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# SCHOOL REOPENING GUIDELINES & RESOURCES

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# MESSAGE FROM STATE SUPERINTENDENT

Friends,

We're at a critical juncture for public education in our state and nation. COVID-19 closed our school buildings last spring and forced our systems, schools, educators and families into uncharted territory. Systems across Louisiana responded by stepping into gaps for children. With a new school year approaching, we are providing you with guidance and support for a Strong Start for every student.

These resources were developed through collaboration with experts on the virus—public health officials—and experts on what this guidance looks like when put into practice—school leaders and educators. Health guidelines are outlined by the Louisiana Department of Health to ensure student safety. Beyond those, we've included best practices to be considered as schools reopen. You'll also find a checklist and other helpful resources as you plan for 2020-2021.

This is not a one-size-fits-all approach. We know there are vast differences between schools, systems, and communities across the state. It's our responsibility to develop guidance in conjunction with public health officials, then allow local leadership to make decisions based on the unique needs in their community. We need strong leadership at the local level that creatively and passionately ensures every child gets educated no matter what.

Our guidance is structured on the three phases. The guidelines will look different in Phase 1, Phase 2, and Phase 3. We also must prepare for phase changes that could occur during the school year. At this time, current laws and policies relative to compulsory attendance, instructional minutes and state assessments will remain in place. We will continually monitor the pandemic and address any necessary regulatory flexibilities at the appropriate time.

Like states across the country, we've created a plan to support our schools based on the best information available. Our top focus is the health and safety of students and employees as we support systems in their efforts to reopen and operate schools. I know this school year will look different and we will have to make adjustments. I'm also confident that we will get this done, together.

As a Louisiana native, I want nothing more than to help our state improve student outcomes. You must help me by always finding a way.



Dr. Cade Brumley

# LOUISIANA DEPARTMENT OF HEALTH REOPENING GUIDELINES FOR LOUISIANA PUBLIC AND NONPUBLIC SCHOOLS

In light of the Governor’s Roadmap to Restarting Louisiana, the Department is issuing guidance pertaining to opening public and nonpublic school facilities to serve students in the 2020-2021 school year. This guidance is relative to operating schools in Phases 1, 2, and Phase 3 of reopening.

*This guidance is based on current medical knowledge of how COVID-19 is transmitted, primarily through close physical contact, vocal and musical activities during which aerosol particles might be emitted, and touching shared surfaces or objects.*

Protective measures in school settings include:

- Social distancing, achieved by establishing and, for the maximum number of days possible, maintaining small groups of individuals that minimally interact with other groups or individuals, including in shared indoor spaces;
- Monitoring students and staff for symptoms of fever, cough, shortness of breath or sore throat; and
- Practicing frequent environmental cleaning and handwashing.

Please review [federal guidelines](#) for information pertaining to vulnerable individuals.

## School Planning for COVID-19 Cases

1. Given the levels of COVID-19 currently in our communities, schools should plan for and expect that some students will get COVID-19 during the school year.
2. As part of their planning to reopen, schools should expect that there will be students who get COVID-19 and that those students will possibly expose other students/staff in the school setting.
  - Students who are sick should stay home (regardless of illness).
  - Students who have COVID-19 should stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor.
  - Individuals who were in close contact of the student may be identified and contacted as part of the Office of Public Health (OPH) contact tracing process.
    - Close contact of a case is a person who was less than six feet away from the student for more than 15 minutes, determined by the OPH contact tracing process.
  - Close contacts will be asked to stay home and monitor symptoms for 14 days.
  - Not every student/faculty member in a school will need to stay home for 14 days, just those who are identified as close contacts to a case.
3. There are steps that schools can take when a student or staff member has been identified as having COVID-19.
  - Communication plan to faculty, students and parents
  - Plans for both routine and “deep” cleaning
  - Ensure continuity of education for students/staff who are quarantined or isolated
  - Prepare plans for school closures (3-5 days) if the school environment is determined to be a source of ongoing COVID-19 spread
4. The decision to close schools is an individual, case-by-case process. That decision will ultimately be made by school leadership, with guidance and expertise from their Regional Medical Director.
  - All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) will be made locally, in collaboration with the superintendent/principal and Regional Medical Director.
  - Factors that will be considered in closing a school or classroom will be the level of community transmission, number of students/faculty affected and risk of spread at the school.

