



2020-21 SAFE START
Guidelines & Procedures

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As educators and professionals, it is our passion, calling, and desire to ensure that we provide high-level developmental experiences and opportunities to the students we have the privilege and responsibility to serve. The current challenges we are experiencing with this pandemic create many obstacles to our daily work. However, we are confident that through teamwork, innovation, a commitment to new learning, and a heart to endure temporary inconveniences that come with new routines and new demands, we can accomplish great things with students. Although there are multiple strategies that we can all commit to in order to minimize the spread of this infectious disease, the current guidance suggests that the following should be our highest priorities:

- Ensure hands remain clean throughout the day and properly cover your mouth when coughing and sneezing,
- Comply with maximum group sizes as prescribed for each reopening phase,
- Ensure physical distancing to the greatest extent possible,
- Wear a face covering to protect yourself and others,
- Monitor symptoms to include daily temperature checks, and
- Commit to maximizing sanitation efforts and environmental cleaning.

Although the above list does create challenges for schools, we believe we can organize frameworks and processes that comply with the safety standards so that we can continue to offer services to children in our buildings, especially during Phase 2 and 3. However, these frameworks and processes will require that we overcome inconveniences and new routines such as monitoring individuals for symptoms to include an initial temperature screening, frequent hand sanitizing, the wearing of face coverings, physical distancing to the maximum extent possible, an even greater attention to environmental cleaning, and being more intentional with organized systems for entering buildings, serving lunch, exchanging classes, and exiting each day.

This will also create some different routines in our classes relative to instructional strategies and classroom processes. We will be utilizing digital platforms more than ever, even with students onsite with us. Because of the requirements for physical distancing to the greatest extent possible, students will no longer be able to physically gather up in groups for collaborative learning but will instead likely use digital platforms like Google Meet to enjoy learning together. Even teachers, who would normally work with students in small groups or individually, at some point during the instructional setting will likely utilize digital meeting spaces to accomplish individual and small group student support. Of course, students in younger grades may be in small groups for instructional purposes with physical distancing to the greatest extent possible.

I know we all agree, our teachers and our instructional leaders are second to none, and we are confident that we will accomplish our goal of serving students both in our buildings and online with the excellence that is always characteristic of Ascension Public Schools. We request that you all be patient with us as we work to implement highly-effective instructional strategies and processes while maintaining a high priority for the safety of everyone's health. We have a lot to learn, but good things are ahead. Together, I know we will effectively provide opportunities for students to grow academically, to increase skills around their talents and interest, and to develop social emotional competencies as they experience this unusual and challenging season of life and the school setting.

Respectfully,

David A. Alexander, Superintendent
Ascension Public Schools

FOREWARD

This document represents guidelines and procedures that Ascension Public Schools will implement to ensure that we maximize safety for all staff and students as we provide services to students both in our buildings and online. These guidelines use both the Board of Elementary and Secondary Education (BESE) Bulletin 741, Chapter 4 as well as resources provided by the Louisiana Department of Education (LDOE) , our state agency that works with and supports school districts and school systems to interpret and implement the provisions of the BESE Policy. In addition, these guidelines were developed by way of collaboration among district and school building leaders in Ascension Public Schools and our Nurse Coordinator along with our school nursing staff.

BESE Bulletin 741, Chapter 4 was written to ensure that the safety of students, faculty, staff, and others on school property are protected to the maximum extent possible against COVID-19. This new BESE Policy was developed in coordination with the Center for Disease Control (CDC), LDOE, and the Louisiana Department of Health (LDH). While the requirements outlined in BESE Bulletin 741, Chapter 4 are designed to mitigate the spread of COVID-19 and to create a safe and healthy environment for students, faculty, staff, and others on school property, no requirement or plan guarantees that individuals will not contract COVID-19. State level resources that provide guidance for implementing this new BESE Policy are available on our website (www.apsb.org) as well as the LDOE website (www.louisianabelieves.com). These resources include, but are not limited to, the Strong Start 2020 Guidelines and Resources as well as a robust FAQ that is posted on the LDOE website. It should be noted that if BESE, LDH, CDC, or any other agency in consultation with BESE were to make revisions to any part of the BESE Policy within Bulletin 741, Chapter 4, then the guidance and procedures listed in this Ascension Public Schools document will be revised to reflect those changes. Furthermore, until the process of revision occurs, the new policy, law, or authoritative agency revision will be implemented as mandated even if it conflicts with the language of this document.

I. PREVENTION

A. Screening

1. Anyone with ANY symptoms of illness and/or having a cough, fever (100.4 or higher), chills, muscle pain (achy), shortness of breath/difficulty breathing, vomiting, diarrhea, sore throat or new loss of taste or smell shall stay home or will be sent home. This is an important step in mitigation.
2. APSB will follow absences for students pursuant to BESE Bulletin 741. Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

When a student misses school, their absence falls under four categories:

- a. Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- b. Non-Exempted and Excused: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent ten days. If more school days are offered, then the number of absences also increases.
- c. Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- d. Suspensions: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

During the pandemic, if your child is sick, we encourage you to keep them home. Please contact your school principal or his/her designee for options regarding making-up work and attendance. We will work with every family to ensure that your students' grades will not suffer regardless of how the absence is coded.

3. Upon arriving at the school facility, each adult and student must be assessed for symptoms of COVID-19, as defined by the CDC. This includes an initial temperature check.

COVID-19 assessment screening questions:

- Do you have any of the following?

- i. Cough
 - ii. Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
 - i. Fever of 100.4 or greater
 - ii. Chills
 - iii. Repeated shaking with chills
 - iv. Muscle pain
 - v. Headache
 - vi. Sore throat
 - vii. New loss of taste or smell
- Have you been in close contact with someone that has COVID-19?

If the answer is yes to any of these, the person shall be sent home.

