



Collegiate Academies

Summary of 2021-22 Updates

Table with all minimum health and safety standards schools must follow located [HERE](#).

Personal Hygiene	Students must wash or sanitize hands upon arrival at the school, before and after eating, after changing any classroom, and before exiting the school facility. Teachers must wash or sanitize hands upon arrival at the school, before and after eating, and every time a new group of students enters their room.
2021-2022 Updates	<ul style="list-style-type: none">Removed the requirement to wash or sanitize hands every 2 hours
Face Masks	While Indoors or on a School Bus all vaccinated and unvaccinated students and adults must wear a cloth or disposable face mask at all times, except when eating or drinking. While Outdoors masks are not required if Physical Distance Requirements (6 feet) are maintained. Ref Face Masks section for additional details.
2021-2022 Updates	<ul style="list-style-type: none">Removed the requirement to mask OutdoorsAdded an exemption to the Indoor Requirement for Fully Vaccinated individuals.<ul style="list-style-type: none"><i>Fully Vaccinated</i> - 2 weeks after their second dose in a 2-dose series (Pfizer or Moderna vaccines), or 2 weeks after a single-dose vaccine (J&J vaccine). Note: Fully Vaccinated Exemptions do NOT apply on the school bus.The student's parent (or student if 18+) or employee submits a request for an exemption.The request is reviewed and approved or denied by a school administrator or Human Resources (for employee Medical Exemptions)If approved, the student or employee must wear their ID badge* at all times indicating that they are exempt from the mask requirement.Note: There may be situations or times when student's or employee's with Fully Vaccinated Exemptions are required to wear a face mask. Your School Leader or DFO will notify you in these circumstances.
Cleaning & Disinfecting	High-touch surfaces and bathrooms must be cleaned at least twice per day.
2021-2022 Updates	<ul style="list-style-type: none">Removed the requirement to disinfect high touch surfaces every 2 hours
Bus Guidelines	100% capacity is allowed if all students and adults are masked. Windows should be kept open when it does not create a safety or health hazard. Seating charts must be created and consistently enforced to support contact tracing.
2021-2022 Updates	<ul style="list-style-type: none">Allows 100% capacity if other requirements are met.
Athletics & Co-Currics	Athletic activities must comply with LHSAA's Guidance AND CA's Athletic and Co-Curricular Guidance Unvaccinated athletes and coaches must participate in routine (weekly or biweekly) molecular testing.
2021-2022 Updates	<ul style="list-style-type: none">Added requirement for unvaccinated individuals to participate in routine COVID testing.
Band & Vocal	Indoor Activities may be held if all participating students and staff are either vaccinated or participating in routine (weekly or biweekly) testing and all Band and Choir guidelines are followed. Outdoor Activities may be held if all Band and Choir guidelines are followed.
2021-2022 Updates	<ul style="list-style-type: none">Added requirement for unvaccinated individuals to participate in routine COVID testing.Allows Indoor Activities if with additional measures in place. Ex:<ul style="list-style-type: none">Rehearsal and practice time for woodwind and brass must be limited to 30 minutes before moving to a secondary space. Rehearsal/practice can resume in the primary space after 10-15 minutes for air exchange (though 30-45 minutes is ideal).Physical Distancing:<ul style="list-style-type: none">Trombone distancing must be no less than 9 feet in front of the instrument and 6 feet in all other directions.All other woodwind and brass instruments distancing must be no less than 6 feet in all directions.Bell covers must be used at all times on all woodwinds and brass instruments when playing indoors.<ul style="list-style-type: none">Bell cover material for woodwinds and brass must be a multi-layer cover with the center layer being made of MERV-13 filter material, or a 3-layer surgical style mask using a standard such as GB/T32310. Material should not be stretchy or elastic.
Field Trips	Off campus field trips are allowed as long as COVID protocols are followed.
2021-2022 Updates	<ul style="list-style-type: none">Off campus field trips are allowed if COVID protocols can be maintained.
Symptom Monitoring & Reporting	All students and adults are expected to self-monitor for symptoms of COVID-19 and notify your school designated point of contact if they have symptoms or test positive for COVID-19. Individuals who have a fever of 100.4°F or above, or other signs of illness, should not be admitted to the school facility.
2021-2022 Updates	<ul style="list-style-type: none">Removed requirement for Health Screenings and Temp. Checks upon arrival.

COVID Guidance for Schools

2021-2022

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Minimum Requirements 2021-22 Updates

This table is intended to provide the minimum health and safety standards schools must follow to the maximum extent possible and practicable.

Highlighted sections include links to additional requirements not included in this table.

Maximum Group Size	Maximum group size in a single room is determined by the Physical Distance Requirements.
Student & Staff Groups	Group composition may change if students/staff are masked & follow Physical Distance Requirements.
Physical Distance Requirements	<div><div>If everyone is masked:<ul style="list-style-type: none">• 3 feet between students• 6 feet between students and adults• 6 feet between adults</div><div>If everyone is <u>not</u> masked:<ul style="list-style-type: none">• 6 feet between students• 6 feet between students and adults• 6 feet between adults</div></div>
Hallways & Transitions	Limit interactions between students during transitions by providing clearly defined spaces for two-way directional flow, one-way flow hallways, or staggered class changes.
Personal Hygiene	Students must wash or sanitize hands upon arrival at the school, before and after eating, after changing any classroom, and before exiting the school facility. Teachers must wash or sanitize hands upon arrival at the school, before and after eating, and every time a new group of students enters their room.
Face Masks	While Indoors or on a School Bus all vaccinated and unvaccinated students and adults must wear a cloth or disposable face mask at all times, except when eating or drinking. While Outdoors masks are not required if Physical Distance Requirements (6 feet) are maintained. Ref Face Masks section for additional details.
Cleaning & Disinfecting	High-touch surfaces and bathrooms must be cleaned at least twice per day.
Bus Guidelines	100% capacity is allowed if all students and adults are masked. Windows should be kept open when it does not create a safety or health hazard. Seating charts must be created and consistently enforced to support contact tracing.
Meals	Meals can take place in the school's cafeteria or other spaces on campus where Physical Distance Requirements (6 feet) can be maintained.
Athletics & Co-Currics	Athletic activities must comply with LHSAA's Guidance AND CA's Athletic and Co-Curricular Guidance . Unvaccinated athletes and coaches must participate in routine (weekly or biweekly) molecular testing.
Band & Vocal	Indoor Activities may be held if all participating students and staff are either vaccinated or participating in routine (weekly or biweekly) testing and all Band and Choir guidelines are followed. Outdoor Activities may be held if all Band and Choir guidelines are followed.
Field Trips	Off campus field trips are allowed as long as COVID protocols are followed.
Parents & Visitors	Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible. All visitors wear masks and maintain a physical distance of 6 feet from others.
Symptom Monitoring & Reporting	All students and adults are expected to self-monitor for symptoms of COVID-19 and notify your school designated point of contact if they have symptoms or test positive for COVID-19. Individuals who have a fever of 100.4°F or above, or other signs of illness, should not be admitted to the school facility.
Response to Infection	Ref Responding to Symptoms and Confirmed Case for the required steps schools must take when a student or staff member has been identified as a Close Contact or having COVID-19.
Close Contacts	Close Contact is defined as: <ul style="list-style-type: none">• being within 6 feet of an infected person for at least 15 minutes within a 24 hour time period OR• having direct contact with an infected person, including touching, hugging, kissing, or sharing eating or drinking utensils; or if an infected person sneezed, coughed, or somehow got respiratory droplets on another person• <i>Close contact can occur any time during the Infectious Period.</i> Infectious Period is 48hrs before the person became sick or tested positive until the date of isolation. Use of face coverings or plastic dividers are not considered when determining Close Contact. Ref Identifying Close Contact for additional details.
Quarantine	Quarantine Period: Close Contacts may not return to school until 10 days* have passed from the last date they were exposed. Testing on day 8 or 9 of quarantine is recommended but not required. <i>*Student-athletes must quarantine for 14 days prior to resuming participation in athletic activities.</i> Exception to Quarantine: <ul style="list-style-type: none">• If a close contact is fully vaccinated OR if a close contact was diagnosed with COVID-19 by a positive molecular/PCR test (not an antigen or antibody test) within the last 90 days AND• they do not have symptoms, they do not need to quarantine unless symptoms develop. They should monitor for symptoms of COVID-19 for 14 days following the exposure. Ref this guidance for additional details.
Isolation Rooms	Schools must designate an Isolation Room intended solely to isolate any person who is a confirmed or suspected case of COVID-19 or has had close contact with a confirmed case of COVID-19. This space cannot be used for any other functions or purposes. Ref Isolation Room guidance for additional requirements schools must follow.
Signage	Schools must 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 COVID.
Notification & Training	All Parents must receive a copy of or link to CA's COVID-19 policy. All Employees must participate in mandatory training regarding CA's COVID-19 policy and mitigation measures. All Members of the School Community must be notified any time there is a case of COVID-19 on school grounds or at a school-sponsored event.
Distance Learning Accommodations	Requests for distance learning are subject to approval based on the following criteria: <ul style="list-style-type: none">• A documented health/medical need due to COVID-19 AND,• the student REQUIRES distance learning because of a health/medical need due to COVID-19. Ref Accommodations Medically Vulnerable Students for additional details and forms.

Groups

Maximum Group Sizes

The maximum group size that may convene indoors in a single room is determined by Physical Distance Requirements.

Essential Staff and Activities

Essential Staff

Staff required to perform Essential Activities

Essential Activities

Essential Employee Activities	
All Employees	<ul style="list-style-type: none">Pickup and dropoff of technology, instructional materials, or other school propertySpecialized training that can only be conducted in person.<ul style="list-style-type: none">Ex. Donning and doffing PPE, CPR training, cleaning and disinfecting procedures
Operations	<ul style="list-style-type: none">Food preparation and meal serviceActivities to facilitate distance learning that can only be done on site (ex. Chromebook and hotspot distribution and collection)Maintaining building securityRequired facility care and maintenanceHurricane and tropical storm preparednessResponding to records requests (only applies to records not accessible online)Accepting deliveries and mail
Student Support Team	<ul style="list-style-type: none">Maintaining IEP foldersRecords requests (fulfilling or sending)IEP audits and other mandated compliance activities
Essential Employee Activities with Student or Parent Activities	
All Students and Parents	<ul style="list-style-type: none">State testingPickup and dropoff of technology, instructional materials, or other school propertyDropoff required enrollment documents or complete enrollment paperwork that cannot be done remotelyMeal pickupMedical services
SWD and their Parents	<ul style="list-style-type: none">EvaluationsIEP meetings that cannot be held remotelyRelated Services that cannot be done remotely

General Health Requirements

Guidance for Fully Vaccinated Staff, Students, and Visitors

Someone is considered “fully vaccinated”:

- Two weeks after they have received their second dose in a two-dose vaccine series, like the Pfizer or Moderna vaccines OR
- Two weeks after they have received after a single-dose vaccine, like the one-dose Johnson & Johnson vaccine

What HASN'T changed for Fully Vaccinated Staff, Students, and Visitors

All fully vaccinated individuals should continue to follow all guidance to reduce potential spread, including:

- Wearing a mask indoors
- Practicing physical distancing
- Practicing hand hygiene

What HAS changed for Fully Vaccinated Staff, Students, and Visitors

Fully vaccinated individuals do NOT need to quarantine after being identified as a close contact unless they display symptoms of COVID-19.

They should monitor for symptoms for 14 days following the exposure. If they experience symptoms, the fully vaccinated individual will need to quarantine.

Identifying vaccination status:

- Our clinic staff can verify if a student is fully vaccinated through LINKS.
- Staff are required to share their vaccination status with CA's Director of Human Resources through the [Staff Vaccination Form](#). If a staff member is identified as a close contact, a DFO can confirm their vaccination status with CA's Director of Human Resources.

Responding to Symptoms and Confirmed Case

Steps to Follow

Step 1: Identify an Infection	Identify a person with a COVID-19 infection.
Step 2: Isolate the Individual(s)	Isolate and send the person home immediately.
Step 3: Identify Close Contacts	Determine who has been in close contact with suspected and confirmed COVID-19 cases in school during their infectious period.
Step 4: Isolate Close Contacts	Isolate close contacts and send them home immediately if: <ul style="list-style-type: none">• They are not fully vaccinated AND/OR• If they are displaying symptoms of COVID-19
Step 5: Notify and Report	Notify all confirmed/suspected cases, close contacts, and the school community. Report all cases to LDH and NOLA-PS (if in NOLA).
Step 6: Test for COVID	Connect suspected cases and close contacts with COVID testing resources.
Step 7: Clean and Disinfect	Close down the affected area(s) and schedule rapid cleaning and HVAC filter replacement.
Step 8: Clear for Return	Ensure affected individuals are cleared to return to school or work.

Resources:

- [LDH COVID Page for K-12 Schools](#)
 - [LDH Memo - COVID-19 Contact Tracing in Schools \(09/24/20\)](#)
 - [COVID-19 Isolation and Quarantine Flowchart for Schools](#)
 - [LA school reporting guide](#)
 - [COVID Schools Worksheet](#)
 - [Contact tracing worksheet for school staff and parents](#)
- [NOLA PS COVID Reporting Form](#)

Contacts

- School-based Clinics: TeShawn Ash (504) 473-3447 or tash@lahclinics.com
- Children's Hospital Hotline: (504) 837-7760
- Louisiana Department of Health: Dr. Grace Lee (714) 872-0466 or Grace.Lee2@la.gov
- Louisiana Department of Health Contact Tracing: 1-877-766-2130

Step 1: Identify an Infection

Identify a person with COVID-19 infection.

Laboratory-Confirmed Case: someone who receives a positive COVID-19 viral test result, including molecular/PCR or antigen tests, whether rapid or send-out. Antibody tests indicate past exposure and should not be used to diagnose current infection or to initiate contact tracing.

OR

Suspected Case: someone who is clinically diagnosed with COVID-19 or meets the following clinical criteria:

- **At least one of the following major COVID-19 symptoms:** cough, shortness of breath, difficulty breathing, or new changes in sense of smell or taste

OR

- **At least two of the following minor COVID-19 symptoms:** fever (measured or subjective), chills, rigors, muscle ache/myalgia, headache, sore throat, nausea/vomiting, diarrhea, congestion/runny nose or fatigue

AND

- **No alternative more likely diagnosis**

If a person has symptoms but does not meet the symptom criteria for suspected cases above, they should be sent home and not return to school until they are symptom-free for 24 hours. Contact tracing does not need to be done for these individuals.

