![District of Columbia Public Schools logo]

October 23, 2020

Reopen Strong
COVID-19 Operations Handbook
Banneker 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. Private

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
Leadership/Operations	Anita Berger, Principal
Supply & Inventory Management	Bernadine Francis, Business Manager
Technology Management	Ductai Nguyen, IT Coordinator
ECE Program	N/A
Specialized Instruction Program	Benjamin Williams, 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
Arrival Space	Each school should designate a minimum of one entry point.	Main entrance of the building

	• The entry point that most allows for social distancing/staff oversight should be selected. Based on the volume of students and availability of staff, schools should select more than one entry point to improve the arrival process. Please indicate the number of entry points.	
Health Isolation Room	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. The Health Isolation Room should: • 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. Have chairs or desks available to accommodate students.	The Guidance Suite
Guardian Pick-Up Space	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. For additional information on scenarios in which students would come to this room, please see "Unanticipated Student Scenarios" section.	N/A

Facilities Overview

To support in-person student programming, the following locations and spaces have been identified and prepared:

Facilities Overview	
Number of entrances & exits	There are 9 total entrances. There will be one exit that will be utilized.
Number of general education classrooms	There will be six classrooms that will be used. (The gymnasium and Learning Commons will account for multiple spaces).
Number of specials classrooms	None
Number of ECE classrooms	Not applicable to Benjamin Banneker Academic High School
Number of self-contained special education classrooms	Not applicable to Benjamin Banneker Academic High School
Number of resource or support services rooms	Not applicable to Benjamin Banneker Academic High School
Number of office or shared staff spaces	There is one main office, which is accessible to school administration, deans of students and administrative assistants. The principal's office is located at the rear of the main office
Number of bottle fillers (not water fountains)	There are 100 bottles that will be filled with water and 200 cases of bottled water presently
Number of student and adult bathrooms	There are eight student restrooms and three staff restrooms
Accessible large green space and/or garden area	There is no dedicated green or garden space
Playground and/or structure	Benjamin Banneker Academic High School is located on the same grounds as a recreation center

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	125
Number of waves	5
Time of waves *(i.e. 7:45-8am, 8am-8:15am, etc.)*	5 min intervals beginning at 7:45 AM
Please describe your strategy to stagger arrival & staff the arrival process.	

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
Wednesday	3:00			
Wednesday	3:05			
Wednesday	3:10			
Wednesday	3:15			

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	2 per gender
Number of classrooms	Commons, gym, several 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.	

Socially distance signs and limiting amount of students in the bathroom at one time. A staff member will be assigned during restroom allotted time.

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	Students will use bottles of water
Placement of water coolers (identify locations throughout school suitable for water 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.)	
Currently, we will be providing individual water bottles to students until what filter fountains are ready to be utilized.	

Learning Spaces & Hallways

Learning spaces, classrooms, and hallways will be uniformly set up to welcome students and staff safely.

Space Set-up	
Classrooms	• 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	• 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
• 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.