## REQUIRED MINIMUM HEALTH AND SAFETY STANDARDS FOR REOPENING SCHOOLS

	PHASE 1	PHASE 2	PHASE 3
<b>Group Sizes</b>	The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time		
	10 Individuals	25 individuals	50 individuals
	<b>GROUP COMPOSITION</b>		
	<ul style="list-style-type: none"> <li>• Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults should be assigned static groups. This must include, at a minimum, students in grade 2 or lower. The static group composition should be maintained for as long as possible over the course of the 2020-2021 school year.</li> <li>• The composition of a group may change if students are able to maintain a physical distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.</li> <li>• Students with disabilities must continue to receive special education and related services in the least restrictive environment. School systems must factor in any additional service providers who may need to enter the classroom, students who receive services outside the classroom (e.g. resource, APE), and/or students who receive services through alternate instructional methods.</li> </ul>		
<b>Physical Standards for use of School Facilities</b>	<ul style="list-style-type: none"> <li>• If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as a gymnasium or auditorium, which may include more than one group if each group is separated by a wall or partition.</li> <li>• If groups convene outdoors, a physical barrier is not required, but each group must remain separated.</li> <li>• To the greatest extent possible, schools must limit crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.</li> <li>• If a room is used by more than one group in a single day, high-touch surfaces contained in that room must be cleaned before and after use by each group.</li> </ul>		
<b>Monitoring Students and Adults for Symptoms of COVID-19</b>	<ul style="list-style-type: none"> <li>• Each school must establish an area used to isolate anyone showing signs of being sick. The isolation area must be cleaned after it is occupied by any sick student or adult.</li> <li>• 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.</li> </ul>		
<b>Environmental Cleaning and Personal Hygiene</b>	<ul style="list-style-type: none"> <li>• High-touch surfaces must be cleaned multiple times per day, including bathrooms.</li> <li>• Students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.</li> <li>• While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context.</li> <li>• While inside the school facility, students in grades prekindergarten through 2 may wear a face covering.</li> <li>• While inside the school facility, children under two years old and individuals with breathing difficulties should not wear a face covering.</li> </ul>		
<b>Hygienic Supplies</b>	<ul style="list-style-type: none"> <li>• School employees must be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed.</li> <li>• The quantity of hygienic supplies must be appropriately provided to the school employee, according to the role and the number and age of students or adults served by that employee.</li> </ul>		

	PHASE 1	PHASE 2	PHASE 3
<b>Transportation</b>	School buses used to transport students must not exceed the following maximum capacity requirements		
	25 percent, including adults, of the school bus manufacturer capacity	50 percent, including adults, of the school bus manufacturer capacity	75 percent, including adults, of the school bus manufacturer capacity
	Passengers on a school bus must be spaced to the greatest extent possible as follows		
	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.	Passengers must be dispersed throughout the bus to the greatest extent possible	
<b>Student Programming Determinations</b>	<ul style="list-style-type: none"> <li>• Student <b>placement determinations</b> in a distance or in-person education program should be made in consultation with the parent or custodian.</li> <li>• Student <b>placement determinations</b> should take into consideration a student's unique academic, social, emotional, familial, and medical needs of a student, as identified by the student's parent or custodian.</li> </ul>		
<b>Essential Visitors to School Facilities</b>	<p>Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:</p> <ul style="list-style-type: none"> <li>• conduct CLASS® observations</li> <li>• observe teacher candidates as part of the teacher preparation quality rating system</li> <li>• provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation</li> </ul>		
<ul style="list-style-type: none"> <li>• Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.</li> <li>• Prior to the beginning of the 2020-2021 school year, each local school board must adopt policies in accordance with the standards outlined in this Chapter.</li> </ul>			

## DEFINITIONS

**Face Covering:** 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.

**High-Touch Surface:** 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.

**Static Group:** A group whose composition of students does not change.

For information regarding Coronavirus Disease 2019/COVID-19, please visit the LDH website and CDC website: <https://www.ldh.la.gov/coronavirus> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, and follow the below general guidelines.

# BEST PRACTICES FOR REOPENING LOUISIANA SCHOOL FACILITIES IN 2020-2021

## FOR PUBLIC AND NONPUBLIC SCHOOLS

### Additional Considerations for Reopening

The State of Louisiana is following the guidelines of public health experts when making decisions regarding the resumption of instruction in public and nonpublic school facilities.

Louisiana’s plan for statewide reopening of schools outlines phases that are initiated once certain public health criteria are met. Throughout these phases, restrictions will be gradually relaxed as the public health situation improves, allowing greater flexibility, including the potential of resuming school building-based instruction. Should the public health situation decline, restrictions may also be gradually tightened. School systems should be prepared for either situation to occur during the course of the year.

In Phases 1, 2, and 3, school facilities may open to students for in-person instruction with certain restrictions in place. These restrictions are outlined by the Louisiana Department of Health.

The Louisiana Department of Education (LDOE), in consultation with the Louisiana Department of Health, offers the following best practices in order to assist schools in planning as it relates to public health guidelines, as well as limiting the spread of COVID-19.

*NOTE: Best practices may change in accordance with updates from the Centers for Disease Control (CDC) and Louisiana’s Office of Public Health. Best practices are based on current medical knowledge of how COVID-19 is transmitted, primarily through close physical contact, vocal and musical activities during which aerosol particles might be emitted, and touching shared surfaces or objects.*

For information regarding Coronavirus Disease 2019/COVID-19, please visit the LDH website and CDC website: <https://www.ldh.la.gov/coronavirus> and <https://www.cdc.gov/coronavirus/2019-ncov/index.htm>, and follow the below general best practices.

## PROTECTING YOURSELF AND OTHERS IN LOUISIANA

PRACTICE PHYSICAL AND SOCIAL DISTANCING	WASH YOUR HANDS AND COVER YOUR COUGH	TAKE CAUTION WITH LOUISIANANS WHO ARE AT RISK
In public, keep at least six feet distance from others. Avoid unnecessary appointments.	Cover your cough and sneezes. Use your elbow or a tissue. Avoid touching your eyes, nose and mouth.	Take special caution to avoid exposing the elderly and people with underlying health conditions. Avoid visiting those most at risk, and call instead.