Step 2: Isolate the Individual(s)

Isolate and send the person home immediately.

Students: should be taken to the school's isolation room until their parent or guardian can pick them up. While in isolation the school's nurse will assess them to determine if EMS needs to be contacted.

- If the student is determined to be a Lab-Confirmed or Suspected Case: the school nurse will complete the COVID Schools Worksheet and provide a copy to the designated Ops staff member for reporting purposes. (see Step 5 for more details)

Staff: should leave campus immediately.

- If the staff member is determined to be a Lab-Confirmed or Suspected Case: the designated Ops staff member will complete the COVID Schools Worksheet or enter the information needed directly into the LDH reporting system. (see Step 5 for more details)

Step 3: Identify Close Contacts

Determine who has been in close contact with suspected and confirmed COVID-19 cases in school during their infectious period, and determine if those individuals are fully vaccinated.

Close contact may have occurred during any time or place the person was at school during the infectious period, including in the classrooms, during recess or lunch, and during extra-curricular activities.

Infectious period is defined as: the 48 hours before the day the person became sick (or the 48 hours before specimen collection if asymptomatic) until the person was isolated.

Close contact is defined as:

- being within 6 feet of an infected person for at least 15 minutes within a 24 hour time period

OR

- having direct contact with an infected person, including touching, hugging, kissing, or sharing eating or drinking utensils; or if an infected person sneezed, coughed, or somehow got respiratory droplets on another person

Use of face coverings and plastic dividers are not considered in determining close contacts, though they do reduce the risk of transmission.

Step 4: Isolate Close Contacts

Isolate close contacts. Send close contacts who are not fully vaccinated home immediately.

Quarantine: Close contacts should not return to school until 10 days* have passed from the last date they were exposed. It is recommended that close contacts get tested on day 8 or day 9 of their quarantine prior to returning to school.

Exception to Quarantine:

- If a close contact is fully vaccinated OR if a close contact was diagnosed with COVID-19 by a positive molecular/PCR test (not an antigen or antibody test) within the last 90 days

AND

- they do not have symptoms, they do not need to quarantine unless symptoms develop. They should monitor for symptoms of COVID-19 for 14 days following the exposure.

*Any student-athletes must quarantine for 14 days prior to resuming participation in athletic activities.

Step 5: Notify and Report

Notify all confirmed/suspected cases, close contacts (both fully vaccinated and not), and the school community. Report all cases to LDH and NOLA-PS (if in NOLA).

Notification - use Notification Checklists and Templates Doc for call scripts and letter templates

Notify any confirmed/suspected cases:

- Required letter for confirmed/suspected cases (students)
- Required letter for confirmed/suspected cases (staff)

Notify all close contacts: of confirmed or suspected cases that they have been identified as having been exposed to someone who is or may be ill with COVID-19.

- Required letter for close contacts (students)

- [Required letter for close contacts \(staff\)](#)

Encourage the close contacts to call the Louisiana Department of Public Health Contact Tracers at 1-877-766-2130.

Notify the school community: of any suspected or confirmed cases that have been identified within the school community.

- [Suspected Case: Required notification for the school community \(students and staff\)](#)
- [Confirmed Case: Required notification for the school community \(students and staff\)](#)

Reporting

Before reporting, understand the basic circumstances for each confirmed case. The school’s nurse or designated Ops staff member should use the [COVID Schools Worksheet](#) to gather relevant information like:

1. What is the last date the confirmed case was in contact with the school community?
2. When did the confirmed case first develop symptoms?
3. What was the date the COVID 19 test was taken?
4. Who were the individuals the confirmed case came into contact with during their last two days on campus and the type of interactions (static group, non-static group, other)?

1. NOLA & BR Reporting

- **Students: If a student is determined to be a Lab-Confirmed or Suspected Case:** the school nurse will complete the [COVID Schools Worksheet](#) and provide a copy to the designated Ops staff member who will enter the information needed directly into the LDH reporting system.
- **Staff: If a staff member is determined to be a Lab-Confirmed or Suspected Case:** the designated Ops staff member will complete the [COVID Schools Worksheet](#) or enter the information needed directly into the LDH reporting system.

2. The designated Ops staff member will report the information to the Louisiana Department of Health: using the online School COVID-19 Reporting Portal.

Schools must report all:

- Laboratory Confirmed Cases
- Suspected Cases
- Close contacts who develop symptoms or test positive

School do not need to report:

- Close contacts who do not develop symptoms or test positive
- Family members of students or staff who test positive

If you have questions, contact schoolcovidreporting@la.gov. Regional OPH Offices are available to provide consultation and recommendations upon request.

3. NOLA and BR School nurses should call the Children's Hospital: New Orleans Hotline for School Wellness and Virtual Care COVID-19 hotline (504.837.7760) to determine any additional steps related to communication, quarantining practices, or enhanced cleaning or disinfection processes.

4. NOLA Only: Schools must submit information regarding confirmed cases (students or staff) via [an online form](#).

Step 6: Test for COVID

Connect suspected cases and close contacts with COVID testing resources.

NOLA

Student and Family Testing

- Symptomatic individuals (suspected cases and close contacts) can access free rapid testing through:
 - Our school-based clinics
 - Children’s Hospital and LCMC (appointment details below)
 - [City-wide mobile testing](#)
- Asymptomatic individuals (close contacts) can access free rapid testing through:
 - Children’s Hospital (appointment details below)
 - [City-wide mobile testing](#)

Children’s and LCMC appointments. Families can call the Children's Hospital New Orleans Hotline for School Wellness and Virtual Care COVID-19 (504.837.7760) and Children's staff will gather information needed, register testers, and schedule testing at a nearby site.

Staff Testing

- Symptomatic individuals (suspected cases and close contacts) can access free rapid testing through:
 - Our school-based clinics
 - Ochsner Urgent Care Facilities (appointment details below)
 - [City-wide mobile testing](#)

- Asymptomatic individuals (close contacts) can access free rapid testing through:
 - Children's Hospital (appointment details below)
 - [City-wide mobile testing](#)

Ochsner appointments scheduled by the employee. Symptomatic employees call the designated Ochsner Number (1- 833-Ochsner) to schedule a priority-access visit to an Ochsner Health Urgent Care location. During the call, Ochsner staff will gather information, schedule the visit, and pre-register school staff. Prescheduled appointments are not required, but they will reduce the amount of time spent at the testing appointment. Ochsner may ask staff to bring an authorization form with them. If they do, you should fill out [this form](#).

Children's and LCMC appointments. Staff can call the Children's Hospital New Orleans Hotline for School Wellness and Virtual Care COVID-19 (504.837.7760) and Children's staff will gather information needed, register testers, and schedule testing at a nearby site.

Baton Rouge

Student and Family Testing

- Symptomatic individuals (suspected cases and close contacts) can access free rapid testing through:
 - Our school-based clinics
 - [City-wide mobile testing](#)
 - [State-wide testing sites](#)
- Asymptomatic individuals (close contacts) can access free rapid testing through:
 - [City-wide mobile testing](#)

Staff Testing

- Symptomatic individuals (suspected cases and close contacts) can access free rapid testing through:
 - Our school-based clinics
 - [City-wide mobile testing](#)
 - [State-wide testing sites](#)
- Asymptomatic individuals (close contacts) can access free rapid testing through:
 - Our school-based clinics
 - [City-wide mobile testing](#)

Step 7: Clean and Disinfect

Close down the affected area(s) and schedule rapid cleaning.
Follow the [rapid cleaning and disinfecting protocol](#).

Step 8: Clear for Return

Ensure affected individuals are cleared to return to school or work.
Any return to campus will be cleared by a nurse. Ref your school's COVID tracker for the status of each case.

Support and Guidance

If you need assistance with specific cases, contact:

- Your school's nurse or TeShawn Ash: (504) 473-3447 or tash@lahclinics.com
- Children's Hospital Hotline: (504) 837-7760
- Louisiana Department of Health: Dr. Grace Lee (714) 872-0466 or Grace.Lee2@la.gov

Laboratory-Confirmed and Suspected Cases

Follow up with cases on testing status and resolution of symptoms. The individual must complete the LDH Return to Work/School form found [here](#).

If the person:	They may return to school/work:
Has not been tested , but has symptoms of COVID-19.	When at least 24 hours have passed since recovery, meaning: <ul style="list-style-type: none"> Fever free without the use of fever-reducing medications, and Improvement in symptoms (e.g., cough, shortness of breath), and At least 10 days have passed since symptoms first appeared.
Tested positive by PCR or Antigen test for COVID-19 and has symptoms of COVID-19.	
Tested negative by Antigen test for COVID-19, but has symptoms of COVID-19.	
Tested positive by PCR or Antigen test for COVID-19 and has not had or developed symptoms of COVID-19.	When at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Tested negative by PCR test for COVID-19, but has symptoms of COVID-19.	Once the test result is confirmed by the school AND they are symptom free for 24 hours.
Tested negative by PCR test for COVID-19 and has non-COVID-19 symptoms.	

Close Contacts

All close contacts (who are not fully vaccinated) must quarantine for a minimum of 10 days.

- During the quarantine period, follow up with close contacts to identify if symptoms have developed and strongly encourage testing.
- Follow up should occur during quarantine and the day before return to school to ensure no symptoms have developed.
 - If close contacts are medically fragile or have preexisting conditions, encourage them to notify their health care provider.

If the person:	They may return to school/work:
Is a Close Contact of a Lab-Confirmed Case and is not fully vaccinated	After completing a 10 day* quarantine during which they do not : <ul style="list-style-type: none"> test positive for COVID, have symptoms of COVID, or have further exposure. It is highly recommended that they be tested for COVID-19 on day 8 or day 9 prior to returning to school.
Is a Close Contact of a Suspected Case that tests positive for COVID-19 (PCR or Antigen test) and is not fully vaccinated	
Is a Close Contact of a Suspected Case that does not get tested for COVID-19 and is not fully vaccinated	
Is a Close Contact of a Suspected Case that tests negative for COVID-19 (Antigen test ONLY) and is not fully vaccinated	
Is a Close Contact and is fully vaccinated within the last three months	These individuals do not need to quarantine UNLESS they begin experiencing symptoms of COVID.
Is a Close Contact of a Suspected Case that tests negative for COVID-19 (PCR test ONLY)	After the negative test results are confirmed by the school.

- While in quarantine if a close contact:**
- becomes symptomatic and tests positive**, they would be considered a case as of the day their symptoms began and would need to follow the “end of self-isolation criteria” above to return to school.
 - becomes symptomatic but is not tested**, they would be considered a case as of the day their symptoms began and would need to follow “end of self-isolation criteria” above to return to school or 10 day quarantine, whichever is longer.
 - tests positive but does not develop symptoms**, they would be considered a case as of the day their test was collected and would need to follow “end of self-isolation” criteria above to return to school.
 - tests negative during their quarantine period**, they should remain in quarantine for the duration of the 10 days and monitor for the development of symptoms at any time during the quarantine period.

Hand Hygiene

Requirements

All children, staff, and volunteers must engage in hand hygiene throughout the day at the following times:

- Arrival to the facility
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after using the bathroom or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage

Operational Considerations

- Make hand cleaning supplies readily available in classrooms, bathrooms, and offices (water-free sanitizer).
- Set up sanitizing stations outside of large common spaces such as entrances/exits.
- Supervise children when they use hand sanitizer to prevent ingestion and to ensure they are using it properly.
- Enforce a “you touch it, you take it” policy in classrooms for supplies, foods, etc.
- Explicitly teach hand washing expectations and supervise as needed.

- Place posters describing handwashing steps near sinks.

Face Masks

Requirements

While Outdoors masks are not required if Physical Distance Requirements (6 feet) are maintained.

On the School Bus all individuals must wear a cloth or disposable face mask at all times.

While Indoors all individuals must wear a cloth or disposable face mask at all times, except when eating or drinking. Individuals may request one of the following exemptions from this requirement:

- **Medical Exemptions** for any person with a medical condition or disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the medical condition or disability.
- **Fully Vaccinated Exemptions** for any person 2 weeks after their second dose in a 2-dose series (Pfizer or Moderna vaccines), or 2 weeks after a single-dose vaccine (J&J vaccine). Note: Fully Vaccinated Exemptions do NOT apply on the school bus.

To Request an Exemption:

1. The student's parent (or student if 18+) or employee submits a request for an exemption.
 - a. [STUDENT FORM](#)
 - b. [EMPLOYEE FORM](#)
2. The request is reviewed and approved or denied by a school administrator or Human Resources (for employee Medical Exemptions)
3. **If approved, the student or employee must wear their ID badge* at all times indicating that they are exempt from the mask requirement.**

Note: There may be situations or times when student's or employee's with **Fully Vaccinated Exemptions** are required to wear a face mask. Your School Leader or DFO will notify you in these circumstances.

Additional Guidance:

- Face masks not permitted include Halloween-type masks, ski masks, any item obstructing the vision of the person wearing it, or posing a health and safety risk to the greater school community.
- Staff and students must exercise caution when removing face masks, always store it out of reach of other students, and wash hands immediately after removing.
- Masks must be replaced if contaminated (become wet, are torn, or handled with unclean hands). Staff and students are encouraged to bring additional clean face coverings each day in the event that their covering is soiled or lost. If a spare is unavailable, a disposable mask will be provided.
- Nursing staff and adults working with vulnerable students must also wear masks and gloves at all times. Additional PPE including goggles, face shields, and plexiglass may also be utilized when appropriate.
- Specialized settings and clinicians may have separate face covering requirements due to the specifics of their work with students. These guidelines will be shared with these cohorts of staff during summer PD in their PLCs.

Operational Considerations

- Schools must have a supply of disposable masks in the front office for any office visitors who arrive without one. Schools should use a non-contact method of distributing these masks such as having a stack of masks at a table immediately next to the main entrance for visitors to use. Front office staff should monitor inventory and replenish as needed.

Accommodations Medically Vulnerable Students

Distance Learning Accommodations

Requirements

All requests for distance learning accommodations are subject to the approval based on the following criteria:

- Documentation of a health/medical need **due to COVID-19** from a licensed physician, nurse practitioner, psychiatrist, or licensed clinical psychologist; **AND**,
- Documentation from a licensed physician, nurse practitioner, psychiatrist, or licensed clinical psychologist indicating that the student **REQUIRES** distance learning because of a health/medical need **due to COVID-19**.

