

## **PUBLIC HEALTH EMERGENCY**

Based upon the adoption by BESE of an amendment to Bulletin 741 – Louisiana Handbook for School Administrators, Title 28, Part CXV, Chapter 4 of the Louisiana Administrative Code, the St. Tammany Parish School Board hereby adopts the following policies to apply to the 2020-2021 school year:

### **A. SUPERINTENDENT AUTHORITY**

In light of the COVID-19 pandemic and the resulting public health emergency for the 2020-2021 school year, the Superintendent is authorized to develop, implement, and maintain administrative regulations, policies, and procedures to protect employees and students from the conditions giving rise to the declared emergency.

In the event that the Superintendent develops or implements administrative rules, regulations, or procedures, or alters the school reopening plan, he/she shall advise the Board of such developments no later than the next Board meeting.

### **B. RECESS**

In order to facilitate compliance with the Group Size limitations and Group Composition mandates imposed by Bulletin 741, §403(A), each Principal shall develop and implement a schedule for classes to utilize common areas, both outdoors and indoors, for recess.

For reference, the Group Size limitations, including both students and adults, are:

Phase 1 – 10 individuals;

Phase 2 – 25 individuals; and

Phase 3 – 50 individuals.

Static Groups as required for Grades 2 and below are groups whose composition of students does not change during the school day. The static nature of each static group shall begin upon the entry by a student into the first classroom in which the students' attendance is recorded and shall end upon the conclusion of the last learning period in which the students' attendance is recorded each day.

### **C. ISOLATION ROOMS**

In order to facilitate compliance with Bulletin 741, §403(C)(1), each Principal shall designate a room on each School Campus to serve as an "isolation room," which shall be the location where any student or adult who shows signs of being sick, including but not limited to persistent coughing, other significant breathing difficulties, and/or a recorded temperature of 100.4° F or above, shall be isolated from the general student and adult population of the School Campus. Notification as to the room designated as an "isolation room" on each School Campus shall be provided to Administration. Persons so isolated should depart the School Campus as soon as practicable. If the sole basis for the isolation is a temperature of 100.4° F or above and there is a reasonable belief that the

cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the isolation may be postponed for not longer than fifteen (15) minutes, when additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4° F, isolation shall not be required.

#### D. INITIAL HEALTH ASSESSMENTS

In order to facilitate compliance with Bulletin 741, §403(C)(2), all students and adults arriving at a School Campus shall be subjected to an initial health assessment for signs of sickness, including but not limited to a persistent cough, an expression by an individual that he/she is suffering from some other significant breathing difficulty, and whether the individual's temperature is 100.4° F or above. Any student or adult who evidences a persistent cough, expresses suffering from some other significant breathing difficulty, or who has a temperature of 100.4° F or above shall not be allowed to remain on the School Campus. In the event the only negative indicator is temperature, the process outlined for isolation shall be followed.

##### Students

All students shall be subject to the initial health assessment upon entering the first classroom in which the student's attendance is recorded. The assessment shall be conducted by the students' teacher or a designee, in the event the teacher has other staff over which the teacher has supervision.

Any student who is determined to have signs of sickness shall be subjected to isolation until the student's parent, guardian, or other emergency contact can be reached and the student is picked up from the school. However, if a determination is made that a student is displaying signs of sickness prior to the parent or guardian departing the School Campus, the parent or guardian shall be required to take the student from the School Campus at that time. A student who arrives by private automobile operated by the student may be allowed to leave campus alone, but only upon the concurrence via telephone or text message by the student's parent or guardian.

##### Staff

Staff of a School, upon arrival on the School Campus, will promptly report to the Main Office of the School Campus for an initial health assessment by the Principal or a designee thereof. Any staff member who is determined to show signs of sickness as described above shall immediately depart the School Campus.

If the sole evidence of sickness is a temperature of 100.4° F or above and there is a reasonable belief that the cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the departure of the staff member may be postponed for not longer than fifteen (15) minutes, at which time additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4° F, the staff member may remain on the School Campus.

##### Visitors

- Visitors to a School Campus will promptly report to the Main Office of the School Campus for an initial health assessment by the Principal or a designee thereof.
- Any visitor who is determined to show signs of sickness shall immediately depart the School Campus.
- If the sole evidence of sickness is a temperature of 100.4° F or above and there is a reasonable belief that the cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the departure of the visitor may be postponed for not longer than fifteen (15) minutes, at which time additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4° F, the visitor may remain on the School Campus provided that he/she is otherwise authorized to be present.

#### E. SOCIAL DISTANCING

Students, staff, and other persons on the School Campus shall practice social distancing of six (6) feet from one another, to the greatest extent possible. “To the greatest extent possible” shall mean that there is sufficient physical space within the room or outdoor area to maintain such distancing, in which case the physical distancing should be the most available under the physical circumstances, or, in circumstances where there is no other significant barrier or impediment to such distancing, such as:

- When there is a need to be in closer proximity to provide a required assistance or service to a student or adult;
- When exiting or entering a room;
- When the distancing will create a circumstance that is otherwise unsafe for a student; or
- When such distancing will significantly impair the ability to supervise a student.

In an effort to maintain social distance, all students, faculty, and staff shall avoid crowding at entry and exit points of the school buildings, classrooms, and restrooms, and shall, to the extent possible, maintain appropriate physical distance from one another.