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The following sections contain both Department of Health guidelines and best practices for keeping children and staff healthy and safe at school and in extracurricular activities.

CATEGORY	ACTION ITEM
<b>Group Size, Spacing Requirements and Physical Standards</b>	Implement social and physical distancing strategies
	Change student drop-off and pick-up processes to limit contact
	Ensure extracurricular and athletic activities follow established safety and hygiene protocols
<b>Symptom Monitoring</b>	Develop and communicate wellness policy for students and staff
	Screen students for sickness upon arrival
	Implement isolation measures if a student becomes sick, and follow with a cleaning and disinfecting processes
	Address vulnerable individuals
<b>Environmental Cleaning and Personal Hygiene</b>	Ensure healthy personal hygiene
	Intensify cleaning and disinfecting efforts
<b>Additional Operating Considerations</b>	Ensure safety and hygiene protocols are in place in shared communal areas
	Ensure healthy food preparation and meal service
	Ensure transportation staff are following safety and hygiene protocols



# GROUP SIZE, SPACING REQUIREMENTS AND PHYSICAL STANDARDS

## IMPLEMENT SOCIAL DISTANCING MEASURES

### School Facility Use Considerations

- Remove unused desks and furniture in classrooms to maximize physical distance and minimize objects that must be cleaned.
- Establish distance between the teacher’s desk/board and students’ desks.
- Identify and utilize large spaces (e.g., gymnasiums, auditoriums, outside spaces) to enable physical distancing in Phases 2 and 3.
- Teachers maintain social distancing guidelines and teach from one location in the classroom if possible.

### School Transition Considerations

- Provide additional time for transitions.
- Designate areas of the hallway (i.e., lanes) as flow paths to keep students separated and to minimize congregation of students.
- Plan staggered class changes (e.g., by hall, odd/even room numbers, grade/discipline) to decrease number of students in hallways at one time.

## CHANGE STUDENT DROP-OFF AND PICK-UP PROCESSES TO LIMIT CONTACT

- Ask students to enter and exit in single-file lines to enable physical distance.
- Establish one or two entry and exit points that enable the flow of students to move in a single direction.
- Do not allow visitors in the school building except under extenuating circumstances; adults entering the building should wash or sanitize hands prior to entering.

- Establish [hand hygiene](#) stations at the entrance to the facility so students can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol and supervise its use.
- Encourage families to drive their children to school if possible. This will reduce student numbers on buses.

## LARGE GATHERINGS AND EXTRACURRICULAR ACTIVITIES

- Assemblies are limited to maximum group sizes and with appropriate physical distancing in place. For younger students unable to maintain physical distance, maintain static groups.
- All attendees should wear a face covering.
- Students and teachers should wash hands before and after events.
- Discontinue field trips as students may engage with vulnerable populations.
- Afterschool programs may continue but must adhere to maximum group sizes and physical distance protocols. For younger students unable to maintain physical distance, maintain static groups.

## ATHLETICS, BAND AND VOCAL MUSIC

- Athletic activities are allowed to resume with the recommendations put forth in the [Louisiana High School Athletic Association’s Guidance for Opening Up High School Athletics and Activities](#).
- Band and vocal music may resume in Phase 3, with physical distance recommendations in effect.

BAND, VOCAL AND MUSIC		
PHASE 1	PHASE 2	PHASE 3
<p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• No indoor activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument)</li> <li>• No vocal singing indoors</li> <li>• Outdoor activity should have appropriate physical distancing measures taken</li> </ul>	<p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• No indoor activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument)</li> <li>• No vocal singing indoors</li> <li>• Outdoor activity should have appropriate physical distancing measures taken</li> </ul>	<ul style="list-style-type: none"> <li>• Activity that involves playing wind instruments (to include all woodwind &amp; brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument) may occur indoors/outdoors with appropriate physical distancing measures taken</li> <li>• Vocal singing activities may occur indoors/outdoors only with appropriate physical distancing measures taken</li> </ul>

## SYMPTOM MONITORING

### DEVELOP AND COMMUNICATE WELLNESS POLICY FOR STUDENTS AND STAFF

*School systems should develop and communicate a wellness policy for both students and staff that requires sick students and staff to stay home.*

Individuals who have a fever of 100.4°F or above, or other signs of illness, should not be admitted to the facility.

- Communicate to parents the importance of keeping children home when they are sick, the steps being taken to ensure the health and safety of their children and other important information related to limiting COVID-19 exposure.
- See this [sample letter](#) to families. The letter to families should outline all health and safety precautions taken by your facility.
- Another sample can be found from [Child Care Aware of America](#).

### SCREEN CHILDREN FOR ILLNESS UPON ARRIVAL

Whenever possible, schools should ensure a school nurse or health care professional is available to support screening and isolation procedures.

Consistent with the CDC's recommendation, individuals who have a fever of 100.4°F or above or exhibit other signs of illness must not be admitted to the facility.