- I. Students – parents should monitor students prior to sending them to school. If a child is sick, they should not be sent to school after taking fever reducing medication. Students in grades 3-12 will be screened with the questions and an initial temperature check each day. Students in grades PK-2 will be observed for symptoms during their temperature check. This will occur no later than in the homeroom or by the end of the first period, as is the guidance of the Louisiana Department of Education FAQ.
- II. Employee – must perform a self-assessment utilizing the symptom questions of illness including a temperature check daily at home and again upon arriving at their work site. Employees shall not report to work after taking fever reducing medication.
- III. Itinerant / Traveling Employee – will receive a wristband once they have taken their temperature at the start of their workday. (i.e., Maintenance, Distro Center, Technology Department, LeBlanc Special Services, etc.)

Wristbands colors will be district wide and an employee should only wear the color designated for that day:

- Monday – Blue
 - Tuesday – Green
 - Wednesday – Orange
 - Thursday – Purple
 - Friday – Yellow
- IV. Bus Drivers – drivers are expected to check their temperature before they leave home and must take their temperature at the school after their first route and receive a wristband.

- V. Adults/Visitors – must obtain a temperature check upon arrival to a school site. (It is understood, there may be exceptions to temperature checks (i.e., may be a different protocol for deliveries, vendors, contractors, etc.)

B. Group Sizes and Social Distancing

Schools will maintain the appropriate group sizes throughout the school day as well as physical distancing to the greatest extent possible as prescribed by reopening guidance for each phase. Groups convening indoors will be separated by walls or a partition, including large spaces. Groups convening outdoors must remain clearly and visibly separated. Where possible, students will be in static groups (same students and adults throughout the day). These static groups may have adults rotate into the group for educational purposes or may move as a static group to another area as needed throughout the day (as per LDOE FAQ guidance). Movement of static groups could include PE, lunch, recess, and other purposes that are aligned with normal school activities.

C. Hand Washing/Sanitizing

Students and adults will sanitize hands upon entry to a bus, entry to the school building, entry to classrooms, and when students change classrooms or least every 2 hours throughout the day. In addition, hand sanitizing shall take place before and after eating lunch and breakfast or anytime the student eats, before and after using outdoor play equipment, and before exiting the school facility. Hand washing is the preferred approach to keeping hands clean, but where hand washing is not available, hand sanitizer will be available.

D. Face Coverings

While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering, as is practical, and to the greatest extent possible. Students in grades 2 and lower may wear a face covering while inside the school facility.

1. Face coverings – 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 face covering and surrounding individuals. (Defined by BESE Bulletin 741, Chapter 4). Shields are not considered a face covering but may be considered as an accommodation as per medical professionals guidance. In addition, bandanas are not considered appropriate face coverings as they do not form a barrier under the chin.
2. Face coverings are required for entry onto a bus (students grade 3-12). If a student does not have a face covering, one will be provided. If the student refuses to cooperate with the required face covering, the student will be referred to the Principal upon arrival at school and could result in temporary loss or permanent loss of transportation privileges.
3. Face coverings are required for entry into the building each day and should remain on as is practical throughout the day, to the greatest extent possible (students grade 3-12, required). If an individual does not have a face covering, one will be provided (student or adult). If the student refuses to cooperate with the requirement by BESE to wear a

face covering, the student will be placed in Time Out to ensure both personal safety and the safety of others. The student's parent or guardian will be contacted for determining obstacles for compliance and partnering to develop a plan and support for compliance. Students that grossly neglect the wearing of face coverings will be referred to their principal. Principals and their staff to include but not limited to, school nurses, counselors, and other support staff will work with parents and students to ensure compliance of this requirement that has been emphasized by LA Office of Public Health and required by BESE Policy. Continual non-compliance with the required face covering safety protocol will result in Willful Disobedience and will be handled accordingly as per the Students Rights and Responsibilities Handbook.

4. The design on a face covering should comply with the guidelines in the Student's Rights and Responsibilities Handbook as it relates to accessories found in the Dress Code section of the handbook. Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
5. Individuals with breathing difficulties should consult their principal or supervisor for accommodations to the requirement of face coverings. Support for these individuals will include consultation with medical experts to include our school nurses as well as our local, state, and regional contacts for medical guidance to determine the appropriate accommodation(s) for an individual that has medical conditions or disabilities that prohibit compliance to the wearing of face coverings.
6. Staff that grossly neglects the wearing of face coverings as required by BESE Policy will be counseled by their immediate supervisor for support and compliance. Continued non-compliance will result in employee discipline as per policy and law.
7. In order for a staff member to be granted an exception based upon a medical or disability issue:
 - a. The staff member shall complete the APSB Face Covering Accommodation Request Form and submit it to their immediate supervisor.
 - b. The accommodation request form shall identify the specific provision of Chapter 4 to which the exception is applicable.
 - c. The accommodation request form shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception.
 - d. If the immediate supervisor is not the Superintendent, the accommodation request form shall be promptly forwarded to the Superintendent, or designee thereof, for review and consideration, and the Superintendent, or designee thereof, shall make a decision within three working days of the Superintendent's receipt of the form.
 - e. If the Superintendent is the immediate supervisor, the Superintendent, or designee thereof, shall make a decision within three working days.
 - f. The written decision of the Superintendent, or designee thereof, shall be provided, by letter, memo, or email, promptly provided to the applicant, and the decision shall be final.

