



# Operations Reopening Plan

**Board of Education Meeting  
August 18, 2020**

# Team Members



- Steven McElroy, Executive Director Business Operations and Transportation
- Alex Trevino, Director Capital Improvements
- Joe Brown, Director Food Services
- Lawrence Barnett, Director Custodial Services
- DeJuan Hood, Director Buildings and Grounds
- Annette Morud, Senior Executive Director Business and Operations
- Dr. Kate King, Director Health Services
- Maurice Oldham, Chief Operating Officer

# Tonight's Presentation



- Transportation Procedures
- Social Distancing in Classrooms and School Buildings
- Food Services and Meal Distribution
- Cleaning and Disinfecting
- Buildings and Grounds
- Central Office Buildings
- COVID-19 Tracking and Response

# District Mission



**Each student is highly educated,  
prepared for leadership and service,  
and empowered for success as a  
citizen in a global community.**



# Transportation Reopening Plan

**Steve McElroy**

Executive Director of Business & Operations and  
Transportation

# Background



During the 2019-2020 school year, the Office of Transportation routed more than 40,000 students to Columbus City Schools and Charter/Non-Public Schools.

- 50 different Charter School calendars
- 48 different Non-Public School calendars
- 54 different Charter School bell times
- 56 different Non-Public School bell times
- 704 Bus Routes
- 765 Bus Drivers
- 92% On-Time Arrival

# Routing CCS Students and Charter/Non-Public School Students



In order to provide safe, equitable, and efficient services the Office of Transportation will consider:

- A routing plan based on a 4-tier delivery approach.
  - 4 drop-off times
  - 4 pick-up times
- This model will apply to:
  - CCS students on Mondays, Tuesdays, Thursdays and Fridays
  - Charter/Non-Public Schools Monday through Friday.
- All buses will accept and seat one (1) student per seat.
- In order for this plan to work, all schools will need to be capable of receiving students during the scheduled drop-off times and be capable of releasing their students at the scheduled pick-up times.

# Potential Transportation Plan

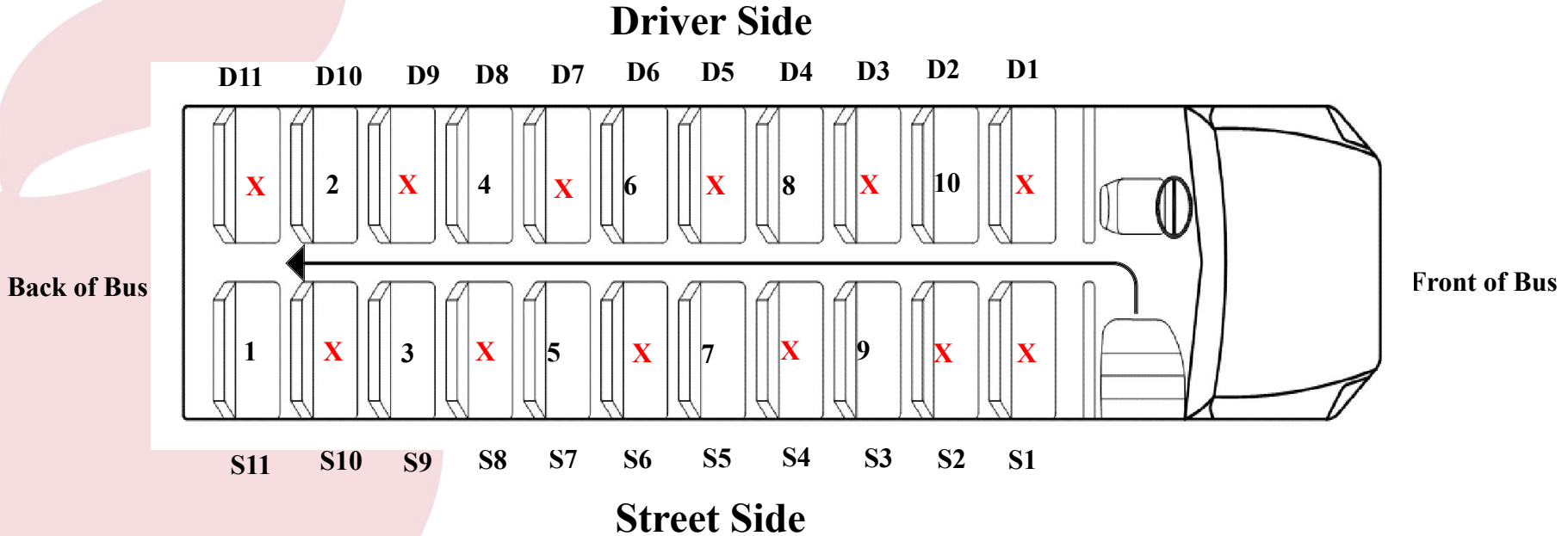
## Overriding Factors:

- County Code Level AND four weeks of decline in COVID-19 cases
- Six feet of social distancing
- Seating charts on school bus
- K-12 will still have a Digital Academy offering

	Level 0	Level 1	Level 2	Level 3	Level 4
Transportation	Transportation of: <ul style="list-style-type: none"><li>● CCS students in K-12</li><li>● CNP in K-12</li><li>● Standard capacity</li><li>● 4-tier drop-off and pick-up</li></ul>	Transportation of: <ul style="list-style-type: none"><li>● CCS students in K-12</li><li>● CNP in K-12</li><li>● Limit two per seat</li><li>● 4-tier drop-off and pick-up</li></ul>	Transportation of: <ul style="list-style-type: none"><li>● CCS students in K-8, SPED PK-8, &amp; unique student groups</li><li>● CNP in K-12</li><li>● Limit one per seat</li><li>● 4-tier drop-off and pick-up</li></ul>	Transportation of: <ul style="list-style-type: none"><li>● No CCS students</li><li>● CNP in K-12</li><li>● Limit one every other seat</li><li>● 4-tier drop-off and pick-up</li></ul>	No transportation of any students.



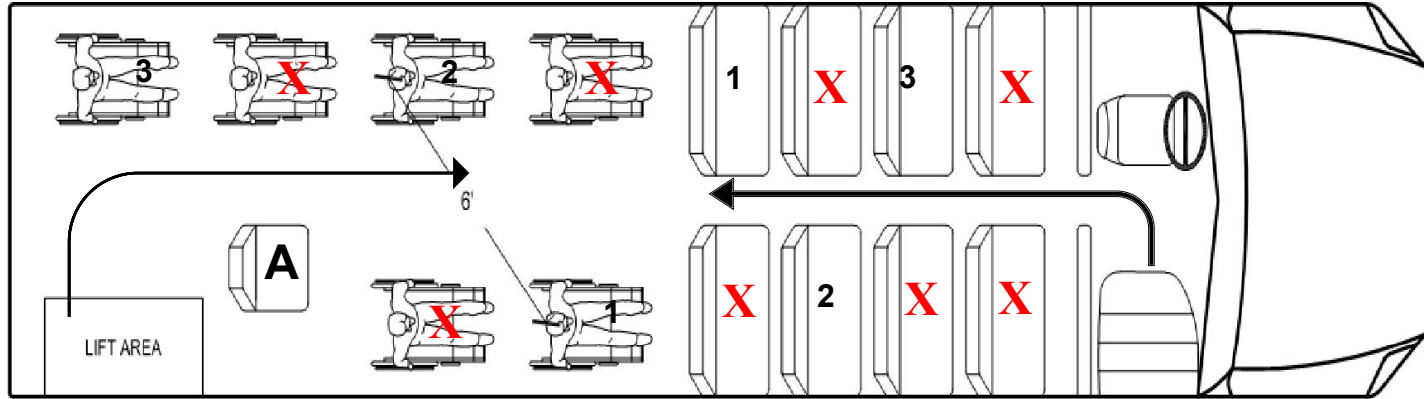
# Bus Loading Diagram: 1 student every other seat