Process

If a parent/guardian would like to request a distance learning accomodation for their student they should first contact the school to discuss their concerns and the precautions the school is taking to prevent the spread of COVID-19. If the parent is still concerned about the health of their student, begin the formal request process.

To submit a formal request:

1. **School:** Give the parent a copy of the appropriate COVID Distance Learning Form:
 - a. [NOLA COVID Distance Learning Form SY 21-22](#)
 - b. [BR COVID Distance Learning Form SY 21-22](#)
2. **Parent:** Complete PART I of the form.
3. **Parent:** Bring or send the form (with PART I complete) to the healthcare provider named in PART I.
4. **Healthcare Provider:** Complete PART II of the form with any additional documentation attached.
5. **Parent:** Return the completed form and attached documentation to the school for review.
6. **School:** Contact the healthcare provider to verify that the information and documents were provided by a member of their staff.
 - a. If the provider confirms that the form and documentation are accurate, move to Step 7.
 - b. If the provider disputes the accuracy of any part of the form and/or documentation,
 - i. **Make a copy of the form and any attached documents. File the copies with the student's records.**
 - ii. Contact the parent to notify them that the request has been denied.
 - iii. If requested, return their documents and give them a new COVID Distance Learning Form.
7. **School:** Review the information in PART II and any attached documentation in consultation with your school nurse.
 - a. If the provider's included reasonable accommodations that may allow the student to safely participate in in-person learning, first determine if the school is able to provide those accommodations. If so, contact the parent to discuss those accommodations. Make a determination to approve or deny the request based on that conversation, the student's needs, and any other relevant information (this may require additional consultation with the student's healthcare provider as well).
 - b. If the provider's recommendation for a distance learning accomodation is clear and substantiated by the information and/or documentation provided **and** it does not include accommodations for in-person learning **or** the school is unable to provide the recommended accommodations, contact the parent to notify them that the request has been approved. Move to Step 8.
 - c. If the provider's recommendation is **not** clear and/or substantiated by the information and/or documentation provided, contact the provider for additional information (if they did not retain a copy of the original COVID Distance Learning Form you may need to send them a copy because PART I contains the parent's consent for medical information to be shared with the school).
8. **School:** Begin your school's process to implement distance learning accommodations.

Rapid Closure and Reopening Protocol

Scenarios

Several scenarios may trigger the closure of a school(s) and/or CST offices.

Exposure Risk

When the risk of infection is too high for in-person instruction to continue.

Individual School or CST Offices

Local health officials may require temporary school closures in instances where a student or staff member attended school or work prior to being diagnosed with COVID-19.

In such instances, the Louisiana Department of Health will make recommendations related to the scope and duration of the closure. These determinations will be made on a case-by-case basis.

Ref the [Confirmed Case protocol](#) for more info about who to contact if someone is diagnosed.

City or State-Wide

The Governor, Mayor, or local School District Officials may require temporary school closures in instances where public health is at risk.

In such instances, the Louisiana Department of Health will make recommendations related to the scope and duration of the closure.

Staff Availability

When there are not enough staff available to continue in-person instruction.

Individual School

Individual schools may need to temporarily suspend in-person instruction if the school is unable to sustain in-person activities and distance learning because of limited staff availability.

In such instances, the School Leader in consultation with the Chief of Schools will make a determination related to the scope and duration of the closure. These determinations will be made on a case-by-case basis.

Roles

Roles and responsibilities will vary depending on the scenario

Exposure Risk

School Leader	<ul style="list-style-type: none">Approving final communication to students, families, and staff
DFO	<ul style="list-style-type: none">Managing all school-based operational services (technology, facilities, transportation, and food)Disseminating communication to students, families, and staff
DCI	<ul style="list-style-type: none">Ensure that students and staff have the instructional resources needed to continue teaching and learning.
Pickel	<ul style="list-style-type: none">School point of contactCoordinating the school and network responseCommunication with local school board and department of health officials
Bouchie	<ul style="list-style-type: none">Supporting the School Leader with any adjustments to staffing or the instructional model.
Welch	<ul style="list-style-type: none">Supporting school disinfecting work and final inspection
Zaunbrecher	<ul style="list-style-type: none">Supporting communication with students, families, and staff

Staff Availability

School Leader	<ul style="list-style-type: none">Approving final communication to students, families, and staff
DFO	<ul style="list-style-type: none">Managing all school-based operational services (technology, facilities, transportation, and food)Disseminating communication to students, families, and staff
DCI	<ul style="list-style-type: none">Ensure that students and staff have the instructional resources needed to continue teaching and learning.
Pickel	<ul style="list-style-type: none">School point of contactCoordinating the school and network responseCommunication with local school board and department of health officials
Bouchie	<ul style="list-style-type: none">Final approval of school closure, including the start, scope, and duration
Welch	<ul style="list-style-type: none">Supporting school disinfecting work and final inspection
Zaunbrecher	<ul style="list-style-type: none">Supporting communication with students, families, and staff

Closure

In the event of exposure within the a school community, the following steps will be taken:

- CA will confer with local health officials to obtain a recommendation regarding school closure, timing, scope, and duration.
- CA will communicate the possible exposure to the community, which includes students, families, staff, and community members.
- CA will communicate plans for school and/or CST closures and event/group activity cancellations as appropriate and in as timely a fashion as possible.

If local health officials recommend closure of a CA school, multiple schools, or the entire district, the following protocols will be followed:

Building Closure and Cleaning

- The school(s) and CST offices, as appropriate, will be closed beginning on the date/time determined in collaboration with local health officials.
- The extent of closure – whether it impacts one or more classrooms, the whole school, or multiple schools and district offices – will be determined in partnership with local health officials.
- Only identified essential personnel and building administrators (principals, DFOs, and facility managers) will have access to school buildings during closure.
 - **School Leaders and DFOs will clearly communicate that non-essential staff and students are not to enter the school.**
- **Meal Service:** Depending on the length of the closure we will offer meals to students through curbside pickup (for short-term closures) or home delivery (for extended closures)
- During school closures, all regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
- Students will be asked to take all necessary learning technology and curricular materials home with them for use in distance learning for the duration of the closure
- Staff will be required to take all necessary technology and tools home with them for use in support of distance learning for the duration of the closure
- Cleaning of affected CA facilities will be completed in accordance with our [COVID Rapid Cleaning Procedure](#).

Communication: Information about the closure will be shared as soon as possible after closure determinations are made via:

- CA and school websites and social media
- Emails, phone calls, and text messages to families and staff
- School voicemail recordings.

Information about closures will be updated daily to ensure that the community has the most current information available.

Reopening

Following school or CST closures related to COVID-19, we will communicate when it is safe to return to school/work as well as what steps and precautions will need to be followed at that time.

Communication: Information about the reopening will be shared via:

- CA and school websites and social media
- Emails, phone calls, and text messages to families and staff
- School voicemail recordings.

COVID Rapid Cleaning Procedures

COVID Rapid Cleaning is a 5 step process used if you have a COVID event at your facility. There are two types of COVID Rapid Cleaning responses **Levels 3** and **4** “fog cleaning” that our custodial company KBS (Empire) is trained and ready to implement if called by Collegiate Academies management.

5 Steps to take if COVID Rapid Cleaning is needed at your facility.

Step 1: Call Kathleen Welch to assist.

- Kathleen can call KBS (Empire) while you are assisting the staff and students from the affected classroom, common spaces and/or office spaces to a new location in the building. Please lockdown the areas the infected person had contact with. Use the “**5 Area Tracing**” to determine what areas the infected person used or could have used. These areas include: **Classroom, Hallway, Entry** point in the building this person used, **Restroom**, and **Isolation Room**.

Step 2: Call KBS (Empire) and request a Level 3 or 4 COVID Cleaning team.

Please call Natasha Crawford @ 504-202-5197

How to determine what level of cleaning to use:

- **Level 3:** If one COVID case is confirmed a Level 3 cleaning will be performed. Vacate the areas the COVID positive test person's used in your facility and submit a list of the areas to the KBS (Empire) COVID Cleaning Team and Kathleen Welch. Remember to determine your list of areas to clean: Use the "**5 Area Tracing**" to determine what areas the infected person used or could have used. These areas include: **Classroom, Hallway, Entry** point in the building this person used, **Restroom**, and **Isolation Room**. Submit your list to Natasha Crawford from KBS (Empire) and Kathleen Welch. All common space areas identified as used will be fogged that night as well.
- **Level 4:** KBS (Empire) will clean the whole campus. If you have multiple areas of infected persons or health officials or the school board declares a school closure, the Level 4 cleaning will be performed. CA will follow additional instructions determined from the health officials or the school board at that time.

Step 3: KBS (Empire) COVID Response Team performs Level 3 or 4 Cleaning.

KBS (Empire) will have a team of 4 to 7 personnel travel to your school within 2 to 5 hours and set up for cleaning with all supplies/PPE needed.

- Please plan for using an alternate office and/or classroom space the following day due to the unknown cleaning duration, please contact Kathleen Welch for clearance on the common use areas "Example: bus drop off area, hallways, restroom" for other groups to use the following day. Make sure to message your staff and students as needed after cleaning is confirmed complete for alternate office or classroom space needed the next day.

Step 4: Call CMC for an HVAC air filter change-out while cleaning is being performed and change the filter when cleaning is completed.

Call Brian Breaux @ 504-458-8643. Submit the areas being cleaned to CMC so they can determine the filter change-out area. If you need help determining the room IDs to submit, please call Kathleen Welch.

Step 5: Final Inspection and Reopening

Kathleen Welch will conduct a walkthrough with the DFO and KBS (Empire) Management to confirm that all locations were properly disinfected per the list of areas the DFO has provided. Kathleen Welch will review the cleaning check list with KBS (Empire) and give the "all clear" for the areas to be reopened. DFOs can return areas to normal at this time. We will follow the Rapid Cleaning procedures with KBS (Empire) in the event of a school closure due to the health officials or the school board closing a school campus. We will follow any additional instructions given to CA by the officials and the school board as we follow our Rapid Cleaning procedures. KBS (Empire) will fog the whole common space area of use the current night.

Levels of cleaning:

- **Level 1 Cleaning: Preventative cleaning.**
 - ◆ All routine touchpoint disinfectant cleaning per the custodial schedule and checklist "hourly, after use, or current schedule and phase requirements".
- **Level 2 Cleaning: Preventative cleaning + concentrated cleaning to identified areas.**
 - ◆ All routine touchpoint disinfectant cleaning per the custodial schedule and checklist "hourly, after use, or current schedule and phase requirements". Concentrate on specific areas of use from someone that is known to be sick but not tested or ruled COVID.
- **Level 3 Cleaning: Preventative cleaning + fog cleaning in identified areas.**
 - ◆ The KBS (Empire) Cleaning Team will disinfect all areas a COVID confirmed case person has used inside your facility/school from the ceiling to the floor. KBS (Empire) team members will wear a PPE suit for cleaning. It will take 4 to 5 hours to disinfect your facility on average.
- **Level 4 Cleaning: Preventative cleaning + fog cleaning of your entire campus.**
 - ◆ The KBS (Empire) Cleaning Team will disinfect 100% of your facility when a COVID breakout has been identified in your school/facility. 100% cleaning of your school from the ceiling to the floor. KBS (Empire) team members will wear a PPE suit for cleaning. It will take 4 to 5 hours to disinfect your facility on average.

Cleaning procedures/equipment/products:

- Fog cleaning: KBS (Empire) cleaning teams will use fog machines that spray a disinfectant onto all touchpoint surfaces. KBS (Empire) uses two different types of machines.
 - Invatech ULV-5500 Backpack Foggers. The system fogs at 20-50 Microns and has a 4 Gallon Tank.
 - Titan Airless Flexspray - great even application with a 1-quart tank.
- Disinfectant microfiber wipe down with a hospital-grade disinfectant.

Facilities

Maximum Occupancy

Requirements

Each room’s maximum occupancy must not exceed the maximum number of people the space can accommodate with physical distancing or the maximum group size for the current Phase (whichever is less).

- Once set, post maximum occupancy signs on each room.

Operational Considerations

Please use the [Facility COVID19 Use Planning](#) sheet to determine where groups can meet per the COVID max occupancy count allowed in a room. This sheet has a listing of each room on your campus with its maximum occupancy level per the current issued COVID-19 phase by the state and/or city. Please assign all groups, originations, practices, and meetings that will take place on your campus to a room.

Guidance and Best Practices:

- Guidance: Groups should not meet in common space areas like hallways, entries, and cafeterias.
- Best practice: Confine groups to the minimum number of spaces required, especially spaces that require the most frequent cleaning like bathrooms (ex. If there are only 25 people in the building, limit them to 1-2 bathrooms and close off the rest).
- Best practice: Consider assigning groups outside if possible to reduce the risk of contaminating the inside of your facility. Example: Dance practice can be conducted outside if weather permitting.

Process for Using the Tool:

In the [Facility COVID19 Use Planning](#) fill in the Group Name and Group Count to capture all activities in your facility.

- Group Name is the group of students or adults that has meetings/work time in a room.
- Group Count is how many people in that group will be meeting/working in that room.
 - You will need to make sure the group does not exceed the maximum number of people that can be in a room per the Max Occupancy count. See column Max Occupancy for the max number in a room.

Use your completed [Facility COVID19 Use Planning](#) and the schedule of activities to create a [Routine Cleaning and Disinfecting Schedule](#) for your custodial team. Submit a schedule to your Facilities Director Kathleen Welch for HVAC programming changes to be made to the areas you will use in the buildings.

Occupancy and Physical Distancing Signage

Requirements

Print the following Open or Closed signage and post on the doors and hallway areas in your facility that are listed on your Facility COVID19 Use Planning doc.

- The [Open Sign](#) is used for areas you are permitting groups to use. You will need to fill in the Room #, Max Occupancy #, Group Name, Group Occupancy # from your Facility COVID19 Use Planning doc.
- The [Closed Sign](#) is used for areas you are not permitting groups to use. These signs will also help your school staff, students, visitors, and custodial staff understand what areas are to be used and disinfected and what areas are closed and should be locked.
- Post the [COVID19 Cleaning Log](#) on the side of each door frame of the posted Open Areas used in your Facility. Your custodial staff will chart all disinfectant cleaning in each room/area per your schedule.

Classrooms

Requirements

Click here for a [Classroom Checklist](#) with these items and more.

Furniture

Student Seating

- Physical Distance: All students are at least 3 feet apart from other students and 6 feet apart from adults when seated (measured from the center of their heads)
- Same or Opposite Direction: All students are facing the same direction OR in opposite directions facing away from each other.
- Assigned Seating: Students always sit in the same seat. Seating charts should be maintained and be easily accessible in the event contact tracing needs to be conducted.

