READY TO ACHIEVE!
2021-2022
SCHOOL OPERATIONAL GUIDELINES
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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 2021-2022 school year.

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;
- Correct use of masks;
- Handwashing and respiratory etiquette;
- Cleaning and maintaining healthy facilities; and
- Contact tracing in combination with isolation and quarantine.

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 and staff in the school setting. Contact tracing and quarantining of close contacts should occur for each case of COVID-19 identified.

- 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 according to CDC's end of isolation criteria.
- Individuals in close contact of the student may be identified and contacted as part of the OPH contact tracing process.
- Close contact of a case is a person who was within six feet from the student for more than 15 minutes, determined by the OPH contact tracing process.

If both the case and the contact were engaged in consistent and correct use of a well-fitting face mask AND were within 3 to 6 feet of each other, then those close contacts do not need to quarantine.

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.

Options to shorten the duration of quarantine if contacts remain asymptomatic include:

If no symptoms develop during quarantine AND the person has a negative antigen or PCR test collected no earlier than day 7 after their last exposure, they may quarantine for 7 days from last contact with a COVID-19 case OR
• If no symptoms develop during quarantine and no testing is done: they may quarantine for 10 days from last contact with a COVID-19 case.

• If quarantine is shortened, daily symptom monitoring and strict adherence to prevention measures including social distancing, hand washing, and especially wearing masks/face coverings should continue until the full 14 days from last contact with a COVID-19 case.

• Because there is an increased risk of post-quarantine transmission associated with options to shorten quarantine, the 14-day quarantine period should be used in school settings where physical distancing among children is not maintained.

• Close contacts who were previously diagnosed with COVID-19 within the last 90 days and remain asymptomatic do not need to quarantine.

• Close contacts who are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose in a single-dose vaccine) at the time of exposure and remain asymptomatic do not need to quarantine.

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 routine 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.

5. In accordance with the School Reporting and Data Sharing Order #2020-COVID19-001, all COVID-19 cases should be reported to the Louisiana Department of Health (LDH) via LDH's electronic reporting system.
## RECOMMENDED MINIMUM HEALTH AND SAFETY STANDARDS FOR SCHOOL OPERATIONS

### Group Sizes

The maximum group size that may convene indoors in a single room should be determined by physical distancing requirements.

### Group Composition

- Classrooms with students and teachers who are not fully vaccinated and unable to maintain physical distancing requirements should be assigned static groups. The static group composition should be maintained for as long as possible.
- The composition of a group may change if students are able to maintain a physical distance of at least three feet from other students and six feet from adults in a classroom or indoor setting, to the greatest extent possible. Adults should maintain six feet of distance from other adults.
- Students with disabilities should continue to receive special education and related services in the least restrictive environment. School systems should 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.

### Physical Standards for use of School Facilities

- If groups convene outdoors, a physical barrier is not required, but each group should remain separated.
- To the greatest extent possible, schools should limit crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.

### Monitoring Students and Adults for Symptoms of COVID-19

- Each school should establish an area used to isolate anyone showing signs of being sick. The isolation area should be cleaned after it is occupied by any sick student or adult.

### Environmental Cleaning and Personal Hygiene

- High-touch surfaces should be cleaned at least twice per day, including bathrooms.
- Students should wash or sanitize hands upon arrival at the school, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

### Masking

- Face masks that properly cover the wearer’s mouth and nose should be worn indoors outside of your residence at all times, under the Governor’s statewide mask mandate. The order requires face coverings for everyone of age to be enrolled in kindergarten and older except for the following:
  - Anyone who has a medical condition that prevents the wearing of a face covering
  - Anyone who is consuming a drink or food
  - Anyone who is trying to communicate with a person who is hearing impaired
  - Anyone who is giving a speech for broadcast or to an audience
  - Anyone temporarily removing his or her face covering for identification purposes

### Hygienic Supplies

- School employees should 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.
- The quantity of hygienic supplies should be appropriately provided to the school employee, according to the role and the number and age of students or adults served by that employee.

### Transportation

- Buses are allowed to operate at 100% capacity and as required by Presidential Executive Order No. 13998 on Promoting COVID-19 Safety in Domestic and International Travel, all passengers on the school bus must wear a facial covering while using transportation, regardless of capacity. Windows should be kept open when it does not create a safety or health hazard. Seating charts should be created and consistently enforced.
### Student Programming Determinations

- Student placement determinations in a distance or in-person education program should be made in consultation with the parent or custodian.
- Student placement determinations 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.

