



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

February 3, 2021

# Reopen Strong COVID-19 Operations Handbook Langley ES

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## Things You Won't Find Here

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There are several documents that don't belong or are too large to fit in the operations manual and you will need to find elsewhere. Some of these documents include:

- Master schedule (POC: AP Baer)
- Student rosters (POC: Colin & Ms. Graham)
- Attendance policies (POC: Colin & Ms. Graham)
- Behavior response plan (POC: Dean Robinson)
- Technology documents (POC: AP Aggarwal)

# Building Info

## Facilities Overview

| Facilities Overview                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Number of entrances &amp; exits and how many will be used</i>                       | Approximately 8 entrances and exits (including back and sides). All staff, students, and visitors will enter through the front entrance. Elevator contractors and food delivery for the kitchen may enter through the back.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <i>Number of general education classrooms and how many will be used</i>                | 8<br><i>Includes two ECE rooms and two CARE rooms.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <i>Number of specials classrooms and how many will be used</i>                         | 4<br><i>Rooms are solely for the use of inner core teachers. Students will remain in their classrooms for inner core instruction (except for PE which will be in the gym or outside depending on weather and timing with recess).</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Number of ECE classrooms and how many will be used</i>                              | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Number of self-contained special education classrooms and how many will be used</i> | 2 (1 CES and 1 BES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Number of resource or support services rooms and how many will be used</i>          | 6<br><i>Rooms are primarily for the use of resource teachers and support staff. A very small number of students may be pulled out for in-person services.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Number of office or shared staff spaces and how many will be used</i>               | <p>Offices: (9)</p> <ul style="list-style-type: none"> <li>• Basement – Custodial Office, Cafeteria (2)</li> <li>• 1<sup>st</sup> floor - Principal, AP ELA, DSL, SPIN Coordinator (4)</li> <li>• 2<sup>nd</sup> floor - Connected Schools Manager, Social Worker (2)</li> <li>• 3<sup>rd</sup> floor - Social Workers (3)</li> </ul> <p>Shared: (8)</p> <ul style="list-style-type: none"> <li>• Basement - West Side Gym (1)</li> <li>• 1<sup>st</sup> floor - Main Office, Staff Lounge, Conference Room, Room 143* (4)</li> <li>• 2<sup>nd</sup> floor - Room 223* (1)</li> <li>• 3<sup>rd</sup> floor - Copier Room, Foodprints* (2)</li> </ul> <p><i>* converting to socially distanced staff break rooms</i></p> <p><i>Excludes gym on McKinley side entrance due to elevator construction.</i></p> |
| <i>Number of student and adult bathrooms</i>                                           | <p>Students (general): 6</p> <p>Students (in classroom): 12</p> <p>Staff: 3 plus 2 within offices (Principal and ELA AP)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Accessible large green space and/or garden area</i>                                 | <p>Garden</p> <p>Harry Thomas Rec Center</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                    |                                                                             |
|------------------------------------|-----------------------------------------------------------------------------|
| <i>Playground and/or structure</i> | ECE Playground<br>Harry Thomas Rec Center (do not intend to use playground) |
|------------------------------------|-----------------------------------------------------------------------------|

## Facilities Overview

| Key Operational Locations     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Need                          | Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Location(s) in Your School                                                                                   |
| <b>Arrival Space</b>          | <p>Each school should designate a minimum of one entry point.</p> <ul style="list-style-type: none"> <li>The entry point that most allows for social distancing/staff oversight should be selected.</li> </ul> <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><u>Staff (7am-8:10am)</u><br/>Front entrance</p> <p><u>Student (8:15am-8:45am)</u><br/>Front entrance</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 ensuite 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>Room 113 (primary)<br/>Room 122 (secondary)</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>Main Office (1-4 students)<br/>Foyer (5+ students)</p>                                                    |

|  |                                                                                                                                          |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | For additional information on scenarios in which students would come to this room, please see “Unanticipated Student Scenarios” section. |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------|--|



