

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Johnson Middle 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
Leadership/Operations	Dwan Jordon Principal
Supply & Inventory Management	Andre Dyer Foreman
Technology Management	Kandance Johnson Assistant Principal
ECE Program	N/A
Specialized Instruction Program	Melissa Diggins Special Education TLI, 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

Arrival Space	<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>a) One entry point- The main lobby entrance will be used as the primary location for student's entry.</p> <p>b) Second entry point- the staff parking lot entrance will be used by staff until 8:30am. Staff arriving after 8:30am, will use the main entrance.</p> <p>Narrative:</p> <p>a) A health professional will be stationed at the entry of the main school entrance from 8:30am – 9:30am to conduct health checks as students arrive. Once students have passed the health check, students will proceed through the double doors to turn in their cell phones and go through the security screening process. Once students have cleared school security, they will then pick-up their breakfast/lunch and proceed up stairwell 1 and go directly to their classroom.</p> <p>Students will not be allowed to gather at the entry way but will have to social distance in two lines under the school's canopy. School personnel will monitor the lines.</p> <p>b) A health professional will be stationed at the parking lot entrance, from 7:00am – 8:30am, to conduct health checks as staff members arrive to work. All staff will be using the staff parking lot or street parking that is adjacent to the staff entrance.</p>
Health Isolation Room	<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</p>	<p>Isolation room: D104 Isolation room overflow: D102 Parents will use the auditorium entrance/exit doors to enter to retrieve their child.</p>

	<p>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>	
Guardian Pick-Up Space	<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,</p>	<p>Gym</p> <p>Parents will use the main entry to retrieve their child. Their temperature will be checked prior to entering the building.</p>

please see “Unanticipated Student Scenarios” section.

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>	<p>Number of entrances/exits: 22 Number to be used: 4; one entry for staff, one entry for students; two dismissal points for students, one dismissal point for staff</p> <ul style="list-style-type: none"> a) One entry/exit point- The main lobby entrance will be used as the primary location for student’s entry; will be used as dismissal point for self-contained classes. b) Second entry/exit point- The staff parking lot entrance will be used by staff daily. c) Third exit point- The auditorium entrance; used as school-wide dismissal. d) Fourth exit point- Door 10 in the D-wing will be used for parents to enter to pick up their child from the isolation room.
<i>Number of general education classrooms</i>	<p>Number of General Education Classrooms: 29 Number to be used: 16 general education classrooms will be used for in-person learning, CARE classrooms and virtual instruction.</p> <p>6th grade- Second floor (5 classrooms; 2 CARE/IPL, 3 Virtual Instruction) 7th grade- Second floor (4 classrooms; 2 CARE/IPL, 2 Virtual Instruction) 8th grade- Third floor (6 classrooms; 2 CARE/IPL, 4 Virtual Instruction)</p> <p>A total number of 16 classrooms will be used and set up for distance learning. 11 student desks in the IPL/CARE classroom and will be appropriately distanced.</p>

<i>Number of specials classrooms</i>	<p>Number of Specials Classrooms: 7 Number to be used: 0- specials will be taught virtually and rooms will be used for excess furniture.</p>
<i>Number of ECE classrooms</i>	N/A
<i>Number of self-contained special education classrooms</i>	<p>Number of Self-contained Classrooms: 2 Number to be used: 2 self-contained classrooms; 1 will be used for our BES students and 1 will be used for our ILS students.</p> <p>Self-contained- First floor (2 classrooms; 2 CARE/IPL)</p>
<i>Number of resource or support services rooms</i>	<p>Number of Resource rooms:1 Number to be used: 0</p>
<i>Number of office or shared staff spaces</i>	<p>Number of offices/shared staff space: 16 Number to be used: 12</p> <p>First floor-6 offices/shared spaces (5 offices, 1 teacher lounge) Second floor- 3 offices Third floor- 3 offices</p>
<i>Number of bottle fillers (not water fountains)</i>	0
<i>Number of student and adult bathrooms</i>	<p>Student bathrooms: 10 Adult bathrooms: 4 (Principal's office, Main office, two in teacher lounge) Number of student bathrooms to be used: 8 Number of adult bathrooms to be used: 4</p> <p>First floor-8 (4 student restrooms - 1 BES, 1 ILS, 2 for isolation rooms), 4 adult restrooms) Second floor- 2 student restrooms (6th and 7th graders only) Third floor- 2 student restrooms (8th graders only)</p>
<i>Accessible large green space and/or garden area</i>	N/A

Playground and/or structure	N/A
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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	44
Number of waves	N/A
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	N/A
Please describe your strategy to stagger arrival & staff the arrival process.	
<ul style="list-style-type: none"> - Administration, custodial team and health professionals, will be able to enter the building beginning at 7:00am. - All other staff will follow a staggered staff schedule. 7:45am - 8:00am (wave 1) 8:15am – 8:30am (wave 2) - We do not plan to stagger student arrival due to the number of multi-grade sibling groups and the fact that we can manage social distancing based on our plan to have students arrive and enter the building from the main entrance. Students will be able to enter school as early as 8:30am to be able to eat their breakfast in the classroom. - Most staff will be “all-hands on deck” for student arrival time to manage building entry, temperature checks, and enforcing social distancing by class as students await building entry. - Additional detailed information on the student arrival process is available on pgs. 11 of this plan. 	

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	3:40 – 3:50pm	1 st floor (students will use morning entrance walkway as their exit out of the building and exit out of the main entrance lobby doors; students will be accompanied by a paraprofessional, CARE teacher and/or classroom teacher).	Self-contained	Bus & Pick-up
2	3:45 – 3:50pm	2 nd floor (at dismissal students will use stairwell 3. Once on the first floor, they will proceed towards the auditorium and exit out of the D wing doors; teachers will escort class to the dismissal doors).	6 th grade	Walking home & pick-up
3	3:50 – 3:55pm	2 nd floor (at dismissal students will use stairwell 3. Once on the first floor, they will proceed towards the auditorium and exit out of the D wing doors; teachers will escort class to the dismissal doors).	7 th grade	Walking home & pick-up
4	3:55 – 4:00pm	3 rd floor 2 nd floor (at dismissal students will use stairwell 3. Once on the first floor, they will proceed towards the auditorium and exit out of the D wing doors; teachers will escort class to the dismissal doors).	8 th grade	Walking home & pick-up

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	10
Number of classrooms	32
<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>Bathrooms have been assigned “classroom zones” where nearby classrooms all have a designated bathroom for student use. Only one student per gender will be allowed to use the restroom during their cohort designated bathroom break time.</p> <p>Each classroom is assigned several bathroom breaks throughout the day and is not scheduled at the same time as another cohort. Bathroom breaks will occur after breakfast, before third period and after lunch.</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	0
Placement of water coolers (identify locations throughout school suitable for water cooler)	One on each floor Gym D-Wing
<p>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.)</p> <p>Students will be provided with a new water bottle at least twice a day. The custodial team will ensure that water bottles for each student are in the classroom at the beginning of the school day and another water bottle will be provided to each student after lunch. Additional water bottles will be given out upon request.</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"> • 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.