



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

CHEC 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>	Pankaj Rayamajhi, DSL
<i>Supply & Inventory Management</i>	Christopher Best, Foreman
<i>Technology Management</i>	Hamdel Tobias, MSL
<i>ECE Program</i>	
<i>Specialized Instruction Program</i>	Grace Ameyaw, SPED Coordinator

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 most allows for social 	2 on 16th ST NW, one each for

	<p>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>Lincoln and Bell and another 1 on CHEC Playground side, accessible via both 16th ST and Hiatt PL NW. Bell 1 will serve Grades 11 & 12, Lincoln will serve all MS Bell 2 will serve Grades 9 & 10 3 total</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>4 rooms – near Health Suite on the 1st floor areas. #C125, #C124 #A131, #A136 CHEC does not have conducive rooms close enough to the main entrances for health isolation rooms but in consultation with the nurses, 4 rooms were identified next to the Health Suites in consultation with the school nurses.</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>Front office Intake rooms located on the front of the building on both Bell and Lincoln side.</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>	3 (Three) total – 2 for Bell High School and 1 for Lincoln Middle School. The entrances will be contingent upon how many students will be scheduled to come. We need additional Tents and Medical Technicians on all 3 doors. If less than 20% of total student population come in, we may do only 2 – but again that would be contingent upon the final numbers. Currently, we are projecting about 25% of students (294 – 300) to come which may require to us to deploy at all 3 entrances. We will begin with 2 doors – one for Lincoln Middle School as Middle Schoolers will be coming in every and one for Bell High School. Number of general education classrooms and how many will be used
<i>Number of general education classrooms</i>	We have 86 classrooms that could be potentially used both on Bell and Lincoln side. At 25% capacity, we will need 37 rooms. We are still working on confirming our total #of students and will be able to provide the exact number of rooms that would be used. For more information, see page 15.
<i>Number of specials classrooms</i>	7
<i>Number of ECE classrooms</i>	N/A
<i>Number of self-contained special education classrooms</i>	7
<i>Number of resource or support services rooms</i>	4 rooms have been identified to be used to isolation rooms – 2 each on Bell and Lincoln side. 2 Main Areas – Lincoln and Bell Attendance Counselor Rooms will be set up command centers and also support services/resource rooms.
<i>Number of office or shared staff spaces</i>	1 Main Office on both Bell and Lincoln sides as well as 1 secondary office space on each side. Total 4 main office areas – not counting individual offices that may be used by Admin on duty.

<i>Number of bottle fillers (not water fountains)</i>	800
<i>Number of student and adult bathrooms</i>	24
<i>Accessible large green space and/or garden area</i>	1
<i>Playground and/or structure</i>	2. Playground is used by Daycare

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	(Tentative) Expecting 25% or around 294 – 300 students daily
Number of waves	3
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	(Tentative) Monday, Tuesday, Thursday and Friday: 8:15 AM – 8:30 AM, 8:35 AM – 8:50 AM, 8:55 AM – 9:10 AM Wednesday: 2 only 10:30 AM – 10:45 AM, 10:55 AM – 11:10 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

1	3:15 – 3:30	16th ST NW, Bell Side	9 & 12	Bell - Vacate
2	3:35 – 3:55	16th ST NW, Playground Side	10 & 11	Bell - Vacate
3	4:00 – 4:15	16th ST NW, Lincoln Side	6 & 8	Lincoln – Vacate
4	4:20 – 4:35	16th ST NW, Lincoln Side	7	Lincoln – Vacate

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 bathrooms per floor for students and 1 for staff. 24 in total.
Number of classrooms	(Tentative) – up to to 37 classrooms possible if we go up to 25% of students attending
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.	

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	14
Placement of water coolers (identify locations throughout school suitable for water cooler)	Main Hallways and Locker Rooms
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 have installed brand new, hands-free water fountains – we will be encouraging students to bring	

refillable water bottles and get water from the water fountains. The press buttons will be deactivated. We will also be distributing refillable water bottles to students so that they can reuse them and take home.

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.