## Points of Contact

| Core Operations Team              |                            |                         |                                     |                                |
|-----------------------------------|----------------------------|-------------------------|-------------------------------------|--------------------------------|
|                                   |                            | First POC               | Second POC                          | Third POC<br>(When applicable) |
| <b>Leadership/<br/>Operations</b> | <b>Name &amp; Position</b> | Colin Welch<br>DSL      | Kristina Kellogg<br>Principal       | John Barkley<br>Foreman        |
|                                   | <b>Phone Number</b>        | 202-425-7895            | 202-695-5308                        | 202-251-9340                   |
|                                   | <b>Email Address</b>       | colin.welch@k12.dc.gov  | kristina.kellogg@k12.dc.gov         | john.barkley@k12.dc.gov        |
| <b>Custodial<br/>Maintenance</b>  | <b>Name &amp; Position</b> | John Barkley<br>Foreman | Torrence Miller<br>Custodian (RW-5) | Colin Welch<br>DSL             |
|                                   | <b>Phone Number</b>        | 202-251-9340            | 301-701-0296                        | 202-425-7895                   |
|                                   | <b>Email Address</b>       | john.barkley@k12.dc.gov | torrence.miller@k12.dc.gov          | colin.welch@k12.dc.gov         |
| <b>Security</b>                   | <b>Name &amp; Position</b> | Colin Welch<br>DSL      | Sandi Baer<br>Assistant Principal   | Kristina Kellogg<br>Principal  |
|                                   | <b>Phone Number</b>        | 202-425-7895            | 202-499-0644                        | 202-695-5308                   |
|                                   | <b>Email Address</b>       | colin.welch@k12.dc.gov  | sandi.baer2@k12.dc.gov              | kristina.kellogg@k12.dc.gov    |

| Additional Key Points of Contact                               |                            |                                      |                               |                                |
|----------------------------------------------------------------|----------------------------|--------------------------------------|-------------------------------|--------------------------------|
|                                                                |                            | First POC                            | Second POC                    | Third POC<br>(When applicable) |
| <b>COVID-19<br/>Response<br/>Protocols (IRT<br/>Designees)</b> | <b>Name &amp; Position</b> | Colin Welch<br>DSL                   | Kristina Kellogg<br>Principal |                                |
|                                                                | <b>Phone Number</b>        | 202-425-7895                         | 202-695-5308                  |                                |
|                                                                | <b>Email Address</b>       | colin.welch@k12.dc.gov               | kristina.kellogg@k12.dc.gov   |                                |
| <b>Supply &amp;<br/>Inventory<br/>Management</b>               | <b>Name &amp; Position</b> | Colin Welch<br>DSL                   | John Barkley<br>Foreman       |                                |
|                                                                | <b>Phone Number</b>        | 202-425-7895                         | 202-251-9340                  |                                |
|                                                                | <b>Email Address</b>       | colin.welch@k12.dc.gov               | john.barkley@k12.dc.gov       |                                |
| <b>Technology<br/>Management</b>                               | <b>Name &amp; Position</b> | Alka Aggarwal<br>Assistant Principal | Latisha Smith<br>Librarian    | Kenny James<br>Ops Specialist  |

|                                                     |                            |                                             |                                    |                                       |
|-----------------------------------------------------|----------------------------|---------------------------------------------|------------------------------------|---------------------------------------|
|                                                     | <b>Phone Number</b>        | 202-258-9299                                | 240-432-3553                       | 202-494-5814                          |
|                                                     | <b>Email Address</b>       | alka.aggarwal@k12.dc.gov                    | latisha.smith@k12.dc.gov           | kenny.james@k12.dc.gov                |
| <b>ECE Program Coordination (if applicable)</b>     | <b>Name &amp; Position</b> | Kristina Kellogg<br>Principal               | Anna Kennedy<br>Teacher & ECE Lead | Karen Better<br>Teacher & ECE Co-Lead |
|                                                     | <b>Phone Number</b>        | 202-695-5308                                | -                                  | -                                     |
|                                                     | <b>Email Address</b>       | kristina.kellogg@k12.dc.gov                 | Anna.Zinkgraf@k12.dc.gov           | karen.better@k12.dc.gov               |
| <b>Specialized Instruction Program Coordination</b> | <b>Name &amp; Position</b> | Victoria Lyles<br>SPIN Coordinator          | Kristina Kellogg<br>Principal      |                                       |
|                                                     | <b>Phone Number</b>        | 202-815-5015                                | 202-695-5308                       |                                       |
|                                                     | <b>Email Address</b>       | victoria.lyles@k12.dc.gov                   | kristina.kellogg@k12.dc.gov        |                                       |
| <b>Out of School Time Programs</b>                  | <b>Name &amp; Position</b> | Kristina Kellogg<br>Principal               | Colin Welch<br>DSL                 |                                       |
|                                                     | <b>Phone Number</b>        | 202-695-5308                                | 202-425-7895                       |                                       |
|                                                     | <b>Email Address</b>       | kristina.kellogg@k12.dc.gov                 | colin.welch@k12.dc.gov             |                                       |
| <b>Partners (if applicable)</b>                     | <b>Name &amp; Position</b> | Dwayne Carr<br>Connected Schools<br>Manager | Colin Welch<br>DSL                 |                                       |
|                                                     | <b>Phone Number</b>        | 908-487-1017                                | 202-425-7895                       |                                       |
|                                                     | <b>Email Address</b>       | dwayne.carr@k12.dc.gov                      | colin.welch@k12.dc.gov             |                                       |

