

October 23, 2020

# **Reopen Strong**

## COVID-19 Operations Handbook

### Patterson 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>	Victorie L. Thomas Principal
<i>Supply &amp; Inventory Management</i>	Monica A. Bibbs DSL
<i>Technology Management</i>	Monica A. Bibbs DSL
<i>ECE Program</i>	Lauren Eastlack ECE Coordinator
<i>Specialized Instruction Program</i>	Allie Thompson Special Education Coordinator

### 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
<b>Arrival Space</b>	Each school should designate a minimum of one entry point.	Main Entrance (2 <sup>nd</sup> Floor)

	<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>Note: Students will enter through the 3 doors of the main entrance.</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>Library</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>Computer Lab</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>	11 Exits and Entrances 1 Main entrance will be utilized for arrival 2 Exits utilized for dismissal
<i>Number of general education classrooms</i>	19 Classrooms 12 Classrooms will be used
<i>Number of specials classrooms</i>	5 Classrooms 1 Library will be utilized 1 Gym will be utilized 1 Spanish room will be utilized 2 Art and Music rooms will be utilized
<i>Number of ECE classrooms</i>	4 ECE General Education Classrooms 4 Classrooms will be used
<i>Number of self-contained special education classrooms</i>	5 Self-Contained Classrooms 3 Self-Contained Classrooms will be used
<i>Number of resource or support services rooms</i>	14 Resource/Support Rooms 7 Resource/Support Rooms will be utilized
<i>Number of office or shared staff spaces</i>	19 Offices/shared spaces 15 Offices will be utilized
<i>Number of bottle fillers (not water fountains)</i>	0
<i>Number of student and adult bathrooms</i>	1 <sup>st</sup> floor – 2 Adults; 1 large female student; 1 male large student; 1 SPED Classroom 2 <sup>nd</sup> floor – 2 Adults, 1 large female student; 1 male large student; 12 classrooms 3 <sup>rd</sup> floor – 2 Adults, 1 large female student; 1 male large student
<i>Accessible large green space and/or garden area</i>	Garden
<i>Playground and/or structure</i>	2 Playgrounds

## 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	160
Number of waves	2
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	Care Classrooms: 8:15 am. In-Person Classrooms: 8:30 a.m.
<b>Please describe your strategy to stagger arrival &amp; staff the arrival process.</b>	
<p>The three (3) sets of front doors will be open for all students to enter the building. Students in the CARE Classroom will arrive first at 8:15 a.m., followed by the In-Person students. The entry points will be labeled by grade level as follows:</p> <p><u>Preschool, Pre-Kindergarten and Kindergarten Students (CARE at 8:15 a.m.)</u> Enter through the first set of doors located closest to the small playground gate.</p> <p><u>First thorough Second Grade Students (CARE at 8:15 a.m.)</u> Enter through the middle doors.</p> <p><u>Third – Fifth Grade Students (CARE at 8:15 a.m.)</u> Enter through the doors closest to the flagpole.</p> <p><u>Preschool, Pre-Kindergarten and Kindergarten Students (In-Person at 8:30 a.m.)</u> Enter through the first set of doors located closest to the small playground gate.</p> <p><u>Second and SPED (In-Person at 8:30 a.m.)</u> Enter through the middle doors.</p> <p><u>Third – Fifth Grade Students (In-Person at 8:30 a.m.)</u> Enter through the doors closest to the flagpole.</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	2:45-3:00	Small Playground	PS and PK	Guardian Pick Up
	3:00	Small Playground	K	Guardian Pick Up and Walking
	3:00	Large Playground	1	Guardian Pick Up and Walking
	3:00	Large Playground	2	Guardian Pick Up and Walking
	3:00	Large Playground	3-5	Guardian Pick Up and Walking
	Varies based on time buses arrive	Main School Entrance (South Capitol Terrace)	PS and PK	OSSE Transportation

### 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	16 Student Restrooms will be utilized, which are: 12 Restrooms in the classrooms on the 2 <sup>nd</sup> floor. 2 Hallway restrooms on the 2 <sup>nd</sup> floor that will only be utilized by students that are placed in the Isolation Room. 2 Hallway restrooms on the 1 <sup>st</sup> floor.
Number of classrooms	16 Classrooms 1 Gymnasium 1 Cafeteria that will be utilized for gym classes
<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>	
<p>Only one student will be permitted to enter and use the restroom within classrooms one at a time. While the following hallway restroom procedures will be as follows:</p> <ol style="list-style-type: none"> <li>1. Classroom break schedule will be devised to denote times when whole classes will be escorted to the restroom for usage.</li> <li>2. Only two students are to be permitted in the restroom at the same time. One student will be directed to enter the restroom, and then the other will follow with approximately a one-minute difference between entry time.</li> <li>3. Every other stall/urinal and sink will be closed off for student use.</li> </ol>	

### 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	0
Placement of water coolers (identify locations throughout school suitable for water cooler)	Either in the classroom or on a table near the hallway water fountain
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 receive a disposable water bottle 1-2 times a day, depending on if students drink all of the water in the first bottle received.	

### 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

- 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.