8. In order for a student to be granted an exception based upon a medical or disability issue:
 - a. The parent or legal guardian of the student complete the APSB Face Covering Accommodation Request Form and submit it to the principal of the school in which the student is or will be enrolled.
 - b. The accommodation request form shall identify the specific provision of Chapter 4 to which the exception is applicable.
 - c. For a medical accommodation, the accommodation request form shall include documentation from a qualified medical professional or healthcare provider identifying the medical issue that the applicant contends affords the need for the exception.
 - d. The accommodation request shall also include a reference to whether the exception is related to a service or accommodation afforded in an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan.
 - e. The Principal shall forward the accommodation form, promptly, to the Superintendent, or designee thereof, for review and consideration, and the Superintendent, or designee thereof, shall make a decision within three working days of the receipt of the application.
 - f. However, if the accommodation form references an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan, the Principal shall, before forwarding to the Superintendent, or designee thereof, call a School Building Level Meeting to review the accommodation form and the existing 504 Plan, Individualized Education Plan, or Individualized Health Plan to determine if the exception is needed to avoid a conflict therewith, and whether the 504 Plan, Individualized Education Plan, or Individualized Health Plan should be modified to alleviate the need for the exception; the recommendation of the SBLM should be forwarded with the application to the Superintendent, or designee thereof, and the Superintendent, or designee thereof, shall make a decision within three working days of the receipt of the application.
 - g. The written decision of the Superintendent, or designee thereof, shall be provided by letter, memo, or email, promptly provided to the applicant, and the decision shall be final.
 - h. All documentation related to the accommodation form shall be incorporated into the student's school record and, if applicable, made a part of the student's 504 Plan, Individualized Education Plan, or Individualized Health Plan.

E. Vulnerable Students

1. Parents whose child/children are vulnerable or at risk due to health-related conditions to include breathing conditions and breathing difficulties should give strong consideration to enrolling in either Option 1 or 2 of our online learning environment.

F. Drinking Water

1. The district has currently turned off power and water supply to all traditional drinking fountains.
2. The district is in the process of surveying all schools with the intent of installing bottle filler kits on existing drinking fountains.
3. Until the bottle fillers are operational, alternative water sources will be made available, as needed.
4. Students may bring water bottles to school with specific parameters to be communicated by each principal.

G. Environmental Cleaning

1. Shared touch surfaces, in common areas, such as doorknobs, handrails, light switches, time clocks, thermostats, water fountains, counters, sinks, lavatories, toilets, dispensers, partitions, etc., will be cleaned and disinfected between class changes and throughout the day when classrooms are static.
2. In Classrooms, gymnasiums, and other common areas, shared touch surfaces as described above will be wiped down when students change classes and at other times throughout the day as appropriate.
3. When in use, playgrounds, outdoor athletic fields, dugouts, and other outdoor area touch surfaces will be disinfected and wiped down between group usage.
4. Prior to the start of the next school day, all touch surfaces described above (in common areas as well as classrooms and ancillary spaces) will be cleaned and disinfected. This will be done in addition to our regularly scheduled custodial services.
5. We have engaged an outside company to treat our schools with an electrostatic disinfectant. This disinfectant has been proven to prevent the growth of bacteria and viruses for up to and exceeding 3 months. All schools are treated quarterly and tested monthly. If any tests results indicate a high viral load, the area is retreated immediately.
6. In an effort to increase indoor air quality, we have engaged an engineer to survey each school and identify locations where increased outside air is required or additional air purification is needed. We will follow their guidance and improve air quality as needed.
7. Ascension Parish is purchasing sanitization carts for each school that will be used to clean any shared technology and other resources used by teachers and students that are difficult to clean with liquid cleaners. These will also be used to clean computing devices when they are repaired and/or returned to clean devices when they need to be swapped out.
8. Deep cleaning for areas where confirmed cases exist will be completed. Deep cleaning will consist of our custodial staff cleaning and disinfecting with products and chemicals approved for use by APSB. We will use outside vendors to assist with deep cleaning, as deemed appropriate.