- Ask the student or parent/guardian to confirm the student has not taken fever-reducing medication in the last 24 hours and does not have shortness of breath, sore throat or a cough.
- Make a visual inspection of the child for signs of illness, particularly shortness of breath or cough.
  - If a student registers a temperature of 100.4 or higher, their temperature should be taken a second time 5 to 10 minutes later.

### IMPLEMENT ISOLATION MEASURES IF A STUDENT BECOMES SICK, FOLLOW WITH CLEANING AND DISINFECTING PROCESSES AND CONSULT PUBLIC HEALTH OFFICIALS

#### Isolate and Transport Those Who are Sick

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19 or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.

- Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- [Example of an assurance](#) school systems can use to ensure parents are aware of their obligation to immediately pick up sick students from campus.

### ADDRESS VULNERABLE INDIVIDUALS

Pursuant to current [school reopening CDC guidelines](#) limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county). There is no validated data on how much risk these individuals incur by attending school in person and individuals will need to make the decision to attend in close consultation with their health care provider and school administrator. Furthermore, OSHA statutes on employer responsibilities during a pandemic remain unclear.

School workers are defined as being at “medium risk” of exposure to SARS-CoV-2 and while schools are required to provide reasonable accommodation for a workplace safe from health threats, the definition of that accommodation in this setting has not yet been adjudicated. Schools and employees should continue to work closely with legal counsel to determine rights and responsibilities as this area becomes clearer in the months ahead.

In the event that a significant proportion of staff members are unable to return to the school facility, consider developing an [innovative staffing plan](#).

Individuals need to make the decision to attend in close consultation with their health care provider and school administrators.

# ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE

## ENSURE HEALTHY PERSONAL HYGIENE

- While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context. While inside the school facility, students in grades prekindergarten through 2 may wear a face covering. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear a face covering.
- Students and teachers should have scheduled handwashing with soap and water or hand sanitizer every two hours as well as at the following times as found in [CDC guidance](#) including at arrival, before and after eating, before and after using outdoor play equipment, and at exit.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Gloves are not necessary except for custodial staff or teachers cleaning their classrooms.
- Display COVID-19 [informational signs in highly visible locations](#) (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.

### Signs and Messages

- Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.
- Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in email and on school [social media accounts](#)).
- Find free CDC print and digital resources on CDC's [communications resources](#) main page.

## INTENSIFY CLEANING AND DISINFECTING EFFORTS

Evaluate school facilities to determine what kinds of surfaces and materials comprise each area. Consult the CDC for guidance on establishing cleaning and disinfecting protocol for [various surface types and materials](#). Considerations include [outdoor areas and areas unoccupied for more than 7 days](#).

### Ventilation

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. If a school's ventilation system fails, consult with local health officials about the possible need for school closure.

### Water Systems

To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized. Encourage staff and students to bring their own water to minimize use and touching of water fountains or consider closing shared water fountains.

### Routine Cleaning Schedule

- Frequently touched surfaces should undergo cleaning with a commercially available cleaning solution, including [EPA-approved disinfectants](#) or a dilute bleach solution, multiple times throughout the day. This includes:
  - Light switches, doors, benches, bannisters and bathroom fixtures
  - Surfaces and objects in libraries, labs and other settings where "hands-on" materials and equipment are used
  - Student desks, which should be cleaned before and after each student's use
- Minimize sharing of materials between students.
- Playground equipment and athletic equipment should be cleaned daily or as necessary, depending on frequency of use.
- To protect their skin, cleaning staff should wear gloves when performing cleaning activities.

## ADDITIONAL OPERATING CONSIDERATIONS

### ENSURE SAFETY AND HYGIENE PROTOCOLS ARE ESTABLISHED FOR SHARED COMMUNAL SPACES

- Limit use of indoor shared spaces, such as cafeterias and gymnasiums, to maximum group sizes, ensure physical distance and face covering use and [clean](#) between each group's use.
- Close shared water fountains. Encourage students and staff to bring bottled water from home.
- Install protective barriers in shared areas, such as front office, reception areas and libraries.

### ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE

- Students, teachers and cafeteria staff should wash hands before and after every meal.
- If possible, classrooms should be utilized for eating in place.
- Students may bring food from home.
- School-supplied meals should be delivered to classrooms with disposable utensils.
- If cafeterias must be used, stagger meal times for each group, adhere to maximum group size and ensure six feet of distance between students to the maximum extent possible. Disposable utensils should be used.
- Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exit flow paths; ensure single-file lines for food lines and disposal.
- Utilize outdoor seating as practical and appropriate.
- Students can eat a breakfast/lunch in their classroom instead of the cafeteria and will be reimbursed from USDA. "Congregating" waivers are not needed.
- A [non-congregate waiver and meal time separation waiver](#) are needed to eat off site from the school campus. LDOE is submitting a written waiver extension request to USDA.

#### Food and Nutrition staff should:

- [Clean](#) frequently touched surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts and trays throughout the day. Follow the directions on the cleaning product's label and clean hands afterwards.
- Practice proper [hand hygiene](#). This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60 percent alcohol can be used, but not as a substitute for cleaning hands with soap and water.