# Langley Operations

## Staff Roster, Room Numbers, and Extensions

Updated February 3, 2021

| School Leadership, Administrative & Support Team |                         |      |         |                                                                                    |
|--------------------------------------------------|-------------------------|------|---------|------------------------------------------------------------------------------------|
| Principal                                        | Ms. Kristina Kellogg    | 106  | 1271101 | <a href="mailto:Kristina.kellogg@k12.dc.gov">Kristina.kellogg@k12.dc.gov</a>       |
| Assistant Principal of ELA                       | Ms. Sandi Baer          | 155  | 1271102 | <a href="mailto:Sandi.baer2@k12.dc.gov">Sandi.baer2@k12.dc.gov</a>                 |
| Assistant Principal of STEM                      | Ms. Alka Aggarwal       | 226  | 1271103 | <a href="mailto:alka.aggarwal@k12.dc.gov">alka.aggarwal@k12.dc.gov</a>             |
| Director of Strategy & Logistics                 | Mr. Colin Welch         | 105  | 1271105 | <a href="mailto:Colin.welch@k12.dc.gov">Colin.welch@k12.dc.gov</a>                 |
| Connected Schools Manager                        | Mr. Dwaine Carr         | 219  | 1271125 | <a href="mailto:dwaine.carr@k12.dc.gov">dwaine.carr@k12.dc.gov</a>                 |
| Special Education Coordinator                    | Ms. Victoria Lyles      | 188  | 1271120 | <a href="mailto:Victoria.Lyles@k12.dc.gov">Victoria.Lyles@k12.dc.gov</a>           |
| Classroom Teachers & Support                     |                         |      |         |                                                                                    |
| PK3/4 Multiage Teacher                           | Ms. Anna Kennedy        | 149  | 1271303 | <a href="mailto:anna.zinkgraf@k12.dc.gov">anna.zinkgraf@k12.dc.gov</a>             |
| Educational Aide (PK3/4)                         | Ms. Deborah Stepman     | 149  | 1271303 | <a href="mailto:Deborah.stepman@k12.dc.gov">Deborah.stepman@k12.dc.gov</a>         |
| PK4 Teacher                                      | Ms. Megan McDonald      | 133  | 1271302 | <a href="mailto:Megan.McDonald@k12.dc.gov">Megan.McDonald@k12.dc.gov</a>           |
| Educational Aide (PK4)                           | Mr. Mike Harrison       | 133  | 1271302 | <a href="mailto:Michael.Harrison@k12.dc.gov">Michael.Harrison@k12.dc.gov</a>       |
| Kindergarten Teacher                             | Ms. Heather Murphy      | 221  | 1271306 | <a href="mailto:heather.murphy@k12.dc.gov">heather.murphy@k12.dc.gov</a>           |
| Educational Aide (K)                             | Ms. Diane Wiggins       | 221  | 1271306 | <a href="mailto:diane.jordan@k12.dc.gov">diane.jordan@k12.dc.gov</a>               |
| Grade 1 Math/Science Teacher                     | Ms. Stephanie Foxworth  | 202  | 1271310 | <a href="mailto:Stephanie.Foxworth@k12.dc.gov">Stephanie.Foxworth@k12.dc.gov</a>   |
| Grade 3 Math/Science Teacher                     | Ms. Eleanor Maduako     | 302  | 1271313 | <a href="mailto:Eleanor.maduako@k12.dc.gov">Eleanor.maduako@k12.dc.gov</a>         |
| Grade 5 ELA/Social Studies Teacher               | Ms. Nadia Rose El-Erian | 304  | 1271314 | <a href="mailto:NadiaRose.El-Erian@k12.dc.gov">NadiaRose.El-Erian@k12.dc.gov</a>   |
| BES Teacher (1-3)                                | Ms. Monica Vigo         | 232  | 1271319 | <a href="mailto:monica.vigo@k12.dc.gov">monica.vigo@k12.dc.gov</a>                 |
| Behavior Technician (BES 1-3)                    | Mr. Jerenzo Redmond     | 232  | 1271319 | <a href="mailto:Jerenzo.Redmon@k12.dc.gov">Jerenzo.Redmon@k12.dc.gov</a>           |
| CES Teacher (PK-K)                               | Ms. Tonia Collins       | 137  | 1271321 | <a href="mailto:Tonia.Collins@k12.dc.gov">Tonia.Collins@k12.dc.gov</a>             |
| Educational Aide (CES PK-K)                      | Ms. Anaya Stewart       | 137  | 1271321 | <a href="mailto:Anaya.stewart@k12.dc.gov">Anaya.stewart@k12.dc.gov</a>             |
| Library & Media Services Teacher                 | Ms. Latisha Smith       | 225  | 1271118 | <a href="mailto:Latisha.Smith@k12.dc.gov">Latisha.Smith@k12.dc.gov</a>             |
| Art Teacher                                      | Ms. Ayesha Johnson      | 320  | 1271326 | <a href="mailto:Ayesha.Johnson@k12.dc.gov">Ayesha.Johnson@k12.dc.gov</a>           |
| Music Teacher                                    | Ms. CaShandra Bacon     | 330  | 1271328 | <a href="mailto:CaShandra.Bacon@k12.dc.gov">CaShandra.Bacon@k12.dc.gov</a>         |
| Physical Education Teacher                       | Ms. Richelle James      | SB36 | 1271325 | <a href="mailto:richelle.james@k12.dc.gov">richelle.james@k12.dc.gov</a>           |
| Schoolwide Specialists & Administrative Support  |                         |      |         |                                                                                    |
| ELA TLI                                          | Ms. Kathleen Wagner     | 305  | 1271315 | <a href="mailto:Kathleen.wagner@k12.dc.gov">Kathleen.wagner@k12.dc.gov</a>         |
| ELL Teacher (3-5)                                | Ms. Emily Naber         | 303  | 1271312 | <a href="mailto:Emily.Naber@k12.dc.gov">Emily.Naber@k12.dc.gov</a>                 |
| Inclusion/Resource Teacher (PK-K)                | Ms. Helen Jackson-Baker | 205  | 1271318 | <a href="mailto:Helen.Jackson-Baker@k12.dc.gov">Helen.Jackson-Baker@k12.dc.gov</a> |
| Inclusion/Resource Teacher (1-2)                 | Ms. Nicole Miller       | 203  | 1271309 | <a href="mailto:Nicole.Miller@k12.dc.gov">Nicole.Miller@k12.dc.gov</a>             |
| Inclusion/Resource Teacher (3-4)                 | Ms. Regina Cox          | 309  | 1271327 | <a href="mailto:Regina.cox@k12.dc.gov">Regina.cox@k12.dc.gov</a>                   |
| Inclusion/Resource Teacher (5)                   | Mr. Kevin Pettit        | 335  | 1271327 | <a href="mailto:kevin.pettit@k12.dc.gov">kevin.pettit@k12.dc.gov</a>               |
| Social Worker                                    | Ms. Ashley Eason        | 323  | 1271103 | <a href="mailto:ashley.eason@k12.dc.gov">ashley.eason@k12.dc.gov</a>               |
| Social Worker                                    | Ms. Monee Hale          | 310  | 1271110 | <a href="mailto:monee.hale@k12.dc.gov">monee.hale@k12.dc.gov</a>                   |
| Social Worker                                    | Ms. Vanessa Wortham     | 230  | 1271109 | <a href="mailto:vanessa.wortham@k12.dc.gov">vanessa.wortham@k12.dc.gov</a>         |

