



ST. CHARLES PARISH PUBLIC SCHOOLS

# Employee Handbook

July 2020

Revised 7/30/2020

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Strong Start 2020 Employee Handbook Acknowledgement Form.....49

## A Message from the Superintendent



As we enter into what I know will be a **Strong Start** to the 2020-2021 school year, there are many unanswered questions and thoughtful concerns that our students, families, employees, and community have relative to returning to our physical buildings in August. I share these concerns with you, but I also know the tireless work school system leaders and stakeholders have invested in developing guidance that will safely position us to provide high-quality educational opportunities for our students, which they so rightfully deserve. **Thank you** for your commitment to our students, our community, and this school system and for the grace you have shown our team as we have worked with the Louisiana Department of Health (LDH), Louisiana Department of Education (LDOE), St. Charles Parish Emergency Operations Center, representatives from the governor's office, and other educational stakeholders to create a plan that is safe and well thought-out.

First and foremost, our plan is based upon recommendations from the Louisiana Department of Health. The plan provides a regulatory framework for school systems to operate which includes expectations for hygiene, physical distancing, cleaning, and other public health considerations. LDOE complements these recommendations with guidelines developed by a number of its own committees. I was fortunate to be a member of an LDOE planning committee which reported directly to the governor's Resilient Louisiana Taskforce. Finally, the school system's plan has been developed by the St. Charles Parish Public Schools Strong Start 2020 Taskforce which is comprised of a number of subcommittees and more than 120 stakeholders. **We listened and learned** from school system educators, leaders, parents, government and health officials, and staff in their respective fields. As such, our plan is based upon two premises:

1. Mitigate potential COVID-19 spread to the maximum extent possible by:
  - Restricting Movement and Proximity
  - Minimizing Group Size
  - Maximizing Space Limiting Respiratory Output/Congestion
  - Symptom Monitoring
  - Environmental Cleaning
  - Improving Student and Employee Hygiene

2. Ensure students receive the most optimal classroom instruction as operationally feasible aligned to current health guidance

Our guidance is structured on the three phases of reopening. We must prepare for **potential phase changes which may occur** during the school year depending upon the prevalence of the virus in our community and/or state.

**At this time, current laws and policies relative to compulsory attendance, instructional minutes, and state assessments will remain in place.** We continue to monitor the COVID-19 pandemic and will address any necessary regulatory flexibilities, if possible, at the appropriate time.

Like many school systems and states across the country, we have created a plan with the **most recent and relevant information available**. Our **priority** remains the **health and safety of our students and employees**. We continue to overcome any challenges presented with compassion and resolute determination and we remain steadfast in our commitment that every student matters and every moment counts. With your support, understanding, and commitment, we will successfully open the school year under these adverse, but opportunistic circumstances.

Dr. Ken Oertling  
Superintendent  
St. Charles Parish Public Schools



# Overview



Despite the uncertainty that lies with the COVID-19 pandemic, we are committed to implementing a safe, efficient, and equitable return to school in accordance with guidance from the Louisiana Department of Health (LDH), the Louisiana Department of Education (LDOE), and the CDC.

- Issued guidance for reopening schools from the LDOE can be found at: <https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf>.
- Issued guidance for reopening schools from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.

As we plan to reopen schools, the health and safety of our students and employees remain our top priorities. This Employee Reopening Handbook, while not all encompassing, provides stakeholders with accurate, timely, and concise information as we navigate through reopening and operating schools amidst the COVID-19 pandemic.

Our plans are made knowing that at any time the situation may change and adjustments may be needed. Contained in this plan is information we know as of now.

**Note: This handbook will be a living document, continually updated as we prepare to reopen schools in August of 2020.**

Additionally, please note that this guide is subject to change, and plans are flexible as new health data and guidance are received.

We embrace this opportunity to reimagine services, increase levels of support, and prepare our students for success in an ever-changing world. Despite the uncertainty surrounding the COVID-19 pandemic, we are certain that our core business of teaching and learning will continue in whatever situation we may face.

## **GUIDING PRINCIPLES**

- Every student matters and should be healthy, safe, engaged, supported, and challenged.
- We are committed to looking at all practices, initiatives, and resources through an equity lens.
- We are embracing the unknown and challenges presented before us as a way to reimagine services, support, and education.
- We pledge to keep it simple when possible.
- Our focus is clear, consistent, and confident messaging to keep our stakeholders informed.

## **UPDATING AND COMMUNICATING REVISIONS TO THIS DOCUMENT**

This document will be housed on the District Intranet under the Human Resources Department's page. Supervisors must share the details of this document with all staff. When updates and/or revisions are made to this document, a message will be sent out through the Public Information Department to all staff. It is the responsibility of all staff to remain informed about revisions to this document.



# Policy and Health Recommendations



## **PUBLIC HEALTH EMERGENCY POLICY (1.36 and 4.70)**

When a declared public health emergency exists, with approval from Executive Committee, the Superintendent may develop, implement, and maintain administrative regulations and procedures necessary to protect employees and students from the conditions giving rise to the declared emergency.

In the development and implementation of necessary administrative regulations and procedures for safely reopening of schools or maintaining the safety of employees and students when schools are open during a health emergency, the Superintendent and staff shall rely upon the practices, guidelines, and suggestions of the Louisiana Department of Education in coordination with the Department of Health and Hospitals.

## **RETURN TO WORK POLICY 5.98**

- Employees are required to follow expectations set forth by the District when returning to work after local and state emergencies develop including:
- An actual and imminent threat to public health or safety
- An actual or imminent threat of natural disaster
- An emergency situation whereby the governor, the state health officer, or the governing authority of the school system has declared a state of emergency

Note: Failure to adhere to Policy 5.98 Return to Work shall result in disciplinary actions, up to and including recommendation for termination of employment.

## **GUIDELINES AND RECOMMENDATIONS FROM CDC**

The CDC has set clear guidelines for each phase of the reopening plan. Employees are required to follow CDC guidelines and those listed in the phase plan information in this document.

## **VULNERABLE STAFF - EMPLOYEE RESPONSIBILITIES**

Employees who have a medical diagnosis that the CDC has determined to place that individual at a high-risk for severe illness from COVID-19 (including over the age of 65, chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, liver disease), and have concerns about returning to work shall notify their immediate supervisor and the Human Resources Department to determine feasibility of working remotely. The Human Resource department will send a questionnaire to the employee and supervisor to determine if all assigned

work, duties, expectations, etc. can be performed remotely without any adverse impact on daily business operations.

If it is determined that work can be performed remotely, the employee shall document all worked performed by the hour. Employees working virtually must continue to be included in and participate in all office meetings, professional learning, etc. via a virtual means.

If it is determined that work cannot be performed remotely, the employee shall apply for a medical leave in accordance with Policy/Procedure 4.58 Family Medical Leave Act.

## **FAMILIES FIRST CORONAVIRUS RECOVERY ACT (FFCRA)**

From April 01, 2020 through December 31, 2020, the Families First Coronavirus Recovery Act (FFCRA) provides Emergency Paid Sick Leave (EPSLA) and/or Emergency Family and Medical Leave (EFMLEA) paid leave (10 days) under specific qualifying needs related to COVID-19 upon the eligible employee's request if the employee is unable to work remotely due to the following reasons:

- (1) Of a government order to quarantine or isolate due to COVID-19;
- (2) The employee been advised by a health care provider to self-quarantine due to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (4) The employee is caring for any individual who is subject to a government order or has been advised to self-quarantine;
- (5) The employee is caring for a child if the school or place of care of the child has been closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions; **OR**
- (6) The employee is experiencing any other substantially similar condition specified by Human Health Services.

Access the following link for additional information regarding employee's leave entitlement under the FFCRA: [EMPLOYEE RIGHTS](#)

**Any employee who is required to quarantine or isolate will either be required to take FFCRA leave or submit a request for remote work. Contacting HR is required for both of these options.**

**Any employee who is required to leave work due to being symptomatic is also required to be tested for COVID-19 or rule out for COVID-19 from a medical professional, and shall submit documentation immediately following the delivered results**

**The Human Resources attendance secretary at the Central Office is available to provide specific requirements and details regarding FFCRA.**

# School Schedules by Phases

In the event of an emergency school closure, St. Charles Parish Public Schools will make every effort to ensure that our students' educational opportunities continue while at home. Through both traditional and virtual formats, our goal is for ALL students to have access to instructional content in the event that a disruption of the school year occurs.

