COVID19.

FOUR PILLARS

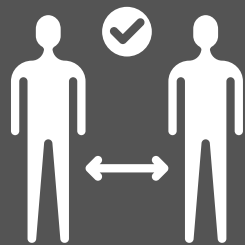
For a Safe Return to School



**Cleaning,
Sanitizing &
Disinfecting**



**Personal
Protective
Equipment**



**Physical
Distancing**



**Health
Monitoring &
Vaccination**

GUIDING PRINCIPLES FOR ACADEMIC YEAR 2021-2022

- Implement a four pillar approach to ensure safe in-person learning and working environments for students and staff.
- Maintain a flexible approach to teaching and learning.
- Provide necessary training and support to staff, students, and parents to ensure teaching and learning is successful.
- Communicate regularly, clearly, and transparently to all families, faculty, and staff.
- Provide social and emotional wellness support.

COVID-19 VACCINE

Scientific data has shown that the vaccine is the most effective way to minimize the spread and effects of COVID-19. Congressional School **strongly encourages vaccination for eligible individuals.** A vaccinated school community will enable our campus to return to one that is with few restrictions.

Regardless of vaccination status, all individuals on campus including students in Preschool-Grade 8 must wear a mask. Use the link below to read our COVID-19 vaccination policy and requirements for employees and students.

Congressional School's planning groups are working to develop a back-to-school strategy for the fall that allows for flexibility, transparency, and prioritizes the health and safety of our community based on the latest pandemic information available.

The content of this document is dynamic and may be updated as deemed necessary by the School based on current advice and guidelines.

**STUDENT & EMPLOYEE
VACCINE POLICY**

PARENT COVID-19 VACCINE POLICY

Student Vaccine Policy Ages 5 and Above: [Read More](#)

As of October 15, 2021, the COVID-19 vaccine was required for all Congressional School employees. [Read More](#)

PLANNING FOR INTERRUPTIONS

DECISION MAKING DURING COVID-19

Our flexible plan with four learning scenarios (in person, bimodal, hybrid, online) is designed to ensure that learning continues throughout the uncertainty of the evolving public health crisis. This plan has been developed with the safety and well-being of our entire community as our top priority.

Our goal is for all students to return to school for in-person classes; however, interruptions may be necessary based on the levels of COVID-19 in the state and our local area. The four scenarios below allow for flexibility to ensure the continuation of a robust Congressional School education during the uncertainty of the pandemic.

FOUR FLEXIBLE APPROACHES TO TEACHING AND LEARNING



On-Campus Learning

Students return to school for on-campus classes with all four pillars in place. In the event that local authorities close schools or initiate a stay-at-home order, students will transition to Congressional School Online.



Bimodal Learning for Quarantine

Available to students in Kindergarten-Grade 8 who must quarantine away from school temporarily due to COVID-19 exposure. Bi-modal includes two separate modes of education with some students learning in the classroom while others join their classmates and teachers virtually via a webcam in the classroom.



Congressional School Online

Congressional School Online is a virtual learning environment designed to support each student's continued growth and development and keep students and teachers connected. The program offers structure to a student's school day with a schedule of engaging and robust learning both on and off the screen.



Hybrid Learning

A combination of on-campus and virtual learning designed with smaller numbers of students on campus at one time to allow for enhanced physical distancing based on recommendations of local, state, and national health authorities and agencies.

CALENDAR HIGHLIGHTS

PROFESSIONAL DAYS

The following Faculty Professional Days have been scheduled:

Friday, September 24: Infants-Grade 8 Closed

Friday, October 8: Preschool-Grade 8 Closed

Monday, October 25: Infants-Grade 8 Closed

Monday, November 22: Preschool-Grade 8 Closed

Friday, March 4: Infants-Grade 8 Closed

A complete calendar of major school dates is available at congressionalschool.org/calendar.

EARLY RELEASE DAYS FOR PRESCHOOL - GRADE 8

In addition to the Faculty Professional Days above, four early release days have been built into the calendar for PS-8 to provide extra planning time for teachers.

On the following dates, **students will be dismissed at 1:00 p.m.** Extended Hours service is **not** available on Early Release Days.

Lunch **will be** served on Early Release days.

Early release dates are on the following Wednesdays:

- September 15
- October 20
- December 8
- March 9

ELECTION DAY DELAYED OPENING

Election day - **Tuesday, November 2** - is a delayed opening day to allow time for members of the community to vote. All programs, Infants-Grade 8 will open at 10 a.m. on this day. No morning Extended Hours Program available.