Teaching Zone

- Dedicated Teaching Space: The first row of students are positioned with enough space from the front of the classroom to create a dedicated zone for the teacher.

Circulation Space

- Room to Move Around: There is additional space along the wall with the entrance to the classroom to allow movement of people in and out of the classroom.

Hygiene Station

- Set up and Stocked: There is a dedicated location by the classroom entrance with hygiene and disinfecting supplies (details below).

Supplies

Hygiene Station

- Stocked: Each classroom hygiene station should always have: hand sanitizer, paper towels and disinfectant or

disinfectant wipes, and disposable gloves.

Classroom Supplies

- Pens and/or Pencils: To limit sharing of items between students, keep extra writing utensils handy.

Procedures

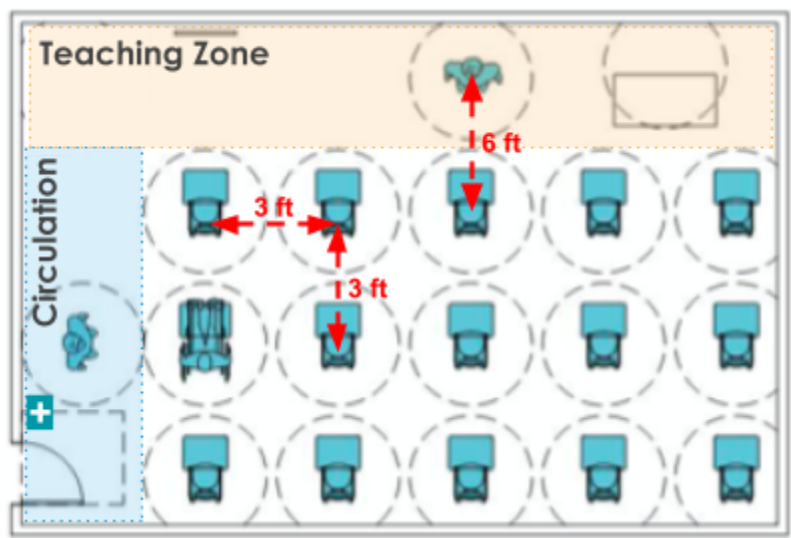
Routines and Expectations

- Face Masks: All students and adults must wear face masks at all times.
- Disinfecting: Desks and chairs must be disinfected at least twice daily. If teacher or custodian is disinfecting, gloves must be worn.
- Sharing: Students and adults should not share items like pens, pencils, computers, phones, water bottles, or chargers.

Physical Distance

- Entering and Exiting: Students should maintain physical distance (3 feet from other students, 6 feet from adults) when entering and leaving the classroom.
- Physical Contact: Students and adults should avoid physical contact like handshakes, hugs, and highfives.

Example Seating Arrangements



Teacher Work Rooms/Lounges

Requirements

- Staff must maintain physical distancing requirements including maintaining 6 feet of personal space and wear masks.
- Meals should be eaten in classrooms, private office spaces, or outdoors.

Operational Considerations

- Work rooms must be stocked with hand sanitizer and disinfectant or cleanser.
- All high touch surfaces must be cleaned at least twice daily.
- Maximum occupancy signs must be posted on each door and followed.
- Staff should limit use of high-touch, non-essential appliances and materials as possible. (i.e. bring your own coffee and water, bring lunch in a cooler bag vs. using the shared fridge).

Student Bathrooms

Requirements

- Frequently touched surfaces, including those in restrooms, must be cleaned at least twice daily.
- Bathrooms should have COVID-19 signage and hand washing reminders.
- Students must maintain 6 foot distancing while in the restroom. Maximum occupancy of the restroom must match the number of stalls.

Operational Considerations

- School operations teams must coordinate with school-based custodial staff to create and monitor a restroom cleaning schedule.
- School teams must develop systems (passes during classes, hallway support, duty spots during transitions, etc.) to limit restroom occupancy.

Staff Bathrooms

Requirements

- Frequently touched surfaces, including those in restrooms, must be cleaned at least twice daily.

- **Staff must remain masked and adhere to physical distancing practices.**

Operational Considerations

- Schools should store disinfectant spray / wipes in bathrooms for staff use between custodial cleanings.

Assembly Spaces (Gyms, Cafeterias, Libraries, etc.)

Requirements

- **Social distancing must be maintained in gyms, libraries, cafeterias, and other assembly spaces.**
- **The maximum occupancy of these spaces should be determined by physical distancing requirements.**

Operational Considerations

- Maximum occupancy should be posted.
- Frequently touched surfaces must be cleaned at least twice daily.
- Seats can be labeled as unavailable or blocked off to maintain distancing.

Front Offices & Lobbies

Requirements

- **Schools must limit the number of guests in the front office at any given time and ensure 6 feet physical distancing between all visitors.**
- **Schools should encourage visitors to wait outside and mark waiting areas 6 feet apart.**
- **Schools should encourage families to use the intercom, phone, email, and other forms of communication to limit the need for in-person interaction on campus.**
- **Masks are required by any visitor entering the building or outside with students. If a visitor needs a mask, they must be provided a disposable one.**
- **Hand sanitizer should be accessible at the entrance to building.**

Operational Considerations

- Schools should use signage to manage traffic flow.
- A glass or plexiglass barrier is recommended if not already installed.
- Minimize the amount of seating and furniture available in the front seat and ensure they are distanced.

Meeting Spaces & Conference Rooms

Requirements

- **Six feet physical distancing must be maintained between occupants of any meeting space at all times.**

Operational Considerations

- Conference rooms shall be limited to the maximum number of persons that will allow for a 6-foot distance to be maintained between individuals.
- Additional seats in excess of this number must be removed from the space altogether.

Isolation Rooms

Requirements

All CA campuses must designate an Isolation Room intended solely to isolate any person who has a temperature of 100.4 F, exhibits symptoms of COVID-19, or has had close contact with a confirmed case of COVID-19 while awaiting transportation. This space cannot be used for any other functions or purposes.

The area must meet the following specificities:

Location:

- The space must be classroom-sized or larger
- *When possible, in close proximity to where entry is conducted in the morning*

Materials

- The space must include a thermometer, air purifier, pulse oximeter, disposable masks, latex gloves, hand sanitizer or hand soap, disinfectant spray, and drinking water.

Space

- The space must include furniture made of materials that are easily disinfected.

Staffing

A staff member must be assigned to this space when it is occupied. The staff member must be trained in high-acuity care and COVID-specific safety protocols by the school's nurse.

PPE

- All individuals in the space must maintain a minimum of 6 feet distancing and wear face masks at all times.

- Staff working in the isolation space must wear a (K)N95 face mask and a face shield at all times.
- Staff must also wear gloves and a disposable gown when interacting with patients in the room.
- Disposable linings (butcher paper, plastic tablecloths, etc.) can be used on any cots/chairs in the room.

Cleaning and Disinfecting

- The space must be cleaned and disinfected at a minimum nightly by the school's custodial team.
- During periods of high volume, Ops should coordinate with their custodial vendors to ensure more frequent cleanings are occurring.

Operational Considerations

- Before designating a space, meet with your school nurse to review the guidance and select an appropriate location.

Water Fountains

Requirements

- **Water fountains are to be disconnected and covered until further notice.**

Operational Considerations

- Encourage students and adults to bring their own water bottles to school.

Custodial Schedules and Routines

Requirements

- **High touch surfaces and bathrooms are cleaned and disinfected every 2 hours.**
- **Spaces and high touch surfaces are cleaned and disinfected before and after a different Static Group uses them.**

Operational Considerations

Use the following [Facility Disinfectant Cleaning Schedule](#) sheet to create a cleaning and disinfecting schedule for your Day Porters and other custodial staff at your facility. Review the example tab for a sample schedule. Email a schedule change as it is updated and/or email a weekly schedule on fridays to Empire and your Day Port with either your current used schedule or an updated schedule.

Process for Using the Tool and Setting the Schedule:

- Go to your school's tab in the [Facility Disinfectant Cleaning Schedule](#)
- Location Column: Add any rooms designated in the [Facility COVID19 Use Planning](#) sheet.
Note: *Make sure to include the entry and exit points that will be used along with any common spaces like hallways and lobbies that people will pass through regularly.*
- Building Hours for Programs: Add the days and times that each room will be used.
- Special Instructions: Include the specific instructions for each room and common space identified.
Examples:
 - Entries and Exits + Lobbies: Every hour, wipe down all high touch surfaces and door handles until the program ends for the day.
 - Restrooms: Every hour, wipe down all counter tops, dispensers, faucets, manual flushing handles, partition door latches, and door handles until the program ends for the day.
 - Classrooms: Every hour, wipe down all door handles. Before and after each group, wipe down all desk tops, chairs, and door handles.
- Once complete review this sheet with your staff as well as your Day Porter when changes are made and weekly on friday to ensure everyone knows where all control areas in your building are located. Also, send a copy of your schedule a week prior to the schedule change and/or weekly on friday to Kathleen Welch and KBS (Empire) so adjustments to budgets and needs can be reviewed/processed accordingly.
- Anyone entering your building should be told where they can operate in your facility and where the controlled areas are located.

Monitoring Routine Cleaning: Your Day Porter will post and update on each door/area opening when a room/area has been hourly cleaned or reset for the next day including the date/time and name of employee.

Remember: To ensure we are providing the safest facilities we must all work together to achieve the best results. Please supply your school staff that will be working in your facility with sanitizer and wipes to disinfect their work spaces and equipment during and after use.

All areas not listed on your sheet are considered closed and should have postings on doors and entry points. All closed areas will not be cleaned per the Facility Disinfectant schedule. They will be monitored for use.

Custodial Training Information:

KBS (Empire) has taken additional steps to fight against COVID-19 by completing a management certification from Global Bio-Risk Advisory Council on properly disinfecting and sanitizing surfaces with a focus on COVID-19. KBS (Empire) management will train the CA Day Porters on how to properly use the disinfectant cleaner using your Facility

Disinfectant Cleaning Schedule and the [Disinfectant Cleaning Checklist](#).

DFOs must submit the Facility Disinfectant Cleaning Schedule to KBS (Empire) prior to your facility opening. Day Porters are to post the Cleaning Schedule on their cleaning carts for reference if needed. All custodial staff have been trained for COVID19 cleaning and will be looking for your signage throughout your facilities. See the [Custodial COVID19 Training Guide](#).

Note: CA Day Porters must report to school and receive Cleaning Schedules before the start of their shift on their first day back.

Transportation

Student and Family Expectations

Requirements

Routing

- Students will be assigned to a single bus. This is to ensure that we are following the state’s capacity requirement and protecting both student and driver health.
- Students will be limited to one route and practices such as being picked up and dropped off in different locations, using different routes, etc. will all be prohibited.

Procedures

- Students must wear masks starting when they board the bus.
- Students must use hand sanitizer when they board the bus.
- Weather permitting, all windows must be open (this includes air conditioned buses)

Operational Considerations

- Schools should think about ways to encourage families to drop students off instead of riding the bus to minimize bus occupancy and co-mingling of groups.
- If a family moves and needs a new bus route/stop, they can expect a 2-week delay before a new assignment is ready to be implemented.
- If a student is newly enrolled, they can expect a 2-week delay before receiving their initial bus route/stop assignment.
- Please note: students and families experiencing homelessness as defined under the McKinney-Vento Act are an exception to this timeline and must have their requests expedited.
- See [Arrival](#) and [Dismissal](#) guidance for additional details regarding daily operations.

Vendor Expectations

Requirements

Bus drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).

Transportation vendors will:

- Maintain and uphold up-to-date seating charts at all times + provide these to the school within 3 hours of a request.
- Clean and disinfect buses before, between, and after routes, trips or extensive driving events and at the end of the day.
- If a known positive case was transported on a bus, the vehicle must have a deep cleaning and disinfection before being re-entered into service.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them.
- Take measures to minimize the number of drivers who use a vehicle.
- Install hand sanitizer stations inside buses or provide drivers and passengers with access to alcohol-based hand sanitizers containing at least 60% alcohol on the bus.
- Have additional disposable masks for any students who do not have one.
- If possible, windows should remain opened on the bus to maximize ventilation both to ensure clean air intake and maintain comfortable temperatures while riders are masked.

Operations

Arrival	
Student Actions	All students who enter the building will: <ul style="list-style-type: none">Wear a maskBe offered breakfastWash or sanitize their handsGo through security check (bag check / metal detector or wand) in line with school routines
School Requirements	Schools are required to: <ul style="list-style-type: none">Designate an Arrival Area(s) large enough to accommodate physical distancing during arrival proceduresProvide hand sanitizer, masks, and breakfastAssign duty spots
Communications	<ul style="list-style-type: none">Students and families should be reminded to monitor for symptoms of COVID-19 at home and not send a student to school if they are experiencing symptoms.When schools inform families of their assigned bus stop, they must share guidance to remain 6 feet apart while waiting for the bus. They should also let families know that masks are required on busses and that students will have assigned seats.
Bus Rider System	Boarding and Riding the Bus (Vendor Responsibilities) <ul style="list-style-type: none">Each bus must have masks available each morning for students. If a student attempts to board the bus without a mask, the bus driver will provide a mask.<ul style="list-style-type: none">Schools should check buses to ensure that masks are available.All students are expected to wear a mask while on the bus.Students must sit in assigned seats.Students must remain in assigned seats while waiting to unload. The bus driver is responsible for monitoring students, but a school may elect to provide additional support as needed on a waiting bus. Bus Unloading / Entering the Building <ul style="list-style-type: none">Schools should unload busses in a way that allows for social distancing.Staff members should be positioned along the path to monitor distancing. Arrival Area <ul style="list-style-type: none">The arrival area will have lanes set up for students to pass through. Schools will use barriers / stanchions to designate each lane. Each lane will contain the following:<ul style="list-style-type: none">Hand sanitizer stationMask checkSecurity check (typically bag check and metal detector / wand)Table for Grab and Go breakfastsA station for breakfast POSSchools will mark the floor outside the entrance to the Arrival Area to ensure physical distance is maintained while waiting to enter.
Walker System	Students who walk/bike to school will enter the system through the same door that bus riders use. They will then follow the same procedures as bus riders.
Car Rider System	Schools will designate clear walking paths for students from cars to the building.
Tardy Student Arrival	Entering the Building <p>Tardy students should enter the building through the front office or other designated entry point. Designated operations and/or other staff members will ensure students:</p> <ul style="list-style-type: none">Are wearing a maskWash their hands with hand sanitizerGo through security checkAre offered a breakfastSign in and are marked tardy
Dismissal	
Student Actions	All students who exit the building will: <ul style="list-style-type: none">Wear a maskMaintain physical distanceWash their hands with hand sanitizer
School Requirements	Schools are required to: <ul style="list-style-type: none">Designate exit points for bus riders and car riders that will eliminate group crossoverChoose a single exit point for car ridersAssign dismissal duty posts
Preparing to Dismiss	<ul style="list-style-type: none">Teachers will ensure all students are wearing a mask.Teachers will ensure students bring all personal items home with them.Teachers will line students up to prepare for the walk to the buses.

