



AUGUST 2020
COVID-19 RETURN TO SCHOOL CAMPUS
GUIDELINES, POLICIES, AND PROCEDURES

Crescent City Schools (“CCS”) recognizes that our students and staff want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is likely impossible for things to go back to the way they were prior to COVID-19.

As our schools gradually re-open, CCS is implementing these interim guidelines, policies, and procedures until further notice in an effort to minimize the risk that COVID-19 will impact our operations going forward. The health and safety of our students, staff, and school community is our top priority.

CCS reserves the right to alter or amend these interim guidelines, policies, and procedures in its sole discretion as new information and guidance is issued at the federal, state, and local level.

1. CDC, OSHA, BESE, & NOLA-PS Guidelines

In addition to these guidelines, policies, and procedures, applicable BESE, NOLA-PS, CDC, & OSHA Guidelines related to COVID-19 can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

[https://go.boarddocs.com/la/bese/Board.nsf/files/BRDTN97824FB/\\$file/B126.pdf](https://go.boarddocs.com/la/bese/Board.nsf/files/BRDTN97824FB/$file/B126.pdf)

<https://nolapublicschools.com/roadmap>

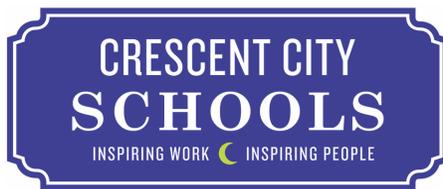
Everyone at CCS has a personal responsibility to help mitigate the risk that COVID-19 will impact our students, staff, visitors, and/or school operations.

2. Employee and Student Return to Campus Policies and Procedures

a. Expectations for Employees to Return to Campus

All employees are expected to return to work in accordance with the school calendar and policies as developed based on federal, state, and local directives.

Employees may be asked to report to work at different times and/or on different days. Staggering shifts will reduce the likelihood that large groups of people are arriving at (or leaving) work at any given time. Alternative schedules may also be implemented to avoid large numbers of people being physically present in the



schools at a given time. Working on school campuses on weekends or outside of regular school hours is permitted as coordinated through the school leader.

If an employee believes that he/she needs an accommodation due to increased risk of contracting COVID-19, the employee should contact his/her principal or other supervisor. Absent undue hardship, reasonable accommodations will be made for at-risk employees following an individualized assessment.

b. Accessing the Campus for Employees and Students

All individuals should do their part to prevent the potential spread of COVID-19. To that end, everyone should:

- Wear a mask or other face covering;
- Frequently wash or sanitize their hands;
- Maintain a distance of at least 6 feet from others when possible; and
- Avoid unnecessary contact with surfaces and objects.

No one will be allowed to enter the campus or classroom unless he or she is wearing a mask or other face-covering (additional details regarding masks or face-coverings is provided below). All employees, students, and third-party visitors should also wear a mask or face-covering while in public and common areas of the school campus (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, etc.). It is acceptable to remove one's mask or face-covering if one is alone in an enclosed space (office or classroom) and no other person has been in that space for at least twenty minutes. If someone enters the enclosed space, the mask or face-covering must be put back on.

1) Mask and Face-Covering¹ Requirement:

- a) Students must wear a mask or face covering on campus at all times.
- b) All adults are required to wear a mask or face-covering while on campus and not alone in an enclosed space.
- c) Facemasks will be provided to staff, students, and visitors.

2) Personal Hygiene & Proper Etiquette:

All employees and students are expected to practice good hygiene. To that end:

- a) Employees and students must wash or sanitize hands:
 - upon arrival on campus;
 - every two hours;
 - before and after eating;

¹ Face-covering – as defined by BESE – is a piece of material used to cover both the nose and mouth for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed, or exhaled when talking. Face-coverings are meant to protect both the wearer of the covering and surrounding individuals.



- before and after using shared equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment); and
 - before exiting the school campus.
- b) Everyone should avoid touching one's eyes, nose, and mouth.
 - c) Frequently used common areas – including bathrooms – will be cleaned and/or sanitized multiple times per day.
 - d) High-touch surfaces² will be cleaned and/or sanitized multiple times per day.
 - e) No handshaking or other unnecessary physical contact with others is allowed.

Hand sanitizer will be made available to all employees, students, and third-party visitors in multiple locations throughout the school campus.

Hygienic supplies, including soap, hand sanitizer with at least 60% alcohol, disinfectant wipes or spray, paper towels, and tissues will be made readily available to all staff.

c. Health Screenings

Employees and students who are sick or feel like they may be becoming sick should stay at home and not report to the school campus.