# Bus Loading Diagram: 1 student every other seat

Driver Side

D8 D7 D6 D5 D4 D3 D2 D1



Back of Bus

Front of Bus

Aide S6 S5 S4 S3 S2 S1

Street Side

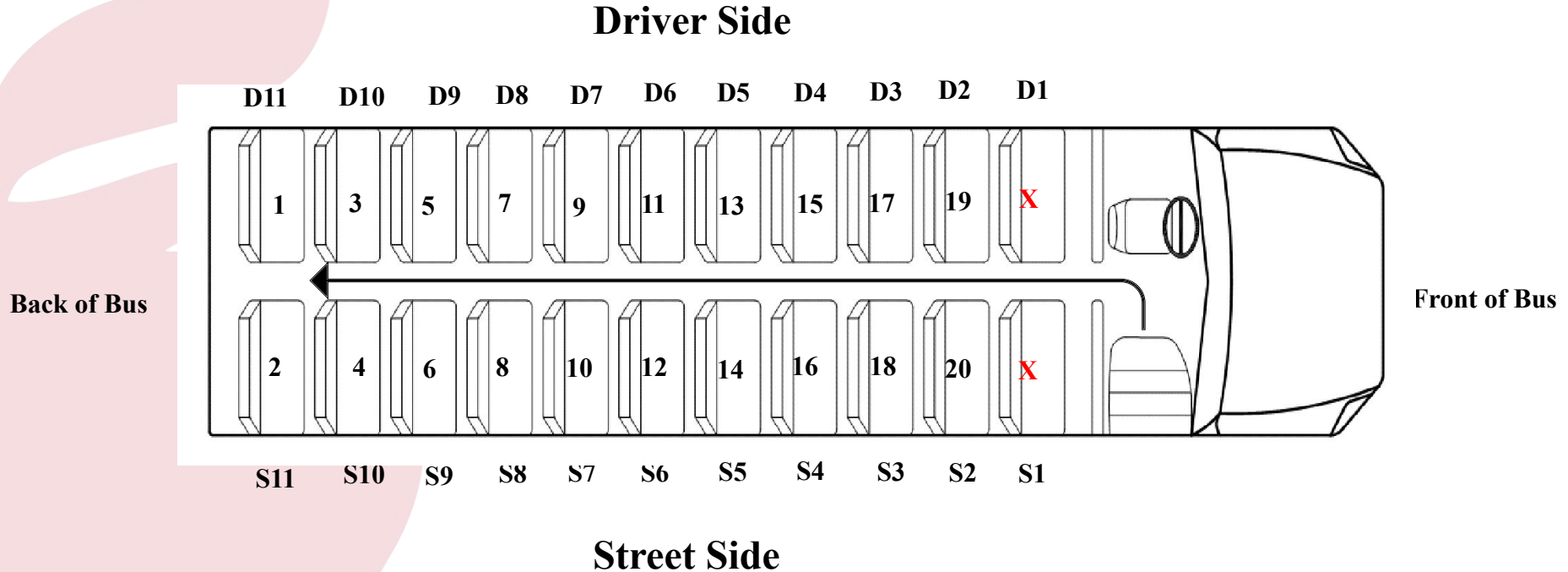
# Routing Scenario 1

<b>Scenario Details (Based on FY20 student data +/- 10% variance)</b>	<b>Buses needed (with 10% spare count)</b>	<b>Total # of Routes (Buses)</b>	<b>Total # of Employees Needed (with 15% call off rate)</b>	<b>Additional Salaries</b>
<b>CCS PK-8 Blended Model</b> <ul style="list-style-type: none"><li>• 1 student every other seat</li><li>• CCS PK-8 in person classes 2 days a week, 3 days virtual</li><li>• CNP K-12 in person classes 5 days a week</li></ul>	<b>1,045</b> (202 new buses)	<b>950</b> (246 additional routes)	<b>977</b> (212 new drivers)	<b>\$57,581,456</b>