| CARE Facilitators       |                      |       |              |                                                                                    |
|-------------------------|----------------------|-------|--------------|------------------------------------------------------------------------------------|
| Grades 4-5 CARE Room    | Mr. Erwin McClain    | TBD   | -            | <a href="mailto:Erwin.McClain@k12.dc.gov">Erwin.McClain@k12.dc.gov</a>             |
| Grades 4-5 CARE Room    | Mr. Donell Gray      | TBD   | -            | <a href="mailto:Donell.Gray@k12.dc.gov">Donell.Gray@k12.dc.gov</a>                 |
| Grades 2-3 CARE Room    | Ms. Indian Bassil    | 204   | 1271308      | <a href="mailto:bassilindian@gmail.com">bassilindian@gmail.com</a>                 |
| Grades 2-3 CARE Room    | Ms. Natalie Bishop   | 204   | 1271308      | <a href="mailto:n.bishop97@yahoo.com">n.bishop97@yahoo.com</a>                     |
| Grades 2-3 CARE Room    | Ms. Jacquell Cliette | 204   | 1271308      | <a href="mailto:CA-jacquell.cliette@k12.dc.gov">CA-jacquell.cliette@k12.dc.gov</a> |
| Floater                 | Ms. Jennifer Wendel  | -     | -            | <a href="mailto:Jennifer.Wendel@k12.dc.gov">Jennifer.Wendel@k12.dc.gov</a>         |
| Operations Support Team |                      |       |              |                                                                                    |
| Custodial Foreman       | Mr. John Barkley     | B02   | 202-251-9340 | <a href="mailto:John.Barkley@k12.dc.gov">John.Barkley@k12.dc.gov</a>               |
| Custodian               | Mr. Torrence Miller  | B02   | -            | <a href="mailto:Torrence.miller@k12.dc.gov">Torrence.miller@k12.dc.gov</a>         |
| Custodian               | Mr. Dennis Williams  | B02   | -            | <a href="mailto:Dennis.Williams3@k12.dc.gov">Dennis.Williams3@k12.dc.gov</a>       |
| Custodian               | Mr. Malcolm Gibbs    | B02   | -            | <a href="mailto:Malcolm.Gibbs@k12.dc.gov">Malcolm.Gibbs@k12.dc.gov</a>             |
| Nurse                   | Ms. Marietta James   | 109   | 1271107      | <a href="mailto:mjames2@childrensnational.org">mjames2@childrensnational.org</a>   |
| Cafeteria Manager       | Ms. Marchelle Graham | Café  | 1271113      | <a href="mailto:Marchelle.graham@k12.dc.gov">Marchelle.graham@k12.dc.gov</a>       |
| Cook                    | Ms. Rachel Pedrigal  | Café  | 1271113      | <a href="mailto:Rachel.pedrigal@k12.dc.gov">Rachel.pedrigal@k12.dc.gov</a>         |
| Food Service Worker     | Ms. Nicole Nelson    | Café  | 1271113      | <a href="mailto:Nicole.nelson@k12.dc.gov">Nicole.nelson@k12.dc.gov</a>             |
| Food Service Worker     | Ms. Ayana Norman     | Café  | 1271113      | <a href="mailto:Ayana.norman@k12.dc.gov">Ayana.norman@k12.dc.gov</a>               |
| Food Service Worker     | Mr. Lester Redmond   | Café  | 1271113      | <a href="mailto:Lester.Redmond@k12.dc.gov">Lester.Redmond@k12.dc.gov</a>           |
| Food Service Worker     | Mr. James Flood      | Café  | 1271113      | -                                                                                  |
| Security Officer        | Officer Anderson     | Front | 1271108      | -                                                                                  |
| MAXIM Medical Techs     |                      |       |              |                                                                                    |
| Registered Nurse        | Ms. Ginger Pratt     | -     | -            | -                                                                                  |
| Healthcare Tech         | Ms. Kima Yanko       | 113   | 1271305      | -                                                                                  |
|                         |                      | 122   | 1271304      |                                                                                    |
| Healthcare Tech         | Ms. Donika McCaskill | 113   | 1271305      | -                                                                                  |
|                         |                      | 122   | 1271304      |                                                                                    |