MEET YOUR TEACHER EVENTS: TUESDAY, AUGUST 31, 2021

This year's Meet Your Teacher Day will be as follows:

All Infant & Toddler Families (new and returning) - Virtual

New Preschool-Grade 8 Families (enrolled in 2021) - In person

Returning Preschool-Grade 8 Families - Virtual

See below for more details:

NEW STUDENTS AND PARENTS IN PRESCHOOL-GRADE 8

- Newly enrolled preschool-grade 8 **students only** will be admitted into classrooms at the scheduled time (see schedule below) according to the first initial of the student's last name;
- Teachers will greet students and parents outside before escorting the students only into the building to see their classrooms and lockers;
- While the students are visiting the building, parents will meet with Division Heads and Head of School outside at designated locations and physically distanced;
- Masks are required at all times.

8:30 AM - 9:15 AM

All new families in preschool through grade 8 with the student last names beginning with the letters **A-G**

9:45 AM - 10:30 AM

All new families in preschool through grade 8 with the student last names beginning with the letters **H-O**

11:00-11:45am

All new families in preschool through grade 8 with the student last names beginning with the letters **P-Z**

ALL INFANT & TODDLER FAMILIES

10:00 AM - 11:00 AM - Virtual via Google Meet

Infant and Toddler families will join together via Google Meet for a welcome by Kim O'Neil, Assistant Head of School and Director of Early Childhood and Primary School. Mrs. O'Neil will introduce Infant & Toddler teachers and staff before families move to breakout rooms to talk directly to their child's lead teacher who will also answer parent questions.

A Google Meet link will be shared in late August via email.

RETURNING STUDENTS AND PARENTS IN PRESCHOOL-GRADE 8

1:00 PM - 2:00 PM - Virtual via Google Meet

Virtual meet your teacher events will be held by grade level for returning families in preschool-grade 8. Look for Google Meet links to be sent to you in late August by your student's homeroom teacher or advisor.

Families will be welcomed by the Division Directors, Kim O'Neil (PS-2) and Brent Hinrichs (3-8) before moving to homeroom or advisory breakout rooms.

VIRTUAL BACK TO SCHOOL EVENTS

Virtual Back-to-School events will be held for families of students in preschool-grade 8. This is an opportunity for parents to hear from their child's teachers about the curriculum and plans for the year ahead.

All Back to School Night events will be virtual on the schedule below. Look for an email from your child's homeroom teacher or advisor inviting you to join.

Primary School Back to School Night (Preschool-Grade 2)

Thursday, September 2 from 5:30-6:30 PM

Virtual via Google Meet

Lower School Back to School Night (Grades 3 & 4)

Thursday, September 9 from 5:30-6:30 PM

Virtual via Google Meet

Middle School Back to School Night (Grades 5-8)

Thursday, September 9 from 5:30-7:30 PM

Virtual via Google Meet



IN-PERSON LEARNING

Congressional School will open with all students (infants - 8th grade) learning on campus for the 2021-2022 school year.

STUDENT COHORTS

Student cohorts remain an important component of our plans to open school safely. Students will remain in grade-level cohorts with exceptions made for our seventh and eighth grades which will combine for physical education/athletics periods this fall as well as our fifth and sixth graders. It has been deemed safe to combine these grade levels when they follow CDC Health and safety guidelines (mask-wearing, frequent hand-washing/sanitizing, physical distancing), and more students get fully vaccinated. The combining of grade levels and expansion of student cohorts may be revisited based on increasing levels of student vaccination and local and national health recommendations.

MORNING DROP OFF

Morning drop off for families will begin at 7:55 a.m. Families are encouraged to arrive in plenty of time to allow for new drop off procedures that will include students entering and exiting through different doorways of the school to allow for physical distancing.

If arriving after morning drop off ends at 8:10 a.m., please go with your child to the front entrance of the building and ring the buzzer. Staff members are not available after 8:10 a.m. to open car doors.

Please note that adults bringing students in the morning may be responsible for accurately answering health screening questions for all students they are delivering to school.