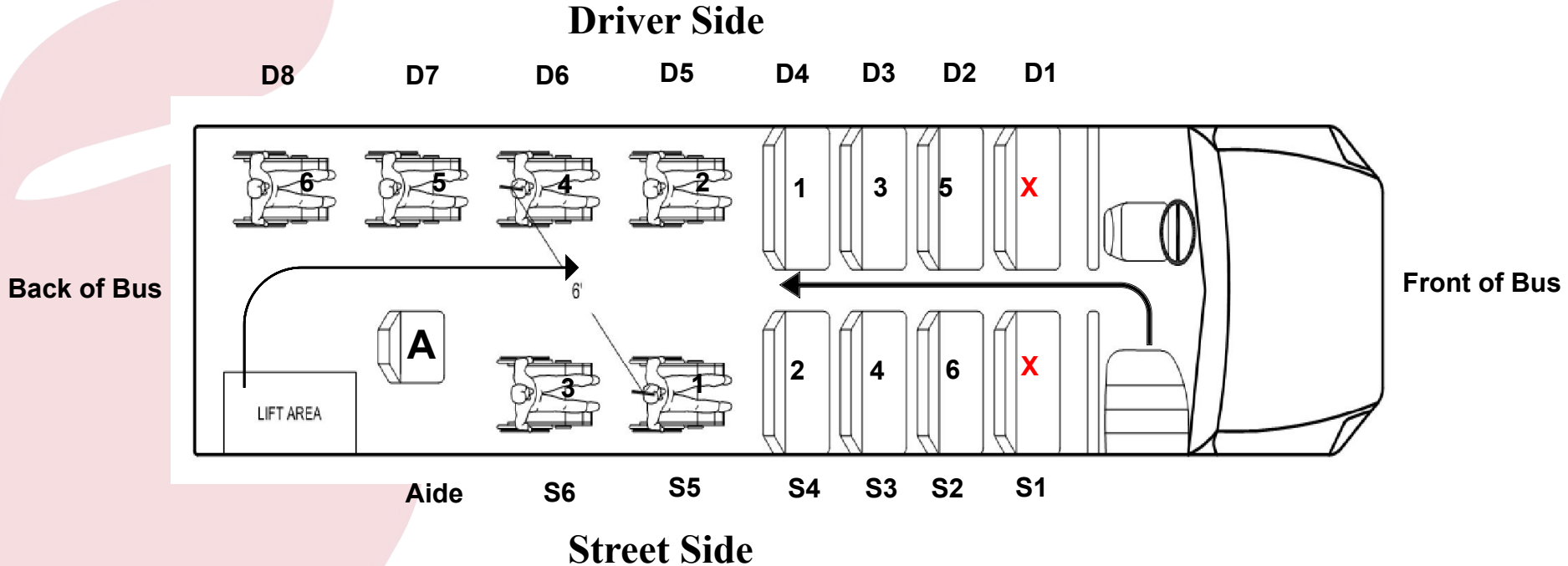
# Routing Scenario 2

<b>Scenario Details (Based on FY20 student data +/- 10% variance)</b>	<b>Buses needed (with 10% spare count)</b>	<b>Total # of Routes (Buses)</b>	<b>Total # of Employees Needed (with 15% call off rate)</b>	<b>Additional Salaries</b>
<b>CCS PK-12 Blended Model</b> <ul style="list-style-type: none"><li>• 1 student every other seat</li><li>• CCS PK-12 in person classes 2 days a week, 3 days virtual</li><li>• CNP K-12 in person classes 5 days a week</li></ul>	<b>1,157</b> (314 new buses)	<b>1,052</b> (348 additional routes)	<b>1,095</b> (330 new drivers)	<b>\$63,763,886</b>

# Bus Loading Diagram: 1 student every seat



# Bus Loading Diagram: 1 student every seat



# Routing Scenario 3

<b>Scenario Details (Based on FY20 student data +/- 10% variance)</b>	<b>Buses needed (with 10% spare count)</b>	<b>Total # of Routes (Buses)</b>	<b>Total # of Employees Needed (with 15% call off rate)</b>	<b>Additional Salaries</b>
<b>CCS PK-8 Blended Model</b> <ul style="list-style-type: none"><li>• 1 student per seat</li><li>• CCS PK-8 in person classes 2 days a week, 3 days virtual</li><li>• CNP K-12 in person classes 5 days a week</li></ul>	<b>738</b>	<b>671</b>	<b>772</b> (7 new drivers)	<b>\$316,630</b>

# Routing Scenario 4

<b>Scenario Details (Based on FY20 student data +/- 10% variance)</b>	<b>Buses needed (with 10% spare count)</b>	<b>Total # of Routes (Buses)</b>	<b>Total # of Employees Needed (with 15% call off rate)</b>	<b>Additional Salaries</b>
<b>CCS PK-12 Blended Model</b> <ul style="list-style-type: none"><li>• 1 student per seat</li><li>• CCS PK-12 in person classes 2 days a week, 3 days virtual</li><li>• CNP K-12 in person classes 5 days a week</li></ul>	<b>756</b>	<b>688</b>	<b>791</b> (26 new drivers)	<b>\$1,176,055</b>



# Bus Procedures

Parents conduct a health assessment before students leave the house. Parent must keep students home if they exhibit any of the following symptoms:

- Cough or trouble breathing
- Chills/body shakes
- Temperature greater than 100 degrees
- Nausea/vomiting/diarrhea
- Headache
- Sore throat
- Muscle aches
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Or if exposed to someone with a confirmed case of COVID-19

# Bus Procedures

## On The Bus:

- Students will be required to wear masks while at bus stops and on school buses.
- Students who do not have a mask will be provided one when they board their bus.
- The bus will contain a bottle of hand sanitizer and a spray pump bottle containing disinfectant.
  - Children will be provided one “squirt” of hand sanitizer when boarding a bus.
- Students may not change or move between seats.
- Drivers will create and maintain a seating chart for students who ride their buses. This seating chart will be used when students board their buses.

## Social Distancing:

- Social distancing of six feet apart, when possible, will be implemented on all CCS buses.
- Children will practice social distancing of six feet apart at their bus stops.
- Students need to continue practicing social distancing of six feet apart at designated place of safety when unloading at home stop.

# Bus Procedures

## Loading and Unloading:

- Students must sanitize their hands when boarding bus.
- Children will enter the bus through the regular entry door and be seated from the rear of the bus to the front. Children will exit the bus through the main door, from the front seat to the rear seat.
- Students will unload at the school starting with the front seat to the last.
- Boarding the bus at the school in the PM, students stand in a designated place of safety observing social distancing recommendations of six feet apart.
- Students loading buses in the PM should load from the front door and start with the last seat, assuming routing is in reverse order from the AM. Ex: first student off the bus should sit in the first seat, last student off of the route should be seated in the last seat on the bus. Students should be lined up in order of route drop off when boarding so as not to pass each other.
- Drivers should designate the place of safety for students to stand when unloading at home stop.

# Bus Procedures

## **Cleaning and Disinfecting:**

- Every bus will be disinfected by the bus driver after each run.
  - Driver will spray disinfectant on common touch points (hand rails, seats, etc.)
- Each bus will be disinfected at the Bus Compound after its morning and afternoon routes have been completed.



# Classroom Social Distancing

**Alex Trevino**  
Director of Capital Improvements

# Classroom Social Distancing

## Arrival:

- **Coordinate** arrival of students – bus, car, walk, bike
- Ensure wearing of **Masks**



# Classroom Social Distancing

## Arrival:

- **Washing or Sanitizing of Hands**
- Keep students **Moving** and avoid congregating



# Classroom Social Distancing

## Meals:

- **Washing or Sanitizing of Hands** before and after eating
- **Remove Masks** only while eating and drinking



