

October 23, 2020

# **Reopen Strong**

## COVID-19 Operations Handbook

### Amidon-Bowen 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>	TaMikka Sykes Principal
<i>Supply &amp; Inventory Management</i>	Latetia Cureton Attendance Counselor
<i>Technology Management</i>	Kayla Winters Math Coach & Tech Coordinator
<i>ECE Program</i>	Amity Chase ECE Coach
<i>Specialist Instruction Program</i>	Ashley Price 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

<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>	<ol style="list-style-type: none"> <li>School lobby</li> <li>Orange hallway entrance</li> </ol>
<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>The parent resource room will be used for health isolation. Changed 10/19/20</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>The welcome center will be used for the 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>	(2) Entrances and exits in all
<i>Number of general education classrooms</i>	6 in-person classrooms (PK3, PK4, K, 1,2,3) updated 10/19/20 3 CARES classrooms (1 and 2, 3, 4 and 5)
<i>Number of specials classrooms</i>	There are 5 inner core spaces in the building. Zero rooms are being used for Term 2. All of the inner core classes will be taught virtually.
<i>Number of ECE classrooms</i>	We have 4 ECE classrooms and 2 of the 4 rooms will be used (PK3 114 and PK 105).
<i>Number of self-contained special education classrooms</i>	We have 2 self-contained classrooms (ELS, SLS). Zero self-contained classrooms are being used because none of my teachers are returning to in-person instruction.
<i>Number of resource or support services rooms</i>	n/a
<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 could potentially have 114 students each day.
Number of waves	There would be two arrival and dismissal waves – one for in-person classrooms and one for CARES classrooms.
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	8:30-8:45 a.m. - in-person classrooms 8:45-9:00 a.m. - PK and CARES classrooms
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>Preschool classrooms have drop-off doors that are on the playground or near an exit. Students will be lined up with their families (socially-distanced) and advanced through the check-in line and then to their classrooms.</p> <p>K enters through the main lobby and uses the blue hallway to get to their classrooms.                      1<sup>st</sup> enter through the main lobby and uses the stairwell to green hallway to their classrooms.                      2<sup>nd</sup> enter through the main lobby and use the orange hallway to their classrooms.                      3<sup>rd</sup>-5<sup>th</sup> enter through the parking lot entrance and use the stairwell to the purple hallway.</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	3:00-3:10 pm	Blacktop in designated space	In-person classes  Grades K-5	Outdoor - OR - If there is inclement weather, students will be called to the outside door to meet the parent. Staff

				members will be stationed with walkie-talkies
2	3:10-3:20 pm	Blacktop in designated space	CARES classes Grades K –5	Outdoor - OR - If there is inclement weather, students will be called to the outside door to meet the parent. Staff members will be stationed with walkie-talkies
3	3:20-3:30 pm	Classroom door	PK	Indoor – aide will walk student to the doorway to meet the parent

### 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	<p>All PK and K students use the restroom in their classrooms, 4 classrooms with restrooms with one or more toilets.</p> <p>There are 3 other multi-toilet restrooms in the building for the remaining homerooms.</p> <p>Orange Hallway Restrooms – 3<sup>rd</sup> grade only                      Green Hallway Restrooms – 1<sup>st</sup> and 2<sup>nd</sup> grade only                      Purple Hallway Restrooms – 4<sup>th</sup> and 5<sup>th</sup> grade only</p>
Number of classrooms	There are a total of 9 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.	

All PK and K teachers will have a procedure for admitting students one at time for scheduled breaks and then as needed. Aide or teacher will frequently wipe down the commonly touched surfaces at 3 times a day and ensure that students wash their hands after every use.

Teachers in grades 1-5 will have scheduled restroom breaks. Only two students will be admitted to the restrooms at time. The custodial staff will wipe down and clean restrooms 3 times a day. Any student who needs to use the restroom outside of a scheduled time will be told to go to the restrooms in the orange hallway where there is more supervision. The security officer at the front door will monitor use restroom so it does not exceed two students at a time.

Middle stalls, urinals and sinks will be disable/closed off to ensure students keep their distance.

### 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	We have no water filler stations.
Placement of water coolers (identify locations throughout school suitable for water cooler)	Second floor near the APs office First floor near the welcome center
<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 prompted to fill their water bottles in the morning upon arrival and before recess.	

### 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> </ul>



	<ul style="list-style-type: none"><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.