Schools will operate at any given time based upon the current phase of reopening set forth by the state. We will prepare students for a seamless transition to shift between the phases as determined/issued by the state.

Plans for all phases have been developed to implement health and safety measures to the maximum extent possible for students and employees while optimizing in-person classroom instruction.

| Phase 1  | Phase 2  | Phase 3 |
|--|--|---------|
| All students engage in <b>required virtual learning (home learning)</b> unless notified otherwise. | Pre-K, elementary, and middle school students will follow a <b>traditional school schedule</b> and are physically present in school buildings five (5) days per week. Teachers and students will follow the regular school day schedule.<br><br>High school students will follow a <b>hybrid schedule</b> consisting of both <b>on-campus learning and home learning</b> . Students will be split into two groups and will physically attend school on alternating days. When not physically on campus, students will engage in <b>required</b> home learning. |         |

**Note: If at any time schools or classrooms are closed due to COVID-19, teachers may be requested to report to the school site.**

## VIRTUAL LEARNING (AT HOME) FOR PHASE 1

- Students and teachers will follow the regular school day **schedule**.
- Within each class, a portion of the class period will be **synchronous** (happens in real time with the teacher and students interacting through a specific medium at the same time). For the remaining portion of each class period, teachers will provide a **combination of synchronous** (real-time) **and asynchronous** (self-paced) instruction.
- Students are required to engage in all home learning lessons and complete all home learning assignments. Grades will be determined by assignments completed through home learning. Teachers will include due dates for all assignments in Google Classroom.
- **Daily attendance** will be taken during synchronous (real-time) learning times.
- Teachers will be available to provide support and/or answer questions during the entire class period.
- All lessons will be accessible through **Google Classroom**.

## ELEMENTARY/MIDDLE SCHOOL SCHEDULE FOR PHASES 2 & 3

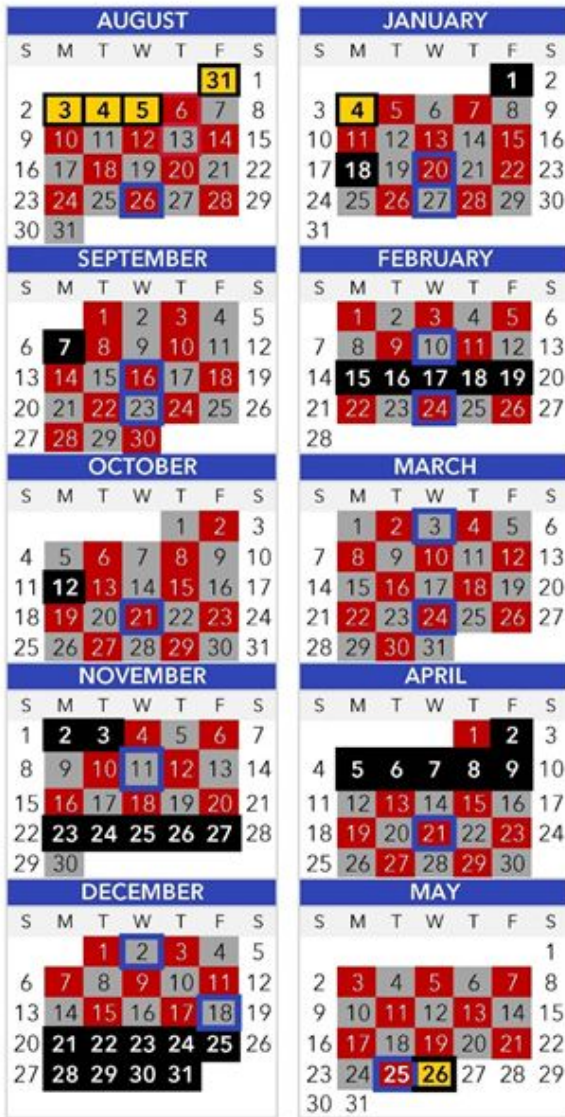
Pre-K, elementary, and middle school students will follow a traditional school schedule and are physically present in school buildings five (5) days per week.

## HIGH SCHOOL HYBRID SCHEDULE FOR PHASES 2 & 3

Whether in Phase 2 or 3, high school students will follow a hybrid schedule. Students will be split into two groups (garnet or gray for Destrehan students and purple or gold for Hahnville students) and will physically attend school on alternating days. When not physically present in the school building, students will participate in required home learning learning.

- All in-person and home learning lessons will be accessible through **Google Classroom**.
- Teachers will review home learning learning lesson expectations with students during in-person days.
- Students are required to engage in all home learning learning lessons and complete all home learning learning assignments, **any of which may be graded**.
- Home learning lessons will include a daily Google Form “check-in” that will serve as **evidence of student attendance** for the day.
- Home learning lessons will be **asynchronous** (self-paced) and will take most students 60-90 minutes to complete per course.
- Students are encouraged to **contact their teacher** through Google Classroom/email if they have questions/concerns. *(Students and families should be aware that teachers may not be able to respond until the end of the school day/the next day.)*

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 DHS SCHOOL CALENDAR



- Early Dismissal
- Garnet Group on Campus
- Gray Group on Campus
- Student & Teacher Holiday (Schools Closed)
- Student Holiday (Professional Learning/Teacher Prep)

**Fall Semester**

- July 31 First Day for Teachers
- July 31-Aug. 5 Professional Learning/Teacher Prep
- Aug. 6 First Day for Students
- Aug. 26 Early Dismissal
- Sept. 4 End of Grading Period
- Sept. 7 Labor Day Holiday**
- Sept. 16 Conferences/Early Dismissal
- Sept. 23 Early Dismissal
- Oct. 7 End of Grading Period
- Oct. 12 Fall Break Holiday**
- Oct. 21 Early Dismissal
- Nov. 2 Fall Break Holiday**
- Nov. 3 Election Day Holiday**
- Nov. 11 End of Grading Period  
Early Dismissal
- Nov. 23-27 Thanksgiving Holiday**
- Dec. 2 Early Dismissal
- Dec. 18 End of Grading Period  
Early Dismissal
- Dec. 21-Jan. 1 Christmas/New Year Holidays**

**Spring Semester**

- Jan. 4 Student Holiday (Professional Learning)**
- Jan. 5 Classes Resume
- Jan. 18 Dr. Martin Luther King, Jr. Holiday**
- Jan. 20 Early Dismissal
- Jan. 27 Early Dismissal
- Feb. 4 End of Grading Period
- Feb. 10 Early Dismissal
- Feb. 15-19 Mardi Gras Holiday**
- Feb. 24 Conferences/Early Dismissal
- Mar. 3 Early Dismissal
- Mar. 15 End of Grading Period
- Mar. 24 Early Dismissal
- April 2-9 Easter Holiday (Spring Break)**
- April 21 Early Dismissal
- April 23 End of Grading Period (High Schools)
- May 25 Last Day for Students  
End of Grading Period  
Early Dismissal
- May 26 Last Day for Teachers  
Teacher Prep



*\*\*The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.*

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 HHS SCHOOL CALENDAR



- Early Dismissal
- Purple Group on Campus
- Gold Group on Campus
- Student & Teacher Holiday (Schools Closed)
- Student Holiday (Professional Learning/Teacher Prep)

**Fall Semester**

- July 31 First Day for Teachers
- July 31-Aug. 5 Professional Learning/Teacher Prep
- Aug. 6 First Day for Students
- Aug. 26 Early Dismissal
- Sept. 4 End of Grading Period
- Sept. 7 Labor Day Holiday**
- Sept. 16 Conferences/Early Dismissal
- Sept. 23 Early Dismissal
- Oct. 7 End of Grading Period
- Oct. 12 Fall Break Holiday**
- Oct. 21 Early Dismissal
- Nov. 2 Fall Break Holiday**
- Nov. 3 Election Day Holiday**
- Nov. 11 End of Grading Period
- Nov. 23-27 Thanksgiving Holiday
- Dec. 2 Early Dismissal
- Dec. 18 End of Grading Period
- Dec. 21-Jan. 1 Christmas/New Year Holidays

**Spring Semester**

- Jan. 4 Student Holiday (Professional Learning)**
- Jan. 5 Classes Resume
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- Jan. 27 Early Dismissal
- Feb. 4 End of Grading Period
- Feb. 10 Early Dismissal
- Feb. 15-19 Mardi Gras Holiday**
- Feb. 24 Conferences/Early Dismissal
- Mar. 3 Early Dismissal
- Mar. 15 End of Grading Period
- Mar. 24 Early Dismissal
- April 2-9 Easter Holiday (Spring Break)**
- April 21 Early Dismissal
- April 23 End of Grading Period (High Schools)
- May 25 Last Day for Students
- May 26 End of Grading Period
- May 26 Early Dismissal
- May 26 Last Day for Teachers
- May 26 Teacher Prep



*\*\*The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.*

# eLearning Program Option



We recognize there are varying levels of concern with sending children to school and not everyone may be comfortable having their child physically on campus. Therefore, we are offering an option for online learning (the eLearning Program Option) for those who are unable or do not wish to physically attend school. Students participating in this program will not physically attend school on our campuses but will participate instead in online classes from home.