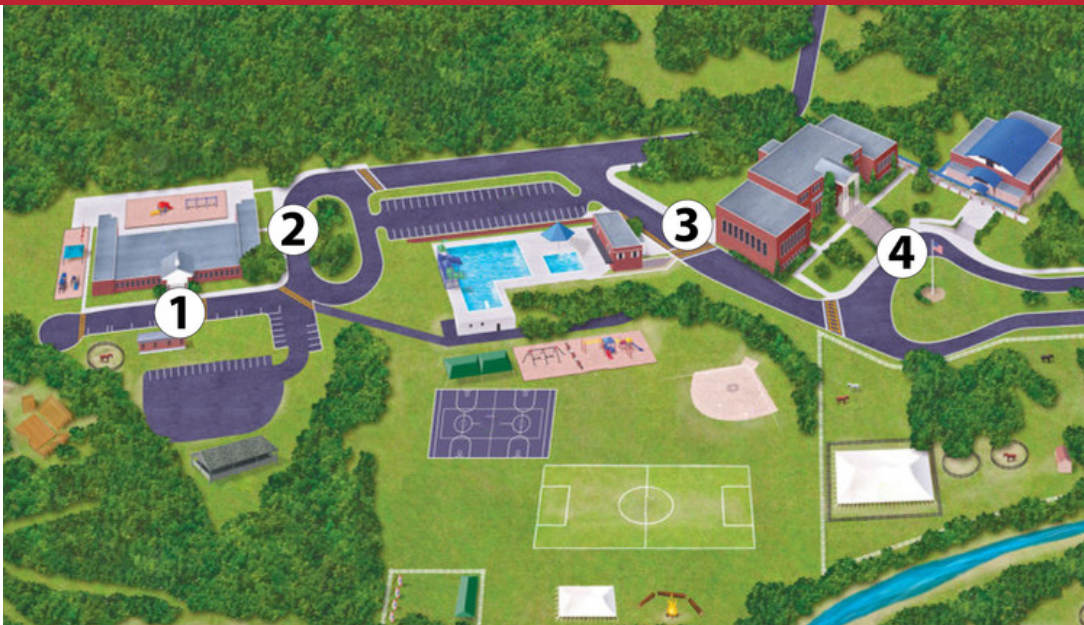
A modified drop off and pick up schedule will be in effect on the first day of school. See page 10 for full details.

CARPOOLING

To help us maintain the integrity of the student cohorts, carpooling with other families and mixing students of different grades is discouraged. Families who do intend to carpool with mixed grade levels are asked to notify the school in writing. Email Sam Mom, Registrar, at smom@congressionalschool.org.

CAR PLACARDS

Every family will be issued two car placards with the last name of their student. It is important that a placard be displayed prominently in the dashboard of the car as it will greatly help to expedite the drop off and pick up process. Placards will be sent home on the first day of school.



DROP OFF AND PICK UP LOCATIONS

Drop off and pick up are curbside only as parents are not permitted in the buildings at this time.

- 1** **Infants and Toddlers**
Little School main entrance.
- 2** **Preschool and Junior Kindergarten**
Little School cafeteria side entrance (under the awning).
- 3** **Kindergarten-Grade 2**
Crosswalk on the side of the Big School.
- 4** **Grades 3-8**
Bottom of the steps in front of the Big School.

School Year Drop off and Pick-up Times Preschool - Grade 8

Drop Off: 7:55 – 8:10 a.m.
Classes Begin: 8:15 a.m.

Afternoon Dismissal 3:30 p.m.

Morning EHP: 7:00 - 8:00 a.m.

Afternoon EHP: 3:30 - 6:00 p.m.

****FIRST DAY OF SCHOOL DROP OFF & PICK UP SCHEDULE****

A modified drop-off and pick-up schedule will be implemented for **Preschool-Grade 4** on the first day of school, Wednesday, September 1. The intent of the modified schedule is to provide families, faculty, and staff more time to navigate new routines and to ease congestion on campus. This drop-off schedule is for the first day of school only.

SCHEDULE FOR WEDNESDAY, SEPTEMBER 1

Infants & Toddlers - May arrive any time after 7 AM. Pick up no later than 6 PM.

Preschool-Grade 4 - Drop off between 8:30 AM and 8:45 AM. Pick up from 3:00 to 3:15 PM.

Grades 5-8 - Drop off between 7:55 AM and 8:10 AM. Pick up from 3:30 PM to 3:45 PM.

Bus transportation will run as scheduled. Morning and afternoon Extended Hours service (EHP) is available; however, **no AM or PM drop-in EHP service is available on the first day of school with exception of students riding the bus.**

VISITOR AND VOLUNTEER POLICY

While the Delta variant is surging and COVID-19 Infections continue to be of concern, Congressional School **will not allow parents, admissions candidates, and other visitors in our buildings** at this time, **except for specific events/activities by invitation**. Visitors will be required to follow our vaccination policies. For the safety of our entire community during the pandemic, we must maintain a low population density in our buildings and on campus. When conditions improve we will consider modifying our visitor policy.

