

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Ketcham 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>	Kalik Booker DSL
<i>Supply & Inventory Management</i>	Morris Cobb Custodial Forman
<i>Technology Management</i>	Kalik Booker, DSL
<i>ECE Program</i>	
<i>Specialized Instruction Program</i>	Christina Hanson, Assistant Principal

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
Arrival Space	Each school should designate a minimum of one entry point.	2 Arrival Spaces

	<ul style="list-style-type: none"> The entry point that most allows for social distancing/staff oversight should be selected. <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>Locations:</p> <ul style="list-style-type: none"> -Plaza Entry Door #1 -Plaza Entry Door #2
<p>Health Isolation Room</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"> Be no more than 100 feet from the arrival/entry location, but ideally within 50 feet. 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. 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. <p>Have chairs or desks available to accommodate students.</p>	<p>Cafeteria</p>
<p>Guardian Pick-Up Space</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>Main office suite</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 & exits</i>	2 entrances and 2 exits will be used
<i>Number of general education classrooms</i>	Total general education classrooms:17 14 general education classrooms used
<i>Number of specials classrooms</i>	3 classrooms total None
<i>Number of ECE classrooms</i>	5 classrooms total 4 used
<i>Number of self-contained special education classrooms</i>	None
<i>Number of resource or support services rooms</i>	4 classrooms total None used – Too small for social distancing measures
<i>Number of office or shared staff spaces</i>	
<i>Number of bottle fillers (not water fountains)</i>	We currently only have one in the cafeteria
<i>Number of student and adult bathrooms</i>	Student: <ul style="list-style-type: none"> • 3 boys' restrooms • 3 girls' restrooms • 4 ECE bathrooms in classrooms Staff: <ul style="list-style-type: none"> • 4 adult restrooms
<i>Accessible large green space and/or garden area</i>	Yes (1 outdoor covered classroom) along with a full field
<i>Playground and/or structure</i>	2 Playground structures: 1st – PS – K 2 nd - 1 st to 5 th

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	Up to 176 students per day
Number of waves	4 waves
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	8:30 – 4,5 8:40 – 2,3 8:50 – K,1 9:00 – PreK3, PreK4
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>We will utilize two doors for the staggered student arrival. Two grade levels will come at a time. Each grade level will have a designated arrival door with a designated stairwell:</p> <p>Plaza Entry Door #1:</p> <ul style="list-style-type: none"> • First student wave: 4th Grade • Second student wave: 2nd Grade • Third student wave: Kindergarten • Fourth student wave: Pre K (3 year olds) <p>Plaza Entry Door #2:</p> <ul style="list-style-type: none"> • First student wave: 5th Grade • Second student wave: 3rd Grade • Third student wave: 1st Grade • Fourth student wave: PreK (4 Year olds) <p>After COVID screening, students will stand on socially distanced markers under the plaza area to wait for their teacher to escort them up their respective stairwells. Teachers will have assigned times to escort one cohort of students up the stairs at a time, ensuring that cohorts of students do not cross in the stairwells.</p> <p>Siblings who arrive outside of their designated times will be required to social distance in the large field area until their designated time for arrival.</p>	

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				
Information forthcoming, ongoing planning will determine				
Wave Cycle	Time Period	Location in Your School	Grade Band	Type of 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	Student: <ul style="list-style-type: none"> • 3 boys' restrooms in total (1 on each floor) • 3 girls' restrooms in total (1 on each floor) • 2 ECE bathrooms in classrooms
Number of classrooms	Total general education classrooms:17 14 general education classrooms used
<p>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.</p> <p>Teachers will take their classes for restroom breaks at their designated time frame throughout the school day (2-3 breaks throughout the day).</p> <p>Ketcham staff will make sure that students who have medical issues that increase the frequency of necessary bathroom breaks have documentation on file with the school and the school nurse. Students will have an individualized plan for additional breaks that will include calling for main office admin. support to supervise individual students on a medical restroom plan.</p> <p>Custodial cleaning and sanitation after each group of students and their designated breaks.</p>	

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	1

school that are currently operational	
Placement of water coolers (identify locations throughout school suitable for water cooler)	<p>1 water cooler per each floor, at the exterior arrival area, and an additional one for the kindergarten wing of the school (Total 5 water coolers).</p> <p>Water coolers will be positioned next to the installed water fountains that are turned off due to COVID guidelines. (1 stationed near bathroom on each floor).</p>
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.)	
Students will fill water bottles during bathroom breaks.	

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

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"> • 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. • Visitors without an appointment should only be permitted entry with the approval of school administration. • 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.