Bus Riders	Path to the Buses <ul style="list-style-type: none"> Teachers will walk their class to the buses to ensure that students maintain physical distance Loading the Buses <ul style="list-style-type: none"> One staff member per bus will monitor physical distancing and bus capacity as students load the bus. Students must sit in assigned seats.
Car Riders	Dismissal Time <ul style="list-style-type: none"> Schools should dismiss car riders at the beginning of the dismissal process. All car riders should proceed to the designated pick up area. Students must maintain physical distance when exiting their classroom.

Visitors and Vendors

Requirements

- Parents and visitors are not allowed on campus except for extenuating circumstances.
- Vendors are allowed on campus for building maintenance and other essential activities. To the maximum extent possible, these activities should be scheduled when students are not in the building.
- Upon entry they must wash or sanitize their hands and wear a face mask at all times.

Visitor and Vendor Actions	All approved visitors/vendors who enter the building will: <ul style="list-style-type: none"> Wear a mask Wash their hands with hand sanitizer Sign in
Lobby	<ul style="list-style-type: none"> No more than the maximum number that can be accommodated with physical distancing may be present inside the lobby at any given time. Visitors must remain physically distanced while waiting for assistance. There are separate doors marked with signage for entry and exit. All front office desks must have plexiglass barriers installed There are clear visual markers on the floor to indicate physical distancing requirements Any package deliveries must be left in a designated area and not brought past the lobby by the delivery driver. Each lobby must have at least one hand sanitizer station.
Arriving at Building	<ul style="list-style-type: none"> All visitors/vendors must wear masks, including those who are staying in the front lobby. <ul style="list-style-type: none"> The school will provide masks for anyone who needs a mask upon entering the building. Visitors/vendors must use hand sanitizer before signing in If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting other signs of COVID-19. If a person is obviously ill the school may make additional inquiries and may exclude the person from school property.
Inside the Building	<ul style="list-style-type: none"> Unless absolutely necessary, visitors should not enter any classroom, office, or other parts of the school. Visitors/vendors must wear a face mask at all times.
Leaving the Building	<ul style="list-style-type: none"> Visitors/vendors must exit through the front doors. Visitors/vendors should use hand sanitizer before leaving and touching door handles. Every hour, the office manager or day porter should spray the lobby door handles with disinfectant.

In-Person Sample Lessons

Requirements

- If a candidate has [symptoms of COVID-19](#) or they are considered a [close contact](#) of someone with COVID-19, they may not come to campus.
- While on campus candidates must follow all COVID protocols.
- Upon entry they must complete a health and temperature screening, wash or sanitize their hands, practice social distancing and wear a face mask at all times, including while they are teaching.

Candidate Actions	All approved candidates who enter the building will: <ul style="list-style-type: none"> Wear a mask and practice social distancing at all times, including while they are teaching Wash their hands with hand sanitizer Sign in at the front desk
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Arriving at Building	<ul style="list-style-type: none"> All candidates must wear masks. <ul style="list-style-type: none"> The school will provide masks for anyone who needs a mask upon entering the building. If a candidate has symptoms of COVID-19 or they are considered a close contact of someone with COVID-19, they must be asked to leave campus immediately. Candidates must use hand sanitizer before signing in.
Inside the Classroom	<ul style="list-style-type: none"> Candidates must practice social distancing and wear a face mask at all times, including while they are teaching. Classrooms should be arranged to allow 3 feet between students and 6 feet between adults and all individuals including students. See sample classroom arrangement here.
Leaving the Building	<ul style="list-style-type: none"> Candidates must exit through the front doors. Candidates should use hand sanitizer before leaving and touching door handles.

Cafeteria & Meal Times

Requirements

- Students, teachers, and cafeteria staff should wash / sanitize their hands before and after every meal.
- Physical distancing of 6 feet between each student must be maintained while eating in classrooms, cafeteria, or outside.
- Meals may be served in classrooms, cafeteria, and outside.
- Surfaces should be cleaned and disinfected at least twice daily.

Student Actions	<p>All students who are eating will:</p> <ul style="list-style-type: none"> Wash their hands with hand sanitizer before each meal (breakfast and lunch) Say their Lunch ID number or name before receiving a meal <ul style="list-style-type: none"> Students will not enter their number on a keypad <p>Students may bring food from home.</p>
Lunch	<p>Lunch service should be Grab and Go in classrooms and/or in the cafeteria.</p> <p>Disposable utensils should be used.</p> <p>Grab and Go from a cart in each hallway</p> <ul style="list-style-type: none"> Pre-packaged meals are picked up by students from the cart in their hallway. Staff must ensure that students maintain physical distance at all times. Students return to the classroom to eat. Students may eat seated 6' apart from the nearest person. <p>Meals in Cafeterias</p> <ul style="list-style-type: none"> Meals are picked up by students from the serving line. Staff must ensure that students maintain physical distance at all times. Designate clear entry and exit pathways through signage, instructions, etc. Students may eat in the cafeteria seated 6' apart from the nearest person. Students may eat outside seated 6' apart from the nearest person. All surfaces in the cafeteria must be cleaned and disinfected at least twice daily.
Custodial Considerations	<p>Grab and Go</p> <ul style="list-style-type: none"> Each classroom must have an appropriate trash receptacle. Teachers must place trash receptacles in the hallway after each meal service. Custodial teams must empty trash after each meal in a timely fashion. Surfaces in the classroom must be cleaned and disinfected before and after each group. <p>Meals in Cafeterias</p> <ul style="list-style-type: none"> All surfaces in the cafeteria must be cleaned and disinfected at least twice daily.

Technology

I need tech help right away! Go to <http://bit.ly/ca-techhelp>

Public Internet

Cox Public Wifi Hotspots

[Website](#)

Details

- Cox has thousands of public wifi hotspots throughout New Orleans and Baton Rouge. Go to their [website](#) to see all of the locations.

Home Wifi Discounts for Families

If a parent needs proof of Free or Reduced Lunch Status for any of these services give them a copy of [this letter](#).

Cox Connect2Compete

[Website](#)

Details

- \$9.95 per month
- For more information, call (855) 222-3252.
- Data: 25 mbps download/1 mbps upload
- No installation fee. No equipment rental fee.

Who Qualifies

You may be eligible to participate if your household has at least one K-12 child and you receive at least one of the following government assisted benefits: SNAP, TANF, Public Housing assistance, or your child is enrolled in the National School Lunch Program. In addition, you cannot have subscribed to Cox Internet service within the last 90 days or have any outstanding debt or unreturned equipment with Cox.

Access from ATT

[Website](#)

Details

- \$10.00 per month
- Covid-19 Update:** Eligibility has been expanded based on income and includes (a) households with income 135% or less than federal poverty guidelines, and (b) households participating in the National School Lunch Program/Head Start. All home internet data overage fees are waived.
- For more information, call (855) 220-5211.
- Data: 150GB or 1TB based on type & speeds available
- No installation fee . No charge for in-home Wi-Fi modem.

Who Qualifies

You may be eligible for this offer if at least one resident in the household participates in the U.S. Supplemental Nutrition Assistance Program (SNAP); your address is in AT&T's 21-state service area, at which AT&T offers wireline home Internet service; and you do not have outstanding debt for AT&T fixed Internet service within the last six months or outstanding debt incurred under this program. If you are a California resident and at least one member of your household receives Supplemental Security Income (SSI), you may also qualify according to the same requirements that apply to SNAP participants.

Lifeline

[Website](#)

Details

- Lifeline is a federal program that lowers the monthly cost of phone and internet.
- Eligible customers will get up to \$9.25 toward their bill.
- You can only use Lifeline for either phone or internet, but not both.

Who Qualifies

Based on Income: You can get Lifeline if your income is 135% or less than the federal poverty guidelines. The guideline is based on your household size and state.

Participation in Federal Assistance Programs: You can get Lifeline if you (or someone in your household) participates in one of these federal assistance programs:

- Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps
- Medicaid
- Supplemental Security Income (SSI)
- Federal Public Housing Assistance (FPHA)
- Veterans Pension and Survivors Benefit
- Tribal Programs (and live on federally-recognized Tribal lands)

Athletics and Co-Curriculars

Athletics		
	Indoor	Outdoor
General Requirements	<ul style="list-style-type: none">• All participants (students and staff) must either be <u>vaccinated</u> or <u>participating in a weekly molecular testing</u>.• Physicals, medical history forms, participation forms, and waivers must be completed for all participating students.• Physical distancing: When athletes are not playing or practicing they must follow the general distancing requirements• Required NFHSLearn Course: All head coaches must attend this training COVID-19 for Coaches and Administrators• Practice good hygiene by washing hands or using sanitizers regularly, disinfecting equipment, and not sharing equipment as much as possible.• Hydration: <u>Water bottles</u> must not be shared. <u>Hydration stations</u> may not be utilized.• Responding to Symptoms and Confirmed Cases: Notify your school's DFO immediately if an athlete is Symptomatic, COVID-19 Positive, or a Close Contact.• Before returning to play, any student who is diagnosed with COVID-19 must have a return to participation assessment and cardiac workup completed by a physician.• All close contacts must quarantine for a minimum of <u>14 days</u> before returning to play.• Games and Athletic Competitions: See these guidelines HERE.	
	<ul style="list-style-type: none">• Masks: <u>Athletes</u> must wear a face mask at all times when they are not playing or practicing. <u>Coaches, volunteers, and other adults</u> must wear a face mask at all times.	<ul style="list-style-type: none">• Teams should convene outdoors as much as possible.• Masks are recommended but not required to be worn outdoors.
Physicals, Forms, and Waivers	<ul style="list-style-type: none">• Physical and Medical History: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a completed physical and medical evaluation form from this school year on file.• Participation/Permission Form: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a completed Athletic Participation/Parental Permission Form from this school year on file.• Waiver: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a waiver on file.	
Physical Distancing Requirements	<p>When athletes are not playing or practicing they must follow the general distancing requirements:</p> <div><div>If everyone is masked:<ul style="list-style-type: none">• 3 feet between students• 6 feet between students and adults• 6 feet between adults</div><div>If everyone is <u>not</u> masked:<ul style="list-style-type: none">• 6 feet between students• 6 feet between students and adults• 6 feet between adults</div></div> <p>Athletes and Coaches must:</p> <ul style="list-style-type: none">• Refrain from high fives or any other physical gestures of celebration.• Eliminate pre- and post-game handshakes to avoid unnecessary personal contact.	
Face Masks	<ul style="list-style-type: none">• Athletes must wear a face mask at all times when they are not playing or practicing.• Coaches, volunteers, and other adults must wear a face mask at all times.	<ul style="list-style-type: none">• Masks are recommended but not required to be worn outdoors.
	<ul style="list-style-type: none">• On School Buses: Face masks must be worn by all students and adults on buses. This is a federal mandate and is not subject to local authority - Jan. 21, 2021 Executive Order on Promoting COVID-19 Safety in Domestic and International Travel.	
Hydration	<ul style="list-style-type: none">• Water bottles must not be shared. Students shall bring their own water bottle.• Hydration stations (water cows, water trough, water fountains, etc.) cannot not be utilized.	
Equipment Use and Cleaning	<ul style="list-style-type: none">• Clean and disinfect bathrooms and high-touch surfaces, such as doorknobs, light switches, classroom sink handles, and countertops, at least two times per day.• Towels, clothing, shoes, masks, and other personal equipment must not be shared between students.• Shared equipment should be cleaned and sanitized frequently:<ul style="list-style-type: none">◦ Weight equipment should be wiped down thoroughly before and after an individual's use of equipment. Follow CDC guidelines for sanitation procedures.<ul style="list-style-type: none">■ Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.◦ Bats, balls, athletic pads, and other general equipment should be cleaned between each group's use.	
Sport-Specific Requirements	<p>Baseball and Softball</p> <ul style="list-style-type: none">• Students and adults should use disinfectant before, during, and after the games, whenever appropriate, such after coming into contact with other students, adults, or shared equipment (bases, bats, gloves, etc.).• Disinfect shared equipment such as bats, helmets, and catcher's equipment daily.	