### ENSURE TRANSPORTATION STAFF FOLLOW SAFETY AND HYGIENE PROTOCOLS

The risks associated with student transportation in buses have not been studied to date. As a result, these recommendations are derived from school operating procedures and the best "reasonable standard" given feasibility constraints.

#### Seating and Social Distancing

Buses should operate at 25 percent of their normal capacity in Phase 1, 50 percent of their normal capacity during Phase 2, and 75 percent of their normal capacity during Phase 3, with appropriate spacing.

#### Symptom Monitoring and Personal Hygiene

- All passengers should engage in [hand hygiene](#) upon entering the bus. Hand sanitizer should not exceed 80 percent alcohol concentration and containers should be securely closed, secured against shifting and protected from damage.
- All adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context. Students in grades prekindergarten through 2 may wear a face covering. Children under two years old and individuals with breathing difficulties should not wear a face covering.
- For bus stops, consider developing a communication plan to encourage parents and students to maintain social distance at bus stops and to avoid congregating in groups while waiting for the bus.

#### Operational Standards

- Windows should be open at all times to facilitate air flow as weather conditions permit.
- Stagger unloading of buses at school to minimize student group size as they enter school and to allow six feet of distance while entering.
- Clean high-touch surfaces, including seats and handrails, after each group's use. The bus should be cleaned at least once per day. See [additional cleaning and disinfection guidance](#).

#### Transportation Standards for Students with Special Needs

If a school system provides transportation for medically fragile children, consider reserving specific seats for these children. These seats would not be used for other students during the day, with special precautions for disinfecting. Alternately, arrange for separate transportation for that student.



# TEACHING AND LEARNING

## SCHOOL REOPENING BEST PRACTICES

School systems should have an academic plan for high-quality curriculum, instruction, assessment and teacher professional development across grade levels and content areas. School systems should prepare for at least three possible scenarios: traditional, hybrid and virtual. All scenarios should include daily attendance for staff and students.

TRADITIONAL	HYBRID	VIRTUAL
Instruction in a traditional school setting with mitigation efforts in place	Instruction via a combination of face-to-face and virtual models	Instruction via a 100% virtual model with either synchronous and/or asynchronous learning

CORE ACADEMICS	
School System Priority	Resources
The school system will assess students' academic needs through the use of high-quality screeners for students in grades K-3 and high-quality ELA and math diagnostics in grades 3 to high school. The school system will create an individual plan for students with the most significant learning gaps.	<a href="#">Diagnostic and Screener Guidance Addressing Unfinished Learning Gaps</a>
The school system will have a plan for the continuous use of aligned curricular materials during periods of modified operations, exclusive to adaptations produced by instructional materials providers.	<a href="#">Strong Start 2020: Instructional Materials Guidance Addressing Unfinished Learning Gaps</a>
The school system will provide continuous instruction in non-core subjects, including CTE courses, during periods of school facility closure or modified operations.	<a href="#">Non-Core CTE Curriculum and Course Materials Guidance</a>
The school system will ensure high school students continue on their paths to graduation and a successful post-secondary transition. The school system ensures each student has an updated IGP that reflects any changes needed due to interruption of instruction and that Class of 2020 graduates receive additional college and career support and mentoring through December 2020.	<a href="#">Student Promotion and Planning Supports</a>

## STUDENTS WITH DIVERSE NEEDS

School System Priority	Resources
The school system will ensure the wellbeing of all students and educators by providing social and mental health supports, including mental health screening upon return to school.	<a href="#">Guide to Supporting the Well-Being of Students and Staff</a> Student Engagement and Success Partner Guide (coming soon)
The school system will ensure that English Learners have access to curriculum and service delivery, including language support services during periods of modified operations.	<a href="#">Supporting ELs During School Closures/Distance Learning</a>
The school system will ensure all students with disabilities receive instruction and related services and have access to devices that meet their unique needs regardless of modified operations.	<a href="#">Partnerships for Success Guide</a> <a href="#">Continuous Education for Students with Disabilities: Direct Services</a> <a href="#">Virtual Small Group Instruction for Students with Disabilities: Privacy Guidance</a>
The school system will conduct compensatory education reviews of all students with disabilities and will provide compensatory services accordingly.	<a href="#">Timelines and Documentation During Extended School Closures for Students with Disabilities</a> <a href="#">Strong Start Compensatory Services for Students with Disabilities</a>

## WORKFORCE TALENT

School System Priority	Resources
The school system has a comprehensive professional development plan that provides professional learning for staff regardless of modified operations, including training for all teachers on distance learning protocols and methods. This plan will be updated by June 30.	<a href="#">Strong Start 2020: Professional Development Plan Template</a> <a href="#">Professional Development Vendor Guide</a>
The school system will ensure all Mentor Teachers and new ELA, math and science Content Leaders are trained, either virtually or in-person.	<a href="#">Strong Start 2020: Professional Development Vendor Guidance</a> <a href="#">Mentor Teacher and Content Leader Approved Vendor List</a>
The school system will develop an adaptive staffing plan to be used during periods of modified operations.	<a href="#">Expanding Learning Time Guidance</a>