H. Supply Chain

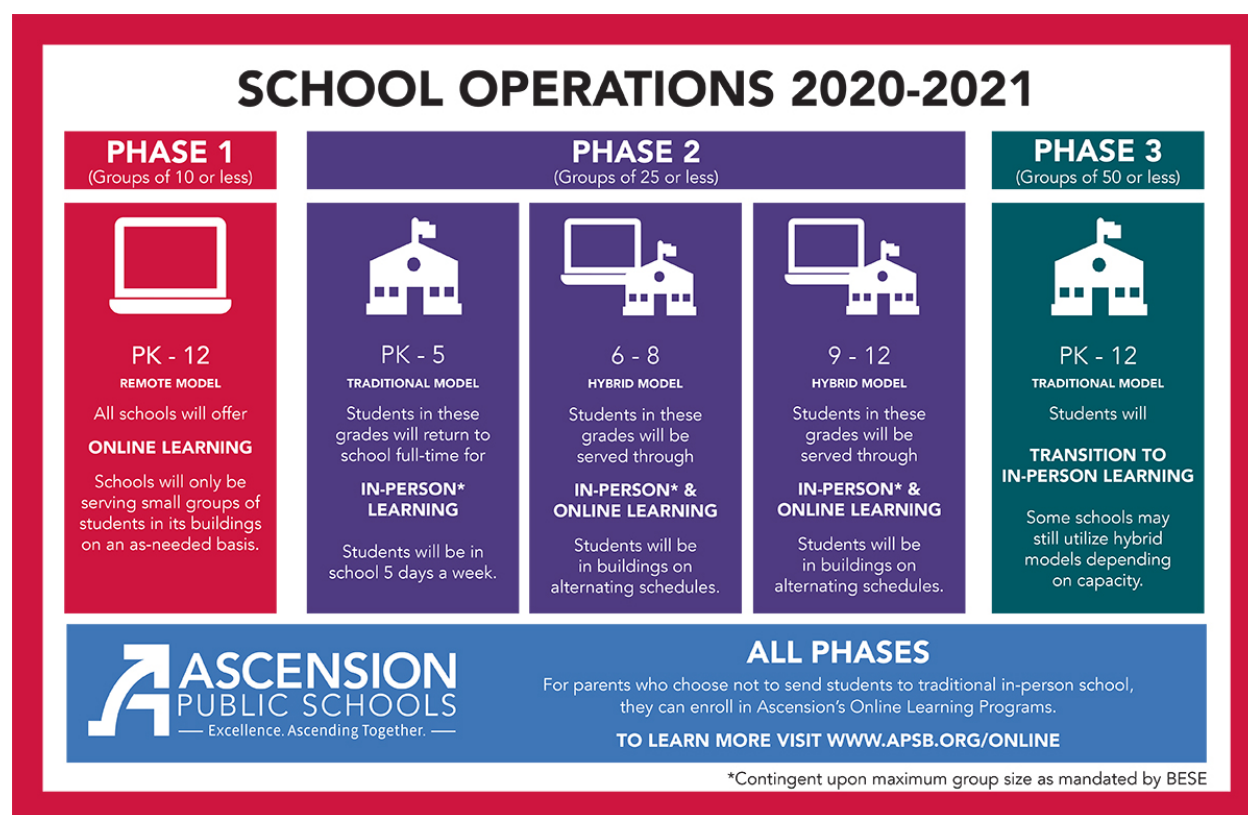
1. Many supplies have been ordered to support the additional cleaning that is required for COVID-19. The district will send an initial stock of these items to each school. No requisition is needed for a school's initial stock. Principals shall work with Facility Managers to monitor consumption rates of these supplies. This will help to estimate how much to order when a school places restock orders. Schools are expected to place warehouse orders in ALIO to request restocking of these items (including but not limited to):
 - a. Face Coverings (masks)
 - b. Hand Sanitizer
 - c. Hand Soap
 - d. Multifold towels
 - e. Vinyl or latex Gloves
 - f. Thermometers
 - g. Paper Cups
 - h. Safety glasses
 - i. Alcohol Wipes
2. When placing restock orders the school should place an order based on what it expects to last for 30 days at a time for any of these items. We would expect a monthly order from each school. Please place the order 10-15 calendar days prior to running out of stock.
3. Schools should confirm General Ledger (GL) Codes for these purchases with the Business Office.
4. Principals who are considering new products to solve COVID-19 challenges that the district has not yet provided to all schools should reach out to their Director to introduce the new concept. Directors will work with the Operations group and the Superintendents to determine if this item will become a district supplied item or if the school will be asked to proceed on their own with their school funds.
5. All purchases must follow Louisiana Public Bid law. Please note that potential reimbursement for COVID purchases may come in the form of Federal funds. To be eligible to receive federal reimbursements, we have to have followed any applicable federal procurement guidelines that exist at the time of the purchase. These funds have very strict guidelines with respect to procurement. Schools should consult the Supply Chain Supervisor to confirm procurement requirements before purchasing anything on their own.
6. Digital Thermometers - Each school has been provided with digital thermometers.

II. OPERATIONS

A. Instruction

Our plans to serve students in-person are contingent upon Louisiana's reopening phases. For Phase 1, all students will participate in online learning with very few exceptions. For Phase 2, primary school students will participate in traditional, in-person learning every day (provided staffing in schools can successfully comply with maximum group size as mandated by BESE), and middle and high school students will rotate between in-person and online learning. For Phase 3, we will transition to serving all students in-person, although some schools may still utilize a hybrid model depending on enrollment and building capacity. For all phases, students will have the option to enroll in one of our online programs if they do not want to attend school in-person.

The following infographic provides an overview of our School Operations Plans.



1. Online Programs

For students who chose not to attend traditional, in-person school, Ascension offers two types of online learning programs: Home-Based Virtual Learning (HBVL) and Blended Learning Program (BLP). Detailed information is available on our website, www.apsb.org/online, about these programs.

2. New Start Date for Students

Our teachers return to work on Aug. 3, 2020, but we are moving the first day of school for students from Aug. 5th until Monday, Aug. 10th to allow teachers and staff more time to prepare. In addition, there will be a one-hour early dismissal every day for the first week of school so that teachers and staff can debrief. Furthermore, primary school students will attend one of four days Monday, Aug. 10th thru Thursday, Aug. 13th of the first week (see graphic below). All primary students will report on Friday, Aug. 14th, and will continue to attend daily moving forward until further notice. By serving primary students in smaller groups for the first four days, we will be able to support a smoother transition for students and staff as we learn new routines for school operations. Additionally, this provides us an opportunity to screen students academically and identify student needs. Middle and high schools will begin with their Phase 2 plans of 50% student attendance each day as will be their routine moving forward until further notice.

START OF SCHOOL AUGUST 2020 UNDER PHASE 2

Monday	Tuesday	Wednesday	Thursday	Friday
3 TEACHERS FIRST DAY Teacher/Staff Pre-Planning *no students	4 Teacher/Staff Pre-Planning *no students	5 Teacher/Staff Pre-Planning *no students	6 Teacher/Staff Pre-Planning *no students	7 Teacher/Staff Pre-Planning *no students
10 STUDENTS FIRST DAY 25% Primary Group 1 50% Middle & High School 1 hour early dismissal	11 25% Primary Group 2 50% Middle & High School 1 hour early dismissal	12 25% Primary Group 3 50% Middle & High School 1 hour early dismissal	13 25% Primary Group 4 50% Middle & High School 1 hour early dismissal	14 100% Primary All Groups 50% Middle & High School 1 hour early dismissal

After August 14th, schools will begin operations according to their individual 2020-21 operating plans.