### Visitors to School Facilities

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.
- 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:
  - Conduct CLASS® observations
  - Observe teacher candidates as part of the teacher preparation quality rating system
  - Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation

- Medical or disability impact exceptions to any standard in this guidance should be addressed on an individual basis by the LEA in accordance with local policies.
- Prior to the beginning of the 2021-2022 school year, each local school board should update local policies as needed to align with current LDH/CDC guidelines.

### 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.

**BEST PRACTICES FOR OPERATING LOUISIANA SCHOOL FACILITIES IN 2021-2022**

**FOR PUBLIC AND NONPUBLIC SCHOOLS**

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.


### PROTECTING YOURSELF AND OTHERS IN LOUISIANA

<table>
<thead>
<tr>
<th>PRACTICE PHYSICAL AND SOCIAL DISTANCING</th>
<th>WASH YOUR HANDS AND COVER YOUR COUGH</th>
<th>TAKE CAUTION WITH LOUISIANS WHO ARE AT RISK</th>
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This document is provisional and subject to change based on available CDC recommendations, COVID-19 community transmission, and vaccination rates in relevant age groups.
GROUP SIZE, SPACING RECOMMENDATIONS, 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.
- 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.
- Limit nonessential visitors. Adults entering the building should wash or sanitize hands prior to entering and wear a mask as recommended and locally determined in consultation with LDH and local community context.
- 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.
- Field trips can occur if strictly following masking, cohorting, and transportation requirements. Outdoor field trip opportunities should be prioritized, if possible.
- Afterschool programs may continue but should adhere to mask wearing and physical distance protocols. For younger students unable to maintain physical distance, maintain static groups.
ATHLETICS, BAND, AND VOCAL MUSIC

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ENSURE HEALTHY ACCESS TO OUTDOOR ACTIVITY

<table>
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<tr>
<th>PHASE 1</th>
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<th>Limitations:</th>
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<tr>
<td>• 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)</td>
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<td>• No vocal singing indoors</td>
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<td>• Outdoor activity should have appropriate physical distancing measures taken</td>
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<tr>
<th>Limitations:</th>
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<tr>
<td>• Band or vocal activities may occur indoors or outdoors. When band and vocal music classes are unable to practice outdoors during Phase 3, class can be held indoors in accordance with National Federation of State High School Associations and the National Association for Music Education Guidance which has physical distancing, masking and instrument covering provisions.</td>
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Due to the Governor’s indoor mask mandate (Proclamation 137), band, vocal and singing classes should not occur indoors at this time, as participants in these classes must adhere to the indoor mask mandate. Band, vocal and music classes may occur outdoors until further notice.
This document is provisional and subject to change based on available CDC recommendations, COVID-19 community transmission, and vaccination rates in relevant age groups.
ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE

ENSURE HEALTHY PERSONAL HYGIENE

- Face masks that properly cover the wearer's mouth and nose should be worn indoors outside of your residence at all times, under the Governor's statewide mask mandate. The order requires face coverings for everyone of age to be enrolled in kindergarten and older except for the following:
  - Anyone who has a medical condition that prevents the wearing of a face covering
  - Anyone who is consuming a drink or food
  - Anyone who is trying to communicate with a person who is hearing impaired
  - Anyone who is giving a speech for broadcast or to an audience
  - Anyone temporarily removing his or her face covering for identification purposes

- 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.

ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE

CLEAN AND MAINTAIN HEALTHY ENVIRONMENTS

- 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, at least twice per 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 as necessary, depending on frequency of use.

- To protect their skin, cleaning staff should wear gloves when performing cleaning activities.
ADDITIONAL OPERATING CONSIDERATIONS

ENSBE SAFETY AND HYGIENE
PROTOCOLS ARE ESTABLISHED FOR
SHARED COMMUNAL SPACES

ENSBE TRANSPORTATION STAFF FOLLOW
SAFETY AND HYGIENE PROTOCOLS

ENSBE HEALTH FOOD PREPARATION
AND MEAL SERVICE

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OFFICE OF PUBLIC HEALTH
REGIONAL CONTACTS

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

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY, STATE, ZIP</th>
<th>PHONE NUMBER</th>
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<th>OFFICE PHONE</th>
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<tbody>
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<td>Jackie White, MD</td>
<td>318-361-7227</td>
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<td>9 15481 Club Deluxe Rd.</td>
<td>Hammond, LA 70403</td>
<td>985-871-1300</td>
<td>Gina Lagarde, MD/Admin.</td>
<td>985-543-4880</td>
</tr>
</tbody>
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THREE KEY PRINCIPLES

1. Wash Hands Often
2. Wear a Face Covering
3. Practice Social Distancing

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

1. 
2. 
3. 