Teachers assigned to the eLearning program will be supervised by the administrators assigned to Landry Alternative Programs Center. However, classroom observations will be conducted collaboratively by the home-based school administrator and the administrator of LAC. At this time, the COMPASS rubric will be utilized to observe eLearning teachers.

The eLearning Handbook can be found by clicking on the link below.

[St. Charles eLearning Program](#)

## Important Information About the eLearning Program

- Head Start, elementary, and middle school students will be provided eLearning in core academic content areas (English/Language Arts, Math, Science, and Social Studies) using distance learning platforms and/or teacher guided instruction. Enrichment course opportunities are being explored.
- High school students will be provided eLearning in limited core content areas and limited electives using various methods including distance learning platforms and/or teacher guided instruction.
- Students must have access to a reliable wireless Internet connection
- To register for the eLearning Program, students must commit to the program for a complete semester or the school year.
- Students will be enrolled and on the roster of the school they would otherwise physically attend.
- Attendance will be taken daily.
- There will be an identified SCPPS teacher assigned to each class.
- Elementary and middle school students will follow a specific daily schedule through SCPPS teacher-led Google Classroom lessons. There will be some developmentally appropriate self-paced opportunities for all students to complete independently. Pre-K through 8th grade courses will all be taught through Google Classroom.
- High school students will be more self-paced with teacher facilitation. K Students will be able to engage with SCPPS teachers daily during scheduled times. Core courses will be taught by certified teachers through the Louisiana Department of Education Supplemental Course Academy.

- Students participating in the eLearning programs will be able to participate in extracurricular, co-curricular and all other activities including athletics. Following LHSAA eligibility guidelines is required when applicable.
- Staffing decisions will be made based on the number of students participating at each grade level.

## School Operations



### STAGGERED START FOR STUDENTS IN PK-8

In order to allow the necessary time to review and implement routine and procedure adjustments needed for COVID-19, SCPPS will begin the first two days of school on a staggered schedule for students in 1<sup>st</sup>-8<sup>th</sup> grade. High school students are already following a staggered start due to the hybrid schedule and will physically report to campus on their assigned days.

#### Grades 1-8

- Students with a last name beginning with A-K attend on Thursday, August 6.
- Students with a last name beginning with L-Z attend on Friday, August 7.
- All 1<sup>st</sup>-8<sup>th</sup> grade students attend school daily beginning Monday, August 10.

#### Kindergarten

- Students with a last name beginning with A-K attend on Thursday, August 13.
- Students with a last name beginning with L-Z attend on Friday, August 14.
- All kindergarten students attend school daily beginning Monday, August 17.

#### Pre-Kindergarten

- Students with a last name beginning with A-K attend on Friday, August 14.
- Students with a last name beginning with L-Z attend on Monday, August 17.
- All pre-kindergarten students attend school daily beginning Tuesday, August 18.

### ELEARNING PROGRAM START DATES

To allow for material distribution and professional development, students in grades PK-12 in the eLearning Program will start on Wednesday, August 12, 2020.



| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    |    |    | 31 | 1  |
| 2      | 3  | 4  | 5  | 6  | 7  | 8  |
| 9      | 10 | 11 | 12 | 13 | 14 | 15 |
| 16     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 |
| 30     | 31 |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    | 1  | 2  | 3  |    |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

|                       |  |
|-----------------------|--|
| July 31               | First Day for Teachers                         |
| July 31-Aug. 5        | Professional Learning/Teacher Prep             |
| Aug. 6-7              | First Days for Students (Grades 1-12)          |
| Aug. 13-14            | First Days for Kindergarten Students           |
| Aug. 14 & 17          | First Days for Pre-Kindergarten Students       |
| Aug. 26               | Early Dismissal (High Schools)                 |
| Sept. 4               | Early Dismissal (Elementary/Middle Schools)    |
|                       | End of Grading Period (High Schools)           |
| <b>Sept. 7</b>        | <b>Labor Day Holiday</b>                       |
| Sept. 23              | Early Dismissal (High Schools)                 |
| Sept. 25              | Early Dismissal (Elementary/Middle Schools)    |
| Oct. 7                | End of Grading Period (All Schools)            |
| Oct. 9                | Early Dismissal (Elementary/Middle Schools)    |
| <b>Oct. 12</b>        | <b>Fall Break Holiday</b>                      |
| Oct. 21               | Early Dismissal (High Schools)                 |
| <b>Nov. 2</b>         | <b>Fall Break Holiday</b>                      |
| <b>Nov. 3</b>         | <b>Election Day Holiday</b>                    |
| Nov. 11               | End of Grading Period (High Schools)           |
|                       | Early Dismissal (High Schools)                 |
| Nov. 13               | Early Dismissal (Elementary/Middle Schools)    |
| <b>Nov. 23-27</b>     | <b>Thanksgiving Holiday</b>                    |
| Dec. 2                | Early Dismissal (High Schools)                 |
| Dec. 18               | End of Grading Period (All Schools)            |
|                       | Early Dismissal (All Schools)                  |
| <b>Dec. 21-Jan. 1</b> | <b>Christmas/New Year Holidays</b>             |
| <b>Jan. 4</b>         | <b>Student Holiday (Professional Learning)</b> |
| Jan. 5                | Classes Resume                                 |
| Jan. 15               | Early Dismissal (Elementary/Middle Schools)    |
| <b>Jan. 18</b>        | <b>Dr. Martin Luther King, Jr. Holiday</b>     |
| Jan. 20               | Early Dismissal (High Schools)                 |
| Jan. 27               | Early Dismissal (High Schools)                 |
| Feb. 4                | End of Grading Period (High Schools)           |
| Feb. 5                | Early Dismissal (Elementary/Middle Schools)    |
| Feb. 10               | Early Dismissal (High Schools)                 |
| <b>Feb. 15-19</b>     | <b>Mardi Gras Holiday</b>                      |
| Mar. 3                | Early Dismissal (High Schools)                 |
| Mar. 15               | End of Grading Period (All Schools)            |
| Mar. 19               | Early Dismissal (Elementary/Middle Schools)    |
| Mar. 24               | Early Dismissal (High Schools)                 |
| <b>April 2-9</b>      | <b>Easter Holiday (Spring Break)</b>           |
| April 21              | Early Dismissal (High Schools)                 |
| April 23              | End of Grading Period (High Schools)           |
| May 20                | Last Day for Pre-Kindergarten Students         |
| May 25                | Last Day for Students (Gr. K-12)               |
|                       | End of Grading Period (All Schools)            |
|                       | Early Dismissal (All Schools)                  |
| May 26                | Last Day for Teachers/Teacher Prep             |

|                                   |   |                                  |
|-----------------------------------|---|----------------------------------|
| Early Dismissal<br>(High Schools) | Early Dismissal<br>(Elementary &<br>Middle Schools) | Early Dismissal<br>(All Schools) |
|-----------------------------------|---|----------------------------------|

|  |  |
|--|--|
|  | First/Last Day for Students                          |
|  | First Day for Kindergarten Students                  |
|  | First/Last Day for Pre-Kindergarten Students         |
|  | Student & Teacher Holiday (Schools Closed)           |
|  | Student Holiday (Professional Learning/Teacher Prep) |



\*\*The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.

Revised July 16, 2020

## **STUDENT ATTENDANCE**

At this time, current Louisiana laws and policies relative to compulsory attendance, instructional minutes, and state assessments remain in place. Attendance restrictions are set by the state of Louisiana. Attendance will be recorded daily for all students. This applies to students who will be on campus, at home, or in the eLearning Program.

Attendance will be monitored, whether students are on campus or at home learning, as prescribed by the Louisiana Department of Education during the 2020-21 school year. Although official medical excuses are preferred, parent notes will be accepted for all COVID-19 related absences up to day 14. Once a student's COVID-19 related absences exceed 14 days, parents will be required to submit a written request for extenuating circumstance consideration.