	<p>Volleyball</p> <ul style="list-style-type: none"> Students and adults should use disinfectant before, during and after workouts or practices, whenever appropriate, including after coming into contact with other players, adults, or shared equipment. Practices should be conducted in accordance with physical distancing requirements. <p>Cheerleading/Dance/Majorette/Flag/Drill Squad Team</p> <ul style="list-style-type: none"> Limit formations that require close physical contact Limit pyramids or stunts that require participants to be in close physical contact Limit sharing or exchanging of pom-poms, megaphones, or signage used during cheers Physical distancing markers should be placed in strategic areas such as entry areas and group stretching and practice areas. Practices should be conducted in accordance with physical distancing requirements. <p>Powerlifting/weightlifting</p> <ul style="list-style-type: none"> Wipe down benches and equipment between individual participant uses with disinfectant wipes. Use only one piece of equipment at a time (i.e., no circuits or “super setting”). Adjust equipment layout and close or restrict access to equipment to maintain at least six feet of distance between equipment. Limit workout length to avoid unnecessary exposure.
Responding to Symptoms and Confirmed Cases	<p>Guidelines for Athletes Who are Symptomatic, COVID-19 Positive, or a Close Contact</p> <ul style="list-style-type: none"> Notify your school’s DFO immediately if an athlete is Symptomatic, COVID-19 Positive, or a Close Contact. <ul style="list-style-type: none"> If the athlete is on-site, isolate individual with suspected infection and refer to medical professional (clinic staff or primary care physician) for evaluation and management. Follow protocols in section for reporting, contact tracing, and return to participation. Before returning to play, any student who is diagnosed with COVID-19 must have a return to participation assessment and cardiac workup completed by a physician. All <u>close contacts</u> must quarantine for a minimum of 14 days. (*Per LHSAA rules, the quarantine period for student-athletes remains 14 days and has not been shortened to 10 days as it has for other cases.) If an individual is found to be COVID positive or has symptoms related thereto during the 48 hour period following an athletic game, information must be shared with the previous opponent(s) and Regional Coordinator of Officials. <p>LHSAA Guidelines for Symptomatic individuals with presumed or confirmed Covid-19:</p> <ol style="list-style-type: none"> Presumed Infection: Isolate individual with suspected infection; if in the athletic facility, provide a mask, isolate, and refer to a medical professional for evaluation and management. Pre-competition patient under investigation (PUI): For cases that arise after pre-competition testing but before competition begins, the athlete needs to be promptly isolated and contact traced to quarantine close contacts prior to competition. In-competition PUI: For cases that arise during competition, the athlete needs to be promptly isolated and contact traced to quarantine close contacts, and that information should be shared with the current opponent and officials to aid in decisions about how to proceed with that competition. Post-competition PUI or confirmed case: For cases that arise after competition is completed, the athlete needs to be promptly isolated and contact traced to quarantine close contacts. If found to be COVID positive or having symptoms related thereto during the forty-eight (48) hour period following conclusion of the contest, information should be shared with the previous opponent(s) and the Regional Coordinator of Officials; if applicable, to facilitate contact tracing at the opponent's institution. <ol style="list-style-type: none"> Symptomatic individuals with suspected or confirmed COVID-19: Exclude from participation until: <ul style="list-style-type: none"> At least 1 day (24 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); AND, at least 10 days have passed since symptoms first appeared. Individuals with laboratory-confirmed COVID-19 who have not had any symptoms: Exclude from participation until: <ul style="list-style-type: none"> 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 should be used. <ul style="list-style-type: none"> A Return to participation assessment and cardiac workup must be completed before clearance by Team Physician to a graduated return to play. Individuals considered close contacts through contact tracing during practice or competition. <ol style="list-style-type: none"> Close contacts (less than six feet for more than 15 minutes per 24 hour period regardless of mask use, or direct face to face physical contact) will be required to quarantine. Before returning to participation with the team, individuals must quarantine for 14 days. Return to play after a close contact to a known positive: Allowable if no symptoms develop while quarantined and has quarantined for 14 days.
References	<ul style="list-style-type: none"> LHSAA Guidance to Re-Open Sport Specific Competitions - 02.02.2021 NFHS Guidance for Opening Up High School Athletic and Activities NFHS Return-to-Sports Guidance Document

Marcing Band

	Indoor	Outdoor
General Requirements	<ul style="list-style-type: none"> All participants (students and staff) must either be <u>vaccinated</u> or <u>participating in a weekly molecular testing</u>. Physicals, medical history forms, participation forms, and waivers must be completed for all participating students. Physical distancing of 6x6 feet, with 9x6 feet for trombone players. Bell covers made from MERV-13 or GB/T32310 material must be used at all times (indoors and outdoors) on all woodwind and brass instruments. Practice good hygiene by washing hands or using sanitizers regularly, disinfecting equipment, not sharing equipment, and preventing uncontrolled spit valve release. Hydration: Water bottles must not be shared. Hydration stations cannot not be utilized. Performances, Recitals, and Events must follow CA Guidance and any applicable State or City mandates. <ul style="list-style-type: none"> State: https://opensafely.la.gov/ NOLA: ready.nola.gov/incident/coronavirus/safe-reopening/ BR: https://www.brla.gov/2177/City-Parish-COVID-19-Guidelines 	<ul style="list-style-type: none"> Outdoor performances and practices are the preferred setting. Rehearsal and practice time for woodwind and brass instruments is <u>not</u> limited when playing outdoors. Masks are recommended but not required to be worn outdoors.
Physicals, Forms, and Waivers	<ul style="list-style-type: none"> Physical and Medical History: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a completed physical and medical evaluation form from this school year on file. Participation/Permission Form: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a completed Athletic Participation/Parental Permission Form from this school year on file. Waiver: All students participating in sports, band, and auxiliary units (dance, drill squad, majorette, flag, etc.) must have a waiver on file. 	
Rehearsal/ Practice Time and HVAC Requirements	<ul style="list-style-type: none"> Rehearsal and practice time for woodwind and brass must be limited to 30 minutes before moving to a secondary space. Rehearsal/practice can resume in the primary space after 10-15 minutes for air exchange (though 30-45 minutes is ideal). Fresh Air: 10-15 minutes is needed for our HVAC system to replace most of the air in the room with fresh air based on our systems typical Air Exchange Rate (ACH). If possible 30-45 minutes between rehearsals is ideal to allow for three ACH cycles. Filtration: MERV-13 filters have been added to all HVAC systems to increase air filtration. 	<ul style="list-style-type: none"> Rehearsal and practice time for woodwind and brass instruments is <u>not</u> limited when playing outdoors. Fresh Air: Open air is best! If you use tent to protect band from elements make sure it is open on all sides (canopy style)
Physical Distancing Requirements	<ul style="list-style-type: none"> Trombone distancing must be no less than 9 feet in front of the instrument and 6 feet in all other directions. All other woodwind and brass instruments distancing must be no less than 6 feet in all directions. Non-wind instruments (drums, strings, etc), <u>if all students are masked</u>, distancing must be no less than 3 feet in all directions. <u>If all students are not masked</u>, distancing must be no less than 6 feet in all directions. 	
Face Masks	<ul style="list-style-type: none"> Cloth or surgical masks must be worn at all times, unless instrument specific guidance excludes use. Woodwind and brass players must wear masks with slits at the mouth to fit mouthpieces for playing their instruments only. At all other times when not playing, the students must wear a well-fitted mask that covers nose and mouth. <ul style="list-style-type: none"> <i>Do not wear slit masks for other activities. It should be worn during rehearsal and performance, removed afterwards and</i> 	<ul style="list-style-type: none"> Cloth or surgical masks are recommended but not required to be worn outdoors.

	<ul style="list-style-type: none"> washed. <ul style="list-style-type: none"> Additional slit mask info Slit mask vendors Band Directors, volunteers, and other adults must wear a face mask at all times. 	
	<ul style="list-style-type: none"> On School Buses: Face masks must be worn by all students and adults on buses. This is a federal mandate and is not subject to local authority - Jan. 21, 2021 Executive Order on Promoting COVID-19 Safety in Domestic and International Travel. 	
Bell Covers	Bell Covers <ul style="list-style-type: none"> Bell covers must be used at all times on all woodwinds and brass instruments when playing indoors. Bell cover material for woodwinds and brass must be a multi-layer cover with the center layer being made of MERV-13 filter material, or a 3-layer surgical style mask using a standard such as GB/T32310. Material should not be stretchy or elastic. Additional bell cover info Bell cover vendors 	
Hydration	<ul style="list-style-type: none"> Water bottles must not be shared. Students shall bring their own water bottle. Hydration stations (water cows, water trough, water fountains, etc.) cannot not be utilized. 	
Instrument Cleaning	<ul style="list-style-type: none"> Students must use the same instrument for each practice and performance. Staff will need to track which instrument is being used by which student. Instruments should be cleaned and disinfected before being handed out to students. Instruments should be cleaned immediately after every rehearsal/performance. For guidance on cleaning specific musical instruments, please go here. Instrument cleaning supplies you may need: <ul style="list-style-type: none"> Denatured, isopropyl alcohol Alcohol wipes Cotton swabs Cleaning rods Soap Pipe Cleaners Disinfectant Solution Paper Towels Hydrogen Peroxide or white vinegar Bottle brushes Disinfectants for Musical Instruments* <ul style="list-style-type: none"> Sterisol Germicide Solution can be safely used on plastics, hard rubber, and metals. Mi-T-Mist Mouthpiece Cleanser can be used on most materials. It is NOT recommended for use of hard rubber mouthpieces. Isopropyl alcohol wipes are safe for most materials. They are NOT recommended for use on hard rubber mouthpieces. A solution made with 50% water and 50% white vinegar or 50% water and 50% hydrogen peroxide can be safely used on plastics, hard rubbers, and metals. While other potential disinfectants, including alcohol, boiling water, and bleach can be used as general disinfectants, they are not recommended for use on mouthpieces or instruments due to their potential effect on skin, plastics, and metals. <p>*Taken directly from NAFME - COVID-19 Instrument Cleaning Guidelines</p>	
References	<ul style="list-style-type: none"> International Coalition of Performing Arts Aerosol Study Round 2 COVID-19 Instrument Cleaning Guidelines Fall 2020 Guidance for Music Education - updated 8/21/20 Guidance for Return to School Marching Band NFHS & NAFME Guidance 	

Singing & Choir		
	Indoor	Outdoor
General Requirements	<ul style="list-style-type: none"> All participants (students and staff) must either be <u>vaccinated</u> or <u>participating in a weekly molecular testing</u>. Physical distancing of 6x6 feet Practice good hygiene by washing hands or using sanitizers regularly and not sharing equipment. Hydration: Water bottles must not be shared. Hydration stations cannot not be utilized. Performances, Recitals, and Events must follow CA Guidance and any applicable State or City mandates. <ul style="list-style-type: none"> State: https://opensafely.la.gov/ NOLA: ready.nola.gov/incident/coronavirus/safe-reopening/ BR: https://www.brla.gov/2177/City-Parish-COVID-19-Guidelines 	
	<ul style="list-style-type: none"> Rehearsal and practice time must be limited to 30 minutes followed by a minimum break of 10-15 minutes (<i>preferably 30-45 minutes</i>) to change the air indoors with outside air. Masks must be worn at all times 	<ul style="list-style-type: none"> Outdoor performances and practices are the preferred setting. Rehearsal and practice time is <u>not</u> limited outdoors. Masks are recommended but not required to be worn outdoors.

Rehearsal/ Practice Time and HVAC Requirements	<ul style="list-style-type: none"> • Rehearsal and practice time must be limited to 30 minutes before moving to a secondary space. Rehearsal/practice can resume in the primary space after 10-15 minutes for air exchange (though 30-45 minutes is ideal). • Fresh Air: 10-15 minutes is needed for our HVAC system to replace most of the air in the room with fresh air based on our systems typical Air Exchange Rate (ACH). If possible 30-45 minutes between rehearsals is ideal to allow for three ACH cycles. • Filtration: MERV-13 filters have been added to all HVAC systems to increase air filtration. 	<ul style="list-style-type: none"> • Rehearsal and practice time is <u>not</u> limited outdoors. • Fresh Air: Open air is best! If you use tent to protect band from elements make sure it is open on all sides (canopy style)
Physical Distancing Requirements	<ul style="list-style-type: none"> • When students are singing, distancing must be no less than 6 feet in all directions. • When all students and staff are masked <u>and</u> students are <u>not</u> singing, distancing must be no less than 3 feet in all directions. 	
Face Masks	<ul style="list-style-type: none"> • Cloth or surgical masks must be worn at all times. Face shields are <u>not</u> an acceptable substitute for facemasks. • Students must have their own well-fitted masks which allow for proper vowel formation while keeping the mouth and nose covered. • <i>Singers produce aerosol at similar rates as woodwinds and brass. The amount of aerosol varies depending on consonants, vowels, intensity, and pitch. Singers wearing a well fit 3-layer surgical style mask reduces aerosol emission</i> 	<ul style="list-style-type: none"> • Cloth or surgical masks are recommended but not required to be worn outdoors.
	<ul style="list-style-type: none"> • On School Buses: Face masks must be worn by all students and adults on buses. This is a federal mandate and is not subject to local authority - Jan. 21, 2021 Executive Order on Promoting COVID-19 Safety in Domestic and International Travel. 	
Hydration	<ul style="list-style-type: none"> • Water bottles must not be shared. Students shall bring their own water bottle. • Hydration stations (water cows, water trough, water fountains, etc.) cannot not be utilized. 	
References	<ul style="list-style-type: none"> • International Coalition of Performing Arts Aerosol Study Round 2 • COVID-19 Instrument Cleaning Guidelines • Fall 2020 Guidance for Music Education - updated 8/21/20 • Guidance for Return to School Marching Band • NFHS & NAFME Guidance 	

Athletic Games & Co-Curricular Events

Spectator & Audience Limitations	Occupancy should be limited to ensure that physical distancing can be maintained.				
	Gym Occupancy Limits	ASA	CBR	GWC	LCA
	Standing Capacity	1,308	992	2,902	1,308
	COVID Occupancy Limit	15%	15%	15%	15%
	Spectator Limit	196	148	435	196
	<ul style="list-style-type: none"> • These occupancy recommendations include spectators, band members, cheerleaders, dance team members, staff members, security guards, etc. Athletes, coaches, officials, trainers, and medical personnel are not included in this occupancy count. 				
Spectator Protocols	<ul style="list-style-type: none"> • All spectators must wear face masks and practice physical distancing. • Minimize or eliminate on-site ticket sales and cash transactions; pre-sales and electronic purchases will help ensure an accurate count of attendees. Proportionate access to tickets should be granted to the visiting team's fans. • Once the occupancy recommendation has been reached and/or physical distancing cannot be maintained, additional spectators may not attend the game. • Ideally, a log is maintained of all persons who attended the game as spectators (not required). • Concessions are allowed but discouraged. 				
Athlete, Coach, and Referee Protocols	<ul style="list-style-type: none"> • Athletes, coaches, and referees must complete a health screen (questionnaire and temperature check) prior to competition or prior to getting on the bus for travel. • Athletes should maintain a distance of at least 6 feet when possible (ie, when not playing). • Face coverings must be worn by coaches, medical staff, game personnel, and players who are on the sidelines at all times. • Players and officials that are actively participating in competition are allowed to remove their face covering during play. Active players should apply their face covering during 				

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	timeouts and when entering the sideline.
Transportation to/from games	<ul style="list-style-type: none"> Schools may utilize school busses for transportation; all guidelines should be followed (masks required, assigned seating). Limit the use of carpools or van pools. Students may not ride in the car of a coach, staff member, or volunteer.
Additional Guidelines	<ul style="list-style-type: none"> Bands may not perform at indoor events. Cheer, dance, and band should maintain distancing from the athletes, spectators, and other groups. Cheer, dance, and band must enter and exit the playing area through end zones and not through player benches. They must wait until the teams exit the area before they can enter for halftime performances. All cheer, dance, and band groups are required to wear a face covering at all times except while performing on the field or court. Cheer and dance teams may be located between the spectator area (ie, stands) and the "sidelines" allowing for 6' social distancing between themselves. Default is that these groups are in the stands in a section separate from spectators. Students, staff, etc. should have their own water bottles (no hydration stations).

