

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Stuart Hobson MS 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>	Devin Howard DSL
<i>Supply & Inventory Management</i>	Demetrius Reed Foreman
<i>Technology Management</i>	Devin Howard DSL
<i>ECE Program</i>	N/A
<i>Specialized Instruction Program</i>	Rennie Taylor AP

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.	Student entry: 4th Street Entryway

	<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>	Staff entry: E Street main entrance.
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 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>Based on the primary entry point access, we will designate the</p> <p>The Art Room and Project Planning Room (ground level) will serve as isolation rooms. They are directly across from each other and close to the 4th Street entry point.</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, please see "Unanticipated Student Scenarios" section.</p>	The Auditorium will serve as a Guardian Pick-Up.

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>	<ul style="list-style-type: none"> • 2/5 Entry Ways into Building will be utilized • 3/5 Exits to leave the Building will be utilized
<i>Number of general education classrooms</i>	<ul style="list-style-type: none"> • 32 General education classrooms • 1-12 General education classrooms will be utilized • The gym and library are not classrooms but could serve in a capacity for classes if needed
<i>Number of specials classrooms</i>	<ul style="list-style-type: none"> • 5 Special classrooms in total for the building • 3 classes on ground level (Art, Project Planning, and Library) • 1 Music classroom on first level • 1 Band classroom on second level • 2 electives classrooms (Project Planning and Art) will be used as isolation spaces. • We will be using 4 special rooms (Art, Project Planning, Band, and Music)
<i>Number of ECE classrooms</i>	N/A
<i>Number of self-contained special education classrooms</i>	2 Self-contained classrooms; both classes are located on the first floor. Neither will be used for in-person instruction because of their small size.
<i>Number of resource or support services rooms</i>	<ul style="list-style-type: none"> • 6 resource or support service rooms are in the building -3 resource or support service rooms are on the first floor -1 resource or support service room is located on the second floor -2 resource or support service rooms are located on the third floor • We will not use any of these spaces during the first phase of our reopening.
<i>Number of office or shared staff spaces</i>	<ul style="list-style-type: none"> • 8 Offices or shared spaces will be used -4 offices are located on the first floor -1 office is located on the second floor -1 office is located on the third floor

	<ul style="list-style-type: none"> -1 office is located on the sub-basement • The 4 first floor offices will be occupied during reopening.
<i>Number of bottle fillers (not water fountains)</i>	<ul style="list-style-type: none"> • 1 Bottle filler in the building in the sub-basement • We will not be using that station.
<i>Number of student and adult bathrooms</i>	<ul style="list-style-type: none"> • 20 student and adult bathrooms in the building <p>-4 restrooms in sub-basement; 2 custodial, 2 unisex</p> <p>-5 ground level; 4 for students and 1 for adults (cafeteria staff)</p> <p>-5 on the first floor; 2 for students, 1 nurse restroom for students, and 2 adult restrooms</p> <p>3- on the second floor; 2 for students and 1 for adults</p> <p>3- on the third floor; 2 for students and 1 for adults</p>
<i>Accessible large green space and/or garden area</i>	<ul style="list-style-type: none"> • 1 green roof on the third floor (not safe for outdoor learning) • 1 small garden area on 5th street side of the building • 1 Outdoor learning space on 4th street (enclosed by gates)
<i>Playground and/or structure</i>	1 Athletic Field (artificial turf)

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	<ul style="list-style-type: none"> • Phase One: 66 total (33 in AM and PM session, each) • Phase Two: 132 total (66 in AM and PM session, each)
Number of waves	2 waves (AM and PM sessions)
Time of waves (<i>i.e. 7:45-8am, 8am-8:15am, etc.</i>)	<p>AM Session</p> <p>8:00-8:45, Staff Arrival</p> <p>8:45-9:30, Student Arrival</p>

PM Session
12:45-1:30, Student Arrival

Please describe your strategy to stagger arrival & staff the arrival process.

We will stagger staff and student arrival windows so that staff are prepared to receive students when their window opens. We expect a small number of students during the first phase of reopening so do not need to break student or staff entry into waves at this time.

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	11:45 to 12:00 pm	5 th Street Side Door	6 th Grade	All
1	11:45 to 12:00 pm	Lobby doors	7 th Grade	All
1	11:45 to 12:00 pm	4 th and E Side Street	8 th Grade	All
2	3:45 to 4:00 pm	5 th Street Side Door	6 th Grade	All
2	3:45 to 4:00 pm	Lobby doors	7 th Grade & All bus riders	All
2	3:45 to 4:00 pm	4 th and E Side Street	8 th Grade	All

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 sub-basement; unisex -4 ground level; gender specific -3 on the first floor; 2 for students gender specific 1 nurse restroom (unisex) 2- on the second floor; gender specific 2- on the third floor; gender specific
Number of classrooms	32 classrooms (12 in use)

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.

1. Bathrooms use will correspond with the floor in use.
2. Every other stall will be operational to ensure social distancing (signs will be placed on the stalls)
3. Breaks will be scheduled in conjunction with the master schedule.
4. Dean (or other) will manage bathroom entry and sign-in log.

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	1; located in the sub-basement (will note be used by students during reopening)
Placement of water coolers (identify locations throughout school suitable for water cooler)	Ground Level: Main entry area First Level: Water coolers (2) should be installed at the middle of each hallway Second floor: Water coolers (2) should be installed at the middle of each hallway
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>Our water strategy will be on a rotating basis that connects with the bathroom strategy.</p> <ol style="list-style-type: none"> 1. Students will fill up / receive a bottle on the way to class (AM and PM sessions) 2. Students will refill after breakfast 3. A mid-morning water break will be in place before lunch 4. Water break will occur after lunch 5. Water break will be offered before school lets out 	

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 <ul style="list-style-type: none"> • 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

- 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.