Upon daily entry to the school campus, all employees will have to have their temperature taken. Employees will also have to answer the following questions (these questions are subject to change if new information about symptoms and/or contagion of COVID-19 emerge):

- Do you have any of the following: shortness of breath, cough, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
- Have you been tested for COVID-19 at the school's request and are waiting to receive test results?
- In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?
- In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?

² Per BESE, high-touch surfaces are surfaces that are touched frequently, including but not limited to door handles, bathroom fixtures, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.



Employees will then have to attest that they understand it is their obligation to report if they experience any of the symptoms listed above and/or if they are exposed to a person known to have COVID-19.

Any employee with a temperature greater than 100 degrees Fahrenheit or who answers “Yes” to any of the above questions will not be permitted on campus.

If “No” is the answer to all the above questions, then the employee may enter.

Students will also have their temperatures taken upon arrival at school and will be assessed by staff members to look for symptoms of illness or exposure to COVID-19.

Appropriate measures will be taken to ensure proper social distancing while employees and students are waiting to have their temperature taken.

Employees and students should be wearing a mask or face-covering upon arrival at the campus. Upon arrival, all persons will be required to use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily certification set forth above, employees and students may also be assessed for symptoms of COVID-19 upon arrival to the school campus and throughout the school day. Depending on the results of this assessment, employees and students may be sent home.

Anyone showing signs of the above symptoms will be isolated until they can be sent home. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus as soon as possible.

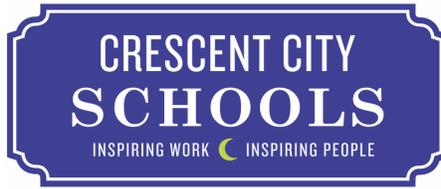
The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for COVID-19.

i. Reporting

CCS shall adhere to NOLA-PS reporting protocols related to reporting positive COVID-19 cases in its schools.

ii. Self-Quarantine Policy and Procedure:

Employees and students who have been in close contact on campus with someone who tests positive for COVID-19 will be notified and will be required to self-isolate off-campus.



iii. Return to Campus Policy and Procedure for Persons WITH symptoms³:

1). With a positive test for COVID-19:

Persons confirmed to have COVID-19 and who have symptoms may discontinue isolation under the following conditions:

- Negative test results for COVID-19, *and*
- Resolution of fever without the use of fever-reducing medications, *and*
- Improvement in respiratory symptoms.

2). Without a positive test for COVID-19:

Persons not confirmed to have had COVID-19 but who have symptoms may discontinue isolation under the following conditions:

- A different diagnosis from their doctor that explains the symptoms, *or*
- Negative test results for COVID-19, *and*
- Resolution of fever without the use of fever-reducing medications, *and*
- Improvement in respiratory symptoms.

iv. Return to Campus Policy and Procedure for Persons WITHOUT symptoms⁴:

1). With a positive test for COVID-19:

Persons confirmed to have COVID-19 but who do not have symptoms may discontinue isolation under the following conditions:

- Negative test results for COVID-19.

2). Without a positive test for COVID-19:

Persons not confirmed to have had COVID-19 who have not had symptoms (but who were exposed to a person confirmed to have COVID-19) may discontinue isolation under the following conditions:

- 14 days have passed since the last exposure.

Employees and students may be asked to submit to COVID-19 testing. If anyone tests positive, he/she will be sent home. Employees and students who test positive are encouraged to contact a qualified health care professional for additional guidance. Anyone who tests positive will be allowed to return to work in accordance with the above procedures and/or then existing CDC, state, and local guidelines. Employee and student confidentiality will be maintained at all times.

³ Recommendation based on CDC and subject to CDC revisions: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

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Any employee or student who refuses to submit to health screenings as provided for in this section will not be given access to the campus and will be sent home.

d. Social Distancing and Group Sizes

Employees and students should practice social distancing when possible and according to City and State law. Employees and students should not be within 6 feet of another individual unless they are in an assigned group, per BESE and NOLA-PS guidelines. This rule applies at all times in all areas unless otherwise notified by School officials.⁵

The maximum group size that may convene indoors in a single room, irrespective of room size, or in an outdoor space at any given time are as follows:

- Phase 1: ten (10) individuals
- Phase 2: twenty-five (25) individuals
- Phase 3: fifty (50) individuals

Students will be assigned to static groups⁶. The static group composition will be maintained for as long as possible over the course of the school year.

e. Special Education

Students with disabilities will continue to receive special education and related services in the least restrictive environment. When creating student groups, the schools will factor in any additional services providers who may need to enter the classroom, students who receive services outside the classroom (e.g. resource, APE), and/or students who received services through alternate instructional methods.

f. Student Attendance

Schools will continue to follow Bulletin 741 and accurately record and report student attendance, whether students are engaging in in-person or virtual instruction.