3. Attendance Requirements

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are

required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

When a student misses school, their absence falls under four categories:

- e. Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- f. Non-Exempted and Excused: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent ten days. If more school days are offered, then the number of absences also increases.
- g. Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- h. Suspensions: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

B. Transportation

1. Routes and schedules for transportation will be designed to meet the needs of each school and each phase of re-opening. Bus capacity maximum limits are guided by information prescribed for each phase and will be strictly followed. The majority of our buses are 72-passenger buses. Our planned loads will be based on the following:
 - a. Phase 1 - In the event that Louisiana returns to Phase 1, bus capacity is listed as one student per seat every other seat. This will allow for 12 students on a bus. It is expected that all grade levels will be taking their lessons at home online. Transportation will be provided to schools upon request not to exceed the bus limitations for Phase 1.
 - b. Phase 2 - In the event that Louisiana is in Phase 2, bus capacity is listed as 50%, which is 36 passengers for a 72-passenger bus. Our plan for achieving this is:
 - i. High Schools - The student body will be split into two nearly equal shifts attending school in person on alternating days. Each bus route will be split generally in half. On any given day, a driver will pick up the students on their route from one shift or the other but not both. Drivers will follow the schedule set by principals regarding which shift they are to pick up on any given day.
 - ii. Middle Schools - The student body will be split into two nearly equal shifts attending school in person on alternating days. Each bus route will

be split generally in half. On any given day a driver will pick up the students on their route from one shift or the other but not both. Drivers will follow the schedule set by principals regarding which shift they are to pick up on any given day.

- iii. Primary Schools - All primary students will attend school in Phase 2. To accomplish the 50% max capacity on the bus, drivers will be directed to pick up half of their students, bring them to school and return to the route to pick up the remaining students.
- c. Phase 3 - In the event that Louisiana is in Phase 3, bus capacity is listed as 75%, which is 54 passengers for a 72-passenger bus..
 - i. High Schools - The district has two options at this point. The student body may be split into two nearly equal shifts or all students may be allowed to return.
 - ii. Middle Schools - The district has two options at this point. The student body may be split into two nearly equal shifts or all students may be allowed to return.
 - iii. Primary Schools - All primary students will attend school in Phase 3. Transportation will look very similar to phase 2, which involves two shuttles.

2. Social Distancing:

- a. Parents and students should maintain physical distancing at bus stops to prevent congregating in groups while waiting on the bus.
- b. Students will be dispersed throughout the bus to the greatest extent possible.
- c. Students should enter and exit buses with consideration of maintaining physical distancing to the greatest extent possible as guided by school personnel.
- d. Students must strictly comply with seating arrangements that are implemented by their driver
- e. Pre-screening at home: Parents should screen students each morning prior to bringing them to their bus stop to include a temperature check. If the child demonstrates ANY signs of an illness OR if the child's temperature is elevated abnormally or exceeds 100.4, the child should stay home.

3. Face Coverings:

- a. Bus drivers will be required to wear a face covering while students are on the bus.
- b. Students in grades 3-12 will be required to wear a face covering upon entry to the bus and shall wear the face covering for the duration of the ride to include exiting the bus.
- c. Students in grade 2 or below may wear a face covering (but not required).
- d. If a student needs a face covering, one will be provided to them.
- e. If a student refuses to cooperate with the required face covering, the student will be referred to the Principal upon arrival at school and could result in temporary loss or permanent loss of transportation privileges.

4. Personal Hygiene and Self Care Practices: Adults and students will sanitize hands upon entry of the bus. Hand sanitizer will be available on each bus. All persons should avoid touching their face with their hands after touching any surfaces or objects.
5. Cleaning:
 - a. Frequently touched areas including seats and handrails will be wiped by drivers using a disinfectant between each group.
 - b. Buses will be sanitized with a disinfectant after the morning and afternoon route
 - c. APSB has engaged an outside company to treat our buses with an electrostatic disinfectant. This disinfectant has been proven to prevent the growth of bacteria and viruses for up to and exceeding 3 months.
6. Air circulation: The Strong Start Guide requires that windows should be open at all times to facilitate air flow as weather conditions permit.

B. Child Nutrition

During this unusual time, Child Nutrition will continue to offer meals to all Ascension Public Schools students, regardless of learning method. All regulations and guidelines from the United States Department of Agriculture, Louisiana Department of Education, Louisiana Department of Health and Human Services, and the Centers of Disease Control, will be followed in all stages of meal preparation, service, distribution, storage and cleaning. Child Nutrition employees will wear face coverings at all times and gloves will be worn between handwashing.

Students will wash their hands before and after meal service. Meals will be served in disposable containers with disposable, individually wrapped utensil packets. The lunch meal will be served in a to-go style box. Self-service options will not be available. All meals will be packed and served by the Child Nutrition staff. Students are not allowed to share or trade food and beverages.

Students' accounts will be charged according to their Meal Benefits Status (Free/Reduced/Paying). Parents are encouraged to utilize the online payment system to minimize physical contact and maintain flow of meal service. If this is not possible, parents may still send checks or cash as prepayment.

- The school principal will communicate with students and families regarding meal service and dining areas.
- Due to limitations to group sizes and other requirements that are designed to prevent the spread of infectious disease, meal service will be in small groups. Students will not be allowed to congregate in cafeterias, commons areas, or other spaces to include outside in groups larger than designated according to Phase 1, 2, or 3 as appropriate. If large spaces are used, groups are to be separated by barriers. Outdoor spaces will be utilized, weather pending, but groups will need to

remain visibly separated and students in each group should physically distance to the greatest extent possible.

- Each school, in coordination with their Cafeteria Manager and the Supervisor of Child Nutrition, will design procedures and logistics for meal service.
- Students will be required to sanitize hands before and after eating.
- Students should wear their face covering until they are properly settled at the location designated for them to eat breakfast or lunch

1. Phase 1

INSTRUCTIONAL PLAN: All schools will offer online learning. Schools will only be serving small groups of students in its buildings on an as-needed basis. Note: some students may opt to participate in full-time online learning (Blended Learning Program or Home-Based Virtual Program)

- a. The Child Nutrition Program will offer student meals, breakfast, lunch and possibly snacks, as “grab & go” meals, which will be made available for curbside pick up Monday through Friday. Locations of meal pickups to be determined. All households are to complete a Meal Request Form that will be collected at curbside. A new form is needed daily. Students’ accounts will be charged according to their Meal Benefits Status (Free/Reduced/Paying). Only children currently enrolled in Ascension Public Schools will be offered meals.
- b. For students who are learning on campus, they will be offered both breakfast, lunch and possibly a snack.