For the above reasons, volunteers will not be permitted on campus. We recognize that some visitors are vital to performing crucial campus functions. As such, we are granting narrow categories of exceptions to our overarching restrictions for on-campus visitors. Exceptions will be primarily limited to those visitors whose access to campus enables Congressional's on-campus educational activities to continue as well as to those visitors whose vital services support these endeavors.

Groups that are eligible to request approved facilitated visits to campus are:

- Individuals involved in instruction;
- Individuals involved in campus construction and operations.

The Admissions Office will primarily conduct virtual tours for prospective families and some outdoor tours until further notice. Some open houses will be held indoors on days in which students are not on campus. Open house visitors will be required to follow our parent vaccination policy. Guests of the Admissions Office must adhere to wearing a mask at all times, practice physical distancing when interacting with staff, and successfully complete any health screening required by the school.



ARRIVAL HEALTH SCREENING PROCEDURES

Students will be required to complete a daily wellness screening process at home using an app by Magnus Health. Visitors must complete a short health questionnaire before coming to campus.

Parents should **complete their student's health screening no later than 7:30 a.m.** School staff will monitor the app and any students who have not been screened may not be allowed in the building until screened by a parent or staff member.

COVID-19 Questionnaire

Does your child or anyone in your household have a pending COVID-19 test?

In the last 14 days, has your child been in contact with someone who tested POSITIVE for COVID-19?

In the last 7 days has your child traveled outside the Continental USA? If yes, please contact the school nurses to get clearance before sending your child to school.

In the last 48 hours has your child experienced any of the following new symptoms? If you have experienced multiple of these symptoms please email one of the nurses.

- Fever
- Cough
- Vomiting
- Diarrhea

Is your child's temperature 100.0F or above?

DISMISSAL PROCEDURES

Dismissal for students in Preschool through Grade 8 is 3:30 p.m. Parents/guardians should arrive at school between 3:30 p.m. and 3:45 p.m. Any parent arriving after 3:45 p.m. will be charged a drop-in fee and their student(s) will be taken to Extended Hours until the parent arrives.

Parents will pick their students up in the same location they dropped them off in the morning. During inclement weather, students will remain in their classrooms to be called via radio. Younger students will be walked to their car by a staff member or teacher.

WATER FOUNTAINS

- Students must bring water bottles to school and should fill them every morning.
- If any student misplaces or can't find their water bottle, the school will provide the student with a paper or plastic cup for the day.
- The mouthpiece function on every water fountain will be covered and closed; however, the water bottle filling function on all water fountains is on and available.
- All water bottles should go home at least once each week for hot water cleaning.
- The exterior water fountains without bottle filling stations will be shut off.

SCHOOL UNIFORM UPDATE (KINDERGARTEN - GRADE 8)

The Middle School blazer and white collared shirt are permanently removed from the school uniform as of the 2021-2022 school year. The "Dress Uniform" will consist of a black polo with Congressional logo and khaki pants or khaki skort. The lower school jumper is being phased out, but can still be worn although no longer available for purchase. Use the link to see this year's uniform requirements:

[2021-2022 School Uniform Description](#)

FIELD TRIPS

More information will be shared about field trips as the school year begins. While we hope to resume some field trips during the year, the venue, ages of students attending, and current information about local and state COVID-19 conditions must be taken into consideration. The health and safety of the school community are first and foremost.

BUDDY DAYS

The student buddy program will begin the year virtually with a view to transition to in-person activities based on student vaccination rates.

Students are asked to bring water bottles to school. Water bottle filling stations will be open. Water fountains will be switched off.



LUNCH

- The cafeteria will host a buffet for lunch selection/pickup; however, students will not eat lunch in the cafeteria unless inclement weather arises.
- Four large tents will be available for outside lunch.
- Students not enrolled in the school lunch program may bring their lunch from home. For those registered for the lunch program, Fairfax Food Service will provide the catered lunch and will follow enhanced food preparation and delivery protocols in response to COVID-19.
- Buffet lunch will return for K to 8 for the 2021-2022 school year with students selecting what they want for lunch. Masks will be required when selecting food with the lunch attendant. Food will be put in a portable tray container by the lunch attendant for students to consume outdoors or in the classroom. The cafeteria will be used on occasion for lunch if inclement weather arises.
- Students will be reminded to never share food.

