

**AUGUST 2021**  
**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 begin another year, CCS is implementing these 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, & NOLA-PS Guidelines**

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

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

<https://www.osha.gov/coronavirus>

<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.

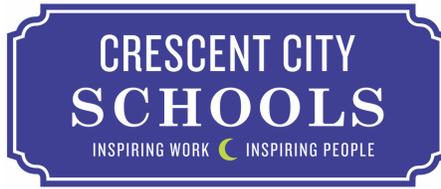
**2. Employee and Student Return to Campus Policies and Procedures**

**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.

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; 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). If someone enters the enclosed space, the mask or face-covering must be put back on.

**1) Vaccination Requirement:**

- a) All staff are required to be fully vaccinated against COVID-19, unless they have been granted a reasonable accommodation that requires exemption from this requirement.
- b) All third-party vendors who work in the school are required to be fully vaccinated against COVID-19.
- c) Eligible students who participate in sports and other extra-curricular activities are required to be fully vaccinated against COVID-19.
- d) When a COVID-19 vaccine is approved for children under age 12, Crescent City Schools reserves the right to mandate that vaccine for students in accordance with state law and policy.

**2) Mask and Face-Covering<sup>1</sup> 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.

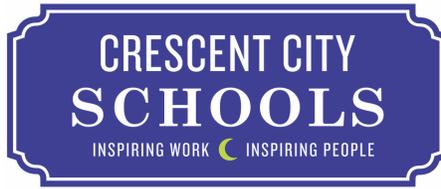
**3) Personal Hygiene:**

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;
  - before and after eating;

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<sup>1</sup> Face-covering 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 surfaces<sup>2</sup> will be cleaned and/or sanitized multiple times per day.
  - e) No handshaking or other unnecessary physical contact with others is allowed.
  - f) Indoor ventilation will be set to increase circulation of outdoor air as much as possible.

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 Monitoring**

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.

Anyone showing symptoms of COVID-19 and with no other diagnosis explaining those 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. Testing**

Each school will have regular on-site COVID-19 testing at a frequency determined by school leadership and subject to change based on local conditions. All students and staff will be given the opportunity to participate in

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<sup>2</sup> 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.



regular testing. Testing may be required at certain points during the year, including after breaks and when there is significant community spread.

**ii. Reporting**

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

**iii. Self-Quarantine Policy and Procedure:**

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

**iv. Return to Campus Policy and Procedure for Persons WITH symptoms:**

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; or 10 days since onset of symptoms or positive test results and clearance from Manager of Network Health Operations, *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.

**v. Return to Campus Policy and Procedure for Persons WITHOUT symptoms:**

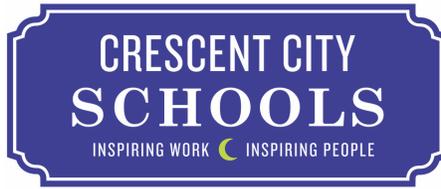
1). With a positive test for COVID-19:

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; or 10 days since positive test results and clearance from Manager of Network Health Operations.

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

Unvaccinated 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:



- 10 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.

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**

Employees and students should practice social distancing when possible and according to City and State law. The school will limit student transitions and mixing to the extent practicable while implementing the school’s programming and required student services.

**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.

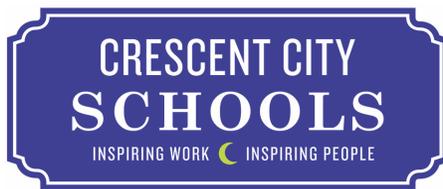
**g. Student Transportation**

The following protocols will be in place on school buses:

- All persons on the bus shall wear face masks at all times.
- Students shall sit in assigned seats.
- Students shall sanitize their hands upon boarding and disembarking.
- Windows shall be down when possible.
- Bus drivers shall be fully vaccinated against COVID-19.

**h. Large Gatherings & Extracurricular Activities**

- Large gatherings will be limited according to maximum group sizes as set by the city.
- All attendees shall wear face coverings.



- Outdoor field trips will be prioritized.
- Student participants in athletics and other extracurriculars must be fully vaccinated against COVID-19, if eligible.
- Music activities that include vocal music and wind instruments will be held outside.

**i. 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 school websites.

**j. 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.