

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

FirstLine Schools (“FLS”) recognizes that our students and employees deeply desire for things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, the ways in which we have operated prior to COVID-19 are on hold, at least for the foreseeable future.

As our network office and school campuses gradually re-open, FLS 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, students, and families is our top priority. Please note that these guidelines are subject to change in accordance with federal, state, and local guidelines as the Phased re-openings shift.

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

### **1. CDC, OSHA, BESE, & NOLA Public School (NOLA-PS) Guidelines**

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

- [Board of Elementary and Secondary Education \(BESE\) COVID-19 Guidance](#)
- [NOLA Public Schools Roadmap to Reopening](#)
- [Centers for Disease Control and Prevention \(CDC\) COVID-19 Guidance](#)
- [Occupational Safety and Health Act \(OSHA\) COVID-19 Guidelines](#)

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

Any questions regarding any of the operational guidance documents listed above and its application with FLS sites should be directed to Chief Operating Officer, Rebekah Cain at [rcain@firstlineschools.org](mailto:rcain@firstlineschools.org).

### **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 FLS indicated terms as guided by 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 school campus on weekends or outside of regular school hours is permitted and to be coordinated with your school leader(s).

If you believe that you should be allowed to stay at home due to increased risk of contracting COVID-19, you should contact FLS Human Resources (HR) at [hr@firstlineschools.org](mailto:hr@firstlineschools.org). Absent undue hardship, reasonable accommodations will be made for at risk employees following an individualized assessment.

If you are caring for a child whose school and do not have childcare during the COVID-19 Pandemic, *and are unable to work remotely*, please contact FLS HR at [hr@firstlineschools.org](mailto:hr@firstlineschools.org) 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 six (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 employees, 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, specifically those required for student instruction and/or vendors responsible for site operations 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.). Bandanas will not be allowed to be worn by employees, students, or visitors. 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. Before someone comes into your office or classroom, you should put your mask or face-covering back on. When in offices and classrooms, ensure six (6) feet of distance at all times.

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

- a) Students must wear a mask or face covering on campus at all times.
- b) All adults are required to wear a mask or face-covering while on campus and not alone in an office or classroom.
- c) Bandanas will not be allowed.

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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.

## 2) Social Distancing and Group Sizes

Employees and students should practice social distancing when possible and according to City and State law. Employees and students should not be within six (6) feet of another individual UNLESS they are in an assigned static group, per BESE and NOLA-PS guidelines. This rule applies at all times in all areas unless otherwise notified by School officials.<sup>2</sup>

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

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 is prohibited.

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

Lunchrooms, breakrooms, and cafeterias should be utilized in accordance with the above guidelines and Phases as required under state law and city ordinances.

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

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

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

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<sup>2</sup> Classroom size and composition is subject to change in accordance with the health and needs of the city 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.

- 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 twenty (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/Response Scenarios

If you are sick or feel like you may becoming sick, stay at home and do not report to the school campus. Specific details related to communications and procedures follow below.

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?

If the answer to any of these questions is “Yes,” you should: (1) stay at home and (2) notify your designated site-based contact, SOM (if applicable), and HR at [hr@firstlineschools.org](mailto:hr@firstlineschools.org) for further

instructions. Confidentiality will be maintained at all times. This daily certification is mandatory, and the failure to report any “Yes” responses to FLS is an acknowledgment by each employee and/or student’s parent or legal guardian that they have performed the individualized assessment in good faith, and that they have been truthful and honest in performing this daily certification.

Upon daily entry to the school campus, FLS will ask for the above certification from both employees and students.

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

After hand sanitizing, all persons must have their temperature taken with a Digital Forehead, Non-Contact Thermometer before being allowed to enter the school campus. 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 employees and students are 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 space(s) per each FLS school site. 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 notify emergency medical personnel and/or inform FLS HR in order to notify the health department and/or 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 employees or students 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 the designated school site leader and FLS HR Department via [hr@firstlineschools.org](mailto:hr@firstlineschools.org) and will be required to remain off-campus for

fourteen (14) days per official notification. The employees and students will be informed of their return to work/school date by designated school site leader and/or FLS HR per the last date of known exposure provided COVID-19 symptoms did not develop during the quarantine period.

