

October 23, 2020

# **Reopen Strong**

## COVID-19 Operations Handbook

### MacFarland 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>	<b>Mark Sanders</b> Principal
<i>Supply &amp; Inventory Management</i>	<b>Tarah Galloway</b> Director, Strategy & Logistics
<i>Technology Management</i>	<b>Candice Monkou</b> Technology Coordinator
<i>ECE Program</i>	N/A
<i>Specialized Instruction Program</i>	<b>Anitra Oluonye</b> Manager, Specialized Instruction

### 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
<b>Arrival Space</b>	Each school should designate a minimum of one entry point.	Main Entrance  (staggered arrival)

	<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><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>Room 1233 (Health Isolation Room #1)</p> <p>Room 1235 (Health Isolation Room #2)</p> <p>Room 1234 (Testing Room)</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>Parent Center - Room 1205</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>	<p>MacFarland Middle School has <u>9</u> total entrances and exits.</p> <p>We will use <b>1</b> entrance during Term 3.</p> <ul style="list-style-type: none"> <li>• <b>Main Lobby/Entrance</b></li> </ul> <p>We will use <b>3</b> exits in Term 3.</p> <ul style="list-style-type: none"> <li>• <b>Main Lobby/Exit</b></li> <li>• <b>Stair #1 - Exit</b></li> <li>• <b>Stair #2 - Exit</b></li> </ul>																		
<i>Number of general education classrooms</i>	<p>There are <u>26</u> general education classrooms at MacFarland Middle School.</p> <p>We will utilize <u>15</u> total general education classrooms for Term 3.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">1<sup>st</sup> Floor Classrooms</th> <th style="padding: 5px;">2<sup>nd</sup> Floor Classrooms</th> <th style="padding: 5px;">3<sup>rd</sup> Floor Classrooms</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">• 1101</td> <td style="padding: 5px;">• 2101</td> <td style="padding: 5px;">• 3101</td> </tr> <tr> <td style="padding: 5px;">• 1104</td> <td style="padding: 5px;">• 2104</td> <td style="padding: 5px;">• 3102</td> </tr> <tr> <td style="padding: 5px;">• 1105</td> <td style="padding: 5px;">• 2105</td> <td style="padding: 5px;">• 3104</td> </tr> <tr> <td style="padding: 5px;">• 1106</td> <td style="padding: 5px;">• 2106</td> <td style="padding: 5px;">• 3106</td> </tr> <tr> <td style="padding: 5px;">• 1108</td> <td style="padding: 5px;">• 2108</td> <td style="padding: 5px;">• 3107</td> </tr> </tbody> </table>	1 <sup>st</sup> Floor Classrooms	2 <sup>nd</sup> Floor Classrooms	3 <sup>rd</sup> Floor Classrooms	• 1101	• 2101	• 3101	• 1104	• 2104	• 3102	• 1105	• 2105	• 3104	• 1106	• 2106	• 3106	• 1108	• 2108	• 3107
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<i>Number of specials classrooms</i>	<p>There are <u>8</u> classrooms traditionally dedicated for inner core/specials.</p> <p>We will utilize <u>3</u> specials classrooms for Term 3.</p> <ul style="list-style-type: none"> <li>• <b>1233</b> – Music (Vocal) will serve as Health Isolation Room #1</li> <li>• <b>1235</b> – Music (Band) will serve as Health Isolation Room #2</li> <li>• <b>1234</b> – Practice Room will serve as the COVID Testing Room</li> </ul>																		
<i>Number of ECE classrooms</i>	N/A																		
<i>Number of self-contained special education classrooms</i>	There are <u>2</u> self-contained classrooms at MacFarland Middle School.																		

	<p>We will utilize <u>1</u> self-contained classroom for Term 3.</p> <ul style="list-style-type: none"> <li>• <b>1224</b> – SLS Classroom #2</li> </ul>						
<p><i>Number of resource or support services rooms</i></p>	<p>There are <u>42</u> classrooms at MacFarland Middle School.</p> <p>We will utilize <u>0</u> resource classrooms for Term 3.</p>						
<p><i>Number of office or shared staff spaces</i></p>	<p>There are <u>23</u> office and/or shared staff spaces at MacFarland Middle School.</p> <p>We will utilize <u>11</u> office and/or shared staff spaces at MacFarland Middle School.</p> <table border="1" data-bbox="789 789 1417 1493"> <thead> <tr> <th data-bbox="789 789 1000 869">1<sup>st</sup> Floor Offices</th> <th data-bbox="1000 789 1208 869">2<sup>nd</sup> Floor Offices</th> <th data-bbox="1208 789 1417 869">3<sup>rd</sup> Floor Offices</th> </tr> </thead> <tbody> <tr> <td data-bbox="789 869 1000 1493">                     1201 – Main Office                      1201B – Sanders                      1201D- Attendance                      1205 – Parent Center                      1207B – Counselor (8<sup>th</sup>)                      1207C – DSL                      1207D – AP (8<sup>th</sup>)                      1231 – Nurse                 </td> <td data-bbox="1000 869 1208 1493">                     2209 – Teacher Workroom                      2203- AP (7<sup>th</sup>)                 </td> <td data-bbox="1208 869 1417 1493">                     3110 – Counselor (6<sup>th</sup>)                      3201 – AP (6<sup>th</sup> )                 </td> </tr> </tbody> </table>	1 <sup>st</sup> Floor Offices	2 <sup>nd</sup> Floor Offices	3 <sup>rd</sup> Floor Offices	1201 – Main Office 1201B – Sanders 1201D- Attendance 1205 – Parent Center 1207B – Counselor (8 <sup>th</sup> ) 1207C – DSL 1207D – AP (8 <sup>th</sup> ) 1231 – Nurse	2209 – Teacher Workroom 2203- AP (7 <sup>th</sup> )	3110 – Counselor (6 <sup>th</sup> ) 3201 – AP (6 <sup>th</sup> )
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<p><i>Number of bottle fillers (not water fountains)</i></p>	<p>There are <b>12</b> total water bottle filling stations at MacFarland Middle School.</p> <p>Bottled water will be distributed initially during Term 3. As such, <u>0</u> water bottle filling stations at MacFarland during the start of Term 3.</p>						
<p><i>Number of student and adult bathrooms</i></p>	<p>There are <b>19</b> single-use unisex bathrooms at MacFarland Middle School.</p>						