RECESS

- Outdoor recess areas will be scheduled and assigned. One grade level at a time is allowed on the playgrounds. The sport court and fields will be shared by multiple grades although students will remain in cohorts.
- Students will use designated recess exits (not always the same as a dismissal exit).
- Primary School and Lower School students will have priority access to the playground throughout the school day.
- Each grade level will be provided its own recess equipment such as basketballs, footballs, etc. which they will bring to recess each day and return to a designated space in their classrooms
- Outside water fountains will not be functioning. Students need to bring water bottles.

EVENTS

Consideration will be made on an event-by-event basis regarding the scale, feasibility, or format of each event based on current health data and the advice of local and state health departments. Tentative dates for events for the 2021-2022 school year are listed on the website calendar and all are subject to confirmation. Any changes will be announced in advance. More details about each event will be shared as the date approaches.



Lunch will be eaten outside except when too cold or during inclement weather.

Lunches will be expanded to offer students more choices and a variety of foods.

PHYSICAL EDUCATION & ATHLETICS

Infants - Junior Kindergarten

Outdoor spaces will be used as much as possible.

Kindergarten-Grade 4

PE will be outside as much as possible. During inclement weather, the gym will be utilized. A traditional PE curriculum will be followed with activities modified to adhere to the latest safety measures.

- Students will wear masks indoors.
- PE classes will take place by grade-level cohort.
- Students will be encouraged to wear PE clothing to school on PE days.

Grades 5-8

The Capital Athletic Conference made the decision to resume interscholastic competition between schools for the fall of 2021.

- 5th and 6th grades will combine for Physical Education and Athletics as well as 7th and 8th grades with physical distancing and mask-wearing required.
- Student-selected offerings for the fall will include soccer, cross country, and volleyball.
- The athletic season will begin with masks required until the School is advised it is safe to do otherwise.
- Spectators may come to campus for outdoor interscholastic contests. Physical distancing and masks are required.



AUXILIARY PROGRAMS AND SERVICES

EXTENDED HOURS (EHP)

The Extended Hours Program (EHP) will be offered in the fall for students in Preschool - 8th Grade. Drop-in service will be available for both morning and afternoon EHP with exception of the first day of school when drop in service is not available.

MORNING EHP

Morning EHP operates from 7:00 AM to 8:00 AM

- Preschool will be in a Preschool classroom
- Junior Kindergarten EHP will be in the Little School Cafeteria
- Kindergarten-Grade 8 will be in the Big School Library with students sitting in grade-level cohorts

AFTERNOON EHP

Afternoon Extended Hours will operate on its normal schedule (3:30-6:00 p.m.) with grade-level cohorts.

- During afternoon EHP, structured daily activities will be organized, homework time provided, and many opportunities for unstructured and outdoor play.
- Little School pickup will take place at the front entrance of the Little School.
- Big School EHP pickup will take place at the crosswalk across from the William Ross Building. A staff member on duty will radio for the student who will be escorted to the car where parents/guardians will sign them out.

CHILD CARE DAYS & AFTER SCHOOL ACTIVITIES

Childcare Days - Childcare days are currently suspended and maybe reinstated based on pandemic conditions.

After School Activities - will be offered during the 2021-2022 school year.

SCHOOL BUS TRANSPORTATION

Procedures

Morning and afternoon bus transportation will be provided through our partner, Virginia Rides. This service will have a number of protocols in place to protect the health and safety of our students. Among these protocols are assigned seats with physical distancing, stringent cleaning, and use of masks.

Social Distancing

- All students will be given a morning and afternoon assigned seat.
- Siblings will be assigned to sit together, as they are from the same household.

Protocols

- Parents will be required to answer health screening questions and take their child's temperature through the Magnus App before the student boards the bus.
- Seats will be assigned by the order of a rider's bus stop. For example, in the mornings, the first rider will be assigned to sit in the back. Subsequent riders will continue to fill seats from the back to the front.
- Upon morning arrival, students will get off the bus and walk to their assigned entrance.
- All drivers will conduct a daily check-in and answer health screening questions and will undergo a daily temperature check.
- Bus drivers will be required to stay home if they feel unwell.

Enhanced Cleaning and Sanitation

- Routinely sanitizing buses before and after each shift.
- Bus drivers will focus on frequently touched areas, air conditioning intake panels, and vents.
- Disinfectants will be used that kill COVID-19, according to EPA standards.
- The transportation team will closely monitor recommendations from all applicable resources to stay up to date with sanitation procedures.