All requests for COVID-19 extenuating circumstance consideration should be referred to the Director of Child Welfare and Attendance on an Extenuating Circumstance Form within five days of absence.

All other attendance guidelines can be found in the 2020-21 *Student Code of Conduct: District Handbook* on pages 5-7.

Students enrolled in the eLearning Program must commit to the program for a complete semester of the school year.

## **TAKE-IN AND DISMISSAL PROCEDURES**

Take-in/dismissal times have been adjusted to account for bus capacity restrictions in Phase II and Phase III. This also accounts for temperature check upon arrival to the bus circle and for staggered/multiple entries to campus. The arrival window has been increased to provide for the additional transition time to class. Upon arrival, all students and staff members must sanitize their hands. Departure from campuses will also be staggered to minimize congregation of students.

| <b>Tier 1: Destrehan High and Hahnville High</b> |                     |
|--|---------------------|
| <b>Take-In</b>                                   | <b>Dismissal</b>    |
| <b>7:00-7:15 AM</b>                              | <b>2:15-2:25 PM</b> |

| <b>Tier 2: Cammon Middle, Hurst Middle, R.K. Smith Middle, J.B. Martin Middle, Schoeffner Elementary and Luling Elementary</b> |                     |
|--|---------------------|
| <b>Take-In</b>   | <b>Dismissal</b>    |
| <b>8:00-8:15 AM</b>  | <b>3:10-3:20 PM</b> |

|   |                     |
|---|---------------------|
| <b>Tier 3: Allemands Elementary, Lakewood Elementary, Mimosa Park Elementary, New Sarpy Elementary, Norco Elementary, R.J. Vial Elementary, St. Rose Elementary, Carver and Eastbank Head Start</b> |                     |
| <b>Take-In</b>  | <b>Dismissal</b>    |
| <b>9:00-9:15 AM</b>   | <b>4:10-4:20 PM</b> |

## **EARLY DISMISSAL TIMES**

To accommodate transportation needs, high school late take-in days will be replaced by early dismissal days as indicated on the schedules found on pages 12 -13. Early dismissal days for elementary and middle schools will occur as documented on the SCPPS 2020-2021 School Year Calendar unless otherwise notified.

| <b>Early Dismissal Times*</b>  |               |               |
|--|---------------|---------------|
| <b>Tier 1</b>  | <b>Tier 2</b> | <b>Tier 3</b> |
| 11:55 AM   | 11:30 AM      | 12:30 PM      |
| <i>*Early dismissal days on December 18, 2020, and May 25, 2021, will not follow the times indicated above and will be determined at a later date.</i> |               |               |

## **BUS CHANGE REQUESTS**

Due to issued guidelines regarding bus capacity and to minimize mixed groups of students to the maximum extent possible, students will need to ride the same bus to and from school each day. Therefore, the only bus changes allowed will be to honor custody judgments. Documents must be on file.

## TRANSPORTING STUDENTS USING DISTRICT BUSES

| <b>Maximum School Bus Capacity Including Adults</b> |                |                |
|---|----------------|----------------|
| <b>Phase 1</b>                                      | <b>Phase 2</b> | <b>Phase 3</b> |
| <b>25%</b>  | <b>50%</b>     | <b>75%</b>     |

- High School coaches are encouraged to get a CDL to drive buses for athletics.
- Bus Operators are required to wear a mask while students are on the bus.
- Bus Operators will take temperatures of students before the students disembark the bus at the school.
- Head Start Bus Operators are required to take temperatures of each student before the student boards the bus, per the Head Start Regulations.
- Bus Operators will clean all seats and high touch points as required after each run.
- Service Department employees will disinfect every bus once the bus is out of service for the day.
- Hand sanitizer will be available on buses.

## STUDENT DROP-OFF AND PICK-UP

- SCPPS will not encourage a specific mode of transportation.
- Administrators will establish one or two entry and exit points that enable the flow of students to move in a single direction.
- Administrators will establish procedures for late arrivals and early check outs of students.
- Parent drop-off and pick-up areas must be adhered to.
- While parents are not allowed into the building unless for extenuating circumstances, a signature will be required for all car riders. Each school will develop a procedure to handle this.
- Car riders' temperature will be checked upon arrival.

# Instructional Continuity Plan



In the event of an emergency school closure, St. Charles Parish Public Schools will make every effort to ensure that our students' educational opportunities continue while at home. Over the years, our curriculum teams have worked to compile high-quality educational resources. Through both traditional and digital formats, our goal is for ALL students to have access to instructional content in the event that a disruption of the school day occurs.

Our instructional continuity plan leverages home learning to foster sustained student growth by supporting continuous instruction and maintaining connectedness to the community.

This plan contains supporting documentation that schools, teachers, families, and students should review in preparation for and in the event of a school closure.

## Important Terms to Know

**Traditional**—Instruction in a building setting with mitigation efforts in place.

**Hybrid**—Instruction via a combination of face-to-face and home learning models

**Home learning**—Instruction via a virtual model with synchronous (real-time) and asynchronous (self-paced) learning

**eLearning Program**—program provided by St. Charles Parish Public schools for those who are unable or do not wish to physically attend school at any time. Students participating in this program will not physically attend school on our campuses but will participate instead in online classes from home.

The Strong Start 2020 Instructional Continuity Plan can be accessed by clicking on the link below.

[Strong Start 2020 Instructional Continuity Plan](#)

# Health and Safety



## DISTANCING MEASURES

- Students will report directly to classrooms when they arrive at school.
- Cohorts of students (static groups) stay together to the maximum extent possible throughout the day, including breakfast, lunch, recess, specials, and dismissal.
- Common area use will be restricted.
- Transitions will be structured and playground use will be scheduled.
- Large events, such as Meet-the-Teacher-Night may take place virtually or may be scheduled over a period of time to limit the size of the gathering. Social distancing requirements must be met. All attendees must wear a face covering.
- Desks will face one direction when possible to allow for distancing.
- Students will not engage in physical contact with each other throughout the day.
- School Administration must maintain a copy of all bus and classroom seating charts. It is important that it is completed within the 1st week of school.

## CLEANING/DISINFECTING

The school system has contracted with Disinfx, Inc. to provide professional disinfecting services including:

- Initial testing and application prior to the start of school
- Baseline testing
- Random testing, monitoring, and reporting
- Quarterly application of disinfectant via misting machines
- Re-application to areas as warranted/determined by testing

In addition to this contracted service, enhanced cleaning protocols will be conducted on a daily basis including:

- Custodial staff shall clean/disinfect high touch points in high traffic areas outside of the classroom, including restrooms, every 2 hours.
- Custodial staff shall disinfect high touch points in high traffic areas inside the classroom, hallways, stairwells, offices, restrooms, and other areas utilized by staff and/or students at the end of each school/work day.
- Teachers and/or staff in charge of classrooms shall clean high touch points (including but not limited to keyboards and mice in labs, desk tops, chair tops, light switches and door knobs) within the classroom between each transition of students (the cleaning will take place in the last 5 minutes of class with students standing on side of their desks).

- Custodial staff shall disinfect all weight rooms/athletic facilities at the end of each school/work day.
- Physical Education teachers and/or coaches shall clean any equipment utilized intermittently and between each transition of students.
- Students/student athletes shall clean/wipe down weight equipment before and after their individual use.
- Child Nutrition staff shall clean and disinfect all kitchen and serving areas after use, between meal service, and after meal service in accordance with the SCPPS CNP Standard Operating Procedures for cleaning and disinfecting.
- Playground equipment shall be cleaned after each use.
- If students change classes, desks must be cleaned between classes.
- Students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility. Washing of hands with soap and water is required before eating lunch.
- Staff will be trained on cleaning/disinfecting protocols.
- All supplies will be provided for cleaning and disinfecting.

Bus cleaning/disinfecting will occur on a daily basis including the following:

- School bus operators shall clean high touch points within the bus between each transition of students/bus load.
- School system staff shall disinfect buses after the last route of the day for each bus.

## **FACE COVERINGS**

Wearing a face covering protects students and employees and is an important measure in minimizing COVID-19 transmission. We recognize that some students/employees may not be able to wear face coverings due to special and/or medical needs. Accommodations for these individuals may be made on a case-by-case basis. While this has the potential to change due to mandates, the decisions regarding face coverings were made while taking into consideration the guidance issued from the Louisiana Department of Health, the Louisiana Department of Education, and survey feedback received from our stakeholders. CDC information on How to Safely Wear and Take Off a Face Covering can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.

