

# Term 2: Reopening Operations Overview

Draft as of 10/13/20

## Term 2 Re-Opening Operations Overview

This document is an overview of the Operations protocols we are putting in place for Term 2. All the information below has been developed in alignment with DCPS and DC Health guidance and support. We are sharing this document in hopes to identify all the ways that we can keep students and staff safe and ensure a clean environment so we can focus on learning in person. Please let us know your feedback and questions by [completing this form](#).

Additional information about all DCPS schools can be found here: <https://dcpsreopenstrong.com/>

### Key Locations

#### Key Information

- Full facility and key locations have been identified and will be prepared for reopening based on the health and safety guidelines provided by DC Health and OSSE
- Classrooms will be set up to limit students to their small group cohorts
- Classrooms will be arranged to facilitate social distancing

Key Locations		
Component	Grades PK3—1	Grades 2—5
<b>Student Entry and Dismissal Locations</b>	<ul style="list-style-type: none"><li>• Arrival time: 8:15am—8:45am. After 8:45am, students will enter through main entrance</li><li>• Students will enter and dismiss from the entrance located closest to the corner of 12<sup>th</sup> and D St.</li></ul>	<ul style="list-style-type: none"><li>• Arrival time: 8:15am—8:45am. After 8:45am, students will enter through main entrance</li><li>• Students will enter and dismiss from the main entrance of school.</li></ul>
<b>Classroom Design</b>	<ul style="list-style-type: none"><li>• There will be one class/grade level. Rooms will be set up to accommodate:<ul style="list-style-type: none"><li>○ PK3: 8 students, 2 adults</li><li>○ PK4 &amp; K: 10 students, 2 adults</li><li>○ 1st 1: 11 students, 1 adult</li></ul></li><li>• Locations:<ul style="list-style-type: none"><li>○ All classrooms located on the 1<sup>st</sup> floor</li></ul></li><li>• Classroom furniture arranged to allow for 6ft of social distancing between desks. Social distance markers will also be placed around the perimeter of the room.</li><li>• Students assigned every other cubbie (as available)</li><li>• Daily, each class will have:<ul style="list-style-type: none"><li>○ Hand sanitizer, disinfectant wipes, trash cans, trash bags, water pitchers and cups</li></ul></li></ul>	<ul style="list-style-type: none"><li>• There will be one class/ grade level. Rooms will be set up to accommodate 11 students, 1 teacher.</li><li>• Locations:<ul style="list-style-type: none"><li>○ Grades 2&amp;3: 2<sup>nd</sup> floor</li><li>○ Grade 4: 3<sup>rd</sup> floor</li><li>○ Grade 5: 4<sup>th</sup> floor</li></ul></li><li>• Classroom furniture arranged to allow for 6ft of social distancing between desks. Social distance markers will also be placed around the perimeter of the room.</li><li>• Students assigned every other cubbie (as available)</li><li>• Daily, each class will have:<ul style="list-style-type: none"><li>○ Hand sanitizer, disinfectant wipes, trash cans, trash bags, water pitchers and cups</li></ul></li></ul>

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<b>Student Restrooms</b>	<ul style="list-style-type: none"> <li>• PK-1st grade students have a restroom in their classroom</li> <li>• Teacher responsibility:             <ul style="list-style-type: none"> <li>○ Ensure all students have equitable use of the classroom bathroom</li> <li>○ Encourage hand hygiene after bathroom usage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Grades 2&amp;3: will share the hallway bathroom on the 2<sup>nd</sup> floor on a schedule.</li> <li>• Grades 4&amp;5: will each have their own access to the hallway bathroom.</li> <li>• All students will use the restroom on their own.</li> <li>• Teacher responsibility:             <ul style="list-style-type: none"> <li>○ Release one student to the restroom at a time</li> <li>○ Encourage hand hygiene once students return</li> </ul> </li> </ul>
<b>Peabody &amp; Watkins Waiting Room</b>	<ul style="list-style-type: none"> <li>• The purpose of the Waiting Room is for anyone who shows COVID-19 symptoms during the arrival process or throughout the school day, until picked up by a guardian. Staff must also wait in this room if they exhibit COVID-19 symptoms at arrival or throughout the day and are waiting for someone to pick them up. We will use Room 114.</li> </ul>	

