DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

October 23, 2020

Reopen Strong
COVID-19 Operations Handbook
Sousa Middle School Plan

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	Alexandria Coan, MSL
Supply & Inventory Management	Corinthia Harley, ASL
Technology Management	Alexandria Coan, MSL
ECE Program	N/A
Specialized Instruction Program	Zalika Cobb, 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.	a) One (1) entry point - the auditorium exit door- will be the primary location for student entry.

	• The entry point that most allows for social distancing/staff oversight should be selected. Based on the volume of students and availability of staff, schools should select more than one entry point to improve the arrival process. Please indicate the number of entry points.	b) The main lobby entrance will be used by staff on a regular basis. c) The main lobby entrance will be used by students for tardy arrivals after 10am. **Narrative Related to the Above** a) The auditorium exit door will be the location for student entry. It is allows for social distancing for students when waiting to go through security as there is a hallways between the entry and security. After passing the health screening, students will social distance in the hallway between the gym and former student entrance to complete student check-in. Then students will proceed to security. Students will enter the building as follows: All: Enter through auditorium b) (1) A health professional will be stationed at the main lobby door, from 8am – 9am, to conduct staff health checks as staff members arrive to work. While cafeteria staff may park in the area near the cafeteria door, they will need to proceed to the parking lot entrance to go through the health screening process. (2) For severe inclement weather, i.e., temperatures 32 degrees or less and/or torrential downpours, the entrances for both staff and students will remain the same. c) The main lobby will remain an entry/exit point after the arrival window of 10am. Parents will be directed to bring students to the main lobby entrance if they arrive at 10am or later, where a health professional will be on hand to perform temperature checks. Students will be signed in tardy before proceeding to class.
Health Isolation Room	Each school is required to designate a COVID-19	Isolation Room: C103

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.
 	
The Health Isolation Room should:
  • 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
	Overflow Isolation Room: B101

	identified for use by students in the Health Isolation Room. Have chairs or desks available to accommodate students.	
Guardian Pick-Up Space	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. For additional information on scenarios in which students would come to this room, please see "Unanticipated Student Scenarios" section.	Auditorium

Facilities Overview

To support in-person student programming, the following locations and spaces have been identified and prepared:

Facilities Overview	
Number of entrances & exits	Number of Entrances: 16 Number to be used for entrance: 1 Number to be used for exits: 2 a) One entry point- The auditorium exit door - will be the primary location for student entry. b) The Administration lobby entrance will be used by staff on a regular basis. c) The Administration lobby entrance will be used by students for tardy arrivals after 10am.

Number of general education classrooms	Number of classrooms: 7 (3rd Floor); 11 (2nd Floor); 0 (1st Floor); 2 (Gym/Basement) Number to be used: 18 classrooms will be used for in-person learning and CARE rooms(B309, C300, C301, B307, B310, B316, B210)
Number of specials classrooms	Number of classrooms: 10 Number to be used: 0 – all specials will be taught virtually, and rooms will be used for CARE classrooms; the gym will be used for inclement weather arrival and dismissal; and basement will be used for storage.
Number of ECE classrooms	N/A
Number of self-contained special education classrooms	Number of classrooms: 5 Number to be used: 5
Number of resource or support services rooms	Number of rooms: 4 (Parent Center, A100, Nurse's Suite, B301) Number to be used: 2
Number of office or shared staff spaces	Number of rooms: 12 Number to be used: 12
Number of bottle fillers (not water fountains)	0
Number of student and adult bathrooms	Student Bathrooms: 10 Adult Bathrooms: 11
Accessible large green space and/or garden area	1 Field 1 Garden
Playground and/or structure	Basketball court

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	136
Number of waves	3
Time of waves *(i.e. 7:45-8am, 8am-8:15am, etc.)*	9:15-9:30am, 9:30-9:45am, and 9:45-10am
Please describe your strategy to stagger arrival & staff the arrival process.	

- Staff will be able to enter the building beginning at 8am.
- We plan to have student staggered entry plan due to having only one security check point and adhering to social distancing guidelines.
- The vast majority of 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. 12-14 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
N/A				

Student Dismissal Process

- Students will be dismissed on staggered scheduled based off floor and class after receiving all belongings and will exit through designated student exit (stairwell 4)
    o Students with siblings will meet their sibling at flag pole
- We will communicate to parents that their child/children will meet them at the flag pole during dismissal for non-walkers
- Social distancing markers will be placed at the flag pole

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	1st Floor = 2 2nd Floor = 2 3rd Floor = 2
Number of classrooms	1st Floor = 5 2nd Floor = 10 3rd Floor = 7
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.	
- Hall monitors will ensure social distancing for bathroom use by only allowing 2 students in the bathroom at one time. - Every other bathroom stall, urinal and sink will be available for student use.	

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)	1st Floor – security kiosk 2nd Floor – security kiosk 3rd Floor – security kiosk
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.)	
- When central office provides water cooler stations, each student will receive a reusable bottle and will be scheduled to go to water cooling stations 2x/day. - If central office does not provide water cooling stations, each classroom and CARE classroom will receive a case of water to be replenished as needed.	

Learning Spaces & Hallways

Learning spaces, classrooms, and hallways will be uniformly set up to welcome students and staff safely.

Space Set-up	
Classrooms	• 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	• 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
• 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.