Personal Protective Equipment

- Every person riding the bus will be required to wear a face mask.
- Drivers will be equipped with adequate PPE, masks, hand sanitizer, sanitizing wipes, and disinfecting surface sprays.



HEALTH AND SAFETY GUIDELINES

The goal of our Health & Safety Guidelines is to establish a framework for a safe reopening of campus. These guidelines are based on the most recent information and guidance from a number of different authorities and groups, including the Virginia Department of Health, the Center for Disease Control, the American Academy of Pediatrics, and the Virginia Department of Social Services, among others. **These guidelines may be modified based on new advice from these authorities.** Families will be notified when we make substantive updates to our Health & Safety Guidelines.

[**VIEW OUR HEALTH & SAFETY GUIDELINES**](#)

PERSONAL PROTECTIVE EQUIPMENT

The school will ensure all employees are equipped with appropriate Personal Protective Equipment (PPE) such as masks, gloves, gowns, face shields, etc. as needed. PPE will be used to varying degrees, on a case-by-case basis.

FACE MASKS

Masks are required of faculty and staff when interacting with students. Masks are also **required of students age 2 and older with the exception of nap time for our youngest students.** Children will be provided with frequent mask breaks outdoors. No neck gaiters without prior approval from the school. Masks with valves are NOT permitted (the CDC has determined that they do not provide adequate protection).

Masks must be worn at all times with the following exceptions:

- During outdoor recess, while physically distanced
- During lunch and snack while eating and physically distanced
- During Physical Education if instructed to remove the mask by the teacher and physically distanced

Students are required to have two masks, one will be worn and one will be a backup in case one is lost or misplaced. Students are responsible for the care and cleanliness of their masks. It is recommended that parents wash student masks each evening. The school will provide a disposable mask to any student that has lost or misplaced a mask and students will need to return to school the next day with two masks. Parents are encouraged to have their students start wearing a face mask so they are accustomed to it by the time they start school.

TRAVEL GUIDELINES & COMMUNITY TESTING

Congressional School is following CDC recommendations for travel. Below please find our updated guidelines based on vaccine status.

Effective December 10, 2021, unvaccinated students may return to school after travel and will not need to quarantine. By this date, we anticipate that a large proportion of students age 5 and older will either be fully or partially vaccinated which along with our other mitigation strategies (masking, etc.) will greatly reduce the risk to our community.

Decisions to modify our guidelines are made using the information available at that point in time and pandemic conditions, which are dynamic; therefore, our travel guidelines are subject to change.

POST BREAK TESTING

Congressional School implementing community testing for all students and employees after the following school breaks:

- Winter Break
- Presidents Day
- Spring Break

Details of our testing plans will be shared directly with our families, faculty, and staff. Testing beyond this academic year is under consideration.

Note: Please check CDC Guidelines before your travel begins, as these are subject to change and the school will follow the current guidelines.

BIMODAL LEARNING

Quarantine Bimodal Option

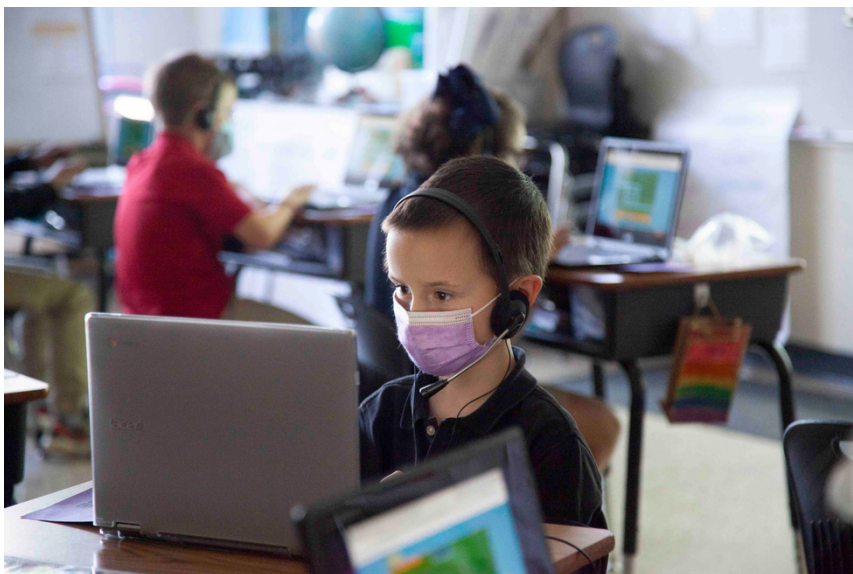
Bimodal Instructional option is available for students in Kindergarten-Grade 8 who must quarantine for a period of time due to COVID exposure in accordance with the policy outlined below.