## COVID Response Flowchart

### Langley Response Flowchart for COVID Symptoms

*This document is intended to provide school-specific information about how to respond when a child exhibits COVID symptoms during the day. For cases where you learn about a positive case outside the building, contact Principal Kellogg to begin our response protocol.*

#### IMPORTANT REMINDERS

Adults set the tone. Project calm and in control.  
Never leave a child unattended or unsupervised.  
Health info is extremely confidential. Do not share unless directed.  
Trust the experts. Follow the lead of healthcare professionals.

#### Student displays symptoms

Symptoms include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea



#### Adult uses classroom phone to call healthcare techs (1271305)

If no pickup, call the nurse (1271107). Last resort, call Colin or Principal Kellogg.



#### Healthcare techs escort student to the isolation room

Student must always remain under adult supervision, including for the time it takes healthcare techs to respond and arrive at the classroom.



#### Healthcare techs consult with nurse if student has preexisting condition that would explain symptoms

If yes, nurse will examine student. If no, healthcare techs will examine student.



#### Healthcare professionals (techs or nurse) make a determination

If there's a need to isolate and test, nurse will take charge, notify admin, and give directions. Admin will submit incident report and COVID response protocol will kick into gear. If there isn't a need to isolate and test, student will return to classroom to continue instruction.

*\* For DCPS information and policies including a flowchart of the district COVID response protocol visit <https://dcpsreopenstrong.com/health/response/>*

## Personal Protective Equipment (PPE)

| Item          | Intended Use                                                                                                                                                                                                                                                                                                                                                                  | Notes                                |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Medical gowns | <ul style="list-style-type: none"> <li>• Custodial teams can use when cleaning due to suspected or positive cases, as necessary</li> <li>• Staff overseeing Health Isolation Room</li> <li>• Related Service Providers (RSP), as needed</li> <li>• Staff in Special Education Self-Contained Classrooms, as needed</li> <li>• Staffing changing diapers, as needed</li> </ul> | One size fits all                    |
| Gloves        | <ul style="list-style-type: none"> <li>• Custodial teams</li> <li>• Staff in Special Education Self-Contained Classrooms</li> <li>• Related Service Providers (RSPs)</li> <li>• Staff overseeing Health Isolation Room</li> <li>• Staff changing diapers</li> </ul>                                                                                                           | A variety of sizes (S- XXL) provided |
| Shoe covers   | <ul style="list-style-type: none"> <li>• Custodial teams can use when cleaning due to suspected or positive cases</li> <li>• Staff overseeing Health Isolation Room</li> <li>• Related Service Providers (RSP), as needed</li> <li>• Staff in Special Education Self-Contained Classrooms, as needed</li> <li>• Staffing changing diapers, as needed</li> </ul>               | One size fits all                    |
| Goggles       | <ul style="list-style-type: none"> <li>• For staff overseeing HIR</li> </ul>                                                                                                                                                                                                                                                                                                  | One size fits all                    |