- 3rd through 12<sup>th</sup> grade students are **required** to wear face coverings. This includes on busses, during transition periods, and in classrooms.
- Students in pre-kindergarten through 2<sup>nd</sup> grade are **strongly recommended** to wear face coverings.
- Employees are **required** to wear face coverings.
- **Flexibility in face covering requirements for students will be allowed as necessary for comfort as permitted by teachers and employees.**

- Face coverings permitted include masks, scarves, bandannas, and neck gaiters of any color or pattern.
- Face **shields are not permitted** for students. School personnel will contact families of students with disabilities to discuss accommodations.
- Face coverings should be fitted so that they cover the nose and mouth.
- Face coverings which contain profanity, vulgar, or offensive language/symbols are **prohibited**. These include but are not limited to: slogans or advertising of alcohol, tobacco, or drugs; satanic cult or gang-related symbols or paraphernalia; profane, obscene, or sexually-oriented language.
- Instructional staff will be provided with a face shield to be worn during instruction when they are able to social distance. When social distancing is not possible, fitted face coverings must be worn.

## Face Coverings for Students with Disabilities

Every student with a disability is entitled to a Free Appropriate Public Education (FAPE) and is entitled to special education services based upon their individualized education program (IEP). Teachers of students with disabilities will contact parents to discuss parent concerns regarding their student's return to school.

Having every student wear face coverings may be impractical and unrealistic for some students with disabilities. Some students with disabilities cannot wear face coverings due to health, sensory, or communication reasons. On a case by case basis, special considerations will be made when making adjustments and accommodations for students with disabilities.

Information regarding the Supplemental Guidance for Students with Disabilities Related to Face Coverings may be accessed in the link below:

[Supplemental Guidance for Students who Cannot Wear Face Coverings 7.6.2020\\_Final Draft](#)

## TEMPERATURE CHECKS

- All staff members' temperatures will be checked prior to the start of the school day. Any employee with a temperature of 100.4 or greater will be required to leave the campus and be tested for COVID-19 or provide COVID-19 rule out documentation/diagnosis. Additionally, employees are required to contact the Human Resources Department.
- Temperature checks for employees and students will be conducted daily upon arrival to school utilizing a touchless thermometer.
  - Students who ride the bus will have their temperature taken before exiting the school bus.
  - Car riders will have their temperature taken upon arrival to school.
- Students with a temperature of 100.4 or greater will be directed to a supervised isolation space to have his/her temperature re-checked in approximately 10 minutes.



- If the temperature remains 100.4 or greater the student must be picked-up from school. It is the parent's/guardian's responsibility to promptly pick up the child.

## **ISOLATION SPACE**

- Any students that are showing symptoms of Covid-19 must be brought to an identified isolation space.
- Each school will identify additional space to use as an isolation room due to the possibility of multiple individuals with Covid-19 symptoms.
- Schools are required to identify staff members to monitor these locations.

## **STUDENT MOVEMENT**

- Movement will be minimized as much as possible.
- When possible, teachers are encouraged to change classes rather than the students changing classes.
- Schools must plan for scheduled transitions during take-in, lunch, between class periods (as necessary), and dismissal.
- Schools must limit the number of students in the hallway at one time. Students should move in the same direction when possible.
- Social distancing guidelines (6ft.) should be followed to the maximum extent possible.
- Staff members are required to use hand sanitizer when they transition to a different classroom.

## **STUDENTS' SUPPLIES**

- Ensure each student's belongings are separated from others.
- Avoid sharing of electronic devices, toys, books, and other games or learning aids, and clean and disinfect between users.

# Employee Safety Protocols



## [COVID-19 Identification, Isolation/Quarantine and Notification Guidelines](#)

**Disclaimer:** This document was prepared in alignment of current Centers for Disease Control and Prevention and Louisiana Department of Health guidelines utilizing the following resources.

### **Symptoms of Coronavirus**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **What to do if you are sick**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **What to do if you are exposed or caring for someone is sick**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

### **When to discontinue isolation**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

### **Guidance for cleaning and disinfecting**

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

The Louisiana Department of Health partners have advised that cleaning and closure decisions following a confirmed case should be made on a case-by-case basis in consultation with the regional medical director. This differs from the CDC's current guidance, which indicates room or whole school closure with any confirmed case of any kind.

The decision to close a school will be made on a "case by case" basis. School/classroom/building closure decisions will be made once the foci of transmission has been identified. If the foci of transmission was identified in a classroom, those in close-contact will be asked to quarantine and monitor for symptoms. It is far more likely that individuals will be required to stay home (quarantine) in lieu of closing an entire building. If multiple students/staff have been exposed and are asked to quarantine, cleaning and disinfecting of the room will be conducted.

- Information should be shared on a need to know basis ONLY with staff minimizing the release of student/employee personal health information.

- Refer to Scenarios on pages 27-29 for detailed information.
- Close contact: individual who has had close contact of less than 6 feet for 15 minutes or greater.
- Presumptive Positive: an initial positive test result
- For non-school sites, the Nurse Coordinator will perform the duties of the school nurse.
- If awaiting pending test results for COVID-19, students/employees should remain home until results are received.
- Any staff member who is required to stay home due to COVID-19 must contact HR to complete FFCRA leave paperwork.

Research has found that on average, the time from exposure to symptom onset (known as the incubation period) is about five to six days. However, studies have shown that symptoms could appear as soon as three days after exposure to as long as 13 days later. Hence, if an employee is asymptomatic, he/she must remain home for **14 days**.

It can take up to 10 days for the virus to run its course and therefore when symptoms appear, students/employees must remain home for **10 days**.

**If an employee is required to leave work due to possible symptoms related to COVID-19, he/she is required to be tested and submit results when available or a medical COVID-19 rule-out. If test results are not available, other written documentation will be accepted.**

**Employees are required to maintain social distancing requirements including remaining 6 feet apart when possible. When remaining 6 feet apart is not allowable due to job responsibilities, employees are to distance themselves after 10 minutes.**

**For the scenarios listed on pages 27-29, nurse designee is either the school nurse (where available) or the nurse coordinator (Ms. Arolyn Honor, 504-487-2814) when a school nurse is not available.**

## SCENARIOS

### EXHIBITING COVID-19 SYMPTOMS

*Student/Employee exhibits symptoms but has not yet sought medical advice or testing.*

- Individual should remain home when awaiting test results and/or medical diagnosis.
- Employee immediately contacts supervisor and then contacts the nurse designee for advisement.
- Nurse designee will assess individual and determine isolation status.
- Individual may return to work/school after
  - 10 days from the day the symptoms first appeared IF symptoms have improved AND no fever for at least **24** hours without using fever reducing medication

OR

- A negative test result or documented rule-out for COVID-19 IF symptoms have improved AND no fever for at least **24** hours without using fever-reducing medication.
- Employee/student will receive written notification from nurse designee regarding isolation requirements and probable return date.
- Nurse designee will contact HR and the supervisor regarding isolation requirements and probable return date. (For employees only)
- Employee will contact HR after guidance from Nurse designee to determine leave options.
- Employee will inform supervisor of close contacts (defined as being less than 6 feet apart for 15 minutes or longer) in case individual is diagnosed as positive.
- Supervisor will inform custodian of the need for disinfecting appropriate areas and will contact the Plant Services Department if additional disinfecting is required.

#### Requested Documents

Negative test result or documented rule-out for COVID-19 is required if returning before the mandatory 10-day isolation period.

Leave paperwork required (from HR)

## POSITIVE FOR COVID-19

*Student/Employee is diagnosed presumptive positive by medical personnel or test.*

- Employee, immediately contacts supervisor and then contacts the nurse designee for advisement.
- Nurse designee will determine isolation status.
  - If symptoms are present: Individual may return to school after 10 days from the day the symptoms first appeared IF symptoms have improved AND no fever for at least **24** hours without using fever reducing medication.
  - If not experiencing symptoms: Individual must remain home for 14 days after exposure.
- Student/Employee will receive written notification from nurse designee regarding isolation requirements and probable return date.
- Employee will inform supervisor of close contacts (defined as being less than 6 feet apart for 15 minutes or longer). Refer to Close Contacts scenario on page 29 for next steps.
- Nurse designee will contact HR and the supervisor regarding isolation requirements and probable return date. (For employees only)
- Employee will contact HR after guidance from Nurse designee to determine leave options.
- Supervisor will inform custodian of the need for disinfecting appropriate areas and will contact the Plant Services Department if additional disinfecting is required.

