

October 23, 2020

# **Reopen Strong** COVID-19 Operations Handbook Hendley 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>	Sundai Riggins Principal
<i>Supply &amp; Inventory Management</i>	Kenya Williams Business Manager
<i>Technology Management</i>	Anna Katt Assistant Principal
<i>ECE Program</i>	N/A
<i>Specialized Instruction Program</i>	Taci Shaw 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
<b>Arrival Space</b>	Each school should designate a minimum of one entry point.	<b>ECE - Back door Annex</b>

	<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>K - Enter through classroom back door (2 entry points to separate rooms)</p> <p>1- 5 - Enter through the back breezeway doors, staggered by grade level</p> <p>*4 total doorways for points of entry</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>Room G09</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>Teacher’s lounge on the main floor</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>	16 Entrances 4 Entrances and Exits being used
<i>Number of general education classrooms</i>	22 General Education Classrooms 8 Gen Ed classrooms being used for In-Person instruction 10 Gen Ed classrooms being used for CARE classrooms
<i>Number of specials classrooms</i>	4 Classrooms 0 being used
<i>Number of ECE classrooms</i>	4 ECE Classrooms 2 being used for In-Person instruction 2 being used for CARE classrooms
<i>Number of self-contained special education classrooms</i>	N/A
<i>Number of resource or support services rooms</i>	2 Resource Support Service Rooms 1 being used for CARE classroom
<i>Number of office or shared staff spaces</i>	2 Shared Staff Spaces 2 being used
<i>Number of bottle fillers (not water fountains)</i>	N/A
<i>Number of student and adult bathrooms</i>	20 Student Bathrooms 5 Adult Restrooms
<i>Accessible large green space and/or garden area</i>	Garden area Outdoor green space is currently inaccessible
<i>Playground and/or structure</i>	Large playground area (ages 5+) Small playground area (ECE only)

### 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	200
Number of waves	1
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	8:45-9:00 a.m.
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>Students will arrive via the back gate onto the playground. Students will proceed to their respective grade level table to receive hand sanitizer and a mask.</p> <p>Students will move from the screening table to their respective grade level line-up locations. PK at the annex, Kindergarten at their exterior doors, and grades 1-5 at the breezeway 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	3:00-3:10	Dismiss from classrooms, proceed down assigned stairways onto playground. Cohorts will be called via intercom every 3 minutes.	3rd - 5th	Walking
2	3:10-3:15	Dismiss from classrooms, proceed down assigned stairways onto playground. Cohorts will be called via intercom every 3 minutes.	1st - 2nd	Walking
3	3:15-3:25	Dismiss from exterior classroom doors onto back playground to reunite with parents or older siblings.	ECE - K	Parent/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	3 common bathrooms (1 per floor) 10 en suite bathrooms in classrooms
Number of classrooms	8 classrooms with en suite bathrooms 3 classrooms using 1 <sup>st</sup> floor common bathroom 2 classrooms using 2 <sup>nd</sup> floor common bathroom 4 classrooms using 3 <sup>rd</sup> floor common bathroom
<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>	
All Ground floor and 1 <sup>st</sup> floor rooms have their own bathrooms (ECE, Kinder, 1 <sup>st</sup> ) so all students in those cohorts, whether the in-person or CARE model, will have access to an en-suite bathroom. Students in 2 & 3 grade have a common restroom on the 2 <sup>nd</sup> floor of the building – 1 boys’ and 1 girls’ with 4 stalls each. To minimize use on this floor, 3 <sup>rd</sup> graders will use the common bathroom on the main floor of the building.	

Students in 4 & 5 grade have a common restroom on the 3<sup>rd</sup> floor of the building – 1 boys’ and 1 girls’ with 4 stalls each.  
 Bathroom breaks will be scheduled and staggered. Only two students will be permitted to enter the bathroom at the same time. Students waiting for the restroom will socially distance in the hallway or rotate to fill up water bottles.

### 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)	At the window-end of each hallway – 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floor
<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>	
<p>Students will have an opportunity to fill their water bottle upon morning arrival and during their scheduled bathroom break during the day.</p> <p>The water coolers will be located close to the common bathrooms on each floor to allow students/staff to easily manage this process.</p> <p>For ECE, pitchers of water will be filled up in the morning and available throughout the day as needed for students.</p>	

### 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> </ul>

- 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

- 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.