

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

FirstLine Schools 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.

For the upcoming 2021-2022 academic year, FirstLine Schools is implementing these interim Guidelines, Policies and Procedures until further notice in an effort to minimize the risk that COVID-19 will impact our operations going forward. The health and safety of our employees and students is our top priority.

FirstLine Schools 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. FirstLine Schools authorizes its Chief Executive Officer to make the necessary alterations or amendments to these Interim Guidelines, Policies and Procedures as necessary to comply with guidance issued at the federal, state and local level.

**1. CDC, OSHA, BESE, & NOLA PS 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, NOLA PS, CDC & OSHA Guidelines related to COVID-19, which can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

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

[https://www.louisianabelieves.com/docs/default-source/ready-to-achieve/ready-to-achieve!-2021-2022-school-operational-guidelines.pdf?sfvrsn=737f6718\\_2](https://www.louisianabelieves.com/docs/default-source/ready-to-achieve/ready-to-achieve!-2021-2022-school-operational-guidelines.pdf?sfvrsn=737f6718_2)

<https://www.nolapublicschools.com/documents/nola-ps-covid-19-guidelines-2021-22-school-year-7-30-21-final/download>

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

Any questions regarding BESE’s, NOLA PS’, CDC’s or OSHA’s Guidance and its application 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 federal, state and local directives.

Employees may be asked to report to work at different times and/or via different entry/exit points. Staggering shifts and/or multiple entry/exit points 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.

**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 no more than four (4) people at a time 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. When more than one person is physically present in an office, 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) While inside the school facility, all individuals of age to be enrolled in kindergarten and older must wear a face covering that properly covers the wearer's nose and mouth. Individuals age 2-4 years old should wear a face mask, if tolerated. Individuals under 2 years of age and individuals with breathing difficulties should not wear a face-covering while indoors.
  
- b) Face coverings are not required for the following:

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

- i. Anyone who has a medical condition that prevents the wearing of a face covering;
  - ii. Anyone who is consuming food or drink;
  - iii. Anyone who is trying to communicate with a person who is hearing impaired;
  - iv. Anyone who is giving a speech for broadcast or to an audience; and
  - v. Anyone temporarily removing his/her face covering for identification purposes.
- c) Face-coverings are not required when individuals are outdoors if they adhere to physical distancing requirements. However, it is recommended that individuals who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

## **2) 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:
  - Every two (2) hours;
  - upon arrival on campus;
  - 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);
  - after changing any classroom;
  - when a new group of students enter a teacher's classroom; 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. Alternatively, cough/sneeze into your elbow.
- d) High touch areas – including bathrooms – will be sanitized two (2) times per day. High touch areas are surfaces that are touched frequently, including but not limited to door handles, light switches, bathroom fixtures, benches, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.
- e) No handshaking or other unnecessary physical contact with others is allowed.

- f) 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.
- g) Anyone who touches or handles mail or third party deliveries should wash their hands.

Employees will be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60% alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed. The quantity of hygiene supplies should be appropriately provided to the school employee, according to the role and number and age of students served by that employee.

Appropriate cleaning supplies will be made available to employees.

### **c. Symptom Monitoring**

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

Before leaving your residence for school campus, each employee and student should conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees and students should 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 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.

If “No” is the answer to all the above questions, then you may enter the school campus during regular school hours only. Upon arrival, all persons will be required to wash hands or use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily symptom monitoring set forth above, employees and students must also be report symptoms of COVID-19 that may occur during 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 area that exists in each school facility. 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:**

- Unvaccinated employees and students who have been in a static group with a confirmed case or who otherwise had close contact<sup>2</sup> 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 quarantine for fourteen (14) days from date of close contact. After the employee’s quarantine has ended, the employee and their supervisor will receive a return to work clearance email from Human Resources.
- COVID-19 vaccinated students or employees do not need to quarantine after being identified as a close contact if they:
  - Are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of a 1-dose of a single-dose vaccine, and
  - Have remained asymptomatic since the current COVID-19 exposure.
  - If these conditions are not met, the previously vaccinated individual needs to quarantine. Additionally, fully vaccinated

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<sup>2</sup> Close contact is being within 6 feet of a confirmed case or symptomatic person for 15 minutes or more.

students or employees are encouraged to be tested 3 to 5 days following the date of their exposure and wear a mask (if no mask mandate is in place) in public indoor settings for 14 days or until they receive a negative test result.

- Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, follow guidance for symptomatic individuals, and should consider getting a molecular COVID-19 test.
- Employees or students do not need to quarantine if:
  - They had COVID-19 within the previous 3 months, and
  - Recovered from COVID-19, and
  - Remain without COVID-19 symptoms.
- All individuals who are identified as a close contact of someone testing positive with COVID-19 are required to seek testing immediately following notification and 5 to 7 days following last contact if the initial test was negative.

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

An employee or student with a suspected or positive COVID-19 diagnosis who has symptoms and was 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

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

Employees 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/if-you-are-sick/quarantine.html>.

•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 strategy used under the prior section pertaining to individuals WITH symptoms will apply.

**v. Reporting Requirements**

Schools are required to report all known and suspected cases of COVID-19 to NOLA Public Schools via its online form and the LDH School Online COVID-19 Portal.

**vi. Vaccination Status**

The vaccination status of students and employees will be tracked in one of the following ways:

1. Students
  - a. Louisiana Immunization Network School Nurse Portal (preferred method to verify student immunization status)
2. Staff
  - a. An electronic version of the official documentation issued by a State vaccine registry (can include presenting confirmation via LA Wallet, MyChart, LA.myIR.net, or other approved state system); or
  - b. Electronic medical or immunization record; and
  - c. Sign the FLS Vaccine Attestation Form.