### Requested Documents

Documentation of medical diagnosis/positive testing should be shared upon return to school.

Leave paperwork required (from HR)

## CLOSE CONTACT WITH COVID-19 POSITIVE

*Student/Employee has been in close contact with an individual who is diagnosed presumptive positive by medical personnel or test.*

Close contact is defined as being less than 6 feet apart for 15 minutes or longer.

- The individual who was in close contact to someone who received a positive diagnosis should not come to work/school.
- Supervisor will notify the nurse/designee of the “close contacts” as defined above.
- Nurse/designee will inform “close contacts” and supervisor of isolation requirements. (without revealing the name of the positive case). Note: If the close contact is a student, the administrator will support the nurse in contacting parents.
  - If not experiencing symptoms: Individual must remain home for 14 days after close contact with diagnosed person
  - If symptoms become present: Individual may return to work/school after
    - 10 days from the day the symptoms first appeared IF symptoms have improved AND no fever for at least **24** hours without using fever reducing medication
- Close contact(s) will receive written notification from nurse designee regarding isolation requirements and probable return date.
- Nurse designee will contact HR and the supervisor regarding isolation requirements and probable return date (For employees only)
- Close contact(s) will contact HR after guidance from Nurse designee to determine leave options (For employees only)
- Supervisor will inform custodian of the need for disinfecting appropriate areas and will contact the Plant Services Department if additional disinfecting is required.

### Requested Documents

Return to work certificate or medical documentation confirming isolation/quarantine.

Leave paperwork required (from HR)

# Supporting Services



## BEFORE AND AFTER SCHOOL CARE

St. Charles Parish Public Schools is working diligently to continue to provide safe and supportive child care services with the safety of both students and staff in mind upon return to school after school closures due to COVID-19. In accordance with guidance from the Louisiana Department of Education's (LDOE) Child Care Guidelines and Strong Start 2020's Planning Guide for Early Childhood Communities and Providers, these plans include having tools and resources needed to re-open and provide services safely. The most effective way to provide services is to practice social distancing, complete temperature checks, disinfect/sanitize, provide protective equipment (PPE) for staff, and train staff to follow health and safety guidelines.

The Before and After School Child Care Program will continue to provide services for students in pre-kindergarten through 6th grade at six school sites during the 2020-2021 school year. Parents who wish to utilize before and after care will need to submit an application in advance. More information will be shared in the coming days.

All-day childcare services during teacher prep days will once again be available for St. Charles Parish Public Schools teachers, counselors, nurses and administrators who have children entering Pre K-4 through sixth grade. Childcare services will be available from 6:30 AM-4:30 PM during Professional Learning/Teacher Prep Days on July 31 and August 3-5. Consideration is being given to providing child care services to SCPPS employees on August 6th, 7th, 13th and 14th due to the staggered start schedule. Determination will be made based on the ability to maintain social distancing requirements.

## TECHNOLOGY

### General Information

- The school system is pleased to be able to loan a technology device to ALL students (grades PK-12), including those students participating in the eLearning Program. A \$20 technology usage fee per child will be assessed with a maximum of \$40 per family.
- Families will sign the SCPPS Device Loaner Agreement prior to receiving the device.
- Schools will coordinate the issuing of devices to students.
- Students will be able to take home the device as determined by each school.
- SCPPS has purchased the necessary equipment and resources to supply free Wi-Fi in our school parking lots. Students and staff members will be able to access free Internet by connecting to our network in ALL 15 school parking lots, Carver Early Learning Center, Landry Alternative Center, the Professional Learning Center, and the Satellite Center.
- St. Charles Parish Public Schools has created its own **SCPPS Technology Connection** website, <http://bit.ly/SCPPS-HLO>, that contains documents and videos to assist parents and students with accessing and using school technology at home. Videos and documents on how

to log into Google Chrome and how to navigate Google Classroom, among others, can be found on the **SCPPS Technology Connection** website. Instructions regarding utilizing Google Classroom apps will also be included in the 2020-2021 InBox.

- Mobile devices should not be shared with the exception of devices that are checked out for the day if a student forgets his/her device at home.
- All shared devices (computer labs, check-out devices, etc.) should be cleaned before the next student uses. Keyboards and mice can be cleaned by spraying cleaner onto a towel to wipe down. Devices should never be sprayed with cleaner or cleaned with saturated towels.

## PowerSchool Parent Portal

- St. Charles Parish Public Schools utilizes PowerSchool Parent Portal to keep parents informed of real-time grades and attendance.

## SchoolStatus

- St. Charles Parish Public Schools is excited to introduce a new communication tool called *SchoolStatus*. This tool enhances communication efforts between school staff members and parents which is especially important during times of remote learning and engagement. *SchoolStatus* gives teachers and administrators the opportunity to remotely text and call parents from a phone number that is NOT tied to a personal phone number. *SchoolStatus* is an official, approved communication platform of the district.

## Technology Assistance

- Employees who need assistance with the Chromebook device or other technology needs may contact the SCPPS Technology Helpdesk Monday-Friday from 8 AM - 4 PM at (985) 785-3126 or [helpdesk@stcharles.k12.la.us](mailto:helpdesk@stcharles.k12.la.us).
- St. Charles Parish Public Schools has created its own **SCPPS Technology Connection** website, <http://bit.ly/SCPPS-HLO>, that contains documents and videos to assist parents and students with accessing and using school technology at home. Videos and documents on how to log into Google Chrome and how to navigate Google Classroom, among others, can be found on the **SCPPS Technology Connection** website. Instructions regarding utilizing Google Classroom apps will also be included in the 2020-2021 InBox.

## SCHOOL MEALS

Students will be served breakfast and lunch according to nutrition guidelines. Meal service operations may vary from school to school. All regulations and guidelines will continue to be followed in regards to school meals including preparation, serving, storage, and cleaning.

- Meals will be served in individual, disposable containers.
- Meals will be packed and served by cafeteria staff as self-service stations will not be available.



- On-the-Go Breakfast will be provided daily and will be eaten in the classroom.
- Students may eat lunch in classrooms or outside.
- Cafeterias may be used at the high schools at the discretion of the principal. If used, the dining space will be separated into 2-3 rooms by dividers to accommodate as many students as possible while meeting social distancing guidelines.
- Take-home meals will be available for purchase for high school students who are not physically on campus due to the alternating hybrid schedule. Free/reduced meal prices will apply for approved students.
- Meals will continue to be offered for students if we transition to Phase 1 Virtual Learning.
- All social distancing guidelines must be followed.

## **MENTAL HEALTH FOR STUDENTS AND STAFF**

St. Charles Parish Public Schools is working diligently to create safe and support learning environments that optimize academic outcomes for all employees and staff upon return to school post-school closures due to COVID-19. School-based counselors will assist schools in establishing a Social-emotional Wellness (SEW) Team to support employees socially and emotionally.

In accordance with guidance from the Louisiana Department of Education's (LDOE) Strong Start 2020 Plan, this will include identifying employees who may have social-emotional wellness needs. The most effective way to identify these needs is through universal screening utilizing a data-based approach. We are working to develop a universal screening process which will include administering a brief, repeatable measure of social-emotional wellness of employees. The universal screeners will be administered in phases throughout the fall semester. Employees will have the ability to opt-out of the universal screening process if they do not want to participate.

SCPPS will work in partnership with Louisiana State University Health Sciences Center (LSUHSC) and Reclaiming Futures will assist to develop the universal screeners; pre-screening administration education for the SEW school teams; post-screening data collection and analysis. Screening results will be utilized to provide self-care and wellness supports and strategies to staff as needed.