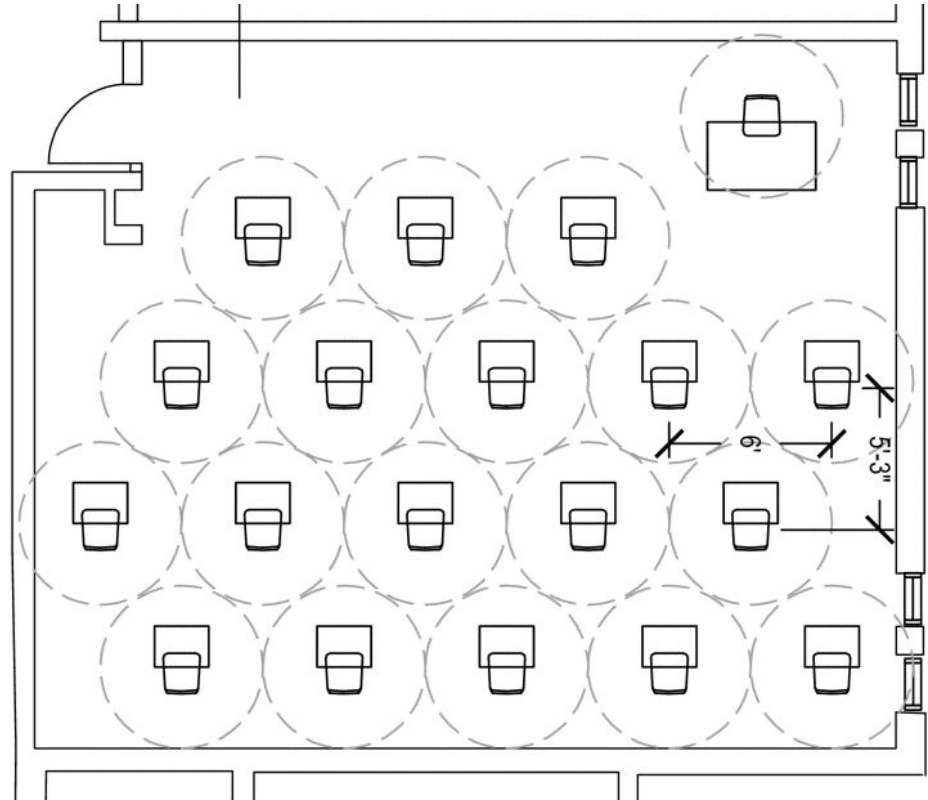


# Classroom Social Distancing

## Classrooms:

- All classrooms and furniture assessed for **Social Distancing**

**Diagram:**  
Winterset Elementary



# Classroom Social Distancing

## Classrooms:

- Minimum of 6' **Physical Distancing** between student while seated

**Photo:**

Shady Lane Elementary



# Classroom Social Distancing

## Classrooms:

- Students facing **Same Direction** when possible

**Photo:**

Woodward Park MS at Walden



# Classroom Social Distancing

## Classrooms:

- Ensure wearing of **Masks**
- **Washing** or **Sanitizing** of **Hands**
- Adapt **Fire Drill** and **Lockdown Procedures**



# Classroom Social Distancing

## Recess:

- **Elementary only**
- **Washing or Sanitizing of Hands**



# Classroom Social Distancing

## Recess:

- Close **Climbing Structures** and activities with common **Touch Points** and that **Congregate** students
- **Structured** activities that support **Social Distancing**



# Classroom Social Distancing

## Recess:

- Ensure wearing of **Masks**
- Practice good **Respiratory Hygiene**



COUGH AND SNEEZE  
INTO YOUR ELBOW

# Classroom Social Distancing

## Recess:

- **Contingency preparation for Indoor Recess**
- **Washing or Sanitizing of hands**





# Classroom Social Distancing

## Physical Education:

- **Washing or Sanitizing of Hands**
- **Ensure wearing of Masks**



# Classroom Social Distancing

## Physical Education:

- **Outdoor Activities** to largest extent possible
- Plan for **Activities** that support **Social Distancing**



# Classroom Social Distancing

## Physical Education:

- Adapt **Locker Rooms** use
- **Contingency** preparation for **Inclement Weather**
- **Washing** or **Sanitizing** of **Hands**



# Classroom Social Distancing

## Dismissal:

- **Coordinate** departure of students  
– bus, car, walk, bike
- Ensure wearing of **Masks**



# Classroom Social Distancing

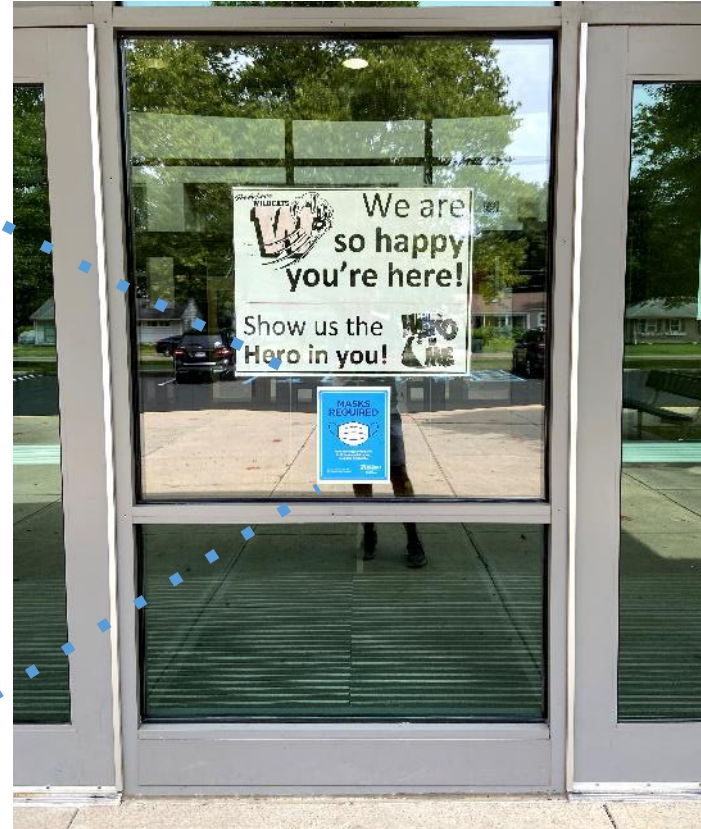
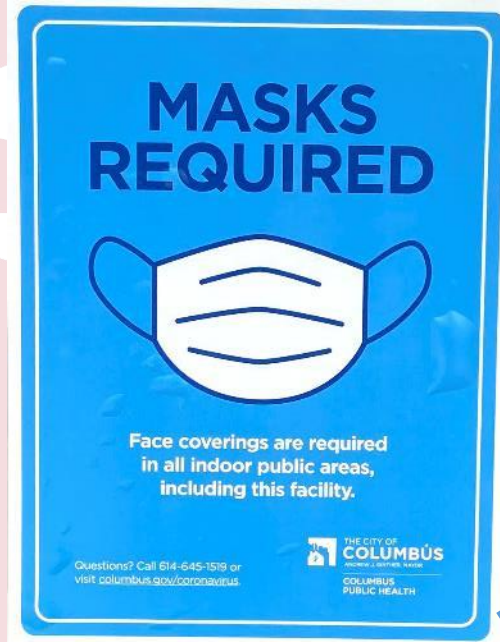
## Dismissal:

- **Washing or Sanitizing of Hands**
- **Keep students Moving** and avoid congregating



