



**2021-22 COVID-19 CAMPUS
GUIDELINES, POLICIES AND PROCEDURES**
Updated January 5, 2022

International School of Louisiana (“Charter”) Charter 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. These procedures are subject to change 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.

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 or face-covering 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.

2) 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;
 - 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 nurse’s 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 for Close Contacts:

- 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) Asymptomatic Close Contacts

- i) Unvaccinated Individuals

- (1) 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 at least 5 days and may not return to school until after this time (if no symptoms develop).
 - (2) Such individuals must receive a negative molecular COVID-19 test prior to returning to school. This test should be completed on day 5 of the quarantine period.
 - (3) After returning to campus, these individuals must wear a mask at all times on campus, including outdoors, until the 11th day after their exposure.

- ii) Vaccinated Individuals

- (1) COVID-19-vaccinated students or staff do not need to quarantine after being identified as a close contact if:
 - (a) 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
 - (b) They wear a mask at all times on campus, including outdoors, until the 11th day after their exposure., AND
 - (c) 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.
 - (2) If the conditions above are not met, vaccinated individuals must quarantine.

- c) Symptomatic Close Contacts

- i) 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.

3) Return to School After COVID Infection

- a) Students
 - i) Students with COVID-19 may return to school when:
 - (1) At least 10 days have passed since symptoms first appeared or the first positive COVID-19 test result, AND
 - (2) The individual has received a negative molecular/PCR test.
- b) Employees/Adults
 - i) Adults with COVID-19 may return to school when:
 - (1) At least 5 days have passed since symptoms first appeared or the first positive COVID-19 test result, AND
 - (2) The individual is symptom-free, AND
 - (3) The individual has received a negative molecular/PCR test.
 - (a) Adults who return to school after a COVID infection must wear a mask at all times on campus, including outdoors, until the 11th day after their exposure.
 - ii) In the event that it is not possible for an adult to follow the procedure described above, that person may return to school when 10 days have passed since symptoms first appeared or the first positive COVID-19 test result AND symptoms have subsided.
- c) Antigen and antibody tests do not rule out suspect COVID-19 cases.
- d) If the person is sick with non-COVID-19 symptoms, the person must be symptom-free for 24 hours before returning to school.

School Operations and Procedures

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

- a) Phase 1 – twenty-five percent (25%), including adults, of school bus manufacturer capacity. Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats.
- b) Phase 2 – fifty percent (50%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.
- c) Phase 3 – seventy-five (75%), including adults, of school bus manufacturer capacity. Passengers must be disbursed throughout the bus to the greatest extent possible.

d) 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) 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.

4) 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.

5) 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.

6) 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, they 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.

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

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

Vendors will be subject to the policies above: the wearing of a mask when on the School campus.

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