Timelines and plans for supporting students and staff are as follows:

- Provide minimum Social-emotional Wellness Team guidelines and expectations to Principals (July, 2020)
- Development of universal screening surveys for students and teachers with support from Louisiana State University Health Sciences Center (LSUHSC) & Reclaiming Futures (July, 2020)
- Obtain parental consents and/or opt-outs (early August, 2020)
- Pre-Universal Screening training for staff who will administer the screeners with support from LSUHSC (early August, 2020)
- Administration of universal screeners (August to November, 2020)
- Post-screening data analysis (August to November, 2020)

- Development of support plans for students in conjunction with school counselors, SBLC coordinator & mental health professionals (on-going throughout the fall semester)
- Development of social-emotional supports, coping tools & strategies for teachers (early August)

Professional development training for teachers relative to trauma-informed learning environments & Social-Emotional Learning (beginning in early August and ongoing throughout the school year)

## All counselors will...

- Create and update counselor's webpage bi-weekly.
- Create and post brief bi-weekly counselor Lessons (10 - 15 minutes) --(Ex: Brain Pop) and/or Social-Emotional Wellness resources and activities on your webpage.
- View ASCA Webinars- ASCA Webinar on Virtual Counseling:  
<https://videos.schoolcounselor.org/ethics-virtual-school-counseling>
- Review research and participate in available professional learning on Trauma Based Relational Interventions and provide basic professional development to staff.
- Provide basic professional learning for teachers (social emotional learning competencies) at the beginning of the year, in October and January on Trauma Based Relational Interventions/classroom strategies.
- Provide at least one – two lessons per month for teachers to use in advisory addressing the social emotional learning competencies.
- Provide two small groups per month to support the students who were identified by the universal screener, parent, staff or your recommendation.
- Monitor Edgenuity/Power School bi- weekly for assigned student caseload to identify students who are struggling and follow-up with them in small groups.
- Maintain frequent dialogue with teachers to best address the needs of the students.
- Provide support to the SBLC/RTI process as deemed appropriate, needed and/or required.
- Create a calming space for students and teachers (two different spaces).
- Review the CRT manual in August for revisions.
- Visit the teachers' classrooms to observe and monitor students at least once a week.
- Become visible in the hallways in the morning and during transitions to identify students who need support.
- Follow-up with families/students that:
  - had a CRT (Crisis Response Team) meeting last year
  - are "at risk of failing" (per Edgenuity or Power School) every 4 weeks

## Grade Band Specific Roles and Responsibilities

(in addition to the above expectations)

### Elementary counselors will...

- As a part of your school's Enrichment Team, continue to provide classroom guidance activities/lessons addressing the Social and Emotional Competencies.

- Provide small groups bi-weekly to support the students who were identified by the universal screener, parents, staff or you.
- Run a monthly report to identify students who are at risk of failing, have excessive absences and behavior concerns and provide small group support for these students.

**Middle school counselors will...**

- Provide classroom guidance activities/lessons addressing the Social and Emotional Competencies.
- Provide small groups bi-weekly to support the students who were identified by the universal screener, parents, staff or you.
- Run a monthly report to identify students who are at risk of failing, have excessive absences and behavior concerns and provide small group support for these students.
- Make the students aware of Individual Graduation Plans (IGPs) and share how you will facilitate the completion of the plans.

**High school counselors will...**

- Provide classroom guidance activities/lessons addressing the Social and Emotional Competencies.
- Provide small groups bi-weekly to support the students who were identified by the universal screener, parents, staff or you.
- Run a monthly report to identify students who are at risk of failing, have excessive absences and behavior concerns and provide bi-weekly small group support for these students.
- Make the students aware of Individual Graduation Plans (IGPs) and share how you will facilitate the completion of the plans.
- Begin posting Scholarships (posting new scholarships as they arrive and provide individual student support for completion).
- Review NCAA Portal.
- Review Transcripts of Seniors and Graduating Juniors to ensure they are on the right path to graduation.

High school counselors & student advocates will check on the following students' progress bi-weekly:

- Credit Recovery Students
- T-9 Students
- Performance Based Students
- Seniors and Graduating Juniors
- HISET Students

## Other Considerations



### COMPASS/CLASS

Teachers will be evaluated using COMPASS/CLASS rubrics. Adjustments may be made due to social distancing requirements and virtual learning. More information will be provided to administrators at the annual PEP meeting.

### CERTIFIED STAFF IN NON-TEACHING POSITIONS

Certificated staff in non-teaching/intervention positions may be needed to provide direct instruction to students and serve as a classroom teacher. Such staff will be informed as soon as the need arises.

### VOLUNTEERS AND VISITORS

- Essential visitors/volunteers are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who conduct official school or LDOE business.
- Non-essential visitors/volunteers will be restricted. Visitors are not allowed in school buildings unless under extenuating circumstances.
- All essential visitors are required to wear face coverings and undergo temperature checks.
- Individuals with a temperature of 100.4 or greater will not be able to enter.
- Parent appointments must be made through the office in advance.
- Lunch guests will not be allowed.
- SBLC meetings/parent conferences should be held virtually when possible.
- Playgroups in Family Center or ESL Friends and Families in person will be suspended.

### PHYSICAL EDUCATION CLASSES

- Elementary and middle school students will participate in PE activities while wearing their school uniforms.
- High school students will dress out in PE uniforms, when possible. Social distancing will be maintained and locker rooms will be cleaned after each class period.

## **ARTS EDUCATION PLAN**

Arts educational experiences are critical for our students and produce a positive impact on academic and social development. It is imperative that we continue to provide experiences in the arts in order to offer our students a well-rounded educational opportunity. To further understand the plans for Arts Education, click on the links below.

<https://bit.ly/2VROFWK>

<https://bit.ly/2NZMPyH>

## **RECESS**

- Schools will assign locations for static groups to participate in outdoor recess.
- Playground equipment should be cleaned after each use.

## **RESTROOM USE**

- Restrooms should be closely monitored to minimize the number of students at one time.
- Proper hygiene should be reinforced with all students and staff members.

## **FIELD TRIPS**

All off-site field trips will be discontinued until further notified.

## **FUNDRAISING**

- Decisions to conduct fundraisers will be made by each individual school. Schools should consider the current financial state of the community and parents during COVID-19 before scheduling any fundraising events.
- Fundraising may occur only if social distancing requirements can be met.
- Schools must determine how collected funds will be used and what the safest means possible is to engage in for fundraising.
- As per the *SCPPS School Activity Funds Policy & Procedures Manual*, the Board clearly prohibits door-to-door soliciting by elementary students.

## **MEETINGS/COLLABORATIVE PLANNING**

While it is imperative that collaborative planning and meetings are held to support smooth school operations, all meetings should be conducted through an electronic means when possible.

If a face to face meeting is required, documentation of names of participants shall be collected to allow for contact tracing. Administrators/Supervisors are required to develop a process for maintaining such documentation. Social distancing guidelines must be adhered to.

## **EXTRA/CO-CURRICULAR ACTIVITIES AND ATHLETICS**

The COVID-19 pandemic presents athletics with a myriad of challenges. The LHSAA (Louisiana High School Athletic Association) and National Federation of High School Sports Medicine Advisory Committee (NFHS SMAC) offers guidance on the many components of “opening up” athletics and activities in Louisiana. The NFHS SMAC believes it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition. NFHS SMAC endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely.

- Activities will be conducted in guidance released by Louisiana High School Athletic Association, National Federation of High Schools , CDC, and LDH.
- Stipends will be provided while activities are being conducted. If activities are unsafe to be conducted in person, virtual opportunities may be provided. If virtual opportunities are provided, with approval from Principal/designee and the Athletic Director, stipends will continue to be processed.

# Phase Plans



## LDOE REQUIREMENTS FOR REOPENING SCHOOLS

|                     | Phase 1  | Phase 2              | Phase 3  |
|---------------------|--|----------------------|--|
| Maximize group size | 10, including adults   | 25, including adults | 50, including adults                                     |
| Younger students    | Maintain static groups, understanding individuals may come into close contact and may not be wearing fitted face coverings   |                      |  |
| Older students      | If students are able to maintain physical distance, the group's composition may change. Students maintain physical distance of six feet in classroom/indoor settings to the maximum extent possible.   |                      |  |
| Physical Standards  | <ul style="list-style-type: none"> <li>● Groups convene indoors in rooms enclosed by walls or partitions</li> <li>● In large spaces, such as a gymnasium or cafeteria, more than one group can convene if a wall or partition is erected</li> <li>● High-touch surfaces (e.g., desks, doorknobs) are cleaned before and after each group's use</li> <li>● Groups are separated outdoors but do not require a physical barrier</li> <li>● Limit crowding at entry and exit points: maintain maximum group sizes and physical distance recommendations to the maximum extent possible</li> </ul> |                      |  |
| Athletics           | Refrain from contact and high-risk sports  |                      | Contact/high-risk sports allowable within defined groups |
| Symptom monitoring  | <ul style="list-style-type: none"> <li>● Assess students on arrival and throughout the day, including conducting an initial temperature check</li> </ul>   |                      |  |

