

October 23, 2020

# Reopen Strong COVID-19 Operations Handbook Duke Ellington 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>	Sandi Logan, Principal
<i>Supply &amp; Inventory Management</i>	Jevelle Branch, Director of Operations
<i>Technology Management</i>	
<i>ECE Program</i>	
<i>Specialized Instruction Program</i>	

### 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
<b>Arrival Space</b>	Each school should designate a minimum of one entry point. <ul style="list-style-type: none"> <li>The entry point that most allows for social</li> </ul>	Students entrances- Gallery

	<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>	<p>/ Performance Hall Staff entrance- Parking garage / Security</p> <p>Students exits- Gallery / Performance Hall</p> <p>Staff exits- Parking garage / Security</p>
<b>Health Isolation Room</b>	<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"> <li>• Be no more than 100 feet from the arrival/entry location, but ideally within 50 feet.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Have chairs or desks available to accommodate students.</p>	<p>G27 / G34</p>
<b>Guardian Pick-Up Space</b>	<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>Conference Room G02 or an alternate location</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 &amp; exits</i>	Stairwells A, B, C, D, near Nurse's suite, near Fitness Center, Gallery, Security, Performance Hall, Loading dock 3 entrances- Gallery, Security, Performance Hall 4 exits- Gallery, Security, Performance Hall & near Fitness Center
<i>Number of general education classrooms</i>	32 Academic classrooms
<i>Number of specials classrooms</i>	78 Arts classrooms 24 classrooms
<i>Number of ECE classrooms</i>	N/A
<i>Number of self-contained special education classrooms</i>	Room 250, G02
<i>Number of resource or support services rooms</i>	2 rooms
<i>Number of office or shared staff spaces</i>	Offices- 43 Spaces that will be used- 13
<i>Number of bottle fillers (not water fountains)</i>	6 water coolers for staff Will distribute bottled water to students
<i>Number of student and adult bathrooms</i>	Lower Level: Student restrooms- 2, Adult restrooms- 1 Ground Level: Student restrooms- 4, Adult restrooms- 3 First Floor: Student restrooms- 4, Adult restrooms- 1 Second Floor: Student restrooms- 2, Adult restrooms- 4 Third Floor: Student restrooms- 2, Adult restrooms- 2
<i>Accessible large green space and/or garden area</i>	Front lawn, Ellington field, Rooftop Portico

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	15
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.	

## 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	15 minutes	1st floor	TDP / VA Arts Departments	By floor
2	15 minutes	2nd floor	Dance / Museum Students / LMC Arts Departments	By floor
3	15 minutes	3rd floor	Instrumental Music Arts Department	By floor

### 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	LL-2 G- 4 1st- 4 2nd- TBD 3rd- 2
Number of classrooms	5 classrooms on the first floor Fitness Center on the ground floor
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.	

### 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	6 water coolers are already provided for teachers / staff
Placement of water coolers (identify locations throughout school suitable for water cooler)	Hallways
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.)	
Provide teachers w/ cases of bottled water. 1) After lunch 2) At the beginning of the school day	

## 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"> <li>Classroom counts are limited to 11, or fewer, students</li> <li>Classrooms are set up to facilitate social distancing and limit sharing of materials</li> <li>Classrooms have cleaning materials present</li> <li>Hand sanitizer will be present</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Social distancing floor decals are placed across school hallways</li> <li>Signage is posted throughout the building for health and safety guidance</li> </ul>

## 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"> <li>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.</li> <li>Visitors without an appointment should only be permitted entry with the approval of school administration.</li> <li>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.</li> </ul>