

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Marie Reed 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>	ongoing planning to determine
<i>Supply & Inventory Management</i>	Larry Coles
<i>Technology Management</i>	Allison Holcombe
<i>ECE Program</i>	ongoing planning to determine
<i>Specialized Instruction Program</i>	Antonio Ellis

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.	1) 18th Street,

	<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>2) Ontario Road, 3) Garage (staff only)</p>
<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>Living Room</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>	3
<i>Number of general education classrooms</i>	24
<i>Number of specials classrooms</i>	5
<i>Number of ECE classrooms</i>	9
<i>Number of self-contained special education classrooms</i>	2
<i>Number of resource or support services rooms</i>	7
<i>Number of office or shared staff spaces</i>	16
<i>Number of bottle fillers (not water fountains)</i>	2
<i>Number of student and adult bathrooms</i>	12 student 3 adult
<i>Accessible large green space and/or garden area</i>	3
<i>Playground and/or structure</i>	2

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	85

Number of waves	ECE-Kinder (30 students) <ul style="list-style-type: none"> 1) 8:00-8:15am 2) 8:15-8:30am 3) 8:30-8:45am 1 st -5 th (55 students) <ul style="list-style-type: none"> 1) 8:00-8:15am 2) 8:15-8:30am 3) 8:30-8:45am 4) 8:45-9:00am
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	ECE entrance for PK-K (30) 18 th Street entrance for 1 st -5 th (55)
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>We have 6 staff available to support the arrival process for the entire school. More staffing support is needed to ensure safety for all. Classroom staff will report to classrooms and be prepared to receive students. 2 staff at ECE-K entrance and 2 staff at 1st-5th grade entrance to conduct health screening for all students. The other 2 staff would be positioned strategically throughout the corridors (bottom and top of grand staircase) to receive and direct students to their classroom upon passing the Ask, Ask, Look screening at the doors. Families who have children in both ECE-K classrooms and 1st-5th grade classrooms attending in-person would drop children off at ECE-K entrance.</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				
Wave Cycle	Time Period	Location in Your School	Grade Band	Type of Dismissal
1	3:00-3:15pm	Ontario Rd door	ECE-Kinder	Guardian pick-up
2	3:15-3:30pm	Ontario Rd door	ECE-Kinder	Guardian pick-up
1	3:00-3:05pm	18 th Street door/plaza	1st	Guardian pick-up
2	3:05-3:10pm	18 th Street door/plaza	2nd	Guardian pick-up
3	3:10-3:15pm	18 th Street door/plaza	3rd	Guardian pick-up
4	3:15-3:20pm	18 th Street door/plaza	4th	Guardian pick-up
5	3:20pm-3:25pm	18 th Street door/plaza	5th	Guardian pick-up

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	8 (4 male, 4 female) 4 are single-use unisex restrooms in the cafeteria/isolation area 2 PK and 1 Kinder classroom being used have interior single-use unisex restrooms and will be used by students in those classrooms only.
Number of classrooms	5 classrooms (1 st -5 th) will have use of the 8 student restrooms, which are in close proximity to the designated classrooms.
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.	
For each pair of restrooms (boy/girl), only 2 classrooms will have access. Schedules will be created to stagger each class' access to their designated restrooms. Every other stall will be closed to limit proximity. Students will be sent into restroom 2 at a time to prevent crowding. Students will be prompted to wash their hands after each restroom use.	

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	2
Placement of water coolers (identify locations throughout school suitable for water cooler)	Water coolers should be located outside each pair of restrooms (4) to reduce multiple cohorts of students accessing the same cooler.
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 be expected to bring their own water bottles and refill them twice per day using water coolers that are near their designated restrooms.

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.