

October 23, 2020

# **Reopen Strong**

## COVID-19 Operations Handbook

### Van Ness ES School Plan

Developed by the Office of the Chief Operating Officer  
Draft as of October 23, 2020



## COVID-19 Operations School Plan

This document is a draft overview (as of October 23, 2020) of the COVID-19 operational planning in place for the start of Term 2. All information below has been developed in alignment with CDC, DC Health, and OSSE guidance and with DCPS central office support.

Please see the corresponding, detailed COVID-19 Operations Handbook Guidance [here](#).

For additional information on reopening plans, see: <https://dcpsreopenstrong.com/school-plans/>

### Key Points of Contact

Clear communication is important in our planning, please see key points of contact by planning area.

Key Points of Contact	
Category	Primary Contact Name
<i>Leadership/Operations</i>	Todd Bostick DSL
<i>Supply &amp; Inventory Management</i>	Ashley Edwards (AC) ASL
<i>Technology Management</i>	Capriko Robinson Technology Coordinator
<i>ECE Program</i>	Courtney Daignault ECE Lead Teacher
<i>Specialist Instruction Program</i>	Allison Hall LEA Rep Designee

### Key Locations

To support in-person student programming, the following locations and spaces have been identified and prepared with consideration for health and safety requirements.

Key Operational Locations		
Location	Guidelines	Location(s) in Your School

<p><b>Arrival Space</b></p>	<p>Each school should designate a minimum of one entry point.</p> <ul style="list-style-type: none"> <li>The entry point that most allows for social distancing/staff oversight should be selected.</li> </ul> <p>Based on the volume of students and availability of staff, schools should select more than one entry point to improve the arrival process.</p> <p>Please indicate the number of entry points.</p>	<p>One entry point: Front entrance (off 5th Street SE)</p>
<p><b>Health Isolation Room</b></p>	<p>Each school is required to designate a COVID-19 related Health Isolation Room separate from the nurse’s office. A student who shows COVID-19 symptoms during the arrival process or school day is to be directed to the specific room until they can be picked up by a guardian. Staff must also wait in this room if they exhibit COVID-19 symptoms at arrival or throughout the day if they are waiting for someone to pick them up.</p> <p>The Health Isolation Room should:</p> <ul style="list-style-type: none"> <li>Be no more than 100 feet from the arrival/entry location, but ideally within 50 feet.</li> <li>Be a minimum of 850 square feet to accommodate 10 students. If a room this size is not available, the number of students that can be accommodation will be reduced.</li> <li>If possible, the room should have an en-suite bathroom. Otherwise, a nearby all-gender toilet room should be identified for use by students in the Health Isolation Room.</li> </ul> <p>Have chairs or desks available to accommodate students.</p>	<p>We will be using our Community Room as our Health Isolation Room. It is near main entrance and there is a bathroom down the hall from it. The Community Room is less than 850 square feet so we will be reducing the number of students who can be accommodated.</p>
<p><b>Guardian Pick-Up Space</b></p>	<p>Each school is required to designate a Guardian Pick-Up Room. Students will be directed here if they do not have a designated classroom to attend that day and have passed the OSSE “Ask, Ask, Look” protocol.</p> <p>For additional information on scenarios in which students would come to this room, please see “Unanticipated Student Scenarios” section.</p>	<p>We will be using our Conference Room as our Guardian Pick Up Space.</p>

### Facilities Overview

To support in-person student programming, the following locations and spaces have been identified and prepared:

Facilities Overview	
<i>Number of entrances &amp; exits</i>	Van Ness Elementary has two main entrances (front and rear of building) and one disabled-accessible entrance.
<i>Number of general education classrooms</i>	There is a total of 12 general education classrooms. We plan to use 10 classrooms.
<i>Number of specials classrooms</i>	We have 4 specials classrooms and we do not plan to use any of these classrooms.
<i>Number of ECE classrooms</i>	We have 4 ECE classrooms and plan to use 2 of these classrooms.
<i>Number of self-contained special education classrooms</i>	We have no self-contained special education classrooms.
<i>Number of resource or support services rooms</i>	We have 3 resource rooms and plan to use 1 of these rooms.
<i>Number of office or shared staff spaces</i>	n/a
<i>Number of bottle fillers (not water fountains)</i>	n/a
<i>Number of student and adult bathrooms</i>	n/a
<i>Accessible large green space and/or garden area</i>	n/a
<i>Playground and/or structure</i>	n/a

## Student Arrival

To support social distancing, both students and staff will be scheduled to stagger arrival. Please see student staggered arrival planning:

Staggered Arrival Schedule	
Average number of students per day	We expect to have approximately 148 students each day. (assumes no CARE class for PK3 and PK4)
Number of waves	Four waves at front door entrance.
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	First wave: 8:30 am - 8:45 am Second wave: 8:45 am - 9:00 am Third wave: 9:00 am - 9:15 am Fourth wave: 9:15 am - 9:30 am
<b>Please describe your strategy to stagger arrival &amp; staff the arrival process.</b>	
15 seconds at each station. 3 stations. Plan for 3 students per minute. 15 minutes per wave. Plan for 45 student capacity per wave. 4 waves in total.	
First wave: PK3 and PK4 (total of 28 students) Second wave: Kinder and 1st (total of 42 students) Third wave: 2nd and 3rd (total of 44 students) Fourth wave: 4th and 5th (total of 44 students)	

## Student Dismissal

Student dismissal may be staggered by dismissal type (guardian pickup, walking, etc.), by grade, or by any other strategy that support social distancing in the dismissal process.

Staggered Dismissal Schedule				
Wave Cycle	Time Period	Location in Your School	Grade Band	Type of Dismissal
<b>Wave 1</b>	3 pm – 3:10 pm	ECE playground	PK3 and PK4	Dismissal by class
<b>Wave 2</b>	3 pm – 3:10 pm	Oval turf field	K and 1st	Dismissal by class
<b>Wave 3</b>	3:10 pm – 3:20 pm	Oval turf field	2 <sup>nd</sup> and 3rd	Dismissal by class
<b>Wave 4</b>	3:20 pm – 3:30 pm	Oval turf field	4 <sup>th</sup> and 5th	Dismissal by class

Students will be dismissed in waves. All students will be dismissed through rear exits of the building. ECE students will be dismissed onto the ECE playground. Kindergarten - 5th grade will be dismissed onto the oval turf field. Classes will be kept separate during dismissal

## Bathroom Use Scheduling & Strategy

To support students, there will be a developed bathroom use strategy for students to abide by health and safety guidelines.

Bathroom Use Strategy	
Number of student bathrooms	3 multi-user boys bathrooms and 3 multi-user girls bathrooms (lower level, 2nd floor and 3rd floor)
Number of classrooms	1st floor: PK classrooms will use their own bathrooms 2nd floor: 6 classrooms 3rd floor: 6 classrooms
<b>Please enter how you plan to limit the number of people in the bathroom at the same time through one of the strategies above, or through a plan tailored to your school.</b>	
Bathroom breaks will be included in each class schedule. Only one classroom can use the multi-users bathrooms on each floor at the same time. Students will be lined up (6' distant) while waiting for the bathroom. Entire class takes bathroom break at the same time.	

**Water Access Strategy**

To support students, there will be a developed water access strategy for students to abide by health and safety guidelines.

Water Access Strategy	
Number of water filler stations in school that are currently operational	At present there are no operational bottle fillers. We have a work order with DGS to activate bottle fillers by create a separate shut off for each. There is one bottle filler on each floor.
Placement of water coolers (identify locations throughout school suitable for water cooler)	If we need to use water coolers, they will be located next to the water fountains/bottle fillers.
<b>Please enter your water access strategy (e.g. students will be scheduled to fill reusable water bottles 2x/day, pitchers and cups will be available in classrooms, etc.)</b>	
Students will be encouraged to bring personal reusable water bottles and will fill/refill these bottles when the class goes to the restroom. Teachers will keep a water pitcher in the classroom for students who require additional water.	

**Learning Spaces & Hallways**

Learning spaces, classrooms, and hallways will be uniformly set up to welcome students and staff safely.

Space Set-up	
Classrooms	<ul style="list-style-type: none"><li>• Classroom counts are limited to 11, or fewer, students</li><li>• Classrooms are set up to facilitate social distancing and limit sharing of materials</li><li>• Classrooms have cleaning materials present</li><li>• Hand sanitizer will be present</li></ul>
Hallways	<ul style="list-style-type: none"><li>• Social distancing floor decals are placed across school hallways</li><li>• Signage is posted throughout the building for health and safety guidance</li></ul>

### Visitor Management

Whenever possible, visits should be conducted virtually. In event an in-person visit is required, visitors will be required to schedule an appointment.

Scheduling of Visitor Appointments
<ul style="list-style-type: none"><li>• Whenever possible, meetings should be moved to a virtual platform. If an in-person meeting is essential, all visitors must make an appointment at least 24 hours in advance.</li><li>• Visitors without an appointment should only be permitted entry with the approval of school administration.</li><li>• All visitors will be required to complete the OSSE “Ask, Ask, Look” protocol prior to entry, have their temperature taken, wear a face covering at all times on the school grounds and inside the school building, and adhere to social distancing guidelines should be followed.</li></ul>