

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Ida B. Wells 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>	Crystal Balogun Operations Leader
<i>Supply & Inventory Management</i>	Diogenin Matos Operations Clerk
<i>Technology Management</i>	Matthew Hoffman Media Specialist
<i>ECE Program</i>	
<i>Specialized Instruction Program</i>	Arielle Alphonse -Edge School Psychologist/LEA

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>Arrival Space</p>	<p>Each school should designate a minimum of one entry point.</p> <ul style="list-style-type: none"> The entry point that most allows for social distancing/staff oversight should be selected. <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>MS Gym: Mon, Tues, Wed., Thurs and Friday</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>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>Room #136 and #142, Asymptomatic testing room #352</p> <p>Separate gender restrooms will be designated #147 and #149</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>Staff Mailroom - #139</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>	1 Entrance/Exit – Only will used MS Gym for students and staff on the following days: Mon, Tues, Wednesday, Thurs and Fri. for CARES and Wednesday instructional support.
<i>Number of general education classrooms</i>	22 General Education Classrooms 14 General Education Classrooms will be used (10 IPL, 4 CARES)
<i>Number of specials classrooms</i>	4 Specials Classrooms 1 Specials Space will be used – MS Gym
<i>Number of ECE classrooms</i>	n/a
<i>Number of self-contained special education classrooms</i>	3 Self-contained Classrooms 1 Self-contained classroom will be used – CES
<i>Number of resource or support services rooms</i>	4 Resource Rooms 0 space will be used
<i>Number of office or shared staff spaces</i>	16 Offices or Shared/Collaborations Spaces 0 spaces will be used
<i>Number of bottle fillers (not water fountains)</i>	0 Bottle Fillers
<i>Number of student and adult bathrooms</i>	9 Student restrooms 6 Student restrooms will used 8 Staff restrooms 4 Staff restrooms will used
<i>Accessible large green space and/or garden area</i>	1 Shared playground /structure
<i>Playground and/or structure</i>	Additional Walkies

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	27 on Mon/Tues/Thurs/Fri and 100 on Wed
Number of waves	2
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	8:30-8:45- 6 th grade- front entry 8:45-9:00- 7 th grade- gym entry
Please describe your strategy to stagger arrival & staff the arrival process.	
Doors will open at 8am for staff to begin screening opening @ 8:05am--> breakfast for students will be available from 8:30-9am. Strong start of the instructional day 9:00 am.	
Cares and In-person students: Passing Protocol Moves à to grab and go cart pick up breakfast Proceed to designated classrooms to eat breakfast.	
9:15am – All late arrivals will continue to enter through the weapons abatement then proceed to the protocol screening. Once cleared students may receive breakfast in their designated classroom.	

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	Tues/ Frid 2:30-2:45pm	Main Lobby Sheridan St. Doors	CES, 6 th Grade 7 th Grade	outdoor
2	Wed. - 11am	Main Lobby Sheridan St. Doors	6 th and 7 th Grades	outdoor
3	Mon/ Thurs 3:55-4:15pm	Main Lobby Sheridan St. Doors	CES, 6 th Grade 7 th Grade	outdoor

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	9 Student restrooms 9 Student restrooms will be used
Number of classrooms	22 General Education Classrooms 15 General Education Classrooms will be used
<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>Each classroom will be assigned a specific time for bathroom breaks to use the communal bathroom on their assigned floor. To further ensure the safety and to mitigate the potential health risks – we will have a bathroom captain assigned to monitor bathroom usage.</p> <p>Communal Restrooms will be limited to 3 students - <u>every other stall/ urinal will be marked as closed.</u></p> <p>We will use a combination of scheduled restroom breaks and frequent restroom checks to mitigate co-mingling across cohort exposure.</p> <p>Students will be closely monitored and timed scheduled restroom breaks using 2nd and 3rd floor student restrooms</p> <p>*** For all communal student restrooms: Every other stall closed, and every other urinal covered and closed.</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	n/a

Placement of water coolers (identify locations throughout school suitable for water cooler)	Next to existing water fountains on the following floors: 1 st – 4 th .
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.)	
We will provide bottled water to students twice daily from supplied delivery available. In addition, once water coolers, pitchers and cups are delivered we will ensure items are readily available to classrooms as needed.	

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.