

## **INTERIM COVID-19 RETURN TO SCHOOL CAMPUS GUIDELINES, POLICIES AND PROCEDURES**

Discovery Health and Sciences Foundation and Discovery Schools (“Charter”) Charter recognizes that our students and employees want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is impossible for things to go back to the way they were prior to COVID-19 – at least for the foreseeable future.

As our central office and school campus gradually re-open, the Charter is implementing these interim Guidelines, Policies and Procedures until further notice in an effort to minimize the risk that COVID-19 will impact our business operations going forward. The health and safety of our employees and school community is our top priority.

The Charter reserves the right to alter or amend these interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state and local level.

### **1. CDC, OSHA, BESE, & JPSB Guidelines**

In addition to reading and understanding the Charter’s Guidelines, Policies and Procedures, all employees, students, and third-party campus visitors should familiarize themselves with applicable BESE, JPSB/JPPSS, CDC & OSHA Guidelines related to COVID-19, which can be found here:

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

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

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

<https://www.jpschools.org/cms/lib/LA50000440/Centricity/Domain/1164/Start%20Strong%20Jefferson%20Full%20Plan%207.20.20.pdf>

Everyone at the Charter has a personal responsibility to help mitigate the risk that COVID-19 will impact our personnel, visitors or business operations.

Any questions regarding the CDC’s or OSHA’s Guidance and its application should be directed to Nick Walker, Director of Operations, at [nick.walker@discoveryhsf.org](mailto:nick.walker@discoveryhsf.org) (Ext. (504)521-1028).

### **2. Employee and Student’s Return to Campus Policies and Procedures**

#### **a. Expectations for Employees To Return to Campus**

All employees are expected to return to work in accordance with federal, state and local directives.

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

present in the office at a given time. Working on a school campus on weekends or outside of regular school hours is no longer permitted.

If you believe that you should be allowed to stay at home due to increased risk of contracting COVID-19, you should contact Jenny Batiste, Director of Human Resources, at [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482. Absent undue hardship, reasonable accommodations will be made for at risk employees following an individualized assessment.

If you are caring for a school-aged child whose school is closed during the COVID-19 Pandemic, *and are unable to work remotely*, please contact Jenny Batiste at [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482 and your supervisor to advise of your situation.

## **b. Accessing the Campus for Employees, Students, and Third-Party Guest/Visitors**

All individuals should do their part to prevent the potential spread of COVID-19. To that end, avoid unnecessary contact with surfaces and objects. For example, use the tip of your car key to push the buttons on the elevator. Avoid holding the handrail on stairs and escalators. Maintain a distance of at least 6 feet from others. Do not get on crowded elevators. Elevator rides should be limited to one (1) or two (2) people at a time, including entering with other tenants, to avoid close contact with others.

No one will be allowed to enter the campus or classroom unless he or she is wearing a mask or face-covering (additional details regarding masks or face-covering is provided below). All Employees, students, and third-party visitors should also wear a mask or face-covering while in public and in all common areas of the school campus (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, etc.). If you have your own office or are alone in a classroom, it is acceptable to remove your mask or face-covering while in your office or alone in a classroom. No more than 2 people should be physically present in any office, and 6 feet of separation should be maintained at all times. If someone comes into your office or classroom, you should put your mask or face-covering back on.

### **1) Mask and face-covering<sup>1</sup> requirement:**

- a) Students in K through 12<sup>th</sup> grade must wear a mask or face covering on campus at all times.
- b) All adults are required to wear a mask or face-covering while on campus and not alone in an office or classroom.

### **2) Personal Hygiene & Proper Etiquette**

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

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

- a) Employees and students must wash or sanitize hands:
  - upon arrival on campus;
  - every two hours;
  - before and after eating;
  - before and after using equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment); and
  - before exiting the school campus.
- b) Avoid touching your eyes, nose, and mouth.
- c) Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Or cough/sneeze into your elbow.
- d) High touch areas – including bathrooms – will be sanitized multiple times per day.
- e) Employees are required to clean and disinfect frequently touched objects and surfaces by using school provided sanitizing and cleaning materials.
- f) No handshaking or other unnecessary physical contact with others is allowed.
- g) Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the campus.
- h) Anyone who touches or handles mail or third-party deliveries should wash their hands.

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

Appropriate cleaning supplies will be made available to employees.

### **c. Health Screenings**

If you are sick or feel like you are becoming sick, stay at home and do not report to the school campus.

Before leaving your residence for school campus, each employee must conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees must ask themselves whether the answer is “Yes” to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answers to any of these questions is “Yes,” you should: (1) stay at home and (2) notify Jenny Batiste, [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482, for further instructions. Employees should also notify their supervisor, school principal, and [campus nurse](#). Confidentiality will be maintained at all times. Upon daily entry to the school campus, the Charter will ask for the above certification from both employees and students. The above certification will also be asked for any essential visitors.

This daily certification is mandatory, and the failure to report any “Yes” responses to the Charter is an acknowledgment by each employee and/or student’s parent or legal guardian and/or other party that they have performed the individualized assessment in good faith, and that they have been truthful and honest in performing this certification.

If “No” is the answer to all the above questions, then you may enter the school campus during regular school hours only. All persons should be wearing a mask or face-covering upon arrival at the campus. Upon arrival, all persons will be required to use hand sanitizer, which will be made available at the entry point at each school campus.