## LEA SYSTEMS

School System Priority	Resources
The school system will develop a plan to reopen school facilities and, when necessary, close school facilities in line with forthcoming public health guidance.	Current Document
The school system will adopt flexible and opportunistic calendars and school schedules that maximize learning opportunities throughout the year, as well as ensure continuous learning during periods of modified operations.	<a href="#"><u>Expanding Learning Time Guidance</u></a>
The school system will implement a strategic communications plan to: <ul style="list-style-type: none"> <li>• connect with every student daily;</li> <li>• provide feedback on student work at least weekly; and</li> <li>• help families understand their role in supporting their child’s continuous learning.</li> </ul>	<a href="#"><u>Guidance for Staffing and Student Monitoring</u></a>  <a href="#"><u>Guidance on Communicating During School Interruptions</u></a>
The school system will have a 1:1 student ratio for devices (laptop or tablet) and internet connectivity for every student grades pre-K-12 and a plan to issue these devices to students for use at home, if necessary. If Internet access is unavailable, the school system will ensure students have a reliable phone line.	<a href="#"><u>Technology for Continuous Learning</u></a>
The school system will ensure that, at minimum, it maintains the number of four-year-old seats filled in the 2019-2020 school year.	<a href="#"><u>Guidance for Early Learning at Home</u></a>

# 2020-2021 REOPENING CHECKLIST

## FACILITY AND OPERATIONS PROTOCOLS

PRE-OPENING TASKS	RESOURCES
<input type="checkbox"/> <b>Identify School COVID-19 Health and Safety Coordinator/s</b>	School Nurse
<input type="checkbox"/> <b>Establish Partnership with Local Public Health Agency</b>	<a href="#">Office of Public Health Regional Contacts</a>
<input type="checkbox"/> <b>Regulatory Awareness</b> <ul style="list-style-type: none"><li>• State Executive and Public Health Orders</li><li>• Local Executive and Public Health Orders</li></ul>	<a href="#">Office of Public Health Initial Guidance Memo</a>
<input type="checkbox"/> <b>Obtain PPE and Cleaning and Disinfecting Supplies and Equipment</b> <p><i>Consult with local Office of Homeland Security and Emergency Preparedness Regional Office regarding procurement of PPE</i></p> <ul style="list-style-type: none"><li>• Non-latex gloves</li><li>• Thermometers</li><li>• Face coverings</li><li>• Soap</li><li>• Temporary Hand Sink Stations (<i>May be considered in classrooms or areas where sinks are not available</i>)</li><li>• Hand Sanitizer</li><li>• Tissues</li></ul>	<a href="#">Office of Homeland Security and Emergency Preparedness Regional Contacts</a> <a href="#">EPA List of Disinfectants for use against COVID19</a>
<input type="checkbox"/> <b>Clean and Sanitize Facilities</b> <ul style="list-style-type: none"><li>• Develop facility cleaning schedule</li><li>• Train custodial staff on appropriate sanitation measures</li></ul>	<a href="#">CDC: Reopening Buildings Post-Shutdown</a> <a href="#">CDC Guidance for Cleaning and Disinfecting Facilities</a>
<input type="checkbox"/> <b>Establish Locations for Hand Sanitizer or Hand Washing Stations</b>	<a href="#">Hand Hygiene Guidance</a>
<input type="checkbox"/> <b>Identify Isolated Health Room/Areas</b> <ul style="list-style-type: none"><li>• Designate space to care for students with routine needs</li><li>• Designate a separate space to care for students/staff who are ill</li><li>• Individuals with a fever should be isolated</li></ul>	<a href="#">CDC Guidance for Students who are Sick</a>
<input type="checkbox"/> <b>Display COVID-19 Informational Signs</b> <ul style="list-style-type: none"><li>• Post signage in high traffic areas (school entrances, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (washing hands, wearing a face covering, social distancing)</li><li>• Use consistent messaging</li></ul>	<a href="#">CDC COVID-19 Free Printable Resources</a>
<input type="checkbox"/> <b>Ventilation</b> <ul style="list-style-type: none"><li>• Ensure ventilation systems operate properly</li></ul>	<a href="#">CDC Considerations for Schools</a>
<input type="checkbox"/> <b>Develop and Implement Facility Usage Policy for Social Distancing</b> <b>Implement Social Distancing Measures</b> <ul style="list-style-type: none"><li>• Install protective barriers in high traffic areas</li><li>• High traffic areas within school facility</li><li>• Single point entry/exits marked with signage</li><li>• Close shared water fountains</li></ul>	<a href="#">CDC Guidance for Maintaining Healthy Operations</a>
<input type="checkbox"/> <b>Develop and Implement a Food Service Plan</b> <ul style="list-style-type: none"><li>• Consult state and local social distancing requirements</li></ul>	<a href="#">CDC Food Service Considerations</a>
<input type="checkbox"/> <b>Develop and Implement a Transportation Plan</b> <ul style="list-style-type: none"><li>• Consult state and local social distancing requirements</li></ul>	



## STAFFING NEEDS

### PRE-OPENING TASKS

### RESOURCES

- Develop COVID-19 training for Employees and Staff**
- Assess Staff for Vulnerability and Needs**
  - Estimate number of staff that will report in person vs. telework
- Monitor Employee Absences**
  - Flexible leave policies and practices
  - Increase the number of available substitutes
- Develop Screening Protocols for Students and Employees**
  - Develop and implement procedures to check daily for signs and symptoms of students and employees upon arrival, as feasible

