

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Hart Middle 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>	Kevin Cantfil, DSL
<i>Supply & Inventory Management</i>	Eleanor Seale, Business Manager
<i>Technology Management</i>	Kevin Cantfil, DSL
<i>ECE Program</i>	N/A
<i>Specialized Instruction Program</i>	

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. <ul style="list-style-type: none"> The entry point that 	One (1) entry point – the main lobby entrance using the school’s ramp and front patio

	<p>most allows for social distancing/staff oversight should be selected.</p> <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>The Parking Lot entrance will be used by staff on a regular basis. The main lobby entrance will be used by students for tardy arrivals after 9am.</p> <p>Narrative Related to the Above The main lobby will have all available DC health professionals, two Hart MS operation team members and two security officers helping organize students and complete health checks and temperature checks. The arrival window for students will be 9:00am to 10:00am One DC Health professional will be stationed at the back entrance, from 8 – 9:00am, to conduct staff health checks and temperature checks as staff members arrive to work. The main lobby will remain an entry/exit point after the arrival window of 9:00am – 10:00am. Parents will be directed to bring students to the main lobby entrance if they arrive at 10am or later, where a health professional will be on hand to perform temperature checks. Students will then proceed to the cafeteria to be signed in tardy before proceeding to class.</p>
<p>Health Isolation Room</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>Isolation Room: 114 Overflow Isolation Room: 116</p> <p>114 and 116 will be used as the two health isolation rooms and each will be set up to accommodate three students. There are no rooms close enough to the school entrance that have restrooms available for use. Students in the health isolation rooms will use the restroom in the nurse’s suite if needed which is located less than 100 ft away from both the spaces designated.</p>

	<p>The Health Isolation Room should:</p> <ul style="list-style-type: none"> • 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. <p>Have chairs or desks available to accommodate students.</p>	
<p>Guardian Pick-Up Space</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>Room 101, the attendance suite will be designated the guardian pickup space. However, all students will have classes to attend and we do not expect to need this 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 & exits</i>	<p>Number of Entrances: 9 - 6 ground floor at back of building, 3 first floor at the front of the building Number to be used: 5 - One for student entry, three for student dismissal, one for courtyard access and one for staff entry</p> <ul style="list-style-type: none"> a. One entry point – The front door main entrance will be the entry point for all students b. Three student dismissal points – each grade level will have their own dismissal door at the front of the building c. Courtyard access – will be available through cafeteria access point d. Staff entry – will be available at the back door
<i>Number of general education classrooms</i>	<p>Number of classrooms: 43 total, using 25</p> <p>1st floor AVID: 5, using 5 1st Floor 6th Grade: 7, using 6 2nd Floor 7th: 12, using 6 2nd Floor SPED: 6, using 2 3rd Floor 8th: 13, using 6</p> <p>Number to be used: A total of 25 classrooms will be used and set up for distance learning – 10 student desks per rooms, appropriately distanced</p>
<i>Number of specials classrooms</i>	<p>Number of classrooms: 6</p> <p>Number to be used: 0 – all specials will be taught virtually, and rooms will be used for excess furniture storage</p>
<i>Number of ECE classrooms</i>	N/A

<p><i>Number of self-contained special education classrooms</i></p>	<p>2nd Floor SPED: 6, using 2</p> <p>The two BES self-contained classrooms will be used and set up appropriately for appropriate distancing.</p>
<p><i>Number of resource or support services rooms</i></p>	<p>1st Floor: 3, using 3</p> <p>The communities in schools room and attendance rooms will be used and set up for one-on-one student meetings if needed.</p> <p>The third space is the school health suite which will be used as one of the school health isolation rooms.</p> <p>2nd and 3rd Floors: 4, using 0</p> <p>All other support staff who have spaces on the 2nd and 3rd floors will be assigned to supporting classrooms</p>
<p><i>Number of office or shared staff spaces</i></p>	<p>Number of rooms: 3, using 1 the main office</p> <p>Due to construction on the elevator, the offices on the second and third floor old wings will not be available for use. The only other remaining offices are on the new wings and will not be used for student engagement.</p>
<p><i>Number of bottle fillers (not water fountains)</i></p>	<p>N/A</p>
<p><i>Number of student and adult bathrooms</i></p>	<p>Student Bathrooms: 16 total with 4 located in classrooms</p> <p>Adult Bathrooms: 4 total with 1 in the main office and 3 in the teachers lounges</p>
<p><i>Accessible large green space and/or garden area</i></p>	<p>2 gardens</p>
<p><i>Playground and/or structure</i></p>	<p>Blacktop at the center of the school.</p>

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	166 students will be invited to participate but final numbers will be based on family interest.
Number of waves	2, each wave will have separate lines for each grade level.
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	9:00 to 9:30 9:30 to 10:00
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>Students will be given different arrival waves to reduce the number of students that approach them main entrance at the same time. Upon arrival at the main entrance students will have separate grade specific lines that have space for the appropriate social distancing. Deans will manage student distancing in each of the lines and into the main entrance where the DC Health professionals will manage the temperature checks and Ask, Ask, Look protocol. Once they complete the protocol in the main lobby, they will enter the building, pick up their breakfast at the front door and continue to the appropriate stairwell and onto their floor. Staff will be stationed at the breakfast pickup, the bottom of the stairwell and the top of the stairwell to direct student movement and ensure they remain socially distant.</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 st	2:00 – 2:10pm	All sections of the school building	2 classes from each grade	Escort from class to grade specific exit
2 nd	2:10 – 2:20pm	All sections of the school building	2 classes from each grade	Escort from class to grade specific exit

3rd	2:20 – 2:30pm	All sections of the school building	2 classes from each grade	Escort from class to grade specific exit
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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	1 st Floor = 12 (8 in classrooms) 2 nd Floor = 4
Number of classrooms	1 st Floor = 12 (8 in classrooms) 2 nd Floor = 4
<p>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.</p> <p>Students will only be allowed to use the restroom one at a time. Each floor will have a hall monitor that will keep track of student entry and exit from rooms and bathroom availability. When a student needs to use the bathroom, they will wait at the door of their classroom until the hall monitor informs them that it is their turn to use the restroom. If there is a backup of students waiting to use the bathroom, they will be permitted to use additional available restrooms on the 2nd floor, new wing.</p>	

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 – students will be given water bottles at the front entrance and on each floor.
Placement of water coolers (identify locations throughout school suitable for water cooler)	We currently do not have water coolers. The operations and custodial teams will make sure the main entrance and each floor is stocked with enough bottled water for

	each day.
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.)	
Right now, the school only has disposable water bottles. Until that changes, the plan will be to distribute the water bottles to each floor of the building so students can get them when they arrive on their floor and at the main entrance.	

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