### Student Facility Use & Learning Spaces

#### Key Information

- Student transitions throughout the building will be limited and will be designed to support social distancing
- Water fountains are turned off
- During transitions, classroom doors will be propped open
- Students will eat breakfast and lunch in their classrooms

<b>Student Facility Use</b>	
<b>Water Access</b>	<ul style="list-style-type: none"> <li>• Water fountains have been turned off. Students will be provided with water bottles.</li> <li>• Filling stations will be available to students throughout the day and teachers will be provided with back-up pitchers of water to limit hallway travel.</li> </ul>
<b>Breakfast and Lunch</b>	<ul style="list-style-type: none"> <li>• Upon entry to the building, students will collect “grab and go” bag breakfasts and carry them to their classes for breakfast.</li> <li>• Lunch will be delivered to classrooms daily.</li> <li>• Meals are free for all students.</li> <li>• Students may bring their own meals.</li> </ul>
<b>Health and Physical Education (HPE)</b>	<ul style="list-style-type: none"> <li>• All students will attend live, in-person HPE classes every day when the weather permits outdoor class. When the weather does not permit, students will remain in their classrooms and engage in HPE online. When two grade levels attend HPE at the same time, they will occupy different spaces on the field or hockey rink to ensure social distancing and prevent co-mingling between classes.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Students will attend recess daily. When the weather permits, students will occupy one section of either the a) playground, b) athletic field, or c) hockey rink. For grade levels attending recess at the same time, they will occupy spaces on a rotating basis. When there is inclement weather, students will have recess in their classroom.</li> </ul>

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## School Wide Health & Safety Supports

### Key Information

- As part of the daily arrival process, staff and students will be provided with a non-surgical face mask for each in-person learning day. Weekly, staff will be provided with a reusable face shield (one- week product lifespan) for in-person learning.
- Staff will always be required to wear face coverings or masks and may only be removed when eating meals or drinking beverages.
- All students are required to wear face coverings or masks, unless there are unique circumstances that apply, in alignment with DC Health and OSSE guidelines.
  - Unique circumstances include: anyone who has trouble breathing, is unconscious or unable to remove the face covering or mask without assistance. Face coverings or masks cannot be worn during naptime.
- As a part of the arrival screening process, students or parents/ guardians of ECE students, will complete the OSSE “Ask, Ask, Look” Protocol for COVID-19
  - Staff will ask student or guardian if at-home self-screening and close contact check were completed and record health assessment information (1<sup>st</sup> and 2<sup>nd</sup> step of the Protocol).
  - Staff will complete third step of the Protocol, a visual symptom assessment, by visually assessing whether the student is presenting with any COVID-19 symptoms.
- Students and staff may bring their own face covering or mask, but they must ensure they are cleaning their face coverings consistently as directed by health guidelines if they are reusable or disposing of non-reusable face masks daily as directed by health guidelines.
- Schools will receive daily enhanced cleaning by the custodial staff.
- DCPS will follow DC Health’s deep cleaning guidelines should individuals in a building test positive for COVID-19.
- Teachers and school staff may need to support custodial staff in cleaning high-touch surfaces or areas, shared materials or supplies, and after meals.

School Wide Health & Safety Supports		
Component	Students	Staff
<b>PPE &amp; Daily Cleaning</b>	<ul style="list-style-type: none"> <li>• Daily, provided with a non-surgical face mask (if didn’t arrive to school with one).</li> <li>• Masks will not be required during nap time (ECE) and while students are eating and drinking</li> <li>• Staff will encourage hand hygiene throughout the day, including:                             <ul style="list-style-type: none"> <li>○ Before eating food;</li> <li>○ After using restroom;</li> <li>○ Before &amp; after putting on, touching or removing face coverings;</li> <li>○ After blowing nose, coughing or sneezing; and</li> <li>○ Entering/ exiting a classroom between activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Weekly, provided with a reusable face shield (one- week product lifespan) for in-person learning.</li> <li>• Daily, staff will receive a supply of PPE to support classroom cleanliness:                             <ul style="list-style-type: none"> <li>○ Hand sanitizer</li> <li>○ Disinfectant wipes</li> <li>○ Trash bags</li> </ul> </li> <li>• Cleaning supports:                             <ul style="list-style-type: none"> <li>○ Cleaning materials that are shared between students at start of the day and between student/ student group use (as feasible)</li> <li>○ Cleaning surfaces frequently, especially before and after meals</li> </ul> </li> </ul>