All students must have their temperature taken with a Digital Forehead, Non-Contact Thermometer before being allowed to enter any campus. Generally speaking, if your temperature is higher than 100.4, you will be asked to go home. Appropriate measures will be taken to ensure proper social distancing while anyone is waiting to have their temperature taken.

Notwithstanding the daily certification set forth above, employees and students may also be assessed for symptoms of COVID-19 upon arrival to the school campus and throughout the school day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

**i. On Campus Isolation:**

- Anyone showing signs of the above symptoms will be isolated in the designated isolation room. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.
- The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

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

- Employees and students who have been in close contact on campus with someone who tests positive for Covid-19 will be notified by school administration or the campus nurse and will be required to remain off-campus for fourteen (14) days from notification by the school campus nurse.

**iii. Return to Campus Policy and Procedure for Positive Covid-19 WITH symptoms<sup>2</sup>:**

1). Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms first appeared *and*
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

2). Test-based strategy

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected greater 24 hours apart (total of two negative specimens).

**iv. For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:**

1). Time-based strategy

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<sup>2</sup> Recommendation based on CDC and subject to CDC revisions: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

## 2). Test-based strategy

A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected greater 24 hours apart (total of two negative specimens).

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

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

### **d. Social Distancing and Group Sizes**

Employees and students should practice social distancing when possible and according to all applicable laws. Employees and students should not be within 6 feet of another individual. This rule applies at all times in all areas unless otherwise notified by School officials.<sup>3</sup> In Phase 2 and 3 class size will be 8-17 students in a room with a teacher. Most classroom pods have 12 students.

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

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<sup>3</sup> Classroom size and composition is subject to change in accordance with the health and needs of the parish and in accordance with CDC recommendations. All updated revisions will be publicized on the school's website and communicated to parents via robocall and email.

- Phase 1: ten (10) individuals
  - Phase 2: twenty-five (25) individuals
  - Phase 3: fifty (50) individuals
- 2) Static group composition. Grades K-8<sup>th</sup> are in static pods. 9<sup>th</sup>-12<sup>th</sup> are in pods, but for core classes and rotate into electives if special class materials are required. (Example: art, music, graphic arts) Each family will be notified of their child's schedule.

Handshaking, hugging, kissing, and any other unnecessary personal contact with others is prohibited. Socializing in work areas, congregating in the halls, and similar non-essential activities are not permitted.

If necessary, the classroom size, schedule, office space may be reconfigured to allow for proper social distancing between all individuals, including static groups and flight scheduling.

Lunchroom, Breakrooms, and Cafeterias should be utilized in accordance with the above guidelines and Phases as required under state law and city ordinances.

**e. Student Transportation**

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

- 1) Phase 1 – twenty-five percent (25%), including adults, of school bus manufacturer capacity. Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats.
- 2) Phase 2 – fifty percent (50%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.
- 3) Phase 3 – seventy-five (75%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.

**f. Physical Standards for the Use of School Facilities**

- 1) Phase 1: No use of gyms or auditoriums.
- 2) Phase 2: No use of gyms or auditoriums for group gatherings. These spaces may be used as teaching stations so long as physical partitions or barriers are in place.
- 3) Phase 3: Limit use of indoor shared spaces such as cafeterias and gymnasiums to maximum group sizes, ensure physical distance, wearing

face-coverings, and clean between each groups use. Employees and students must wash hands before and after events in shares spaces.

**g. Eating**

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

**h. Personal Protective Equipment**

Employees, students, and third-party visitors are required to wear a mask at all times in common areas throughout the school campus. Mask or face-covering will be provided when needed.

**i. Classrooms and Office Cleaning and Sanitation**

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. High touch surfaces must be cleaned multiple times a day.

All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, smart boards, white boards, or fax machine. After you have completed your use of these devices, you should again wash your hands or use hand sanitizer.

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

**j. Extra-Curricular**

In Phase 2, extracurricular will take place outside with masks and physical distancing.

### **k. Travel Restrictions**

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

### **l. Required Training and Postings**

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

Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices.

All employees must acknowledge this policy by signing below. This policy will be accessible to everyone via the Charter intranet.

### **m. Complaints, Reporting Procedure, and Disciplinary Action**

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to Jenny Batiste [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to Jenny Batiste [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482 and [your campus nurse](#) of (1) possible symptoms of COVID-19, (2) confirmed negative or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a confirmed COVID-19 patient. Quarantine may be required. This reporting policy includes the employee, student, a family member of an employee or student, or anyone that the employee or student has had close contact within a 14-day period.

### **3. Policies and Procedures for Vendors/Visitors/Guests on School Campus**

Parents are not allowed on Campus unless determined essential by the Administration. Vendors, visitors, and guests should avoid coming to the school unless it is deemed essential by the School Administration. When approved by the School Administration, vendors, visitors, and guests must wear a face-covering or mask, wash or sanitize their hands upon entering campus, and practice social distancing by remaining at least 6 feet apart from employees and remaining in the School

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

Limit outside vendors entering our space to necessity only, such as FedEx, UPS, and office supply deliveries. Alternative pick-up and drop-off protocols may be utilized.

Vendors will be subject to the policies above: Temperature Checks and the wearing of a mask or face-covering when on the School campus.

**4. Acknowledgment of Receipt of Interim COVID-19 Return to Campus Guidelines, Policies and Procedures**

By my signature below, I acknowledge that this policy was distributed to me, that it is accessible on the Charter Intranet, that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice.

\_\_\_\_\_  
Print Name (Employee or Parent Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Employee or Parent Guardian)