

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Janney ES 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>	Alysia Lutz
<i>Supply & Inventory Management</i>	Ann Beumel
<i>Technology Management</i>	Ann Beumel
<i>ECE Program</i>	Alysia Lutz
<i>Specialized Instruction Program</i>	Shellie Wood

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. <ul style="list-style-type: none"> The entry point that most allows for social 	1 entry point - Rear field for the

	<p>distancing/staff oversight should be selected.</p> <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>	seven classrooms of 10-11 students.
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>	106 classroom – near main office
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>	PTA room near main office

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>	4 entrances and exits total
<i>Number of general education classrooms</i>	33 homerooms total
<i>Number of specials classrooms</i>	5
<i>Number of ECE classrooms</i>	3, PK classrooms; 5 K classrooms
<i>Number of self-contained special education classrooms</i>	0
<i>Number of resource or support services rooms</i>	7
<i>Number of office or shared staff spaces</i>	1
<i>Number of bottle fillers (not water fountains)</i>	0
<i>Number of student and adult bathrooms</i>	<p>10 student restrooms – 5 designated as boys, and 5 designated as girls.</p> <p>2 unisex student bathrooms in ECE classrooms.</p> <p>7 unisex adult bathrooms available for teaching staff.</p>
<i>Accessible large green space and/or garden area</i>	<p>Soccer field</p> <p>Basketball court/playground and parking lot area</p> <p>Mulch playground and garden area</p>
<i>Playground and/or structure</i>	<p>One ECE sized playground in a courtyard with all-weather surface</p> <p>Two primary/intermediate playgrounds – one on all-weather surface and one on mulch</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	75
Number of waves	1
Time of waves (<i>i.e. 7:45-8am, 8am-8:15am, etc.</i>)	8:20-8:35
Please describe your strategy to stagger arrival & staff the arrival process.	
Students arrive on the soccer field between 8:20 and 8:35. There are lines of cones and “spots” on the field to designate lines at socially distanced intervals.	

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	3:05	1 st floor	PK/K	pickup/walkers
2	3:10	2 nd floor	1 st /2 nd	pickup/walkers
3	3:15	3 rd floor	3 rd -5 th	pickup/walkers

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 – 4 male, 4 female, 2 unisex
Number of classrooms	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.

Each classroom will have a designated bathroom specifically for that room, with one exception. Room 302 and 313 will share a restroom.

Each of these classrooms will be assigned a 15 minute time slot in each hour to use the restroom, with a 15 minute break between for cleaning

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)	
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.)	
Students will be encouraged to bring reusable water bottles from home.	
Students' first access point for water will be the fountains found in each classroom. As needed, teachers/staff will fill pitchers (not received yet) at the filling stations for use in the classrooms.	

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

- 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.