## Arrival and Dismissal Posts

Arrival: arrive at post no later than 8:10

Dismissal: arrive at post no later than 3:10

*Students should not use bathrooms at arrival or dismissal (no cohort mixing)*

### Entrance / Lobby

| Staff   | Location                      | Role                                                                               |
|---------|-------------------------------|------------------------------------------------------------------------------------|
| Kellogg | Default to front but flexible | Greet staff and students                                                           |
| Baer    | Main entrance outside         | Greet students, play traffic cop, and assist with Spanish translation for families |
| Lyles   | Lobby/outside                 | Supervise bus riders & assist outside or inside as needed                          |
| Welch   | Lobby                         | Supervise inside lobby (healthcare techs, security, meal pickup)                   |

### 1st Floor

| Staff     | Location                  | Role                                                                  |
|-----------|---------------------------|-----------------------------------------------------------------------|
| Naber     | Outside Baer's office     | Direct students towards/from ECE or stairwell & boys bathroom monitor |
| Carr      | Side entrance / stairwell | Direct students upstairs or toward dismissal                          |
| Bacon     | Hallway outside room 143  | Friendly face for students heading to/from McDonald's class           |
| A Johnson | Hallway outside room 137  | Friendly face for students heading to/from McDonald's class           |

### 2nd Floor

| Staff         | Location                 | Role                                                                                |
|---------------|--------------------------|-------------------------------------------------------------------------------------|
| Wortham       | Stairwell                | Direct students to second floor classroom or upstairs (or downstairs for dismissal) |
| Eason         | Hallway outside room 201 | Direct students as they are coming to/from stairwell & boys bathroom monitor        |
| Miller        | Hallway outside room 203 | Direct students & step in to assist as needed                                       |
| Jackson-Baker | Hallway outside room 205 | Direct students & girls bathroom monitor*                                           |
| James         | Hallway outside PD room  | Friendly face for students heading to/from Murphy's class                           |
| L Smith       | Hallway outside library  | Friendly face for students heading to/from Murphy's class                           |



### 3rd Floor

| Staff  | Location                 | Role                                                                         |
|--------|--------------------------|------------------------------------------------------------------------------|
| Pettit | Stairwell                | Direct students to third floor classroom (or downstairs for dismissal)       |
| Cox    | Hallway outside room 302 | Direct students as they are coming to/from stairwell & boys bathroom monitor |
| Hale   | Hallway outside room 304 | Direct students & girls bathroom monitor                                     |

### Cohort Supervision

|                  | Cohort Team                          | Breakfast Supervision (in the classroom) from 8:20-8:40 am |
|------------------|--------------------------------------|------------------------------------------------------------|
| <b>Pre-K 3/4</b> | Kennedy, Stepman, Supplemental Staff | Stepman                                                    |
| <b>Pre-K 4</b>   | McDonald, Harrison, A Johnson        | Harrison                                                   |
| <b>K</b>         | Murphy, Wiggins, Jackson-Baker       | Wiggins                                                    |
| <b>1</b>         | Foxworth, Miller, James              | Wagner                                                     |
| <b>3</b>         | Maduako, Cox, Bacon                  | Wortham                                                    |
| <b>5</b>         | El-Erian, Pettit, L Smith            | El-Erian/Pettit/L Smith                                    |
| <b>CES</b>       | Collins, Stewart, Brooks             | Stewart/Brooks                                             |
| <b>BES</b>       | Vigo, Redmond, Hale                  | Redmond                                                    |

## Arrival Process

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**Staff Arrival: 7:00-8:00**

**Student Arrival: 8:15-8:45**

**Key roles at front entrance:**

- Baer: Greet families and direct them where to line up. Enforce expectations around families remaining 6 feet apart while staying in line.
- Kellogg: Greet families and students as they approach the door. Check that students are on the in-person roster and have up-to-date immunizations prior to allowing entry.
- Lyles: Hand out consent form packets to first-time families and collect completed forms if families have them. Explain contents and that we need them signed and returned.

**Process:**

- PreK-5th grade families line up around outside of playground. Markers will be placed to indicate 6 feet distance. Tents will be put up depending on weather.
- At 8:15am, doors will be propped open. Healthcare techs will take their place and begin screening students for arrival.
  - Tech 1 will complete Ask Ask protocol outside.
  - Tech 2 will complete temperature screen and Look protocol inside.
- If successful, students proceed through propped doors to grab meal and head to classroom. Greeters will be posted along the route to guide and monitor students.
- If not successful, students will return home with family and incident logged for reporting in IRT.

