



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

October 23, 2020

# Reopen Strong COVID-19 Operations Handbook Boone 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>	Marlon Ray DSL
<i>Supply &amp; Inventory Management</i>	Marlon Ray DSL
<i>Technology Management</i>	Marlon Ray DSL
<i>ECE Program</i>	Kofi Handon, AP
<i>Specialized Instruction Program</i>	Kofi Handon, AP

### 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.	22 <sup>nd</sup> Street Entrance: PK-1

	<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>students</p> <p>Cafeteria Entrance: 2-5 students</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>Gymnasium</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>Cafeteria</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>	10 total 3 will be used
<i>Number of general education classrooms</i>	17 total general education classrooms 4 are being used
<i>Number of specials classrooms</i>	6 specials classrooms 0 are being used
<i>Number of ECE classrooms</i>	6 ECE classrooms 2 are being used
<i>Number of self-contained special education classrooms</i>	3 self-contained classrooms 0 are being used
<i>Number of resource or support services rooms</i>	5 resource/support services rooms 5 are being used
<i>Number of office or shared staff spaces</i>	10 offices/shared spaces 7 being used
<i>Number of bottle fillers (not water fountains)</i>	7
<i>Number of student and adult bathrooms</i>	17 total 4 boys, 4 girls, 9 staff
<i>Accessible large green space and/or garden area</i>	1 small football field
<i>Playground and/or structure</i>	2 playgrounds (ECE and upper ES)

### 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	61 students will enter through 2 entrances (33 students

	through the cafeteria and 28 students through the 22 <sup>nd</sup> street entrance)
Number of waves	2 through each entrance
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	8:15-8:30 am
<b>Please describe your strategy to stagger arrival &amp; staff the arrival process.</b>	
<p>We will have one wave of entrance through two different entrances.</p> <p>22nd Street Entrance: ( ECE and K)</p> <ul style="list-style-type: none"> <li>• We will use cones and distance markers to plot out the waiting lines for ECE and kinder students.</li> <li>• Breakfasts for students in ECE-kinder classes will be delivered directly to classrooms so there will not be a grab and go at the 22<sup>nd</sup> Street location.</li> <li>• Assigned staff will implement ask ask look and temperature check outside.</li> <li>• Parents will pass off student at the door.</li> <li>• Students will proceed into the building.</li> <li>• The security guard is posted at the entrance.</li> <li>• Aides will wait in the foyer area to shuttle student to classrooms after they enter the building.</li> </ul> <p>Cafeteria Entrance: (Grades 2-5)</p> <ul style="list-style-type: none"> <li>• Students will follow the blue path across the playground to the entrance.</li> <li>• Cones and markers will be used to keep social distance along the path.</li> <li>• A second security guard will be posted on the playground to monitor distancing.</li> <li>• An administrator is at the door to implement ask, ask look and temperature check</li> <li>• Student proceeds inside the building and grabs breakfast upon entry.</li> <li>• Staff member posted near first floor stairwell reminds them of 100 mask policy and directs them to their floor/room</li> <li>• When they reach their floor, the 2<sup>nd</sup> or 3<sup>rd</sup> floor stair monitor will receive them and point them to class.</li> <li>• Teachers will stand in the threshold of classroom doorway to monitor students reporting directly to class.</li> </ul>	

### 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
N/A				

### 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
Number of classrooms	6 (2 ECE and 1 kinder classrooms have bathrooms)
<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>	
We will develop bathroom schedule that allows for a morning and afternoon bathroom break for students in grades 2-4. The schedule will assign each the classes to their own set of bathrooms to use at each break. We will use the bathrooms on the first, second and third floors.	

### 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	7
Placement of water coolers (identify locations throughout school suitable for water cooler)	We will place the water coolers on the first, second, and third, near our classrooms.

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 scheduled to fill reusable water bottles 2x/day, pitchers and cups will be available in classrooms

### 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>