



**2021-22 COVID-19 CAMPUS  
GUIDELINES, POLICIES AND PROCEDURES**  
Updated August 19, 2021

International School of Louisiana (ISL) recognizes that our students and employees want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is impossible for things to go back to the way they were prior to COVID-19 – at least for the foreseeable future.

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

ISL reserves the right to alter or amend these Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state and local level. ISL authorizes its CEO/Head of School to make the necessary alterations or amendments to these Guidelines, Policies and Procedures as necessary to comply with guidance issued at the federal, state and local level.

Procedures may be changed at any time in response to local health conditions, governmental restrictions, medical and scientific advice and data, and other relevant factors.

### **Accessing Campus, Personal Behavior While On Campus**

All individuals should do their part to prevent the potential spread of COVID-19. To that end, avoid unnecessary contact with surfaces and objects. Maintain a distance of at least 6 feet from others.

No one will be allowed to enter ISL buildings unless they are wearing a mask (additional details regarding masks is provided below). All employees, students, and third-party visitors should also wear a mask while indoors (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, etc.). If you have your own office or are alone in a classroom, it is acceptable to remove your mask while in your office or alone in a classroom. If someone comes into your office or classroom, you should put your mask back on.

**1) Mask requirement:**

- a) All students must wear a mask while indoors on campus at all times.
- b) All adults must wear a mask while indoors on campus and not alone in their assigned office or classroom.
- c) Children age 2-4 years old should wear a face mask, if tolerated. Children under 2 years of age and individuals with breathing difficulties should not wear a face-covering while indoors.
- d) Masks must properly cover the wearer's nose and mouth.

**2) Masks are not required for the following:**

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

**3) Personal hygiene and proper etiquette:**

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

- a) Employees and students must wash or sanitize hands:
  - upon arrival on campus;
  - every two hours;
  - before and after eating;
  - after changing any classroom;
  - when a new group of students enter a teacher's classroom;
  - before and after using equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment); and
  - before exiting the school campus.
- b) Avoid touching your eyes, nose, and mouth.
- c) Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Or cough/sneeze into your elbow.

- d) High touch areas – including bathrooms – will be sanitized multiple times per day.
- e) Employees are required to clean and disinfect frequently touched objects and surfaces by using school provided sanitizing and cleaning materials.
- f) No handshaking or other unnecessary physical contact with others is allowed.
- g) Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the campus.
- h) Anyone who touches or handles mail or third-party deliveries should wash their hands.

Hand sanitizer will be made available to all employees, students, and third-party visitors in multiple locations throughout the school campus. Appropriate cleaning supplies will be made available to employees.

## **Student and Employee Health Screenings**

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

Before leaving your residence for school campus, each employee must conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees must ask themselves whether the answer is “Yes” to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answers to any of these questions is “Yes,” you should: (1) stay at home and (2) notify your supervisor and campus nurse for further instructions. Confidentiality will be maintained at all times. This daily certification is mandatory, and the failure to report any “Yes” responses to the Charter is an acknowledgment by each employee and/or student’s parent or legal guardian that they have performed the individualized assessment in good faith, and that they have been truthful and honest in performing this daily certification.

Upon daily entry to the school campus, employees are certifying that all answers are “No” to the above questions. Parents/guardians certify the answer is “No” to all the above questions by dropping their student off at the bus stop or school.

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

Notwithstanding the daily certification set forth above, employees and students may also be assessed for symptoms of COVID-19 upon arrival to the school campus and throughout the school day including, but not limited to: fever, shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

Any employee or student who refuses to submit to health screenings as provided for in this section will not be given access to the campus and will be sent home.

Handshaking, hugging, kissing, and any other unnecessary personal contact with others is prohibited.

**1) On Campus Isolation:**

- a) Anyone showing signs of the above symptoms will be isolated in accordance with the school nurses recommendations. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.
- b) The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

**2) Self-Quarantine Policy and Procedure:**

- a) Employees and students who have been in close contact on campus with someone who tests positive for Covid-19 will be notified by the school.

- b) Unvaccinated Individuals (Without Symptoms)
  - i) All unvaccinated students and staff who have had close contact (defined as within 6 feet for 15 or more minutes) with a confirmed case or a symptomatic person with a known exposure should quarantine at home for 14 days and may not return to school until 14 days after exposure (if no symptoms develop).
  - ii) Such individuals should be tested for COVID-19, using a molecular test, after being identified as a close contact and again in 5-7 days.
- c) Vaccinated Individuals (Without Symptoms)
  - i) COVID-19-vaccinated students or staff do not need to quarantine after being identified as a close contact if:
    - (1) They are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of one dose of a single-dose vaccine), AND
    - (2) They receive a negative molecular COVID-19 test after being identified as close contact and a second negative molecular COVID-19 test again in 5-7 days.
  - ii) If the conditions above are not met, vaccinated individuals must quarantine.
- d) Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, report their illness to the school nurse and their supervisor (employees), follow guidance for symptomatic individuals, and be tested for COVID-19 using a molecular test.
- e) Employees or students do not need to quarantine if:
  - i) They had COVID-19 within the previous 3 months, and
  - ii) Recovered from COVID-19, and
  - iii) Remain without COVID-19 symptoms.