Temporary Remote Learning Policy

When students are required to stay home from school due to COVID exposure, the following learning plans will be implemented:

- For students in Kindergarten-Grade 2 staying at home short-term due to pending tests, we will provide asynchronous learning.
- For students in Kindergarten-Grade 2 quarantining for 14 days or longer, we will provide bimodal learning.
- For students in Grades 3-8 staying at home short-term or for a longer period, we will provide bimodal learning.

Remote learning (Bimodal for students in the Big School, a combination of Synchronous and Asynchronous for students in the Little School) is also available for those who are not fully vaccinated and must complete a 7-day (or 10-day quarantine if not getting a PCR test) before returning to school after the Thanksgiving and Winter Breaks.



SOCIAL-EMOTIONAL SUPPORT

As we begin the school year, the social and emotional well-being of our students is as important as their physical well-being. We are fortunate at Congressional School to have practices (Developmental Design and Responsive Classroom), structures (advisory system and community gatherings), and resources (School Counselor, School Nurse, and Center for Teaching, Learning, and Innovation) in place to support student social and emotional development.

With the addition of COVID-19 safety practices, we will utilize these resources to establish community norms and create safe learning spaces to learn and hone new safety procedures, to talk openly about feelings and concerns, to build relationships, to learn emotion regulation coping strategies, and to understand how to access support to address fear, worry, anxiety, and/or other social and emotional needs.

Faculty and staff are equipped to monitor students' emotional well-being during classroom circle time and morning advisories and throughout the day:

- Students of concern are referred to the school counselor for follow-up.
- Students in grades 5 - 8 can self-refer.
- All students can request to meet with the school counselor.
- The school counselor provides short-term, solution-focused individual and small group counseling. Communication with parents/guardians is as needed and the school counselor is available to parents and families to provide social/emotional support strategies and resources.

Additionally, the school counselor will conduct classroom and lunchtime sessions to provide students a safe space to process and navigate social and emotional concerns and build relationships.

Please contact Rebecca Ginnetti, School Counselor, rginnetti@congressionalschool.org, for additional information or questions about services.



FACULTY & STAFF GUIDELINES & EXPECTATIONS

GENERAL GUIDELINES

- The COVID-19 vaccine is required for school employees. [Read full details about this requirement.](#)
- Vaccinated employees must wear a mask at all times on campus unless outside and 6ft apart.
- Unvaccinated employees must complete a daily health screening and must remain masked at all times unless outside when no one else is present.
- Employees will wash their hands before entering a classroom or other workspace.
- Employees must wash their hands after interacting with individual students or employees, as appropriate. Frequent hand washing is imperative to help eliminate the spread of germs.
- Other personal protective equipment (PPE) may be provided to employees as needed.
- Employees should wear a clean mask each day.

EMPLOYEE SICK POLICY

Employees will be asked to go home and remain home for 24 hours if:

- Fever 100.0°F or higher.
- Continuous cough, shortness of breath, showing obvious signs of wheezing, and retractions.

Staff will be able to return to school once:

- Fever free for 24 hours without fever-reducing medication.
- Absence of continuous cough for 24 hours without cough suppressants.
- Absence of shortness of breath for 24 hours.

If an employee has a combination of fever, cough, or shortness of breath at the same time, they will be asked to consult their doctor and remain out of school for 24 hours until symptom-free without medication.

Isolation for Sickness

If an employee falls ill while on campus they will immediately be removed from the classroom and will be sent home for the remainder of the day and for a minimum of 24 hours and symptom-free.

PLANNING GROUPS

POLICY

Members: Tinelle Davies, Brian Krauss, Rebecca Ginnetti, Ashley Spalletta, Edwin Gordon, and Mar Ramirez, Caroline Reynolds

Guiding query: What staffing, infrastructure, medical supplies, and cleaning supplies are needed to be in place to safely operate school? What medical and safety policies, practices, and procedures need to be implemented to ensure the health and safety of all Congressional students and employees? What opportunities can we provide students to foster social connection and build emotional flexibility? How can we better understand our students' social-emotional well-being and their family's needs as we navigate our new reality and challenges together?

Charge: Determine the School has what it needs in terms of supplies, equipment, policies, and practices to safely operate and provide social-emotional support for our students.