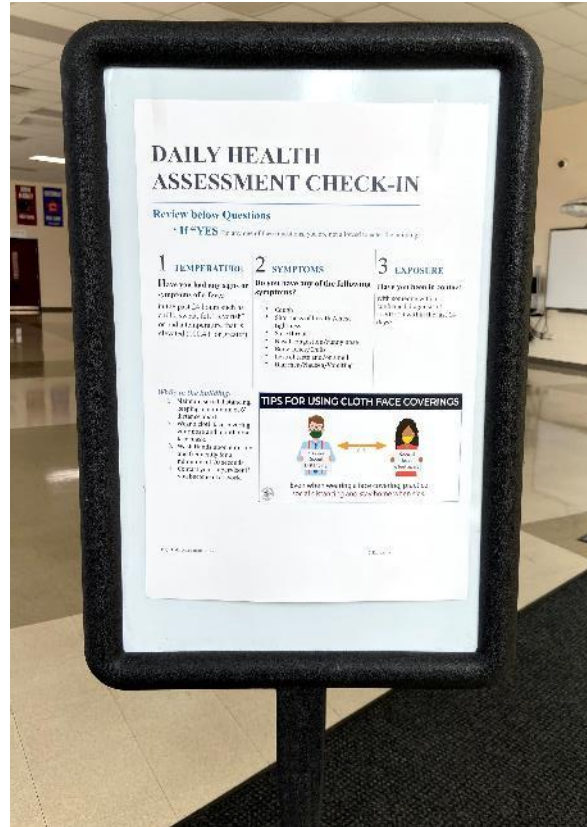
# Classroom Social Distancing

## Signage:



# Classroom Social Distancing

## Signage:



# Classroom Social Distancing

## Signage:



**STAY SAFE < KEEP 6- FEET DISTANCE >**





# Classroom Social Distancing

## Signage:



# Classroom Social Distancing

## Signage:



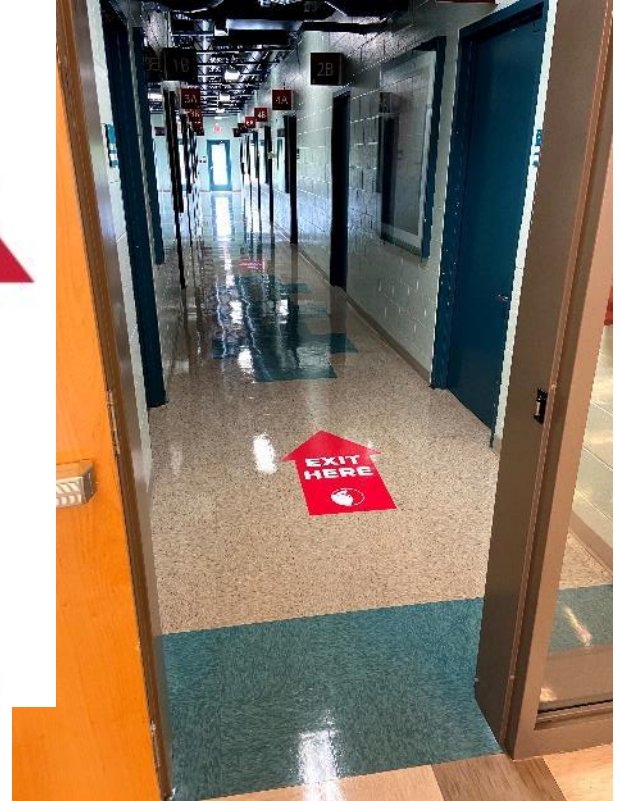
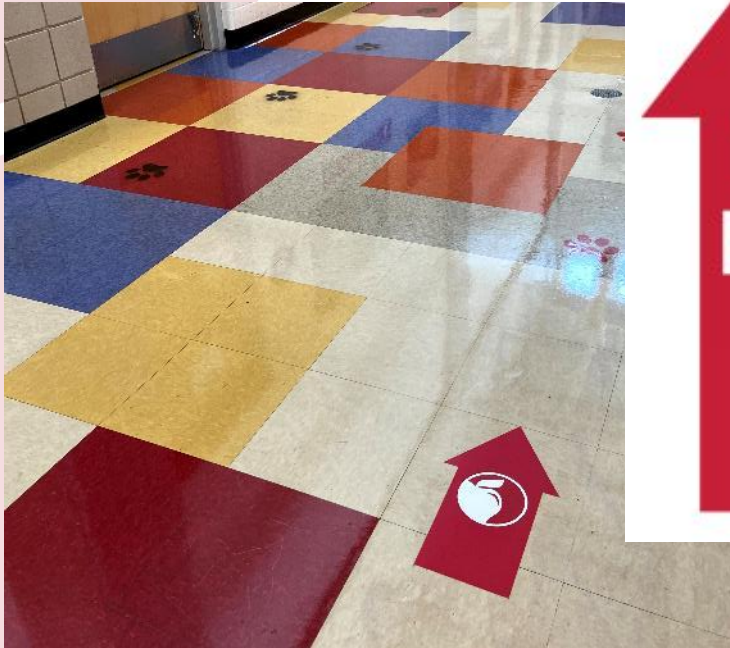
# Classroom Social Distancing

## Signage:



# Classroom Social Distancing

## Signage:





# Food Services Reopening Plan

**Joe Brown**  
Director of Food Services

# 100% Virtual Learners

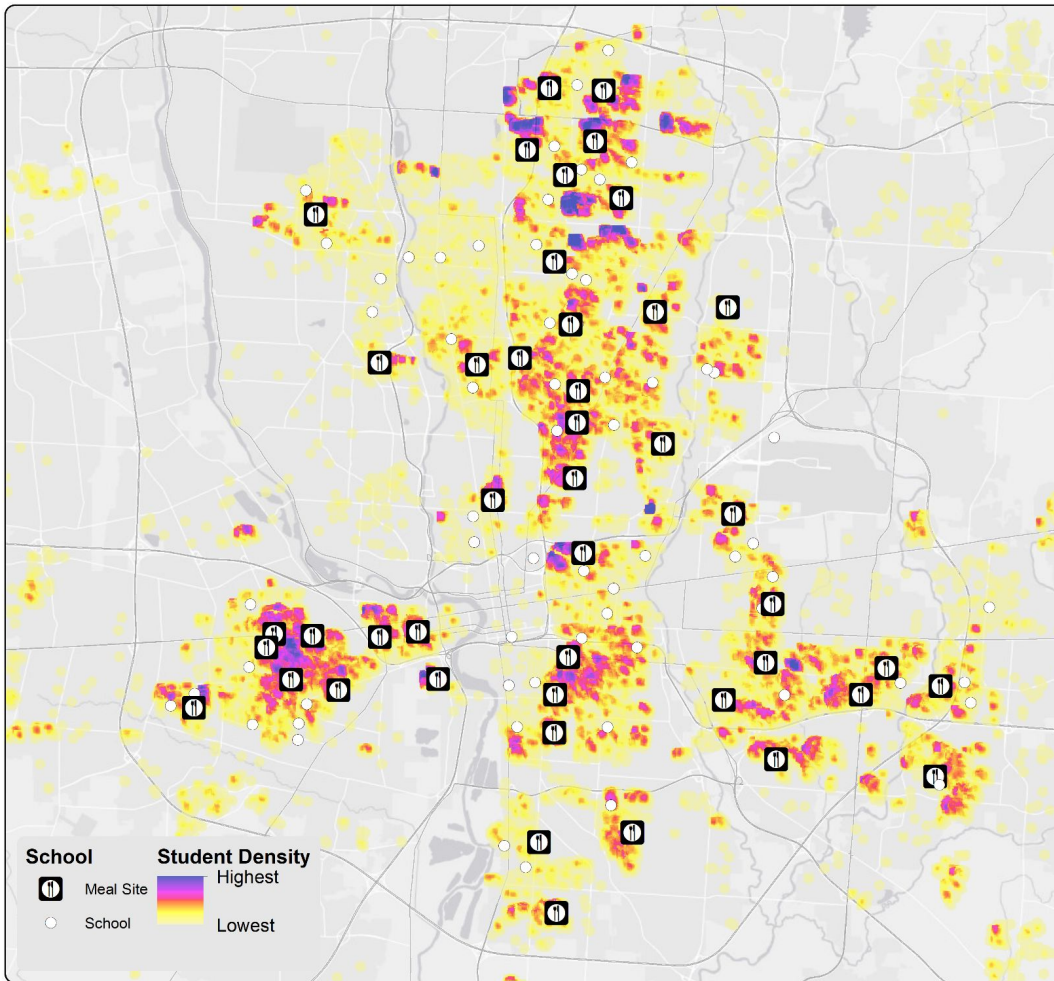


- 5 day meal packs will be picked up weekly at one of 44 meal pick-up schools
- Students will be notified which location to pick up their meals based on their address in Infinite Campus
- Meal pick-up locations are regional and placed at the schools nearest the highest density of student population

