

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Woodson 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>	Soncyree Lee/MSL
<i>Supply & Inventory Management</i>	George Blanks/Foreman
<i>Technology Management</i>	Soncyree Lee/MSL
<i>ECE Program</i>	
<i>Specialized Instruction Program</i>	Tiana Adams

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.	Auditorium Entrance

	<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>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>Auditorium Lobby 2 separate rooms have been designated as isolation rooms. One room is for staff and one room is for students. An all- gender bathroom has been identified.</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>The auditorium will serve as the guardian pick-up 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>	One entrance with separate entry way for students and separate door for staff. and one exit will be utilized during operational hours. Entrance – Auditorium Exit – Pool Door
<i>Number of general education classrooms</i>	40 General Education Classrooms Mondays – 9 th Grade Only Tuesdays – 10 th Grade Only Thursdays – 11 th Grade Only Fridays – 12 th Grade Only
<i>Number of specials classrooms</i>	n/a
<i>Number of ECE classrooms</i>	n/a
<i>Number of self-contained special education classrooms</i>	2 self-contained classrooms utilized to provide services for the ILS program only in the morning on Wednesday.
<i>Number of resource or support services rooms</i>	n/a
<i>Number of office or shared staff spaces</i>	25 Offices - The offices are utilized on various days by the following: Principal, 2 Assistant Principals, 1 MSL, 3 Deans, 1 Registrar, 1 Attendance Counselor, 1 Nurse and SBH Team, 2 Front office personnel, 1 Media specialist, 1 Business manager, 1 Psychologist, 1 Man. Of Sped, 1 Pathways Coordinator, 4 Grade Level Counselors (individual), 4 Social Workers (individual), 1 Foreman
<i>Number of bottle fillers (not water fountains)</i>	57 Cases of Water – Stored in the PPE Supply Room
<i>Number of student and adult bathrooms</i>	6 – Adult Bathrooms 8 – Student Bathrooms
<i>Accessible large green space and/or garden area</i>	n/a

<i>Playground and/or structure</i>	1 Playground
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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	33
Number of waves	2
Time of waves (<i>i.e. 7:45-8am, 8am-8:15am, etc.</i>)	9:05 – 9:15 AM 9:20 – 9:30 AM
Please describe your strategy to stagger arrival & staff the arrival process.	
<p>9:05 – 9:30 AM 9:05 – 9:15 – A – O 9:20- 9:30 – N – Z</p> <ul style="list-style-type: none"> • Staff checks if student is present for the correct in-person day. • Staff ensures student uses hand sanitizer properly before touching mask to put on face. • Staff hands student a non-surgical face mask if they don't have a face covering and checks that student has put it on correctly. • Staff will ask student or guardian if at-home self-screening and close contact check were completed (1st and 2nd step of the OSSE Ask, Ask, Look Protocol) • If student does not pass assessment, they are directed to the Health Isolation Room. • Staff will conduct temperature check of each student; a non-contact thermometer will measure each student's temperature. If student has a reading of 100.4 degrees Fahrenheit, or higher, they should not be admitted into school. If they are not able to leave the premises, the student is to be directed to the Health Isolation Room and their guardian is to be contacted for pickup. If a student is sent to the Health Isolation Room or picked up by a guardian, this information should be recorded in the IRT. • If student exhibits a COVID-19 symptom, then they will be guided to the Health Isolation Room which assigned staff oversee. Guardian will be called to pick up their student. • Security guard oversees student progression through weapons abatement screening • Staff is present to welcome and supervise students as they complete breakfast and begin the start of the school day. 	

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	3:45 – 3:50	Designated Classrooms	M- 9 th , T-10 th , Th-11 th , F-12 th	M- 9 th , T-10 th , Th-11 th , F-12 th
2	3:55 – 4:00	Designated Classrooms	M-9 th , T-10 th , Th-11 th , F-12 th	Classrooms 4-6

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	3 Bathrooms each day per cohort
Number of classrooms	40 – 10 Classrooms per day Monday – 9 th Grade Tuesday – 10 th Grade Thursday – 11 th Grade Friday – 12 th Grade
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.	
<ul style="list-style-type: none"> • Encourage social distancing in the bathroom by using every other bathroom stall. Signs are to be placed on every other stall to note closure and stalls should be locked. • Avoid taking multiple classes to use the bathroom or mixing of student cohorts in the bathroom. 	

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	Bottled water provided Currently 60 cases in stock
Placement of water coolers (identify locations throughout school suitable for water cooler)	n/a
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.)	
Water will be provided at entry for every student and classes will have an additional supply of water for all present.	

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.