HEALTH PRACTICES

Members: Leah Boemerman, Lindsey Ticer, Kim O'Neil, Rebecca Ginnetti, Kerry Ploetz, Lisia Bailey, Edwin Gordon, Tracy Krauss, Allyson Judge and Treveene Greene

Guiding query: What staffing, infrastructure, medical supplies, and cleaning supplies are needed to be in place to safely operate school? What medical and safety policies, practices, and procedures need to be implemented to ensure the health and safety of all Congressional students and employees? What opportunities can we provide students to foster social connection and build emotional flexibility? How can we better understand our students' social-emotional well-being and their family's needs as we navigate our new reality and challenges together?

Charge: Determine the School has what it needs in terms of supplies, equipment, policies, and practices to safely operate and provide social-emotional support for our students.

COMMUNICATIONS, ADMISSIONS, DEVELOPMENT AND MARKETING

Members: Alyce Penn, Gretchen Herbst, Jessica Orndorff, Ru Buttner, Lisa Bicksel, Edwin Gordon, Julie Dumais and Olu Smoak

Guiding query: How can we regularly keep families, faculty, and staff informed of the latest Virginia guidelines and the School's responses and plans throughout the school year? How do we engage our new and current families with the school during a pandemic? How do we more effectively retain families in the absence of our usual touch points?

Charge: Communicate updates and plans to families and employees on a regular basis throughout the school year. Look for ways to engage families and employees with the school community, even through virtual means.

PLANNING GROUPS

AUXILIARY PROGRAM

Members: Dan O'Neil, Lisa Singleton, Leah Boemerman, Lindsey Ticer, Brenna Ponting, Gene Giammittorio, Edwin Gordon, and Angie Howard

Guiding Query: How effective and accommodating are our programs and services given the circumstances? What safety policies, practices, and procedures are needed to be implemented to ensure the health and safety of those Congressional students who use these services?

Charge: Ensure the auxiliary programs and services offered to the school and wider community are responsive to the needs of the changing situation.

TECHNOLOGY

Members: Ali Sheibani, Tony Souphida, Sarah Smythe, Heather Thompson, Edwin Gordon, and Jack Testa

Guiding Query: What are the best hardware, software, professional development options for seamlessly and simultaneously delivering live and remote teaching and learning?

Charge: Explore available options and make recommendations for technology tools; provide professional development for faculty and staff throughout the school year.

ACADEMIC PROGRAMS, CALENDAR/SCHEDULE

Members: Kim O'Neil, Brent Hinrichs, Emily Manes, Derek Bowley, Sarah Philip, Michelle Fry, Sarah Smythe, Mariana Pavon, Isabelle Rovinsky, Edwin Gordon, and Jeffrey Michael

Guiding Query: Following the opening weeks of school, what changes and revisions need to be made to the program with regard to each division of the School? What changes and revisions need to be made to Bimodal Learning? What additional professional development is needed to support faculty? What schedule will best serve the students in each division in the event that the School has to shift to a remote learning program at any point this school year?

Charge: Carefully review the Congressional School remote learning program and prepare academically for the possibility that campus could be closed at some point during the 2020-21 school year. Carefully review the Bimodal Learning Plan to be sure it is meeting expectations.

FINANCE PLANNING AND CAMPUS FACILITIES

Members: Lisa Singleton, Deborah Everson, Gene Giammittorio, Cameron Yassine, Tony Souphida, Edwin Gordon, and Maria Colic

Finance Planning

Guiding Query: What additional financial resources will be needed to implement the School's comprehensive plan in response to Virginia's guidelines for reopening schools?

Charge: Review our budget to make sure we can fund any additional staffing, technology, supplies, and equipment to support the School's plans in response to state guidelines for operating the school.

Campus Facilities

Guiding Query: What more can we do to ensure social distancing and decrease density throughout the campus? What spaces on campus can be repurposed to support the state's guidelines?

Charge: Explore the facilities and PPE options and needed changes to meet the state's and CDC guidelines, as well as the needs of our faculty and staff.

CONCLUSION

The details of this plan are current as of July 2021. This plan will be updated and amended as necessary based on changing circumstances. We will notify the community when substantive updates occur.

One of the many benefits of an independent school such as Congressional School is our ability to quickly respond to a changing environment. Our small community and class sizes, along with our expansive campus have made it possible for us to develop a plan for opening in person this fall.

We are grateful to everyone in and outside of our community who has worked diligently on the extensive details encompassed in this comprehensive plan for opening school in the fall of 2021.

Any additional questions can be directed to the following Administrators:

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