2. Phase 2

INSTRUCTIONAL PLAN: Students in Pre-K through 5th will return to school full-time for in-person learning; students in middle and high school will be served through in-person and online learning on alternating schedules (hybrid). Note: some students may opt to participate in full-time online learning (Blended Learning Program or Home-Based Virtual Program)

- a. Meal Service for Off-Campus Hybrid Students and Online Students: Virtual students, regardless of grade level, may collect meals daily from their feeder system’s meal distribution site(s). Meal distribution sites to be determined and subject to change. Hybrid middle and high school students may also collect meals from their feeder system’s high school on days that they are not learning on campus. Curbside meal service times will be based on on-campus meals service times and labor. All households are to complete a Meal Request Form that will be collected at curbside. A new form is needed daily. Students’ accounts will be charged according to their Meal Benefits Status (Free/Reduced/Paying). Only children currently enrolled in Ascension Public Schools will be offered meals.
- b. Breakfast Meal Service for On-Campus Students: The principal will establish the on-campus student breakfast meal service schedule for each class/grade to enter the cafeteria serving line. Students’ accounts will be charged according to

their Meal Benefits Status (Free/Reduced/Paying). Students will enter the cafeteria in groups no larger than 25. Students will wash their hands, pick up breakfast, stop at the point-of-service, where Child Nutrition technicians will account for the meal, and proceed to their classroom/homeroom to dine. Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. Breakfast menus have been created with cleanliness in mind meaning those foods with a tendency of spillage will not be offered. Breakfasts will be served in plastic bags, similar to grocery bags, to be used as their placemat and personal waste receptacle. Classrooms will be supplied with large waste bags. Once students have finished dining, they will place their trash in their personal waste receptacle and place that bag in the large waste bags. The large waste bag will then be placed outside of the classroom door for disposal.

- c. Lunch Meal Service for On-Campus Learners: The principal will establish the on-campus learner lunch meal service schedule for each class/grade to enter the cafeteria serving line. Students' accounts will be charged according to their Meal Benefits Status (Free/Reduced/Paying). Lunch meals will be served in to-go style boxes. Students will enter the cafeteria in groups no larger than 25. Students will wash their hands, pick up lunch, stop at the point-of-service, where Child Nutrition technicians will account for the meal and proceed to their classroom to dine. Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. On the middle and high school levels, multiple meal options may not be offered. If not, all serving lines will offer the same meal choice. Teachers will be supplied with large waste bags. Once students have finished dining, they will place their waste in the large waste bag. The large waste bag can then be placed outside the classroom door for disposal. Waste receptacles will be located throughout the campus in case students are allowed to eat outside of the classroom.

3. Phase 3

INSTRUCTIONAL PLAN: Students will transition to in-person learning. Some schools may still utilize hybrid models depending on capacity. Note: some students may opt to participate in full-time online learning (Blended Learning Program or Home-Based Virtual Program)

- a. The Child Nutrition Program will provide meals utilizing the same Phase II guidelines, increasing the size of student groups from 25 to 50. Curbside meal distribution may remain an option for larger schools. Students' accounts will be charged according to their Meal Benefits Status (Free/Reduced/Paying).

C. Mental Health Screening / Student and Staff Well-being

1. Each school shall implement a MTSS/SEL (Multi-Tiered System of Support/Social Emotional Learning) team to address social and emotional concerns of students and staff. The Principal shall appoint a facilitator for the MTSS/SEL team. The team can be composed of individuals such as administrators, guidance counselors, school psychologists, social workers, SBLC facilitators, special education teachers, and ISSP presiders etc. This is a work in progress and a process that will be developed throughout the 2020-21 school year.
2. Responsibilities of the MTSS/SEL team will include:
 - a. Communicating to staff the emotional and behavioral health supports and resources available through human resources, benefits packages, and community partner organizations such as our Employee Assistance Program (EAP) and Ascension Counseling
 - b. Partnering with Promoting Resilience through Interventions and Assessment (PRIA) to identify students at risk, implement appropriate interventions and curricula, and use data to evaluate effectiveness
 - c. Monitoring implementation of SEL curricula to identify next steps for support
 - d. Administering mental health screeners such as the Strengths Difficulties Questionnaire (SDQ,) Student Risk Screening Scale—Internalizing and Externalizing (SRSS-IE), and the Social, Academic and Emotional Behavior Risk Screener (SAEBRS). More information can be found by referencing the LDOE (Guide to Supporting the Well-Being of Students and Staff).
 - e. Devising a procedure for screening staff and students and provide tiered interventions and follow up according to individual student or staff screening results.
 - f. Parental consent for universal mental health screeners for students has been incorporated into the Student Handbook for 2020-21. If results of student mental health screening show the need for intervention, parents will be contacted in order to develop a plan of support.
 - g. Connecting families to community-based services and resources
3. MTSS Components:
 - a. Team-Driven Shared Leadership
 - b. Data Based Problem Solving and Decision Making
 - c. Layered Continuum of Supports
 - d. Evidence Based Practices
 - e. Family, School and Community Partnering

III. RESPONSE

A. Isolation Area and Protocols

1. In coordination with the school nursing staff and district leadership, principals/schools will designate an isolation area for anyone that is showing signs of illness.
2. Each school must have an isolation room. The isolation room shall NOT be a room where healthy students must enter for daily medication administration or diabetic monitoring. A school may use the room currently in place for that but will have to designate a different area for those other duties to happen. Students must be visually seen by an adult until they are picked up to go home. Six-foot distancing is required. The isolation area must be cleaned after it is occupied by any sick student or adult.
3. Anyone with a temperature of 100.4 or higher or signs/symptoms of illness will be sent to the isolation room designated by each school. The student or adult will be sent home. An employee shall contact the parent/guardian for a sick child to be picked up.
4. Teachers shall complete the provided slip for any child with a temperature of 100.4 or higher or symptoms of illness. The slip will be given to the student. The slip will be placed in the isolation room in a designated box. This will allow the nurse and/or staff to follow up.
5. Not every adult or child sent home with illness will need to quarantine.

