

October 23, 2020

Reopen Strong

COVID-19 Operations Handbook

Jefferson 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. Private

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>	Michelle Mays, DSL
<i>Supply & Inventory Management</i>	Michelle Mays, DSL
<i>Technology Management</i>	Melissa Winters, CSL
<i>ECE Program</i>	N/A
<i>Specialist Instruction Program</i>	Kathryn Alwon, LEA Rep

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.	Students and staff will enter through

	<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>the main lobby. We can only use one entrance.</p>
<p>Health Isolation Room</p>	<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>Rooms 226 and 225. There are two single use restrooms within 10 feet of isolation rooms. ONE of these restrooms will be designated for the isolation rooms</p>
<p>Guardian Pick-Up Space</p>	<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>The parent resource center, off of the main lobby.</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 & exits</i>	One entrance will be utilized, Main entrance on H st SW. One exit will be used for students to leave, 7 th street (library exit). Student arrival and dismissal will be staggered by cohort.
<i>Number of general education classrooms</i>	6 general education classrooms will be used. We will also have three back up classrooms set up for students
<i>Number of specials classrooms</i>	N/A
<i>Number of ECE classrooms</i>	N/A
<i>Number of self-contained special education classrooms</i>	One will be set up in case it is needed
<i>Number of resource or support services rooms</i>	N/A
<i>Number of office or shared staff spaces</i>	We will not have shared office spaces. Each staff member will have their own space. We will utilize 7 – 10 spaces for staff
<i>Number of bottle fillers (not water fountains)</i>	None currently. We are waiting to find out if we can leave our bottle fillers on. The concern is that they are directly tied to our water fountains.
<i>Number of student and adult bathrooms</i>	We will utilize 2 multi-stall restrooms for students (3 stalls in each). We will also utilize 4 all gender restrooms. We will have 3 single restrooms available for staff.
<i>Accessible large green space and/or garden area</i>	N/A at this time. May change given guidance as the weather permits in the spring.
<i>Playground and/or structure</i>	N/A

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	Monday 33 Tuesday 33 Wednesday 66
Number of waves	Two waves on Monday and Tuesday. Three waves on Wednesday
Time of waves (i.e. 7:45-8am, 8am-8:15am, etc.)	7:45-8:00 8:05-8:15 8:20-830
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	2:50-3:00	Library exit	Cohort A, G	Walkers/pick up
2	3:00-3:10	Library exit	Cohort B, H	Walkers/pick up
3	3:10-3:20	Library exit	Cohort C, I	Walkers/pick up
4	2:50-3:00	Parking lot exit	Cohort D	Walkers/pick up
5	3:00-3:10	Parking lot exit	Cohort E	Walkers/pick up

6	3:10-3:20	Parking lot exit	Cohort F	Walkers/pick up
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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 multi-stall restrooms each with 3 stalls 4 single user restrooms (1 for isolation room, one for student holding room)
Number of classrooms	Monday-3 Tuesday-3 Wednesday-6
<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>We plan to allow students to utilize restrooms one at a time from each cohort. This will allow for one to two students from cohorts at a time. The third cohort on the floor will use a different set of restrooms. That cohort can have two students at a time in the restroom. Student hall passes will be utilized.</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	Not sure at this time. Bottle fillers are attached to water fountains. We will utilize one use water bottles. They will be placed in classrooms each day.
Placement of water coolers (identify locations throughout school suitable for water cooler)	N/A

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.)

It is our goal to receive permission to use our bottle fillers. This will allow students to access additional water before lunch.

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.