# 100% Virtual Learners



- Pick-ups will take place on Wednesdays from 11:00 am to 1:00 pm and from 5:00 pm to 7:00 pm
- Meal packs will be shelf stable to assure food safety
- Students will have the option of taking milk



## 44 Regional Meal Sites

### Region 1

West HS  
 Wedgewood MS  
 Starling K-8  
 Avondale ES  
 Burroughs ES  
 Highland ES  
 Sullivant ES  
 West Broad ES  
 West Mound ES

### Region 2

Independence HS  
 Johnson Park MS  
 Sherwood MS  
 Easthaven ES  
 Leawood ES  
 Woodcrest ES

### Region 3

South HS  
 Buckeye MS  
 Cedarwood ES  
 East Columbus ES  
 Lincoln Park ES  
 Livingston ES  
 Trevitt ES  
 Watkins ES

### Region 4

Centennial HS  
 Columbus Global  
 Academy  
 Como ES  
 Cranbrook ES  
 Indianola K-8  
 Salem ES  
 Weinland Park ES

### Region 5

Beechcroft HS  
 Medina MS  
 Mifflin MS  
 Woodward Park MS  
 Walden  
 Devonshire ES  
 Innis ES  
 Northtowne ES

### Region 6

Eastmoor Academy  
 Linden McKinley HS  
 Berwick K-8  
 Linden Park ECE  
 South Mifflin ES  
 Windsor Stem ES



# Hybrid Learners



- Students will be fed breakfast and lunch on days they are in school
- Meals will be provided to students utilizing a grab and go model
- 3 day meal packs will be given to the students as they leave the school to start their three days of remote learning
- Meal packs will be shelf stable to assure food safety
- Students will have the option of taking milk



# Custodial Services Reopening Plan

**Lawrence Barnett**  
Director of Custodial Services

# Department Mission



**Ensure all facilities are clean, safe,  
and healthy for students, staff, and  
visitors.**

# Focal Points

- Summer Cleaning Process
- Cleaning and Disinfecting
- Electrostatic Disinfectant Sprayers
- Protocol for Cleaning Infected Area
- Hand Sanitizer
- Classroom Setup for Social Distancing

# Summer Cleaning Process



- Cleaning and disinfecting of all furniture, walls, vertical and horizontal surfaces in classrooms, offices, and common areas
- Cleaning and disinfecting of all restrooms and locker rooms
- Cleaning and disinfecting of athletic facilities
- Cleaning of light fixtures and replacing lamps
- Cleaning carpets and reconditioning of hard surface floors

# Cleaning and Disinfecting



Custodial Services is following Centers for Disease Control and Prevention (CDC) guidelines by establishing a schedule for performing ongoing and routine environmental cleaning and disinfection of high-touch areas with an EPA approved disinfectant, and increasing frequency of disinfection during high-density times.

- Door handles
- Stair rails
- Faucet handles
- Toilet handles
- Light switches
- Desks
- Tables
- Chairs

We also have established a frequent daily cleaning and disinfecting protocol for all Columbus City Schools buildings.

# Classrooms and Lounges

	Daily	Weekly	Removed	As Needed/Used	Shared Cleaning
Sinks/Countertops	X				
Restrooms	X				
Desks & Chairs	X				
Carpets	X				
Rugs	X				
Extra Tables	X				
Cubbies		X			
Whiteboards		X			
Door Handles	X				

# Classrooms and Lounges

	Daily	Weekly	Removed	As Needed/Used	Shared Cleaning
Phones	X				
Light Switches	X				
Thermostat Control	X				
Pencil Sharpeners	X				
Computers/Laptops				X	X
Trash	X				



# Restrooms

	Every 2 Hours	Daily	Weekly	As Needed/Used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet paper/Paper towel Dispensers	X			
Support Bars	X			
Soap Dispensers	X			

# Restrooms

	Every 2 Hours	Daily	Weekly	As Needed/Used
<b>Sanitary Napkin Bin</b>	X			
<b>Sanitary Napkin Dispensers</b>	X			
<b>Hand Dryer</b>	X			
<b>Mirrors</b>		X		
<b>Floors</b>		X		

# Hallways

	Every 2 Hours	Daily	Weekly	As Needed/Used
Drinking Fountains	X			
Lockers	X			
Trash				X
Table Tops	X			
Chairs	X			
Fire Doors		X		
Light Switches	X			
Building Alarm Pad		X		
Directional Signage				X

# Administrative Spaces & Offices



	Hourly	Daily	Weekly	As Needed/Used
Phones		X		
Desktops/Chairs		X		
Door Handles	X			X
Computers		X		
Table Surfaces		X		
Carpets/Rugs		X		
Plexi Shield		X		
File Cabinets				X
Sinks		X		
Paper Towel Dispenser		X		

# Large Rooms and Areas

	Hourly	Daily
Cafeteria	After use	
Gyms		X
Locker Rooms		X
Auditoriums	After use where applicable	
Library		X

# Electrostatic Disinfectant Sprayers



# Electrostatic Disinfectant Sprayers



- Victory Sprayers have been purchased for all district facilities.
- Victory Sprayer's patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath.
- These devices will be used nightly in each facility.

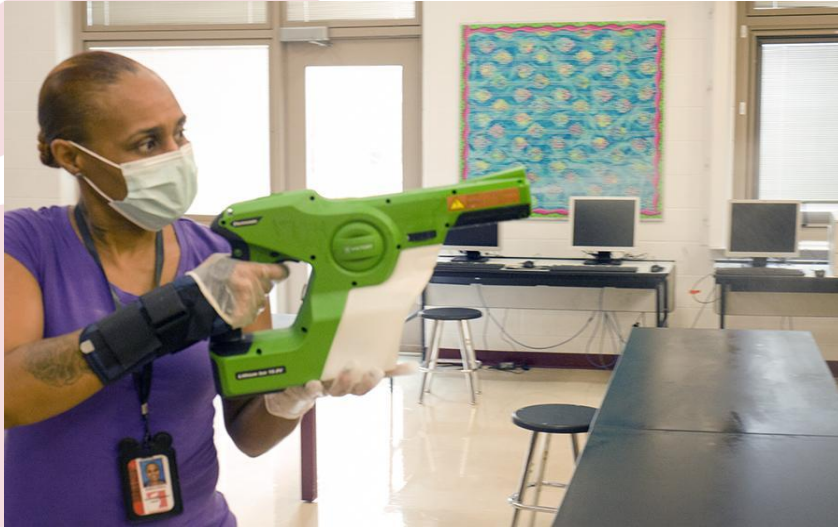
# Electrostatic Disinfectant Sprayers

**Video:**





# Electrostatic Disinfectant Sprayers



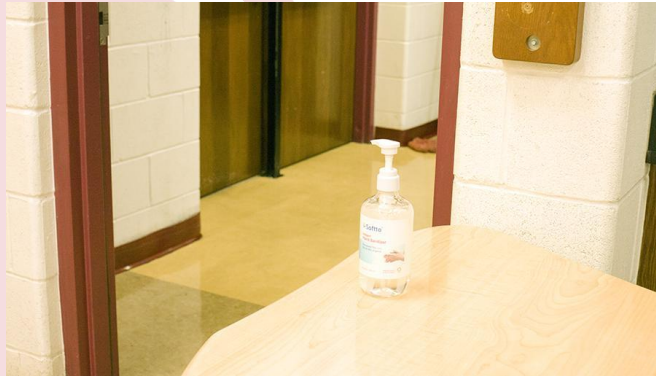
# CDC Protocol for Cleaning an Infected Area



- Close off areas visited by the ill person(s)
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours or as long as practical before beginning cleaning and disinfecting.