B. Positive COVID-19 Cases

1. Confirmed positive COVID-19 cases should be reported to the immediate supervisor for employees and the school nurse or principal for students.
2. Supervisors, school nurses, and principals shall report confirmed positive COVID-19 cases by emailing COVID@apsb.org.
3. The information to be reported should include the following: name, contact information, and other pertinent information such as date of test, beginning of symptoms, and close contacts. Please know that information about a person's health will remain strictly confidential.
4. School nurse personnel will work with the Office of Public Health and will follow-up appropriately regarding notification of close contacts and other safety measures.

C. Return to School/Work

1. Students/Teachers/Faculty (persons) with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least **24 hours** have passed *since recovery*, meaning:
 - Fever free without the use of fever-reducing medications, **and**
 - improvement in symptoms (e.g., cough, shortness of breath), **and**
 - At least 10 days have passed *since symptoms first appeared*.

2. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
3. Persons suspected of having COVID-19 who have been tested and receive a negative test may discontinue isolation precautions provided they feel well.
4. If the person is sick with non-COVID-19 symptoms, or if the person has tested negative for COVID-19, the person must still be *symptom free for 24 hours before returning to school*. If the person is working or learning from home, the person does not have to wait the 24 hours before resuming school duties.
5. Employees/students that are considered a close contact (defined as 6 feet for 15 minutes within 2 days prior to illness onset, regardless of whether the contact was wearing a mask) of a confirmed positive case may return to work/school:
 - After 14 days of quarantine, from the last day they were exposed, if no symptoms develop (this is the only option for all PreK through 2nd graders) OR
 - After 10 days of quarantine, from the last day they were exposed, if no symptoms developed during that time. Daily monitoring must continue through day 14 OR
 - After 7 days of quarantine, from the last day they were exposed, if the individual receives a COVID-19 negative test on or after day 5 of exposure and no symptoms developed during that time. Daily monitoring must continue through day 14. If a close contact in quarantine becomes symptomatic, they would be considered a case as of the day their symptoms begin and need to follow the end of isolation criteria above to return.
6. While face coverings shall be worn in a school setting by staff and students in third grade or higher as they reduce the risk of transmission of COVID-19, the use of face coverings is not a factor in determining close contacts.
7. If a person who has tested positive for COVID-19 and has clinically recovered, then is identified as a close contact of a new COVID-19 case within 3 months, that person does not need to be quarantined. However, if it has been longer than 3 months then the person must quarantine.
8. Contacts of identified close contacts do not need to quarantine.
9. When students are identified as close contacts, parents will be notified. Students will continue to receive educational services if asked to stay home and continuity of education will use online learning platforms.
10. Staff members identified as close contacts will be notified by appropriate APSB personnel. Staff will need to contact HR for guidance about support for absences from work.
11. Employees or parents/guardians of students will submit a self-certification form to their immediate supervisor or principal upon their return to work from a confirmed COVID-19 illness per CDC and Louisiana Department of Health guidelines.
12. Quarantine for fully vaccinated close contacts: Close contacts who meet all of the following criteria do not need to quarantine but should still watch for symptoms of COVID-19 for 14 days following an exposure and follow all prevention guidance.
 - Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine) at the time of exposure, **AND**
 - Have remained asymptomatic since the current COVID-19 exposure
13. If fully vaccinated close contacts have symptoms, they should self-quarantine immediately for 10 days after symptom onset and get tested.

D. School Closures

1. Schools will have plans for temporary closures, if needed. Those plans include continuity of education for all students using online platforms. The decision to close a school, a particular classroom within a school, or multiple schools to include the entire school system is a case by case process. The decision will be made by school and district leadership, with guidance and expertise from the Regional Medical Director and in consultation with the local School Board. Factors considered in closing a school or a classroom will be determined using information about the level of community transmission, number of students/faculty affected, and risk of viral spread at the school.

A. Return to Work/School after COVID-19 Illness Self-Certification



Return-to-Work/School Self-Certification/Parent Certification

Employee/student name printed: _____

Employees/students with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least **24 hours** have passed *since recovery*, meaning:

- Fever free without the use of fever-reducing medications, **and**
- Improvement in symptoms (e.g., cough, shortness of breath), **and**
- At least 10 days have passed *since symptoms first appeared*.

Employees/students with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Employees/students that are considered a close contact (defined as 6 feet for 15 minutes) of a confirmed positive case may return to work/school:

- After 14 days of quarantine, from the last day they were exposed, if no symptoms develop (this is the only option for all PreK through 2nd graders) **OR**
- After 10 days of quarantine, from the last day they were exposed, if no symptoms developed during that time. Daily monitoring must continue through day 14 **OR**
- After 7 days of quarantine, from the last day they were exposed, if the individual receives a COVID-19 negative test on or after day 5 of exposure and no symptoms developed during that time. Daily monitoring must continue through day 14.

Employees/Students Returning from isolation due to *having COVID 19*

Date of Symptom Onset: ____/____/____

Test Date and Result: ____/____/____ Positive Negative Not Tested

Date of Recovery: ____/____/____

Employees/Students Returning from quarantine due to *close contact*

Date of Last Exposure to COVID+: ____/____/____

Date of return **IF NO** Covid testing: ____/____/____

Testing can be done on or after: ____/____/____

Date of return **IF** negative Covid test: ____/____/____ (results must be submitted with this form)

By signing this document, I/parent verify that I/student have met the recovery guidelines as mentioned above and that the information reported above is correct. Therefore, I/student can be released from isolation/quarantine and may resume school-related activities.