Employees are required to submit to weekly COVID-19 testing and students may be asked to submit to periodic COVID-19 testing as a precautionary measure to reduce the spread of the virus. Testing will be conducted onsite through the Louisiana Department of Health school testing program using a molecular test. If anyone tests positive, he/she will be sent home. If you test positive, you will be allowed to return to work in accordance with then existing CDC, state and local guidelines. Employees and students who test positive are encouraged to contact a qualified health care professional for additional guidance. Employee and student confidentiality will be maintained at all times. Non-exempt employees will be paid for the time spent undergoing COVID-19 testing.

Any employee or student who refuses to submit to testing 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 City and State law. Employees and students should not be within 6 feet of another individual, or to

the greatest distance possible when within static classroom groupings. This rule applies at all times in all areas unless otherwise notified by School officials.<sup>4</sup>

- 1) There is no maximum classroom size. The maximum group size that may convene indoors in a single room should be determined by physical distancing requirements and student grouping method.
- 2) Students may be grouped in one of two ways:
  - a. Static groups with minimal distancing requirements or
  - b. In groups with changing composition, maintaining three (3) feet of social distance from other students and six (6) feet of social distance from adults.
- 3) Classrooms with students and teachers who are not fully vaccinated and unable to maintain social distancing requirements should be assigned to static groups. The static group composition should be maintained for as long as possible.
- 4) Adults should maintain six (6) feet of distance from other adults.
- 5) Students with disabilities should continue to receive special education and related services in the least restrictive environment.

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.

**e. Student Transitions and Pull Out**

- 1.) Students with disabilities should receive special education and related services in the least restrictive environment. After services are provided, all shared surfaces and equipment should be cleaned before the next student is served.
- 2.) Student interactions will be limited during transitions via one-way flow hallways, clearly defined space for two-way direction of student flow in hallways or staggered class changes to decrease the number of students in the hallway at one time.

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<sup>4</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.



**f. Student Transportation**

- 1) Buses are allowed to operate at 100% capacity with all passengers wearing face masks. Masks will be provided when necessary.
- 2) High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes.
- 3) Seating charts should be created and enforced in the event close contacts to a positive case of COVID-19 needs to be determined.
- 4) Windows should be kept open when it does not create a safety or health hazard.

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

- 1) If groups convene outdoors, each group should remain separated.
- 2) To the greatest extent possible, limit crowding at entry and exit points and maintain maximum group sizes and physical distancing requirements. Employees and students should enter and exit in single-file lines to enable physical distancing.
- 3) Employees and students should bring their own water to minimize use and touching of water dispensers. Water fountains will be closed and alternate water machines will be available to all students and staff.
- 4) Use of indoor shared spaces, such as cafeterias and gymnasiums, should be determined by social distancing requirements. All attendees must wear a face mask.

**h. Eating**

- 1) Students and employees should wash hands before and after every meal.
- 2) Classrooms should be utilized for eating to the extent possible.
- 3) Students may bring food from home.
- 4) Disposable utensils should be used.
- 5) Outdoor seating should be used as practical and appropriate.

- 6) If the cafeteria is used for eating, staggered meal times should be used and
  - a. Students in static groups: the static group must be maintained during meals and each static group must be separated by no less than ten (10) feet from the next static group.
  - b. There will be designated entrances and exit flow paths. Single-file lines will be used for food lines and disposal.
  - c. Cafeteria use will be no greater than 25% of capacity.

#### **i. Personal Protective Equipment**

Employees, students, and third-party visitors are required to wear a mask or face covering that securely covers the nose and mouth at all times in common areas throughout the school campus. Mask or face covering will be provided when needed. Custodian staff or teachers cleaning their classrooms should wear gloves. Additional PPE will be provided to staff based on duties, per our [PPE Guidance](#).

#### **j. 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. Gloves should be worn when cleaning.

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).

#### **k. Extra-Curricular**

- 1.) After Care: Static groups will be maintained when possible. Alternatively, social distancing will be implemented for groups of changing composition and face masks will be required for the unvaccinated.

- 2.) Band and Vocal Music: Band and vocal activities should be conducted outdoors to the extent possible. If all students and staff participating in band or vocal music are either vaccinated or participating in a weekly molecular testing, these activities can occur indoors in accordance with National Federation of State High School Associations and the National Association for Music Education Guidance.
- 3.) Field Trips: Field trips can occur with strict adherence to masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, if possible.
- 4.) Athletics: Athletic activities will follow guidelines and policies set forth by LHSAA.
  - a. All attendees of indoor athletic events should wear a face covering.
  - b. Outdoor and indoor spectator capacity for LHSAA-sanctioned athletics shall be set in accordance with the Louisiana State Marshal's [OR City of New Orleans] guidelines.

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

All employees are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

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 FLS Staff Portal.

#### **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 the FLS HR Team at [hrcovid@firstlineschools.org](mailto:hrcovid@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 [hrcovid@firstlineschools.org](mailto:hrcovid@firstlineschools.org) 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/Parents/Visitors/Guests on School Campus**

Parents, vendors, visitors, and guests should avoid coming to the school unless it is deemed essential<sup>5</sup> by the School Administration. When approved by the School Administration, vendors, parents, 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 students and remaining in the School Administration approved area. Vendors, parents, visitors, and guests will 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.

**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 FLS Staff Portal, 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

<sup>5</sup> 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:

- 1.) Conduct CLASS observations
- 2.) Observe teacher candidates as part of the teacher preparation quality rating system
- 3.) Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

School administration may also deem parents as essential.