**iii. Return to Campus Policy and Procedure for Positive COVID-19 WITH symptoms<sup>3</sup>:**

Students and staff who have been sick cannot return until one of the following conditions are met:

- A health care provider has confirmed that the individual's illness is not due to COVID-19 because another explanation has been identified. e.g., fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc. Diagnoses of upper respiratory tract infection (URI), pneumonia, viral illness, etc. DO NOT exclude the diagnosis of COVID-19 and should not be considered an adequate to authorize return to school. A doctor's note is required for staff and students.
- The individual has evidence of a positive COVID-19 virus test and has been isolated for 10 days; and the individual has had 72 hours of resolution of fever, and respiratory symptoms have improved (cough or shortness of breath). Results of antibody tests are not reliable and should not be considered proof of immunity or lack of infection. A doctor's note is not required for staff or students and written parent verification is required for students.
- The individual has self-isolated for a period of 10 days from the onset of COVID-19 symptoms; and the individual has had 72 hours of resolution of fever; and respiratory symptoms have improved (cough or shortness of breath) regardless of COVID-19 test results (whether negative, positive or not obtained). A doctor's note is not required for staff or students and written parent verification is required for students.

**NOTE: HR will provide the anticipated return to work/school date.**

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

Staff or students 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:

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

- At least ten (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 strategy is to be used.

**NOTE: HR will provide the anticipated return to work/school date.**

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 the existing CDC, state and local guidelines outlined above. 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. 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 dispersed throughout the bus to the greatest extent possible.
- 3) Phase 3 – seventy-five (75%), including adults, of school bus manufacturer capacity. Passengers must be dispersed throughout the bus to the greatest extent possible.

**e. 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 shared spaces.

**f. Child Nutrition/Food Service**

- 1) Phase 1: Grab and go feeding only. There will be no on-campus feeding, but specific FirstLine sites will distribute food to FirstLine students at their respective school site. 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 (6) feet of distance between students. For students learning remotely, a meal service option will be created to provide two (2) meals a day. No more than 50 people in the cafeteria at a time, following NOLA-PS guidelines.

**g. Personal Protective Equipment (PPE)**

Employees, students, and third-party visitors are required to wear a mask at all times in common areas throughout the school campus. Face shields will be provided to all staff. Masks or face-coverings will be provided when needed. Additional PPE will be provided to staff based on duties, per our [2020-21 PPE Guidance](#).

**h. Classrooms and Office Cleaning and Sanitation**

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned per the FLS provided sanitizing products, which is in addition to the cleaning to be conducted by custodial staff. 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).

**i. Extra-Curricular**

- Phase 1: No Extra-Curricular activities will occur.

- Phase 2: No band or athletics will occur. Before and aftercare can take place at schools as long as face coverings and six feet of social distancing are enforced.
- Phase 3: Limited athletics can take place with up to 50 people total in attendance (including spectators and players). Limited band activities may also occur. Before and aftercare can take place at schools as long as face coverings and six feet of social distancing are enforced.

#### **j. Travel Restrictions**

All non-essential business or student travel is prohibited until further notice. Any business travel must be approved in advance by FLS HR.

#### **k. Required Training and Postings**

All employees must participate in mandatory training regarding COVID-19 best practices, including appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. 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 FLS Staff Portal.

#### **l. 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 FLS HR via [hr@firstlineschools.org](mailto:hr@firstlineschools.org). 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 FLS HR via [hr@firstlineschools.org](mailto:hr@firstlineschools.org) of (1) possible symptoms of COVID-19, (2) confirmed positive test of COVID-19, or (3) exposure to someone with a confirmed COVID-19 positive test result. Upon notification of a positive COVID-19 test result from an employee, they will be asked a series of questions related to close contact exposure (15 minutes or more within less than 6 feet of an individual) with other employees and/or students to adequately inform others of exposure to a positive case. The identity of the employee who has tested positive will be kept confidential at all times and not be shared when individuals are informed of their close contact exposure.

Quarantine will 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 fourteen (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 six (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. Vendors are required to train their staff on proper PPE use.

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. For vendors providing facility services, operations staff will do their best to schedule these visits before and after school, limiting the number of people in the building during school hours. However, for facility emergencies, vendors may need to access the building during school hours.

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 FirstLine Schools website, 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

Date

Signature