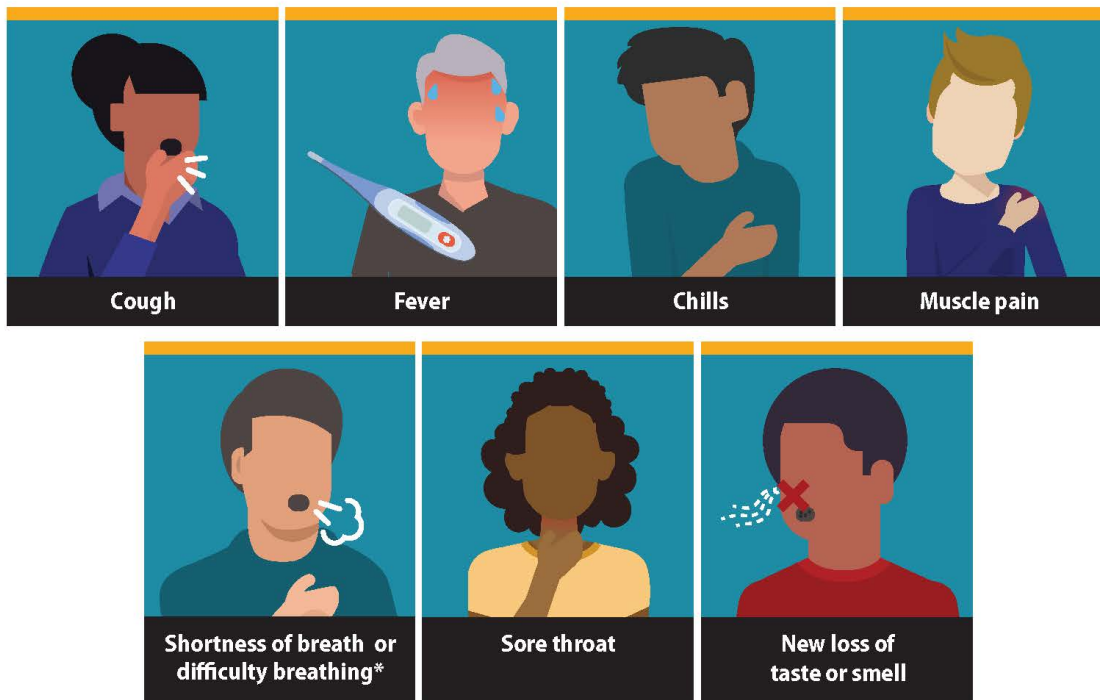
Signature of Employee or parent/guardian of student

Date

B. CDC Symptoms of Coronavirus

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



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ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

cdc.gov/coronavirus

D. APSB Face Covering Accommodation Request Form - Students



Student Name		Grade	
Homeroom teacher			
Face covering is mandated at APSB facilities. Request for accommodations or exclusion must be approved once submitted.			
REQUESTED/ SUGGESTED ACCOMMODATION (Please CHECK ONE): _____ Medical condition *Requires Physician's Approval (See below) _____ IEP (Special Education) Disability (requires IEP team decision) _____ 504 plan accommodations (requires 504 team decision)		LIST or DESCRIBE ACCOMMODATIONS that would provide Additional protection: 	
MUST BE COMPLETED AND SIGNED BY PHYSICIAN'S OFFICE NATURE OF THE QUALIFYING DISABILITY Please describe specifically the nature, extent, and duration of your patient's disability. 			
PHYSICIAN CONTACT INFORMATION Please provide name, address, telephone, and fax numbers. The physician may receive a letter/fax from us requesting additional information on your child's impairment/disability and recommendations for accommodations. Physician name _____ Telephone number _____ Address _____ Fax number _____ Physician signature _____			
School Nurse Signature _____ _____ Approve _____ Deny			Date _____
Principal Signature _____ _____ Approve _____ Deny			Date _____
I authorize the release of necessary confidential medical information regarding my child's disability to relevant employees as deemed necessary by the school nurse, Principal, IEP team, 504 team and/or other administrators. By signing this form and not wearing a proper face covering, I acknowledge that my child is at an increased risk of contractive COVID-19 and infecting others. Parent/Guardian signature _____ Date _____ Failure to follow these accommodation agreements may result in loss of permission to access campus.			

E. APSB Face Covering Accommodation Request Form - Employees



Employee Name		Employee ID	
School/Location & Position		Supervisor	

Face covering is mandated at APSB facilities. Request for accommodations that do NOT comply with this mandate will only be approved with the strictest of guidelines to ensure safety of others around the employee not wearing a face covering.

REQUESTED/ SUGGESTED ACCOMMODATION
 Please describe the accommodations you believe are needed to enable you to perform the essential functions of this job. Check one of the following:
☐ Face covering accommodation (See statement below.)
 The following are **mandatory requirements in lieu of a face covering:**

- Face shield and bandana/gaitor around neck.
- Maintaining proper distance of at least 6 ft. from all employees/ students in work/ school setting.
- Avoiding centrally used location, such as faculty work room.

☐ Also include any other accommodations that you are requesting at this time: (Other forms of face covering or other accommodations to be described here.) _____

NATURE OF THE QUALIFYING DISABILITY Please describe **specifically** the nature, extent, and duration of your patient's disability.

PHYSICIAN CONTACT INFORMATION Please provide name, address, telephone, and fax numbers. The physician may receive a letter/fax from us requesting additional information on your impairment/disability and recommendations for accommodations.

Physician name _____ Telephone number _____

Address _____ Fax number _____

Physician signature _____

Supervisor Signature	Date
HR Director Signature _____ Approve _____ Deny	Date
Superintendent Signature _____ Approve _____ Deny	Date

I authorize the release of necessary confidential medical information regarding my disability to relevant supervisors as deemed necessary by Human Resources. I also attest to the fact that a copy of the position description has been given to me for review and reference.

By signing this form and not wearing a proper face covering, I acknowledge that I am at an increased risk of contractive COVID-19 and infecting others.

Employee signature _____ Date _____

For more information and resources, visit www.apsb.org/2020-21.