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<b>School-Wide Cleaning Procedures</b>	<ul style="list-style-type: none"> <li>Enhanced cleaning will take place frequently throughout the day. This will include disinfecting frequently touched surfaces in common areas and restrooms (doorknobs, light switches, elevator buttons, tables, faucets, toilets, chairs, etc.)</li> <li>Deep cleaning will continue to occur during scheduled school breaks, and as needed.</li> <li>Playgrounds and outdoor structures will be cleaned every other day using power washers and soap</li> </ul>	
<b>Arrival Process &amp; Screening</b>	<ul style="list-style-type: none"> <li>Arrive at designated entry location and join socially distant line</li> <li>Once at top of line, prompted to retrieve hand sanitizer from the stands arranged next to the lines</li> <li>Receive face covering or a surgical mask (if they didn't arrive to school with one)</li> <li>Complete the OSSE "Ask, Ask, Look" protocol for COVID-19.</li> <li>Student has temperature taken.</li> <li>If students exhibit positive symptoms during the OSSE "Ask, Ask, Look" protocol, they are directed to the Peabody &amp; Watkins Waiting Room to wait until guardian picks them up</li> <li>If a student passes the OSSE "Ask, Ask, Look" protocol, they proceed to the grab &amp; go breakfast table to pick up their meal before heading to classroom.</li> <li>Students walk to classrooms socially distanced using markers or decals on ground to guide them. They may stop to refill their water bottle, but bathroom breaks are not allowed. They must proceed directly to their classrooms otherwise.</li> </ul>	<ul style="list-style-type: none"> <li>Complete daily health screening process and verify through staff online QuickBase submission</li> <li>Receive face covering or a surgical mask (if they didn't arrive to school with one)</li> <li>Have daily temperature taken upon arrival to school; if temperature is 100.4 degree Fahrenheit, or higher, staff member must leave the building and contact Principal or another member of Admin Team</li> <li>Follow social distancing guidelines to assigned class or designated duty post.</li> </ul>
<b>Relief Staff</b>	<ul style="list-style-type: none"> <li>In the case of in-door HPE and other coverage situations, "Relief Staff" will provide support to no more than 2 classes.</li> </ul>	

### Staff Building Use & Adjusted Administrative Routines

#### Key Information

- Social distancing will be required by staff in all workspaces on school grounds.
- Processes that require interactions between school staff and community will be adapted to keep staff safe.

### Building Use & Adjusted Administrative Routines

<b>Leaving Building during School Hours</b>	<ul style="list-style-type: none"> <li>Staff are highly encouraged to remain in the school building during school hours. If staff need to leave, they will have to undergo a health screening at entry upon their return to the building.</li> </ul>
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<b>Offices and Shares Spaces</b>	<ul style="list-style-type: none"><li>• When possible, meetings should be conducted virtually, with staff remaining in their classrooms or office spaces and communicating via Teams.</li><li>• If staff must meet in person, no more than 12 people can be in the same room at once.</li><li>• Occupancy caps for break rooms, copy rooms, and other shared spaces should be set at 2-3 staff members at any one time</li></ul>
<b>Visitor Management</b>	<ul style="list-style-type: none"><li>• Whenever possible, meetings will 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. Meetings will be scheduled for front office Ops team.</li><li>• All visitors will be required to complete the OSSE “Ask, Ask, Look” protocol prior to entry, wear a face covering at all times on the school grounds and inside the school building, and social distancing guidelines should be followed.</li></ul>
<b>COVID-19 Response Protocols</b>	<ul style="list-style-type: none"><li>• All staff will be expected to follow COVID-19 guidance from the CDC, DC Health and OSSE to prevent, report and respond to cases of COVID-19: <a href="#">COVID-19 Do’s and Don’ts for DCPS Staff</a></li></ul>

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