	<p>We will utilize <u>16</u> single-use unisex bathrooms during Term 3.</p> <table border="1" data-bbox="792 405 1416 758"> <thead> <tr> <th>1<sup>st</sup> Floor Bathrooms</th> <th>2<sup>nd</sup> Floor Bathrooms</th> <th>3<sup>rd</sup> Floor Bathrooms</th> </tr> </thead> <tbody> <tr> <td>1103A</td> <td>2103 A</td> <td>3105A</td> </tr> <tr> <td>1103B</td> <td>2103B</td> <td>3105B</td> </tr> <tr> <td>1103C</td> <td>2103C</td> <td>3105C</td> </tr> <tr> <td>1103D</td> <td>2103D</td> <td>3105D</td> </tr> <tr> <td>1221</td> <td></td> <td>3204</td> </tr> <tr> <td>1230</td> <td></td> <td></td> </tr> <tr> <td>1231B</td> <td></td> <td></td> </tr> </tbody> </table> <p>There are <u>6</u> single-gendered bathrooms at MacFarland Middle School.</p> <p>We will utilize all <u>6</u> single-gendered bathrooms during Term 3.</p> <table border="1" data-bbox="792 1068 1416 1228"> <thead> <tr> <th>1<sup>st</sup> Floor Bathrooms</th> <th>2<sup>nd</sup> Floor Bathrooms</th> <th>3<sup>rd</sup> Floor Bathrooms</th> </tr> </thead> <tbody> <tr> <td>1202 – Boys'</td> <td>2200 – Boys'</td> <td>3200 – Boys'</td> </tr> <tr> <td>1208 – Girls'</td> <td>2218 – Girls'</td> <td>3206 – Girls'</td> </tr> </tbody> </table>	1 <sup>st</sup> Floor Bathrooms	2 <sup>nd</sup> Floor Bathrooms	3 <sup>rd</sup> Floor Bathrooms	1103A	2103 A	3105A	1103B	2103B	3105B	1103C	2103C	3105C	1103D	2103D	3105D	1221		3204	1230			1231B			1 <sup>st</sup> Floor Bathrooms	2 <sup>nd</sup> Floor Bathrooms	3 <sup>rd</sup> Floor Bathrooms	1202 – Boys'	2200 – Boys'	3200 – Boys'	1208 – Girls'	2218 – Girls'	3206 – Girls'
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<p><i>Accessible large green space and/or garden area</i></p>	<p>There are <u>3</u> total large green/outdoor spaces at MacFarland Middle School available for use during Term 3.</p> <ul style="list-style-type: none"> <li>○ <b>2221</b> – Outdoor Classroom #1</li> <li>○ <b>2230</b> – Outdoor Classroom #2</li> <li>○ <b>Soccer Field</b></li> </ul> <p>We will utilize <u>0</u> large green/outdoor spaces for Term 3.</p>																																	
<p><i>Playground and/or structure</i></p>	<p>N/A</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	85 students/day		
Number of waves	2		
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	Wave 1	Wave 2	Wave 3
	8:30 AM–8:40 AM	8:45 – 8:55 AM	9:00 AM – 9:10 AM
Please describe your strategy to stagger arrival & staff the arrival process.			
<p>Staggered Student Arrival: By Grade Level. All students will enter through Main Entrance to undergo health and safety screenings. Students will arrive in three waves, by grade level, utilizing two of the main entrance doors.</p> <ul style="list-style-type: none"> <li>• Wave 1 (8:30 AM– 8:40 AM) – 6<sup>th</sup> Grade</li> <li>• Wave 2: (8:45 AM – 8:55 AM) - 7<sup>th</sup> Grade</li> <li>• Wave 3 (9:00 AM– 9:10 AM) - 8<sup>th</sup> Grade</li> </ul>			

**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		1101	mixed	
2		2104	mixed	
3			mixed	
4			mixed	

**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	6

<b>Number of classrooms</b>	6
<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>At MacFarland, we intend to exclusively use the single-stall restrooms. Each cohort will be assigned a restroom. The restrooms will be sanitized after each use.</p>	
<b>1<sup>st</sup> Floor Classrooms</b>	<b>Corresponding Bathroom</b>
Adult Use Only	1103A
1101	1103B
1104	1103C
1105	1103D
1106	1202 – Boys'
1108	1208 – Girls'
<b>2<sup>nd</sup> Floor Classroom</b>	<b>Corresponding Bathroom</b>
<ul style="list-style-type: none"> <li>• 2101</li> <li>• 2104</li> <li>• 2105</li> <li>• 2106</li> <li>• 2108</li> </ul>	
<b>3<sup>rd</sup> Floor Classroom</b>	<b>Corresponding Bathroom</b>
<ul style="list-style-type: none"> <li>• 3101</li> <li>• 3102</li> <li>• 3104</li> <li>• 3106</li> <li>• 3107</li> </ul>	

**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	
Placement of water coolers (identify locations throughout school suitable for water cooler)	Bottled water to be used in the interim
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.)	

### 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> </ul>

- 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.