**OSSE transportation:**

- All Buses will have numbered sheets visible in windows
- Students arrive to Langley at McKinley side entrance
- Lyles checks in bus
  - Arrival time
  - Number of students
  - Student information
- Lyles escorts students to front entrance to complete “Ask Ask Look” protocol
  - If successful, lead radios for student transporter
  - If unsuccessful, student remains on bus and incident logged for reporting in IRT
- Student transporter reports to front entrance and walks student to classroom

## Dismissal Process

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### Outdoor Locations for PreK (3:00-3:10pm)

PK 3/4: Garden

PK4: Playground

### Outdoor Locations for K-5 (3:15-3:30pm)

KG: Playground

1st: Garden

3rd: Garden Walkway

5th: Playground Walkway

### Location for Inclement Weather

All Grades: Main Entrance

#### **Notes:**

- For safety and logistical reasons, dismissal will take place outdoors as much as possible.
- Guardians or authorized pickups will need to bring photo ID. If there is inclement weather (dismissal at the main entrance) and they do not have a photo ID, they will need to wait to the side until a teacher or other staff member is available to make a visual identification.

#### **Dismissal timeline:**

- 2:45 - Cut off for early dismissal.
- 2:45 - Tents are set up outside depending on weather.
- 2:55 - PA announcement to prepare for PreK dismissal.
- 3:00 - PA announcement for PreK to escort classes to designated dismissal areas.
- 3:10 - PA announcement to prepare for K-5 dismissal.
- 3:15 - PA announcement is made for K-5 to escort classes to designated dismissal areas.

#### **OSSE transportation:**

- Student transporters make sure radios are charged and functioning properly\*
- Lyles reports to front entrance to monitor bus arrival
- Lyles checks in buses as they arrive
  - Arrival time
  - Check student pick up list
- Lyles radios for students (class-by-class if they are in different classes)
- Student transporter brings student to bus using hand-to-hand transfer to bus attendant

*\* Student transporter will vary by class but typically will be classroom aides*

#### **Inclement weather:**

- Students stay in classrooms.

- Parents line up out front. Tents are set up to provide shelter while lining up. As parents arrive, leadership is posted out front to check IDs against guardian and pickup list.
- If ID checks out, leadership radios for student. Staff posted in hallways with radios confirm. For ECE, aides walk students out to exit. For K-5, staff posted in hallways without radios walk students to exit.
- If ID does not check out, adult is asked to wait to the side until staff is available to either offer a visual identification or call the guardian to authorize pickup.

## Lunch Times and Locations

### Block A

Lunch: 11:45-12:05

Recess: 12:10-12:30

Classes: PK 3/4, K, 3rd, Collins, CARE

### Block A Recess Locations

|       |         | Weather Permitting |         |                    |
|-------|---------|--------------------|---------|--------------------|
|       | Gym     | Playground         | Garden  | Harry Thomas Field |
| Mon.  | PK 3/4  | Kinder             | Collins | 3rd                |
| Tues. | Kinder  | PK 3/4             | Collins | 3rd                |
| Thur. | 3rd     | PK 3/4             | Collins | Kinder             |
| Fri.  | Collins | PK 3/4             | Kinder  | 3rd                |

### Block B

Recess: 11:45-12:05

Lunch: 12:10-12:30

Classes: PK 4, 1st, 5th, Vigo

### Block B Recess Locations

|       |                 | Weather Permitting |        |                    |
|-------|-----------------|--------------------|--------|--------------------|
|       | Gym             | Playground         | Garden | Harry Thomas Field |
| Mon.  | PK 4            | Vigo               | 1st    | 5th                |
| Tues. | 1 <sup>st</sup> | Vigo               | PK4    | 5th                |
| Thur. | 5 <sup>th</sup> | Vigo               | PK4    | 1st                |
| Fri.  | Vigo            | 1st                | PK4    | 5th                |

## Water and Bathrooms

### Water

Water fountains in hallways are turned off to prevent viral spread at commonly touched surfaces.

Water bottles will be provided to students at breakfast grab and go. Additional water bottles will be placed in classrooms for students and teachers in those classrooms. Students may also bring their own from home. Water bottles will be posted in the hallway of each floor for staff.

### Bathrooms

Restroom use will be modified to limit the number of cohorts and people using the same. Restrooms will be cleaned throughout the day.

#### **ECE**

Students take turns using the restrooms in the ECE classroom. If multiple students need to use the restroom at the same time teacher or aide will escort that student(s) to the restroom on the first floor in the hallway.

#### **K-5 (scheduled)**

Master schedule will include staggered bathroom break times in the morning, afternoon and during transition to and from recess. K-2 will use second floor restrooms and 3-5 will use third floor restrooms.