Field Trips

Field trips can occur. Masking, physical distancing, transportation requirements, and other guidance must be followed. Outdoor field trips should be prioritized.

Student Actions	<p>All students who attend a field trip must:</p> <ul style="list-style-type: none"> Have a signed permission slip on file Wear their mask while on the bus and while indoors on trip Wear their mask if not physically distant (at least 6') while outside
School Requirements	<p>Schools are required to:</p> <ul style="list-style-type: none"> Have a signed permission slip on file for any students attending field trips Provide hand sanitizer and masks Assign seats for bus ride to/from destination Ensure students and staff are maintaining mask wearing, physical distancing, and hand hygiene while on trip
Transportation to/from field trip	<ul style="list-style-type: none"> Schools may utilize school busses for transportation; all guidelines should be followed (masks required, assigned seating).

Training and PD Resources

Required PDs and Training by Role

Role	Specific Duties	Required PDs and Training	Mode/Facilitator
All Staff	Working in a school	CA COVID PD: Returning to School	Synchronous (SL/DFO) or Asynchronous
		20-21 Staff Leave and Accommodations Guidance	Asynchronous
		Universal Precautions	
		Bloodborne Pathogens (BBP) Exposure Control	
		High-acuity Care	
	Health and Temperature Screening	Health and Temperature Screening Procedures	
	Isolation Room Monitor	Medication administration,	
		CPR Certification	In-person (???)
		Bloodborne Pathogens (BBP) Exposure Control	
		High-acuity Care	
		COVID-specific Training	
		Donning and Doffing PPE <ul style="list-style-type: none">Contact Shona Lawrence to schedule the PD (slawrence@lahclinics.com)	
TAs and Job Coaches	All TAs and Job Coaches	Bloodborne Pathogens (BBP) Exposure Control	
		High-acuity Care	
	Assisted Restrooming	Donning and Doffing PPE <ul style="list-style-type: none">Contact Shona Lawrence to schedule the PD (slawrence@lahclinics.com)	
	Assisted Feeding		
	In-home instruction		
RSPs	Speech Services		
	OT/PT	Donning and Doffing PPE <ul style="list-style-type: none">Contact Shona Lawrence to schedule the PD (slawrence@lahclinics.com)	
Custodians	Disinfecting	Custodial COVID Training Guide	

Internal PDs and Training

Internal Training and PDs

- [CA COVID PD: Returning to School](#)
- [20-21 Staff Leave and Accommodations Guidance](#)

External Training Resources

Proper Use of PPE

- [CDC Website: COVID-19 PPE Page](#)
 - [CDC Video: General PPE info for COVID-19](#)
- [CDC Guide: Donning and Doffing PPE](#)
 - [CDC Video: How to put on PPE](#)
 - [CDC Video: How to take off PPE](#)
 - [CDC Guide: Wearing a N95 Respirator](#)
- [CDC Website: Guidance for Direct Service Providers \(RSPs, Job Coaches, and TAs\)](#)
- [Public Health Foundation Training Courses](#)
 - [COVID-19 Trainings](#)
 - [Personal Protective Equipment Trainings](#)

PPE Guidance

Appropriate PPE by Location and Task

- Required** - The item must be used and will be provided by the school for the location or task
- Not Required** - The item may be used, but is not required and will not be provided by the school for the location or task.

Locations	Cloth or Surgical Face Masks	N/K95 Masks	Face Shields	Sterile Gloves	Disposable Gowns	Physical Barrier/Shield
Classrooms	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Copy/Break Rooms	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Main Office	Required	Not Required	Not Required	Not Required	Not Required	Required
Common Spaces and Hallways	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Bathrooms	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Tasks	Cloth or Surgical Face Masks	N/K95 Masks	Face Shields	Sterile Gloves	Disposable Gowns	Physical Barrier/Shield
Arrival: Security and Bag Check	Required	Not Required	Required	Required	Not Required	Not Required
Arrival: Uniform Check	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Arrival: Temperature Screening	Required	Not Required	Required	Required	Not Required	Not Required
Support Desk	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Working Alone in a Classroom or Office	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
Assisted Restrooming	Not Required	Required	Required	Required	Required	Not Required
Assisted Feeding	Not Required	Required	Required	Required	Not Required	Not Required
Anything requiring close contact (within 6 feet)	Required	Not Required	Required	Not Required	Not Required	Not Required
Anything requiring physical contact	Required	Not Required	Required	Required	Not Required	Not Required
Speech Services	Required	Not Required	Required	Not Required	Not Required	Required
Evaluations	Required	Not Required	Required	Not Required	Not Required	Required
In home instruction	Not Required	Required	Required	Required	Required	Not Required

PPE Inventory

Requirements

CST

- The network will maintain an emergency supply of items if schools are unable to procure necessary PPE. Items listed [HERE](#).

Schools

- Throughout the year schools are expected to maintain an inventory of PPE necessary for continuing operations.
- Prior to the start of school each school must establish accounts with PPE vendors. Go [here](#) for a list of vendors.

Recommended School Inventory for Continuing Operations		
Item	Minimum Inventory	Notes
Disposable 3-ply Surgical Masks	350 masks	
Disposable N95 Masks	50 masks	Assuming this will be an item that is harder to purchase and will take more lead time.

Reusable Cloth Masks	25 masks	
Reusable Face Shields	50 shields	
Disposable Gowns	100 gowns	
Disposable Gloves	1,000 gloves	
Disinfectant	1 gallon	Assuming the gallon is concentrated disinfectant that is 1 oz to 1 gallon of disinfectant to water mixture.
Hand Sanitizer	10 gallons	
No-touch Thermometers	1 per 70-80 Staff and Students	
Pump Bottles	50 bottles with pump	For hand sanitizer if you are buying larger bottles of hand sanitizer.
Spray Bottles	25 bottles with trigger	For disinfectant if you are buying or using concentrate.

Disposable Masks	
Who Is Using It	
<ul style="list-style-type: none"> Student, staff, visitors, vendors, parents who do not bring their own masks 	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
<p><u>N-95 (Disposable Respirator)</u></p> <p>Who Should Wear These</p> <ul style="list-style-type: none"> Due to shortages, the CDC is currently only recommending N-95 Masks for healthcare providers. The WHO is currently recommending that only Health Care Providers who are in an area with suspected or confirmed Covid patients and who are in proximity to AGPs (aerosol generating procedures) wear N-95 mask or respirators <p>How Do You Wear These Effectively</p> <ul style="list-style-type: none"> N-95 masks and generators must be worn appropriately. See “Respirator On/Off” and “Factors Required for Respirators to Be Effective” documents linked to the right for information on how to correctly use N-95 mask or respirators. <p><u>Medical/Surgical 3-ply</u></p> <p>Who Should Wear These</p> <ul style="list-style-type: none"> Should be used by anyone experiencing symptoms or who has been diagnosed with Covid-19 (SARS-CoV-2). Should be used by employees or healthcare providers when caring for someone suspected or confirmed to have Covid-19. Should be used by anyone taking care of someone who is sick Should be worn by individuals who are members of vulnerable populations if physical distancing cannot be maintained Should be used by band members and singers/choir members, except for band members playing wind instruments. <p>How Do You Wear These Effectively</p> <ul style="list-style-type: none"> These are meant to be single use, throw them out after they are used once. Put it on correctly. See “Face Masks Do's and Don't's" link on the right. Don't readjusted it or touch it once it is on. 	<p><u>N-95 Respirator On/Off</u> - CDC</p> <p><u>Factors Required for Respirators to Be Effective</u> - CDC</p> <p><u>Advice on the use of masks in the context of COVID-19</u> - WHO updated 6/5/20</p> <p><u>Mask Information</u> - UC Berkeley</p> <p><u>How to Take PPE On and Off (Don/Doff) - Mask</u> - CDC</p> <p><u>Surgical 3-ply Face Masks Do's and Don'ts</u> - CDC</p> <p><u>Advice on the use of masks in the context of COVID-19</u> - WHO updated 6/5/20</p> <p><u>Mask Information</u> - UC Berkeley</p> <p><u>How to Take PPE On and Off (Don/Doff) - Mask</u> - CDC</p>
Guidance - What Type to Buy	Link to Documents and Sources
<u>N-95 (Disposable Respirator)</u>	<u>N-95 (Disposable Respirators)</u>

<ul style="list-style-type: none"> • N-95 NIOSH • Note: KN-95 - are equivalent to N-95 but are not approved by the FDA <p><u>Medical/Surgical 3-ply</u></p> <ul style="list-style-type: none"> • Medical/Surgical masks should meet the ASTM F2100 or EN 14683 standard • Medical/Surgical mask for band/choir should be ASTM Level 3 	Respirator Models No Longer Approved - FDA
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Disposable Gloves	
Who Is Using It	
<ul style="list-style-type: none"> • Staff performing the following tasks <ul style="list-style-type: none"> ◦ Temperature checks ◦ Interacting with students/staff flagged/isolated for symptoms ◦ Interacting with sick staff/students ◦ Cleaning using chemicals ◦ Preparing chemicals 	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
<p>The CDC is currently recommending the use of disposable gloves only for:</p> <ul style="list-style-type: none"> • Cleaning - use of disinfectants and other cleaning supplies • Caring for/Working with sick individuals • Caring for/Working with potentially exposed individuals 	<p>When to Wear Gloves - CDC</p> <p>How to Take PPE On and Off (Don/Doff) - Gloves - CDC</p>
Guidance - What Type to Buy	Link to Documents and Sources
<p>Caring for sick or potentially exposed individuals</p> <ul style="list-style-type: none"> • Use non-sterile, powder-free patient examination gloves that are FDA approved or approved under other international standards. <ul style="list-style-type: none"> ◦ Nitrile - ASTM D6319 ◦ Vinyl - ASTM D5250-19 ◦ Latex - ASTM D3578-19 ◦ Chloroprene - ASTM D6977 • Note - CDC has recommended that if patient exam gloves are not available then other similar gloves may be used, including food service gloves. See • Note - sterile gloves can be used, but are only required in Healthcare settings that require a sterile environment (think surgery). Sterile gloves are usually more expensive than non-sterile gloves. • Note - The FDA banned the use of powder in medical gloves - it isn't healthy <p>Cleaning</p> <ul style="list-style-type: none"> • Gloves appropriate for the chemicals being used to clean should always be worn 	<p>Covid-19 General Business FAQ - CDC</p> <p>Health Care Professionals: PPE FAQ - CDC</p> <p>Use of gloves conforming to other U.S. and international standards - CDC</p>

Reusable Cloth Masks	
Who Is Using It	
<ul style="list-style-type: none"> • All students • All staff 	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
<p>How to Effectively Use Cloth Mask</p> <ul style="list-style-type: none"> • Reusable cloth masks alone will not prevent the transmission of SARS-CoV-2. They must be used in conjunction with other hygiene and physical distancing measures. • Cloth masks should be laundered after each use. • Cloth masks should not be shared between individuals <p>Who Should Wear Cloth Masks</p> <ul style="list-style-type: none"> • The CDC is recommending that individuals wear cloth masks or face coverings anytime they leave their home. 	<p>CDC Important Information About Face Mask Coverings</p> <p>UC Berkeley Mask Information</p>
Guidance - What Type to Buy	Link to Documents and Sources

How To Evaluate the Effectiveness of Cloth Masks

- Little research has been conducted on the huge number of cloth masks that are currently being manufactured and sold.
- Three measures can be used to assess the effectiveness of cloth masks (see table below which was taken from the “Advice on the use of masks in the context of COVID-19” link to the right):
 - Filtration Efficiency (the higher the better)
 - Breathability (Pa) (the lower the better)
 - Filter Quality (Q) (where filtration meets breathability - the higher the better)
- Other Considerations
 - Elastic materials do not have a high Filtration Efficiency and should not be used.
 - Cloth masks should be laundered in the highest temperature water possible. Select cloth materials that can be washed in high heats.
 - Masks should have minimum of 3 layers

WHO

[Advice on the use of masks in the context of COVID-19](#) - updated 6/5/20

Table 3. Non-medical mask filtration efficiency, pressure drop and filter quality factor*

Material	Source	Structure	Initial Filtration Efficiency (%)	Initial Pressure drop (Pa)	Filter quality factor, Q ** (kPa ⁻¹)
Polypropylene	Interfacing material, purchased as-is	Spunbond (Nonwoven)	6	1.6	16.9
Cotton 1	Clothing (T-shirt)	Woven	5	4.5	5.4
Cotton 2	Clothing (T-shirt)	Knit	21	14.5	7.4
Cotton 3	Clothing (Sweater)	Knit	26	17	7.6
Polyester	Clothing (Toddler wrap)	Knit	17	12.3	6.8
Cellulose	Tissue paper	Bonded	20	19	5.1
Cellulose	Paper towel	Bonded	10	11	4.3
Silk	Napkin	Woven	4	7.3	2.8
Cotton, gauze	N/A	Woven	0.7	6.5	0.47
Cotton, handkerchief	N/A	Woven	1.1	9.8	0.48
Nylon	Clothing (Exercise pants)	Woven	23	244	0.4

* This table refers only to materials reported in experimental peer-reviewed studies. The filtration efficiency, pressure drop and Q factor are dependent on flow rate. ** According to expert consensus, three (3) is the minimum Q factor recommended.

Slit Masks

Who Is Using It

- Musicians/band members who play instruments that require the use of the mouth to play (wind instruments).

• Guidance - When/Where/How it Should be Used

Link to Documents and Sources

Masks should be worn by individuals playing wind instruments or other instruments requiring the use of one’s mouth during rehearsal or performances.

The mask should only be worn during rehearsal or performances and should be removed immediately at the end of either and replaced by a non-slit style mask.

The slit style mask should be laundered between every use.

Slit mask must also be used in conjunction with bell covers.