### **3) Return to School After COVID Infection**

- a) Students/Teachers/Staff (persons) with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end return to school when at least 24 hours have passed since recovery, meaning:
  - i) Fever free without the use of fever-reducing medications, AND
  - ii) Improvement in symptoms (e.g., cough, shortness of breath), AND
  - iii) At least 10 days have passed since symptoms first appeared.
- b) Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
- c) If the person suspected of having COVID-19 receives a negative molecular/PCR test, the person must still be symptom free for 24 hours before return to school.
- d) Antigen and antibody tests do not rule out suspect COVID-19 cases.

- e) If the person is participating in virtual learning from home, the person does not need to wait the 24 hours before resuming school.
- f) If the person is sick with non-COVID-19 symptoms, the person must still be symptom free for 24 hours before returning to school.

#### **4) Vaccination Status**

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

- a) Louisiana Immunization Network School Nurse Portal (preferred method to verify student immunization status)
- b) LA Wallet (employees)
- c) Health Care Provider Vaccination Card

### **School Operations and Procedures**

Employees and students should practice social distancing when possible and according to City and State law. Employees and students should avoid being within 6 feet of another individual whenever practicable, or to the greatest distance possible when within static classroom groupings. This rule applies at all times in all areas unless otherwise notified by School officials. If necessary, the classroom size, schedule, office space may be reconfigured to allow for proper social distancing between all individuals, including static groups and flight scheduling.

#### **1) Student Transportation**

All occupants of vehicles used to transport students or adults will wear masks at all times. Buses are allowed to operate at 100% capacity with all passengers wearing face masks. Masks will be provided when necessary. High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes. Seating charts should be created and enforced in the event close contacts to a positive case of COVID-19 needs to be determined. Windows should be kept open when it does not create a safety or health hazard. Other guidelines and restrictions may be issued at any time.

#### **2) Indoor Assembly Spaces**

Effective July 31, 2021 and until further notice, no use of indoor shared spaces, such as cafeterias and gymnasiums, is allowed, other than to support classroom-based learning.

#### **3) Food and Water**

Employees and students should bring their own water bottles; no-touch water bottle filling stations are available. Outdoor eating spaces will be used as practical and appropriate.

#### **4) Classrooms and Office Cleaning and Sanitation**

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. High touch surfaces must be cleaned multiple times a day. All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, smart boards, white boards, or fax machine. After you have completed your use of these devices, you should again wash your hands or use hand sanitizer.

**5) Travel Restrictions**

All non-essential business or student travel is prohibited until further notice. Any business travel must be approved in advance by the Head of School.

**6) Required Training and Postings**

All employees are provided with training regarding COVID-19 best practices, including appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. In the meantime, all employee are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices.

All employees must acknowledge this policy by signing below. This policy will be accessible to everyone via the Charter intranet.

**7) Complaints, Reporting Procedure, and Disciplinary Action**

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to your supervisor. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to their campus nurse of (1) possible symptoms of COVID-19, (2) confirmed negative or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a confirmed COVID-19 patient. Quarantine may be required. This reporting policy includes the employee, student, a family member of an employee or student, or anyone that the employee or student has had close contact within a 14-day period.

**8) Policies and Procedures for Vendors/Visitors/Guests on School Campus**

Parents, vendors, visitors, and guests are not allowed on Campus unless it is deemed essential by the School Administration. When approved by the School Administration, parents, vendors, visitors, and guests must wear a mask, wash or sanitized their hands upon entering campus facilities, and practice social distancing by remaining at least 6 feet apart from employees and

students and remaining in the School Administration approved area. Parents, vendors, visitors, and guests will also be given access to hand sanitizer upon entering the campus.

Limit outside vendors entering our space to necessity only, such as FedEx, UPS, and office supply deliveries. Alternative pick-up and drop-off protocols may be utilized.

**Acknowledgment of Receipt of Interim COVID-19 Return to Campus Guidelines, Policies and Procedures**

By my signature below, I acknowledge that this policy was distributed to me, that it is accessible on the Charter website, that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature