

October 23, 2020

# Reopen Strong

## COVID-19 Operations Handbook

### Phelps ACE HS 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>             | Joshua Emmett, Principal |
| <i>Supply &amp; Inventory Management</i> | LaTerria Davis, MSL      |
| <i>Technology Management</i>             | LaTerria Davis, MSL      |
| <i>ECE Program</i>                       | N/A                      |
| <i>Specialized Instruction Program</i>   | Joshua Emmett, 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 |
|                           |            |                            |

|                                      |   |  |
|--------------------------------------|---|--|
| <p><b>Arrival Space</b></p>          | <p>Each school should designate a minimum of one entry point.</p> <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>Front Entrance.<br/>There is one entry doors here.</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>The library (Health Isolation Room)</p> <p>Testing Room- S-Wing second floor S201</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>Room S104</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>                       | There is a total of fourteen entrances and exits. For Term 3 we plan on utilizing a maximum of 6 exits, and only one entrance.   |
| <i>Number of general education classrooms</i>                | <p><b>T-Wing:</b> 6 classrooms and 5 labs in total. 3 shops (electrical, HVAC, carpentry, engineering), 3 classrooms will be used.</p> <p><b>S-Wing:</b> 10 classrooms in total. The band room will be the only classroom used during re-opening.</p> <p><b>C-Wing-</b> 17 classrooms in total. 13 classrooms will be used during re-opening between the 1<sup>st</sup> and 2<sup>nd</sup> floor C-wing.</p> |
| <i>Number of specials classrooms</i>                         | There are a total of 5 classrooms that are used for specials. For term 3 are planning to utilize one, which is our band room.  |
| <i>Number of ECE classrooms</i>                              | Phelps does not have ECE classrooms.   |
| <i>Number of self-contained special education classrooms</i> | Phelps does not have self-contained classrooms.  |
| <i>Number of resource or support services rooms</i>          | There is 1 support services room (S106), and this room will be used during re-opening by our school nurse.   |
| <i>Number of office or shared staff spaces</i>               | <p>2 staff lounges, 1 workroom, 1 main office (2 separate offices), 13 total offices within Phelps facilities.</p> <p>8 used office spaces, 1 main office, the 2 offices within the main office, and the teacher's workroom will be used during re-opening.</p>  |
| <i>Number of bottle fillers (not water fountains)</i>        | 2 in the gym area. We are not in the using the gym area during Term 3 and re-opening.  |
| <i>Number of student and adult bathrooms</i>                 | There are a total of 10 student bathrooms, 2 student lockers, and 11 adult bathrooms. During re-   |

|  |  |
|--|--|
|  | <p>opening 8 student bathrooms will be used and 8 adult bathrooms will be used.</p> <p><b>T-Wing:</b> 2 student, 3 adults<br/> <b>C-Wing:</b> 4 student, 2 adults<br/> <b>A-Wing:</b> 2 (main office)<br/> <b>S-Wing:</b> 4 student, 4 adult, 2 locker rooms</p> |
| <i>Accessible large green space and/or garden area</i> | 1 courtyard off the cafeteria. If the weather permits a classroom will be held outside or PE.  |
| <i>Playground and/or structure</i>                     | N/A  |

### 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  | Monday & Friday- 50 students max<br>Tuesday & Thursday- 70 students max |
| Number of waves   | 3   |
| Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)   | 8:45-9:00<br>9:00-9:15<br>9:15-9:30                                     |
| <b>Please describe your strategy to stagger arrival &amp; staff the arrival process.</b>  |   |
| Students will be staggered based on cohorts. Each cohort will be assigned a specific staggered time. Students who arrive late or after their assigned entry time, students will go through the entrance protocol following the last cohort or a time that permits safe social distancing. Each time slot allows for proper social distancing, outside markings, and proper signage. |   |

### 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- Mon, Tues, Fri | 3:45                             | C-Wing classrooms, exit C-wing, and front entrance    | 9 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup> | Staggered/walkers |
| 2- Thurs          | Following 2 <sup>nd</sup> period | CTE classroom doors, T-Wing doors, and front entrance | 11 <sup>th</sup>                                      | Staggered/walkers |
| 3- Mon, Tues, Fri | 4:00                             | C-Wing classrooms, exit C-wing, and front entrance    | 9 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup> | Staggered/walkers |

### 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 | <p>There are a total of 10 student bathrooms, 2 student lockers, and 11 adult bathrooms. During re-opening 8 student bathrooms will be used and 8 adult bathrooms will be used.</p> <p><b>T-Wing:</b> 2 student, 3 adults<br/> <b>C-Wing:</b> 4 student, 2 adults<br/> <b>A-Wing:</b> 2 (main office)<br/> <b>S-Wing:</b> 4 student, 4 adult, 2 locker rooms</p> <p>Each cohort will be assigned a specific time and a specific bathroom. Bathroom schedules will be distributed to each staff member, posted on the bathrooms. Each cohort will be assigned at least 3 20-minute windows for student bathroom usage.</p> <p>If a student needs to use the bathroom outside of the allotted time, an in-person instructor or care instructor must contact the main office. A staff member will verify that the restroom is not occupied by another cohort.</p> |
| Number of classrooms        | <p><b>T-Wing:</b> 6 classrooms and 5 labs in total. 3 shops (electrical, HVAC, carpentry, engineering), 3 classrooms will be used.</p> <p><b>S-Wing:</b> 10 classrooms in total. The band room will be the only classroom used during re-opening.</p>  |

|   |   |
|---|---|
|   | <p><b>C-Wing-</b> 17 classrooms in total. 13 classrooms will be used during re-opening between the 1<sup>st</sup> and 2<sup>nd</sup> floor C-wing.</p> <p>*Care classrooms will be assigned to specific classrooms, strategically placed near the restrooms and exits. No one cohort will be used by any another cohort.</p> <p>*The only cohorts that will share spaces is in our CTE classrooms and shops. There is a specified cleaning time (3-hour window) before the next cohorts enter, i.e., morning cohorts and pm cohorts with a 11:00- 2:30 cleaning time.</p> |
| <p><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></p>  |   |
| <p>Each cohort will be assigned to a specific bathroom, floor, and specific bathroom window based on the in-person instruction schedule. Each cohort will have 3-bathroom times scheduled for the day. If a student must use the bathroom outside of the allotted window for that cohort, the staff member must ensure it is not within the window of another cohort before allowing the student to exit. Please contact the office via intercom so someone can verify no other student is in the restroom.</p> |   |
| <p>Based on the shared bathrooms, there will only be 2 students allowed at a time from the same cohort. Due to our limitations of bathrooms no mixed cohorts will be scheduled at the same time.</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   | 2. There are not currently accessible to students. |
| Placement of water coolers (identify locations throughout school suitable for water cooler)  | 0  |
| <p><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> |  |
| <p>Students will be given bottled water daily.</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><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> |