• Guidance - What Type to Buy

Link to Documents and Sources

How To Evaluate the Effectiveness of Cloth Masks

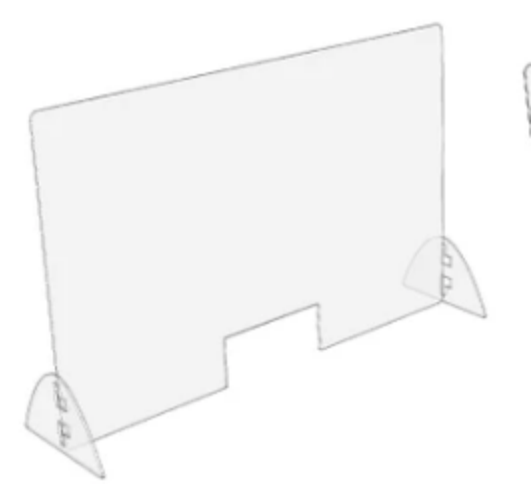
- Little research has been conducted on the effectiveness of slit masks, however, it is better than a musician not wearing a mask at all.
- In general, three measures can be used to assess the effectiveness of cloth masks:
 - Filtration Efficiency (the higher the better)
 - Breathability (Pa) (the lower the better)
 - Filter Quality (Q) (where filtration meets breathability - the higher the better)
- Other Considerations
 - Elastic materials do not have a high Filtration Efficiency and should not be used.
 - Some slit masks have a blend of elastic and non-elastic materials. Find ones with the lowest amount of elastic materials possible.

<ul style="list-style-type: none"> ○ Cloth masks should be laundered in the highest temperature water possible. Select cloth materials that can be washed in high heats. ○ Masks should have minimum of 2 layers 	
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Bell Covers	
Where Should They Be Used	
<ul style="list-style-type: none"> ● Students and staff at band practice or rehearsal on wind instruments being used. 	
What Type to Buy	
<p>Bell Covers should:</p> <ul style="list-style-type: none"> ● Fit the instrument they are being used on. ● Either be made of Merv 13 material or have the ability to insert a filter made of Merv 13. ● If you buy a bell cover made without Merv 13 material, you must buy the type where you can insert a Merv 13 filter and you must buy and use Merv 13 filters with them. 	

Physical Barriers	
Where Should They Be Used	
<ul style="list-style-type: none"> ● Front desk/reception areas ● Essential Skills classrooms ● Used by RSP staff ● Used in classrooms where social distancing and/or mask wearing cannot be followed 	
General Guidance	
<ul style="list-style-type: none"> ● Physical barriers can catch large spit particles but do not protect individuals from aerosolized particles that may contain viruses. Mask and social distancing must be used wherever possible. ● Physical barriers may add an extra level of protection when social distancing and/or mask wearing cannot be followed. ● Schools should work with vendors to design/purchase barriers that meet the needs of the use. Here are some things to consider: <ul style="list-style-type: none"> ○ Do you need a pass through window for exchange of materials, hand-over-hand instruction, or other things. ○ Do staff need to be able to reach around the barrier to assist with students? ○ Will individuals working with this barrier be sitting or standing ○ What surface will the barrier be on and will the barrier be stable on that surface. ○ Does the barrier need to be moved? ○ What activity will the student/staff member be conducting while using barrier. 	
Styles and Use	

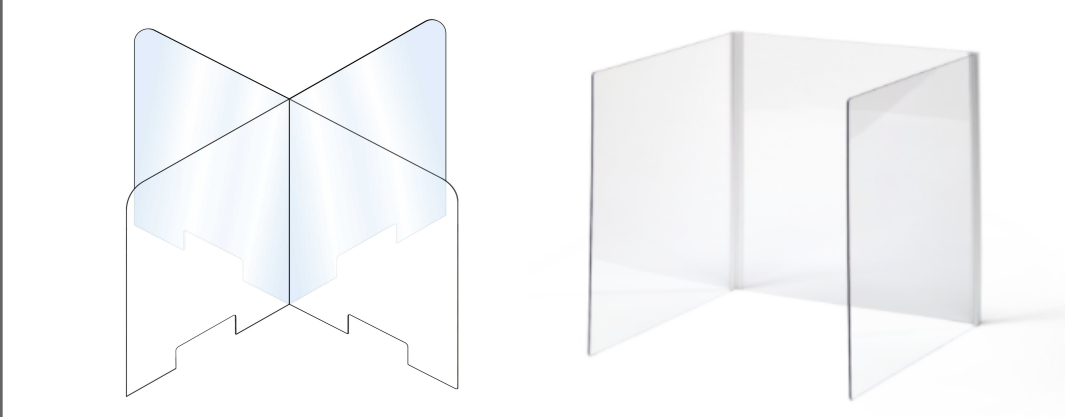
Staff - Front Desk/Reception



Staff/Students - Working With Student



Students - Eating Lunch/Independent Work



Sanitizer/Hand Sanitizer

Who Is Using It	
<ul style="list-style-type: none">• Student, staff, visitors, vendors, parents at entry points to schools and classrooms/offices	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
<p><u>How To Use It</u></p> <ul style="list-style-type: none">• Hand washing is preferred, but if that is not an option use hand sanitizer• Do not ingest & keep away from small children (it can kill them if ingested)• Put on enough to cover your whole hand• Rub hands together until dry - do not wipe off	<p>Safely Using Hand Sanitizer - FDA</p> <p>Hand Sanitizer Use - CDC</p> <p>Q&A for Consumers: Hand Sanitizer and COVID-19 - FDA</p>
Guidance - What Type to Buy	Link to Documents and Sources
<ul style="list-style-type: none">• Sanitizer/Hand Sanitizer for use on hands should have at least 60% ethanol or 70% isopropanol.• The FDA has allowed unregulated private companies to manufacture sanitizer and hand sanitizer for consumer use and has suspended the usual process for approval of hand sanitizer. It has released guidance for these manufacturers on how to make hand sanitizer, but they will not police adherence to the guidance. See "Temporary Policy for Prep of Hand Sanitizer" linked on the right for more details.• Hand Sanitizer/Sanitizer ingredients should include the following:<ul style="list-style-type: none">◦ Select one of two options:<ul style="list-style-type: none">■ Alcohol (ethanol) that is not less than 94.9% ethanol by volume¹¹; OR■ United States Pharmacopeia (USP grade)	<p>Temporary Policy for Prep of Hand Sanitizer - FDA</p> <p>FDA Updates on Hand Sanitizers with Methanol - FDA</p>

<ul style="list-style-type: none"> Isopropyl Alcohol (IPA) Glycerin (glycerol) USP or Food Chemical Codex (FCC) (also known as “food grade”) Hydrogen peroxide Sterile water (e.g., by boiling, distillation, or other process that results in water that meets the specifications for Purified Water USP). Water should be used as quickly as possible after it is rendered sterile or purified. Hand Sanitizer produced under this exemption should only be aqueous solution, not gel, foam, or aerosol spray. CAUTION - The FDA is tracking Hand Sanitizer being sold in the United States that is labelled as having “ethanol” but is testing positive for methanol, which is highly toxic. See the “FDA Updates on Hand Sanitizer with Methanol” for an updated list of product names you should not buy. 	
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Face Shields	
Who Is Using It	
<ul style="list-style-type: none"> Teachers/staff - working in isolation rooms or working with students who cannot wear a mask/working in close physical proximity to students Students - working in close proximity to teachers 	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
<p><u>When</u></p> <ul style="list-style-type: none"> Face shield are meant to protect your eyes Face shields are not a substitute for a mask and there is no evidence to support that they provide adequate protections for COVID. Face shields should be used when a student or staff member has to work in close proximity to one another (i.e. bathrooming, physically assisting students, performing physical evaluations). Face shields should be used in isolation rooms 	Considerations for Wearing Masks: Face Shields - CDC
Guidance - What Type to Buy	Link to Documents and Sources
<ul style="list-style-type: none"> Face Shield should wrap around the side of your face and extend below your chin Disposable face Shield should be disposed of after single use Reusable face shield should be disinfected between every use 	Considerations for Wearing Masks: Face Shields - CDC
Who Is Using It	
Guidance - When/Where/How it Should be Used	Link to Documents and Sources
Guidance - What Type to Buy	Link to Documents and Sources

PPE Vendors and Information

Suppliers - Accounts Needed					
Sysco & Supplies On The Fly					
https://www.sysco.com/ https://www.suppliesonthefly.com/v3/login?ReturnUrl=%2f					
Contact Name	Jennifer Sanchez	Contact Number	504-717-1954	Contact Email	jennifer.sanchez@sysco.com
Account Information	CA has an account - contact Kathleen W. to order through this account. To set-up an account for your school contact Jennifer Sanchez				
Products	Janitorial, PPE, Food, Food Service, Thermometers, etc				

Notes	Online ordering available.				
	General Sysco has a \$500.00 minimum order on purchase, but I believe this has been waived for the pandemic. Also, Sysco usually has a company set up for delivery once a week on the same day every week, however, Jennifer may have the ability to get things delivered outside of this window.				
	Sysco and Supplies on the Fly are two companies under the Sysco umbrella. Supplies on the Fly is set-up as an online market and is shipped when ordered. You are Invoiced separately through Supplies on the Fly.				
	Invoices must be paid within two weeks or you will not be able to order again. Jennifer is very good about helping get checks delivered if they will interfere with future orders.				
	Once your account is set-up you will go to this website to order from Sysco: https://shop.sysco.com/auth/login				
LA Office Solutions					
https://losco.com/					
Contact Name	Robby Smith	Contact Number	225-445-5577	Contact Email	
Account Information	CBR - Currently CA is ordering under CBR's account, but is working to set-up our own CA account. To set-up an account for your school contact Robby Smith				
Products	Janitorial, PPE, Office Supplies, Barriers/sneeze guards				
Notes	Order on demand and they will ship to your school. Contact Robby to set-up order.				
A&L					
Suppliers - No Account Needed					
Mountainside Medical Supplies					
https://www.mountainside-medical.com/collections/covid-19-supplies					
Products	Medical equipment and supplies; thermometers, masks, gloves, hand sanitizers, disinfectants, gowns, eye protection				
Notes	We have ordered from this company before.				
Specialty Bottles					
https://www.specialtybottle.com/cart.php					
Products	Glass and plastic bottles - pump, spray, spritz, etc.				
Notes	Currently not accepting orders from new customers. If you need to order use Kathleen W.'s log in: Email: kwelch@collegiateacademies.org Password: Parts2625! We have ordered from this company before.				
Webstaurant					
Webstaurant.com					
Products	Disposable gloves, thermometers, spray bottles, misc				
Notes	We have ordered from this company before.				
Consolidated Plastics					
https://www.consolidatedplastics.com/					
Products	spray bottles				
Notes					
Uline					
https://www.uline.com/					

Products	- Pump bottles - not until July - Spray bottles - not until June				
Notes	We have not ordered from this company before.				
ARC					
https://www.riotcolor.com/					
Contact Name	Nathan Kanter	Contact Number	504-615-6455	Contact Email	nathan.kanter@e-arc.com
Account Information					
Products	Signage				
	Catalogue				
Notes	<u>We have not orderd from this company before.</u>				
Disinfect Schools					
https://disinfectschools.com/					
Contact Name		Contact Number	800-541-7794	Contact Email	
Products	Disinfectants, wipes, dispensers, stands, some PPE				
Notes	We just ordered a test product from them. Online ordering. No account needed.				
Ravi Nova					
https://rafinova.com/					
Products	Reusable face masks, and clear reusable face masks				
Notes	We have both some reusable and clear reusable masks coming. Check with Kathleen W. if you want to know the quality.				
Clear Mask					
theclearmask.com					
Products	Clear mask				
Notes	Just ordered 2 cases of mask. Talk to Kathleen W. if you want to discuss the quality of the product or see samples.				
Uniform Advantage					
https://www.uniformadvantage.com/					
Products	Scrubs with or without logos				
Notes	We have ordered from them in the past. I am about to order scrubs through them for ES and RSP staff.				
NOLA Sneeze Guards					
https://nolasneezeguards.com/					
Products	Physical barriers - in stock or custom order, they also do barrier rentals for events.				
Notes	We have ordered from them in the past. I am about to order scrubs through them for ES and RSP staff.				
Crystal Clear Imaging					
http://www.ccimaging.net/					
Products	Physical barriers - custom order with quick turn around time; branded and unbranded foot pedal hand sanitizer dispensers (very nice but expensive)				
Notes	We have ordered from them in the past and I went out to see their facility. They are selling high quality products. Contact Rory Rousset (rory@ccimaging.net) if interested.				
Suppliers - No Account Needed - Hand Sanitizer Only					
Lula Distillery					
http://www.lulanola.com/					
Contact Name		Contact Number	504-267-7624	Contact Email	info@lulanola.com
Account Information	n/a				

Products	Hand Sanitizer				
Notes	May not be selling hand sanitizer anymore. We have not ordered from this company before.				
Seven Three Distilling					
https://www.73togo.com/					
Contact Name	Helen Sierminiski	Contact Number	303-810-4382 cell 504-265-8545 distillery	Contact Email	helen@seventhreedistilling.com
Account Information	n/a				
Products	Hand Sanitizer - 1 gallon and 3.4 oz bottles				
Notes	Open daily 11-5pm (closed on Sundays) for curbside pick. Place orders using email above. Shipping is also available. Seven Three Distilling is located at 301 North Claiborne Avenue, New Orleans, LA 70112 We have not ordered from this company before.				
Celebration Distillation					
https://celebrationdistillation.com/sanitizer					
Contact Name		Contact Number		Contact Email	info@oldneworleansrum.com
Account Information	n/a				
Products	Hand Sanitizer				
Notes	Available at our distillery, they have 25 oz. bottles of hand sanitizer for purchase at \$12/bottle. 200 mL bottles are available by the case (10 bottles), for shipping only. To place larger orders email info@oldneworleansrum.com Hours of operation are MON-SAT, 9AM to 5PM. Celebration Distillation is located at 2815 Frenchmen Street, New Orleans. We have not ordered from this company before.				
Porch-Jam Distillery					
https://porchjam.square.site/					
Contact Name	n/a	Contact Number	n/a	Contact Email	Email them through website.
Account Information	n/a				
Products	Hand Sanitizer - 64 oz and Gallon; also sell 3-4 Gallon cases				
Notes	Pick-up only. Order online at the website above. Porch-Jam Distillery is located at 3918 Gravier Street, New Orleans 70119. We have not ordered from this company before.				
Suppliers - No Account Needed - Band Stuff Only					
Gator Cases					
https://www.gatorcases.com/					
Products	Bell Cover with Merv 13 Filter, Slit Masks				
Notes					
Director's Assistant					
https://www.directorsassistant.com/					
Products	Bell Covers made with Merv 13 materials, Slit Masks				
Notes					

National Educational Music Company	
https://www.nemc.com/	
Products	Bell Cover with Merv 13 Filter, Merv 13 Filters
Notes	I would not recommend their slit masks.
Pep Wear	
https://shop.pepwear.com/	
Products	Slit Masks
Notes	Do <u>not</u> order bell covers from them. They do not meet the guidance for Merv 13.
Products	
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