#### F. HYGIENE

All students, staff, and visitors shall promptly wash or disinfect, using a valid disinfectant, their hands upon arrival at the School Campus. Any person remaining on a School Campus shall repeat such washing or disinfecting not less than every two hours. Each Teacher shall be responsible for ensuring adherence to this hygiene requirement within his/her classroom. The Principal, or a designee thereof, shall be responsible for ensuring adherence to this hygiene requirement within all other rooms on the School Campus.

Additionally, students shall repeat such washing or disinfecting whenever they enter a building on campus after using outdoor play equipment and within thirty (30) minutes of departing the School Campus at the end of the school day.

High touch surfaces, as defined in §3703 of Bulletin 741, shall be disinfected between uses by individual students. Within the classroom, the Teacher shall be responsible for ensuring such disinfecting takes place. For common areas outside of the classroom, the

Principal, or a designee thereof, shall be responsible for ensuring that high touch surfaces are disinfected not less than every two (2) hours during the school day.

Except for those individuals who obtain a medical or disability impact exception as set forth herein, all adults and students in grades 3 through 12 while inside the school facility must wear a face covering to the greatest extent possible and practical within the local community context. Said students and staff shall be required to wear masks as a requirement of their respective dress codes, and a violation of this requirement will be addressed in conformity with the manner of enforcement for dress code violations as stated in the Student Code of Conduct and Personnel Policy Manual, respectively.

### G. TRANSPORTATION

The Superintendent, by direction to Transportation staff or vendor, shall be responsible for ensuring that the bus occupancy limits mandated by Bulletin 741 – Louisiana Handbook for School Administrators, Title 28, Part CXV, Chapter 4 of the Louisiana Administrative Code are complied with, within the legal obligation to provide Transportation as mandated otherwise by State or federal law.

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

Phase 1 – 25 percent, including adults, of the school bus manufacturer capacity;

Phase 2 – 50 percent, including adults, of the school bus manufacturer capacity; and

Phase 3 – 75 percent, including adults, of the school bus manufacturer capacity.

Passengers on a school bus must be spaced to the greatest extent possible as follows:

Phase 1 – Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same or adjacent seats.

Phases 2 and 3 – Passengers must be dispersed throughout the bus to the greatest extent possible.

The Superintendent shall advise the parental community of the School District, in a means determined by the Superintendent, of the limitations on bus occupancy. Parents who wish to waive the right to receive Transportation of their children may do so, but the Superintendent shall request such parents to notify the School District by some form of writing, including, but not limited to, email, so that the School District can document such waiver.

### H. MEDICAL OR DISABILITY IMPACT EXCEPTIONS

As provided in Bulletin 741, §401(E) and §403(I) the St. Tammany Parish School Board recognizes that there will be circumstances in which individual students and/or staff will be entitled to an exception from one or more provisions in Chapter 4 of Bulletin 741, including the face coverings requirement and the adherence to static groups for students in Grades 2 and below, based upon a medical or disability issue specific to the individual student or staff member.

In order for a staff member to be granted an exception based upon a medical or disability issue:

- The staff member shall submit a written application via letter, memorandum, or email to his/her immediate supervisor;
- The application shall identify the specific provision of Chapter 4 to which the exception is applicable;
- The application shall identify the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception;
- If the immediate supervisor is not the Superintendent, the application shall be promptly forwarded to the Superintendent or his/her designee for review and consideration, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application;
- If the Superintendent is the immediate supervisor, the Superintendent or his/her designee shall make a decision within three (3) working days; and
- The written decision of the Superintendent or his/her designee shall be provided via letter, memorandum, or email, promptly provided to the applicant, and the decision of the Superintendent or his/her designee shall be final.

In order for a student to be granted an exception based upon a medical or disability issue:

- The parent or legal guardian of the student shall submit a written application by letter, memorandum, or email, to the Principal of the school in which the student is or will be enrolled;
- The application shall identify the specific provision of Chapter 4 to which the exception is applicable;
- The application shall identify the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall also include a reference to whether the exception is related to a service or accommodation afforded in an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan;
- The Principal shall promptly forward the application to the Superintendent or his/her designee for review and consideration, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application;
- However, if the application references an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan, the Principal shall, before forwarding to the Superintendent or his/her designee, call a School Building Level Meeting (SBLM) to review the application and the existing 504 Plan, Individualized Education Plan, or Individualized Health Plan to determine if the exception is needed to avoid a conflict therewith, and whether the 504 Plan, Individualized

Education Plan, or Individualized Health Plan should be modified to alleviate the need for the exception. The recommendation of the SBLM should be forwarded with the application to the Superintendent or his/her designee, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application:

- The written decision of the Superintendent or his/her designee shall promptly be provided by letter, memorandum, or email to the applicant, and the decision of the Superintendent or his/her designee shall be final;
- All documentation related to the application shall be incorporated into the student's school record and, if applicable, made a part of the student's 504 Plan, Individualized Education Plan, or Individualized Health Plan.

## I. MEALS

There will be no general congregate eating, meaning the collection of more than a single classroom of students in the cafeteria or other room during the 2020-2021 school year, so long as the State is in Phase 2. Upon a designation that the State is in Phase 3, there may be congregate eating, with adherence to the maximum occupancy limits established by Bulletin 741.

During Phase 2:

Breakfast and lunch for each student, other than those whose parent or guardian has opted out of school-provided meals, will be bagged or boxed by the cafeteria staff, under the direction of the Cafeteria Manager. The Cafeteria Manager in conjunction with school administration shall be responsible to see that meals are distributed to all such students in such a manner as to limit contact between the cafeteria staff and students.