[CDC Guidance Regarding Vulnerable Individuals](#)

[CDC Guidance Regarding Staffing](#)

[Symptom Monitoring Guidance](#)

## COMMUNITY NEEDS

### PRE-OPENING TASKS

### RESOURCES

- Create and Communicate Consistent Messaging for Families**
  - Transportation plans
  - Wellness policies to encourage students to stay home when sick
- Modify Resources to Reduce Potential Transmission Opportunities**
  - Eliminate shared supplies among students
- Develop Social Distancing Policies for Large Group Gatherings**
  - Assemblies, Back to School Nights, Open House
- Develop and Communicate Instructional Plans and School Schedules to the Community for the 2020-2021 School Year**
- Review Guidance on Louisiana High School Athletics**
  - Implement updated health and safety protocols for athletics and events
- Develop a communications plan for parents/community on reopening procedures, practices, expectations**

[Sample Letter to Send Home](#)

[CDC Guidance on Considerations for School](#)

[CDC Guidance for Community Gatherings](#)

[Guidance on Communicating During School Interruptions](#)

[LHSAA Guidance](#)

## ACADEMIC PLANNING

### PRE-OPENING TASKS

### RESOURCES

- Develop a plan for implementing a hybrid instructional model**
- Develop a plan for implementing a virtual instructional model**

<https://www.sreb.org/k12playbook>

<https://www.sreb.org/k12playbook>

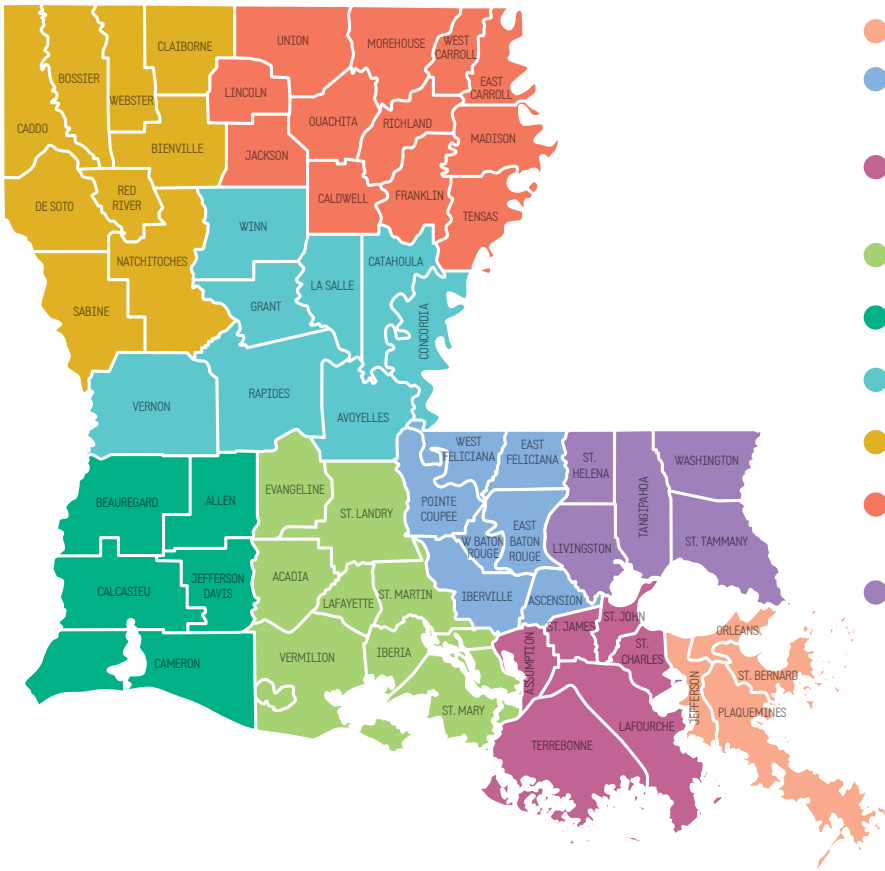
# SCHOOL SYSTEM REOPENING PLANNING TEMPLATE

The following template can be used by school systems as they develop plans for reopening schools in fall 2020 in concert with the other resources being released by the Louisiana Department of Education (LDOE). The questions reflect the information that the LDOE will collect from school systems via a survey to be released in July. School systems should select all answers that apply for each Phase of reopening when responding to the survey.