# Hand Sanitizer

- Hand sanitizer will be placed in all classrooms, offices, and high traffic areas.
- Touchless hand sanitizer dispensers will be located at all student, staff, and visitor entrances.





# Buildings & Grounds Reopening Plan

**DeJuan Hood**

Director of Buildings & Grounds

# Buildings and Grounds

## Taking Action to Reduce Exposure

- Indoor Air (Filtration, Ventilation, Air Movement)
- Signage
- Barriers
- Water Quality

# Buildings and Grounds

## Air Filtration

- CDC recommends MERV-13 or higher filters.
- Columbus City Schools uses MERV-14 filters in Facility Masterplan Buildings.
- Filter changes occur three times per year in central plant equipment.

# Buildings and Grounds

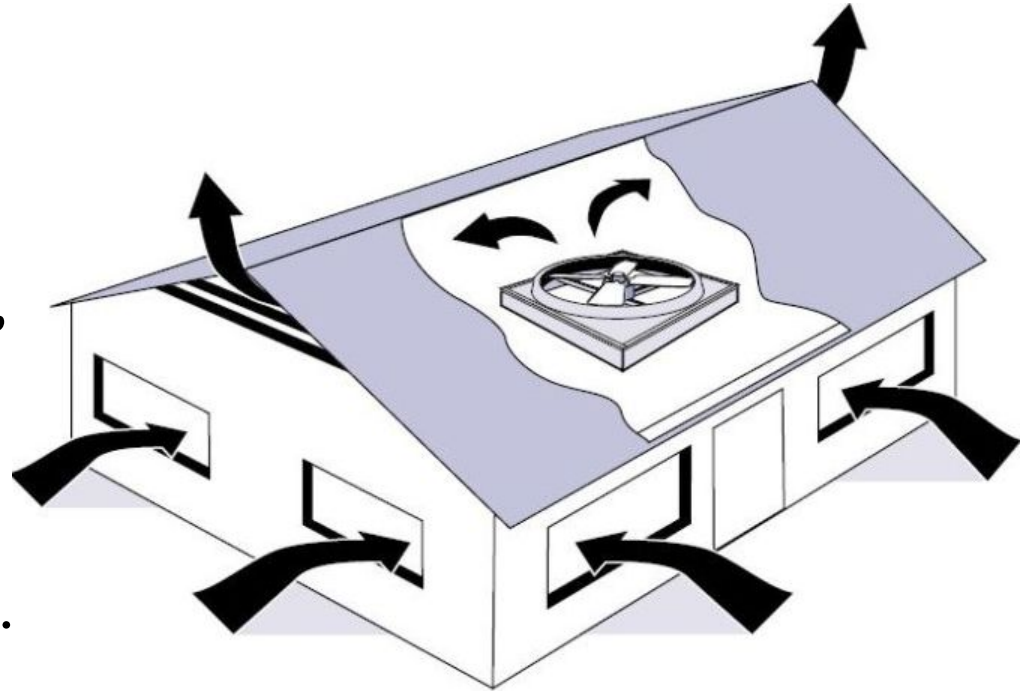
## Ventilation

- Mechanical forced air systems supply fresh air to **EVERY** classroom.
- Buildings placed in Occupied mode prior to reopening.

# Buildings and Grounds

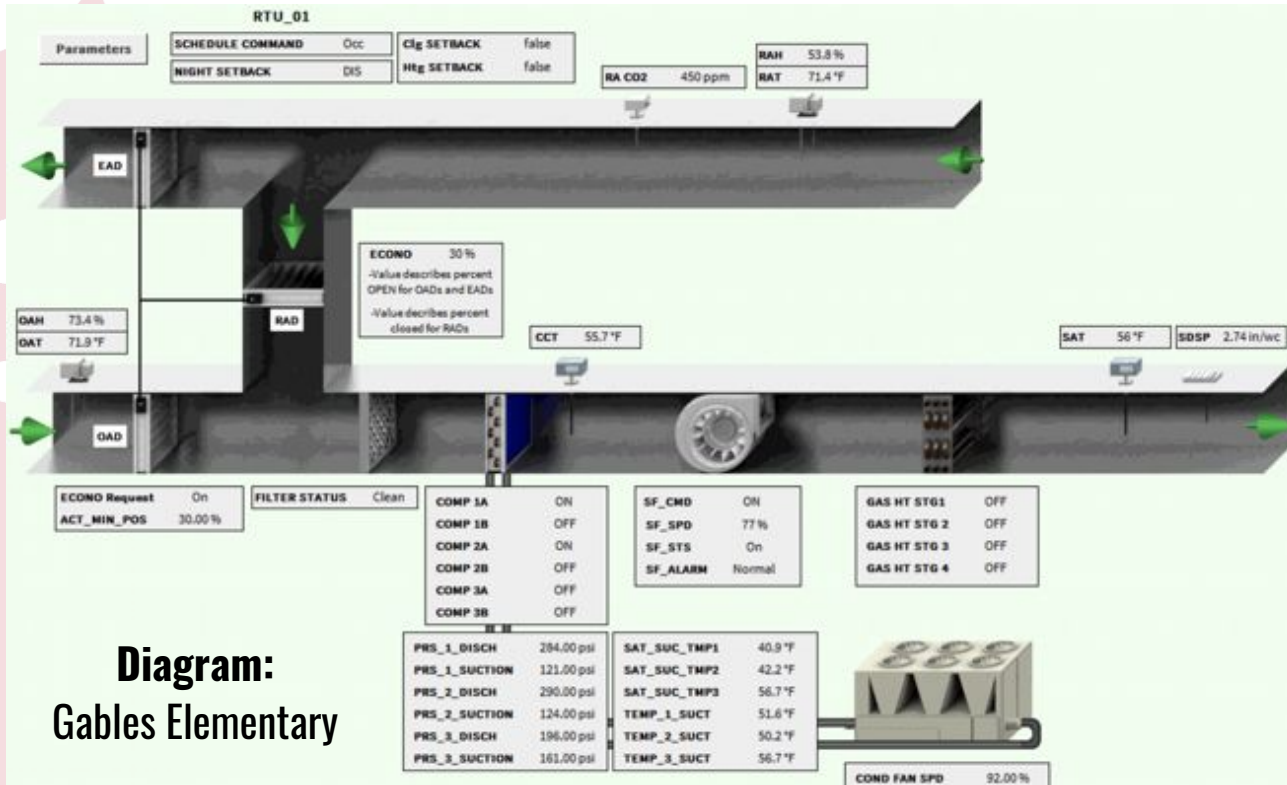
## Air Movement

- Technicians inspected exhaust fans.
- All exhausts are adjusted, repaired, and working optimally.
- Outside air input increased where possible.