#### **K-5 (unscheduled)**

If there are two staff members in the room, one adult will take student(s) to the restroom. If there is only one adult in the room, staff member will call main office (or assigned POC depending on staffing) to request bathroom escort. Staff member will escort student(s) to the restroom and check the restroom before student(s) enter to confirm number of students currently in restroom. If no other students are in restroom, student(s) will enter following COVID guidance.

## Emergency Response Plan

The safety and security of the school family is our number one priority. All classrooms and common spaces must have the *School Emergency Procedures Flip Chart* hanging near the door as well as an evacuation map posted in the classroom or work space.

### Key Roles

**Lead:** Colin Welch, DSL

**Backup Lead:** Kristina Kellogg, Principal

**Floor Monitors:**

| Floor    | Monitor 1                        | Backup Monitor                     |
|----------|----------------------------------|------------------------------------|
| Basement | John Barkley, Foreman            | Dwaine Carr, CSM                   |
| 1        | Security Officer                 | Sandi Baer, Assistant Principal    |
| 2        | Victoria Lyles, SPIN Coordinator | Alka Aggarwal, Assistant Principal |
| 3        | Vanessa Wortham, Social Worker   | Monee Hale, Social Worker          |

### Fire Drill & Evacuation

The ringing of the fire alarm will signal a fire drill. The goal is to exit all students and staff out of the building quickly and safely.

#### Classroom Protocol:

- Take the *School Emergency Procedures Guide* with you and a class roster. Exit the building using the evacuation route posted in your room. Proceed to fire drill evacuation site: sidewalk In Front of McKinley Tech or sidewalk in front of Langley staff parking lot (see photo below).
- Upon reaching your designated safe area staff members take roll. Identify any missing students or students you acquired during evacuation.
- Hold the laminated card up that reflects that status of your class:
  - Green** - all students that were present in your class safely escorted the building and are with you in the designated space.
  - Yellow** - all students that were present in your class safely escorted the building; however, you have additional students who were not in your class with your line.
  - Red** - all students that were present in your class are not accounted for.
- Wait quietly for the “all clear” signal is given by the safety monitors.
- Re-enter the building based upon those nearest the re-entry doors.

#### Floor Monitors:

- Sweep your assigned hallway checking all classrooms, restrooms, and any other spaces students might be.

- If you sweep and find students make your way to the closest exit and quickly report to one of the outdoor monitors holding a walkie-talkie so you can walk the student to join his/her class.
- When you hear the Admin team in charge ask on the walkie-talkie “Is the \_\_\_\_\_ floor clear of students and staff?” reply with “\_\_\_\_\_ floor is all clear.”
- Join classrooms outside and support supervision

#### Outdoor Monitors:

| Evacuation Location                                   | Assigned Staff Members |
|-------------------------------------------------------|------------------------|
| Grassy Area in Front of Staff Parking Lot (West Side) | Sandi Baer             |
| Grassy Area in Front of McKinley (East Side)          | Dwaine Carr            |

- Take your assigned posts.
- Direct students and staff safely across streets, up steps or parking lot entrances.
- Monitor teachers holding up their Emergency Books. If they are all holding up:
  - **Green** - radio “All Clear” and give the name of your location
  - **Yellow** - radio that you have an extra student at your location.
  - **Red** - radio that you have an emergency and explain the situation as clearly as you can.
- Communicate with leads the status of your area.
- Wait for the signal to go in from leads

### Lockdown Drill

Lockdowns are used to protect building occupants from potential dangers in the building or outside. A Lockdown Announcement will be made via intercom and/or emergency response team members will come to classrooms and say “lockdown”. Teachers and staff should immediately follow protocol.

#### Protocol:

- Students and staff are to be cleared from the halls immediately and report to the nearest available classroom or locked space.
- Lock doors. Turn off lights. Move students and staff out of sight.
- Display Emergency Procedures Guide under the door to indicate the following to first responders:
  - **Red** side out – need assistance or help
  - **Green** side out – no assistance needed/all clear
- Document attendance

Note: Upon a real “Lockdown”, after the clear signal is given, students should be escorted back to their homeroom to ensure every child is accounted for.

#### Floor Monitors:

- Sweep your assigned floor checking all classrooms, restrooms, and any other spaces students might be.
- Make sure each classroom is following the protocol for the drill and in place. (Lights off, doors locked, kids out of sight, emergency drill book slid under door)
- When you hear the Admin team in charge ask on the walkie-talkie “Is the \_\_\_\_\_ floor clear of students and staff?” reply with “\_\_\_\_\_ floor is all clear.”



## Langley Evacuation Sites



Evacuation Sites (short term)

Evacuation Sites (extended events)