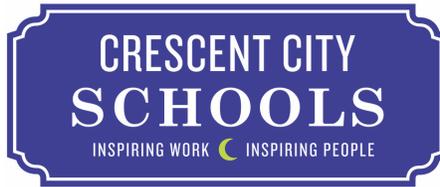
g. Student Transportation

School buses used to transport students will not exceed the following maximum requirements:

- 1) Phase 1: Twenty-five percent (25%), including adults, of school bus manufacturer capacity. Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats.

⁵ Classroom size and composition is subject to change in accordance with the health and needs of the city and in accordance with CDC recommendations.

⁶ A static group is a group whose composition does not change.



- 2) Phase 2: Fifty percent (50%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.
- 3) Phase 3: Seventy-five (75%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.

h. Physical Standards for the Use of School Facilities

When groups convene indoors, they must convene in a room enclosed by a wall or partition. Large rooms, such as gymnasiums and auditoriums, may include more than one group if each group is separated by a wall or partition.

When groups convene outdoors, different groups must remain separated.

The schools will utilize multiple entrances/exits and/or staggered arrivals to limit crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.

If a classroom or other room is used multiple times a day by different employees and/or students, then high touch surfaces must be cleaned before the next group's use (this includes, but is not limited to, desk, computers, and touch-screens). Additionally, 20 minutes should pass between each group's use of the space.

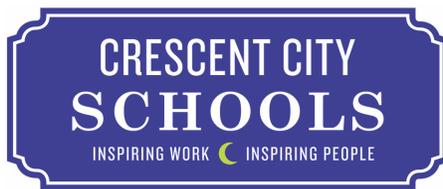
i. Food Services

- 1) Phase 1: Grab-and-go and meal delivery only. No students will be permitted on campus to eat. Employees should adhere to social distancing rules listed above.
- 2) Phase 2: School supplied meals will be consumed in classrooms or in a designated non-congregate setting. For students learning remotely, a meal service option will be created to provide at least two meals per day.
- 3) Phase 3: If cafeterias are used, staggered meal times for each group, adhere to maximum group size, and ensure six feet of distance between students. For students learning remotely, a meal service option will be created to provide at least two meals a day.

j. Travel Restrictions

All non-essential business or student travel is prohibited until further notice. Any business travel must be approved in advance by one's supervisor.

k. Required Training and Postings



All employees must participate in mandatory training regarding COVID-19 best practices, including appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. Additionally, all employees are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Signage will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices to prevent spread of COVID-19.

This policy will be accessible to everyone via the CCS website.

I. Exceptions, Complaints, Reporting Procedure, and Disciplinary Action

Medical or disability impact exceptions to these guidelines, policies, and procedures will be addressed on an individual basis by the school principal.

All employees and students are expected to adhere to these guidelines, policies, and procedures at all times. If anyone witnesses a person failing to adhere to these guidelines, policies, or procedures, they should report it to the school principal. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to the school principal of (1) possible symptoms of COVID-19, (2) confirmed positive test for COVID-19, and/or (3) exposure to someone confirmed to have COVID-19. Quarantine may be required.

3. Student Programming Determinations

Student placement determinations in a distance or in-person education program (when permitted by local city, district, and health officials) will be made in consultation with the parent/guardian. These determinations will take into consideration a student's unique academic, social, emotional, familial, and medical needs of the student, as identified by the student's parent/guardian.

4. Policies and Procedures for Vendors/Visitors/Guests on School Campus

Parents are not allowed on campus unless determined essential by the Administration. Vendors, visitors, and guests should avoid coming to the school unless it is deemed essential by the School Administration. When approved by the School Administration, vendors, visitors, and guests must have their temperature taken upon entrance to confirm their temperature is below 100 degrees Fahrenheit, wear a face-covering or mask, wash or sanitize their hands upon entering campus, and practice social distancing by remaining at least 6 feet away from others and remaining in the School



Administration approved area. Vendors, visitors, and guests will also be given access to hand sanitizer upon entering the campus.