# Buildings and Grounds



**Diagram:**  
Gables Elementary

# Buildings and Grounds

## Signage

- Building and Grounds sign shop makes custom signage.
- Make and install signage for social distancing.

# Buildings and Grounds

## Barriers

- Carpentry Division can construct barrier solutions where 6-foot social distancing requirements aren't possible.
  - Barriers are fabricated and installed by technicians, when feasible, or ordered ready-made.
  - Front desks in school offices
  - Central offices

# Buildings and Grounds

## Barriers Installed for B&G Customer Service



# Buildings and Grounds

## Water Quality

- Plumbing systems are flushed to prevent stagnant water.
- Plumbing Division will address inoperable plumbing fixtures.



# Central Office Reopening

**Annette Morud**

Senior Executive Director of Business & Operations

# Central Office Work Group



- Representatives from each building
- Representatives from OAPSE, CSCSA, CAA

# Preparation of Buildings

- **Water Quality** – Pipes and water filling stations flushed to alleviate stagnant water.
- **Air Quality** – HVAC systems checked to ensure proper ventilation.
- **Cleanliness** – Custodial services cleans buildings as needed.



# Guidelines for Reopening Buildings

- Health Assessments
- Face coverings required in common areas
- Social Distancing
- Cleaning and Disinfecting
- Signage



# Building Specific Plans

- **Entry and Exit** designated
- **Traffic Flow** to avoid congestion in corridors and staircases
- **Visitors and Guests** – procedures to limit visits to buildings
- **Break Rooms** – limit capacity and cleaning procedures
- **Conference Rooms/Computer Labs** – limit capacity
- **Staff Schedules** – to provide social distancing
- **Common Touchpoints** cleaned and sanitized regularly
- **Isolation Room** for employees that become ill at work

# Districtwide PPE

## Hand Sanitizer

- 16 oz bottles for classrooms and offices
- Dispensers for high traffic areas

## Face Masks

- 5 cloth masks per staff member delivered to all buildings
- Child-sized and adult-sized single-use face masks delivered to all buildings
- Face masks with clear front





# Covid-19 Tracking and Response

**Dr. Kate King**

Director of Health, Family and Community Services

# Protocol for Positive COVID-19 Report: Staff



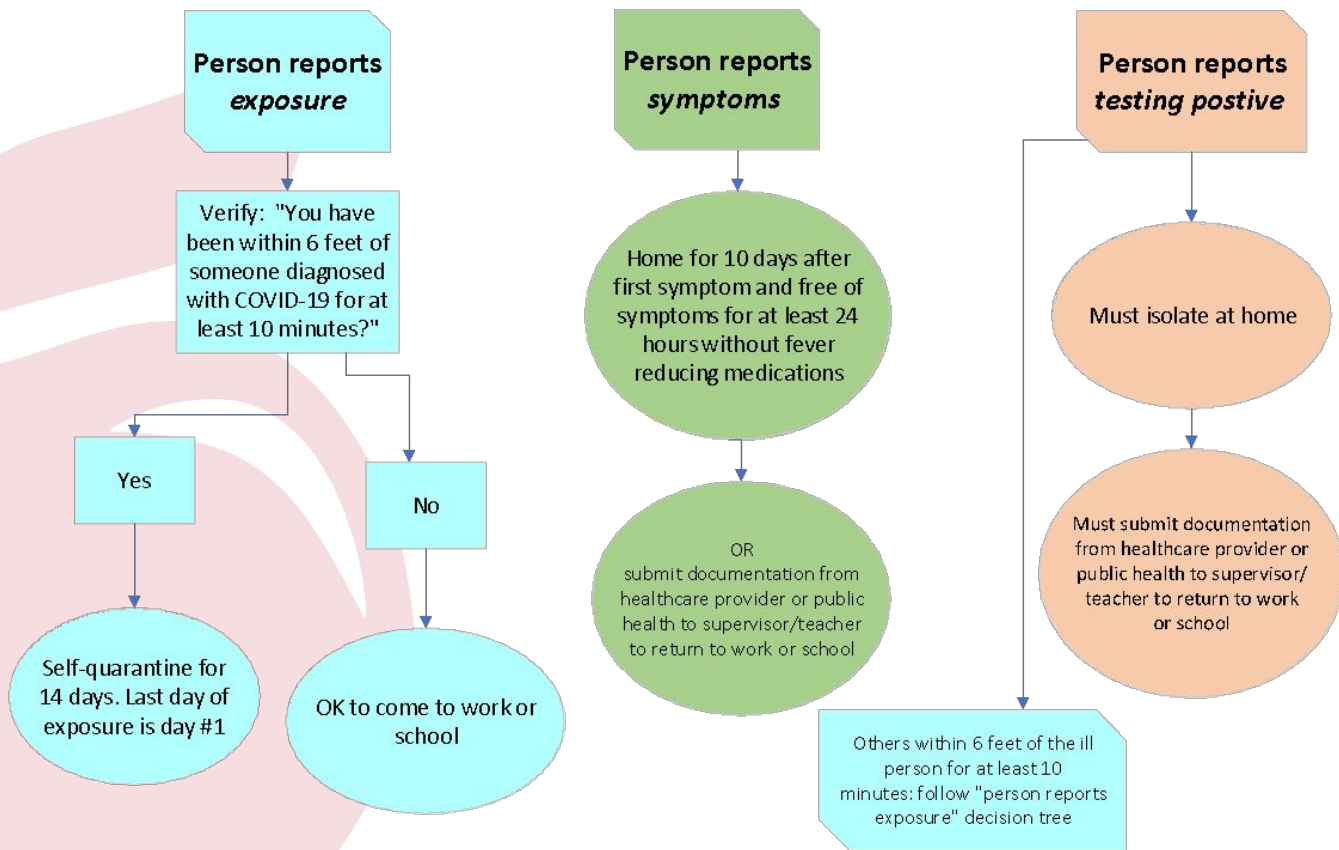
- Self-Report or notification by CPH
- Completion of Tracking Form by supervisor or School Nurse
- Stay home and isolate until released to return to work by Health Care Provider
- Notify Human Resources ([leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us))
- Contact Investigation
  - Days that person was at work, last day at work
  - Was that person within 6 feet of other individuals for 10 minutes or more
- Notification of individuals in CCS with possible exposure

# Protocol When a Student Comes to School Sick During the COVID-19 Pandemic



- Identify if student has symptom(s) of COVID-19 (CDC, 2020)
- If student exhibits one or more symptom(s) of COVID-19
  - Assure mask is worn
  - Escort to identified separation room
  - Notify parent and request immediate pick-up
- Completion of Tracking Form by designated staff member or School Nurse
- Notify parent of quarantine:
  - Must stay home 10 days AND 24 hours fever-free without medication and improvement of symptoms OR a health care provider documentation to return earlier
- If sickness not COVID related, see School Nurse or follow First Aid protocol

## COVID-19 Tracking Algorithm





# Operations Reopening Plan

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August 18, 2020**