PLANNING QUESTION	PHASE 1	PHASE 2	PHASE 3
<b>What is the school system's plan for student learning?</b>	<input type="radio"/> All in-person <input type="radio"/> All virtual <input type="radio"/> Combination of in-person and virtual	<input type="radio"/> All in-person <input type="radio"/> All virtual <input type="radio"/> Combination of in-person and virtual	<input type="radio"/> All in-person <input type="radio"/> All virtual <input type="radio"/> Combination of in-person and virtual
<b>Details:</b>			
<b>What is the school system's plan for alternate scheduling?</b>	<input type="radio"/> No alternate scheduling <input type="radio"/> Morning/Afternoon (Platooning) <input type="radio"/> Alternating days <input type="radio"/> Parent choice	<input type="radio"/> No alternate scheduling <input type="radio"/> Morning/Afternoon (Platooning) <input type="radio"/> Alternating days <input type="radio"/> Parent choice	<input type="radio"/> No alternate scheduling <input type="radio"/> Morning/Afternoon (Platooning) <input type="radio"/> Alternating days <input type="radio"/> Parent choice
<b>Details:</b>			
<b>If the school system plans to use alternate scheduling, what will be the basis?</b>	<input type="radio"/> Geography <input type="radio"/> Grade level <input type="radio"/> Other <input type="radio"/> NA	<input type="radio"/> Geography <input type="radio"/> Grade level <input type="radio"/> Other <input type="radio"/> NA	<input type="radio"/> Geography <input type="radio"/> Grade level <input type="radio"/> Other <input type="radio"/> NA
<b>Details:</b>			
<b>Detail your system's plan for virtual learning.</b>			
<b>Detail your system's plan for hybrid learning.</b>			
<b>Detail your system's plan for taking staff and student attendance should you utilize hybrid or virtual learning.</b>			

PLANNING QUESTION	PHASE 1	PHASE 2	PHASE 3
How will the school system provide transportation?			
How and where will the school system provide meals to students?	<input type="radio"/> Cafeteria <input type="radio"/> Classrooms <input type="radio"/> Other common space <input type="radio"/> Off-site feeding and/or curbside pick up <input type="radio"/> Other	<input type="radio"/> Cafeteria <input type="radio"/> Classrooms <input type="radio"/> Other common space <input type="radio"/> Off-site feeding and/or curbside pick up <input type="radio"/> Other	<input type="radio"/> Cafeteria <input type="radio"/> Classrooms <input type="radio"/> Other common space <input type="radio"/> Off-site feeding and/or curbside pick up <input type="radio"/> Other
Details:			
Who is responsible for developing and overseeing cleaning and personal hygiene?			
Details:			
How will the school system communicate with families?	Point of contact: _____ Hotline or phone number: _____ Dedicated email address: _____ Dedicated web address: _____ Other: _____		

# OFFICE OF PUBLIC HEALTH REGIONAL CONTACTS



- REGION 1: Orleans, Plaquemines, Jefferson, St. Bernard
- REGION 2: Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, West Feliciana
- REGION 3: Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, St. Mary, Terrebonne
- REGION 4: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermilion
- REGION 5: Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
- REGION 6: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
- REGION 7: Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster
- REGION 8: Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll
- REGION 9: Livingston, St. Helena, St. Tammany, Tangipahoa, Washington

System level support for medical, isolation, quarantine issues can be directed to Regional Medical Directors. Outreach to Regional Medical Directors should come from Superintendent level leadership or equivalent.

## LOUISIANA DEPARTMENT OF HEALTH

	ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	REGIONAL MDs/ ADMINISTRATORS	OFFICE PHONE
1	1450 Poydras St., Ste. 1202	New Orleans, LA 70112	504-599-0100	Joseph Kanter, MD/Admin.	504-599-0105
2	628 North 4th St.	Baton Rouge, LA 70802	225-342-6933	Dawn Marcelle, MD/Admin.	225-342-3266
3	1434 Tiger Dr.	Thibodaux, LA 70301	985-447-0916	William "Chip" Riggins, MD/Admin.	985-447-0916 ext. 332
4	825 Kaliste Saloom Rd	Lafayette, LA 70508	337-262-5311	Juliette "Tina" Stefanski, MD/Admin.	337-262-5619
5	707-A E. Prien Lake Rd.	Lake Charles, LA 70615	337-475-3200	Lacey Cavanaugh, MD/Admin.	337-475-3200
6	5604-B Coliseum Blvd.	Alexandria, LA 71303	318-487-5262	David Holcombe, MD/Admin.	318-487-5261
7	1525 Fairfield Ave.	Shreveport, LA 71101	318-676-7489	Martha Whyte, MD/Admin.	318-676-7489
8	1650 DeSiard St.	Monroe, LA 71201	318-361-7201	Jeff Toms, Admin.	318-361-7227
9	15481 Club Deluxe Rd.	Hammond, LA 70403	985-871-1300	Gina Lagarde, MD/Admin.	985-543-4880



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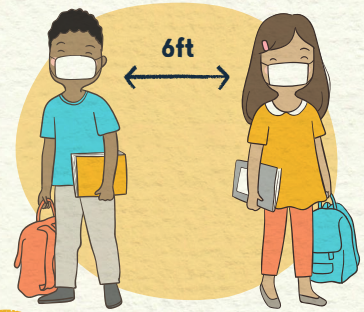
## THREE KEY PRINCIPLES



**1** Wash Hands Often



**2** Wear a Face Covering



**3** Practice Social Distancing

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## WHAT ARE THE STEPS WHEN A STUDENT IN SCHOOL TESTS POSITIVE FOR COVID-19?

- 1** If a school becomes aware of a presumptive positive or positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor.
  - 2** Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps.
  - 3** If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.
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