|   |   |   |            |
|---|---|---|------------|
|   | <ul style="list-style-type: none"> <li>● Establish an area that can be used to isolate sick students</li> <li>● Clean and disinfect surfaces in the isolation area after the sick student has gone home</li> </ul>  |   |            |
| Environmental Cleaning and Personal Hygiene | <ul style="list-style-type: none"> <li>● High-touch surfaces are cleaned multiple times throughout the day, including bathrooms</li> <li>● Handwashing at arrival, at least every two hours, before and after eating, before and after using outdoor play equipment and at exit</li> <li>● Adults and students (3rd grade and up) should wear fitted face coverings, as able, to the maximum extent possible. Any child over age two may wear a face covering. Fitted face coverings should be worn in all areas of the school. This includes classrooms. Most importantly, fitted face coverings should be worn during arrival, dismissal, and any other transition within the school building. Individuals with severe breathing difficulties should not wear fitted face coverings.</li> </ul> |   |            |
| Transportation                              | Maximum school bus capacity, including adults   |   |            |
|   | 25 percent  | 50 percent  | 75 percent |
|   | <ul style="list-style-type: none"> <li>● School bus passengers ride one per seat with every other seat empty</li> <li>● Members of the same household may sit in the same seat or adjacent seats, with an empty seat between household groups</li> </ul>  | <ul style="list-style-type: none"> <li>● Take the number of seats and multiply by the % of the manufacturer's capacity. This is the maximum number of people allowed on the bus at any given time.</li> <li>● Space and disperse passengers to the maximum extent possible</li> </ul> |            |



## **GENERAL GUIDELINES FOR PHASES 1, 2, AND 3**

- Continue to follow all CDC, state, and regional guidelines.
- Employees return to school and work sites in a deliberate and safe manner.
- Continue to mitigate the risk of exposure to employees/stakeholders.
- All employees should be prepared to adjust, including returning to a remote work environment, if the situation changes.
- Any concerns regarding returning to campuses or office buildings should be directed to the immediate supervisor.

### **Vulnerable Staff**

Maintaining the health and wellbeing of all St. Charles Parish Public Schools is of utmost importance. To this end, employees who are required to return to the worksite and who inform the district of their inability to return due to vulnerability must:

- Complete the RTW survey documenting vulnerability concerns and complete a formal request to work remotely. HR will contact the employee once they have completed the survey if necessary to determine next steps for approval.
- If not approved to work remotely, the employee is required to return to work or apply for a medical leave. Leaves will only be granted if the leave request is recommended/certified by an employee's physician.

**Any vulnerable staff member whose work ability changes during the remainder of Phase 2 or Phase 3, should contact their supervisor and follow the RTW request requirements stated above.**

### **District Mandates**

Employees and students shall comply with the following mandates while on site:

- A. Personal Protective Equipment (PPE)
  - **At a minimum**, masks/coverings are required for **all employees to wear in public settings where other social distancing measures are difficult to maintain.**
    - Indoor Settings
      - **Fitted face coverings shall be worn** inside of buildings, in common areas (i.e., shared space, etc.) when two or more people are present.
      - Hallways

- Restrooms
  - Outdoor Settings
    - **Fitted face coverings shall be worn** when two or more people are present and social distancing measures (more than six feet apart) cannot be maintained.
    - If social distancing measures (more than six feet apart) are able to be maintained **outdoors**, masks are not required, although encouraged.
- Gloves are not necessary except for disinfecting or food production/serving.
- For CDC guidelines regarding face mask/covering, please access the following link:
  - If an employee has a CDC approved mask/face covering of their own, it is recommended for use to insure the District is able to maintain an ample supply when needed.
    - According to CDC guidelines, cloth fitted face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
  - Gloves are required when handling disinfectants. District will provide.
  - Supervisors will determine if gloves, face shields, or any other PPE are necessary for other applications.
  - For CDC guidelines regarding Protective Equipment, click on the link below:
    - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

B. Proper Hygiene

- Wash hands with soap and water or using hand sanitizer (at least 60% alcohol, if soap and water are unavailable), especially after touching frequently used items or surfaces.
- Avoid touching your eyes, nose, mouth, or face.
- Sneeze or cough into a tissue or the inside of your elbow.

C. Social Distancing

- Employees should remain 6 feet apart.
- No congregating, including, but not limited to, faculty lounges, cafeterias, common areas.
- See CDC recommendations regarding social distancing by accessing the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

D. Meetings/Office Work

- Whenever possible, virtual meetings should be held using video conferencing in lieu of in-person meetings.
- If an in-person meeting is required, the meeting shall adhere to the maximum number of attendees allowed as established by the above mentioned Louisiana Department of Education's Requirements for Reopening Schools.
- Room configuration (i.e., spacing of chairs, tables, etc.) must be arranged to adhere to *CDC Social Distancing* guidelines as listed above.
- Face to face meetings will require documentation of names of participants to allow for contact tracing. Administrators/Supervisors are required to develop a process for maintaining such documentation. Social distancing guidelines must be adhered to.
- If office work is required and office space is shared, consideration should be given to allow staff to spread out into different rooms outside their typical office (i.e., Classroom 1, 3, 4, and tech lab to utilize space upstairs).

E. Return to Work/Health Questionnaire/Temperature Checks/Sign-In Procedures

Return to Work/Health Questionnaire:

- Upon the employee's return to work, a health survey will be conducted
  - This will be documented using District Return to Work Questionnaire, and the form shall be reviewed and signed by the Supervisor.
  - After the initial questionnaire has been completed, the employee is required to complete additional questionnaires once every two weeks. All employees will complete the health questionnaire on 7/31/2020 at two week intervals moving forward to allow everyone to remain on the same schedule.
  - **In addition, if the employee experiences any changes to his/her health status that would result in a change in a response provided, he/she is to immediately inform the supervisor, complete a questionnaire, and follow CDC guidelines.**
  - The *Health Questionnaire Reminder* will be emailed to principals and must be posted above the timeclock (interior clocks only) or on the entrance doors to the school site/building if the timeclock is on the exterior of the building.
  - At the end of each week, the Supervisor is required to submit all completed questionnaires to Human Resources. These should be organized as follows:

- **Separate by day of the week, in alphabetical order, scanned into a single pdf document for each week, using the file naming domain Location\_Week (for example, Luling Elementary school would send the file named LES\_5.25.2020-5.29.2020).**
- Human Resources will retain the questionnaire if needed for future reference.

#### Temperature Checks

- Daily temperature checks are required and will be conducted by Supervisor/designee
  - Based on Fair Labor Standards Act requirements, hourly employees shall be paid while waiting for temperature checks. This may require timekeepers to adjust time accordingly.
- Employees will be directed by his/her supervisor for temperature check locations and times.
- If an employee is unable to obtain his/her temperature check as scheduled by the supervisor, the employee will be directed to obtain his/her temperature at an alternate site.
- Since documentation of individual temperatures is no longer required by the CDC, the employee responsible for taking the temperature will only place a checkmark next to the employee's name if the temperature is less than 100.4.
- Confidentiality must be maintained if an employee's temperature is 100.4 or greater.

#### Sign-in Procedures

In efforts to comply with contact tracing mandates, the District will adhere to the following protocol:

- Employees are required to sign in daily using the Raptor System where available.
- If the Raptor System is not available, employees are required to sign in as determined by the supervisor.

#### F. Sanitation/Disinfecting

- Clean all areas on a daily basis.
- Disinfect high traffic areas/key touch points on a daily basis.
- Detailed disinfecting following CDC guidelines of contaminated spaces will be conducted upon notification.

- Follow CDC guidelines regarding cleaning and disinfecting public spaces daily and when someone is sick as listed in the link below:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

#### G. Consuming Food/Drink

- Only disposable utensils, plates, bowls, cups, etc. shall be used/maintained in common areas (areas where there may be community microwaves, water coolers, coffee pots, etc.).
- Faculty lounges/kitchens will be opened for warming of food. Staff members will not be allowed to sit and eat in the lounge area. No congregating in lounges/break rooms during Phase 1 and 2. Further assessment is needed for determination of opening lounges/break rooms for Phase 3.
- Employees and students are encouraged to bring water bottles from home as water fountains will remain off limits during all three phases. Bottle refilling stations can be used where available. Students without water bottles will be provided. In the event that a student does not bring a water bottle to school, water will be provided from the CNP department.
  - School-based Staff shall eat in assigned work areas, i.e., classroom, office, desk. Administration will collaborate with CNP to determine use of the cafeteria for staff.
- Central Office
  - Exempt employees (professional staff)-lunch breaks can be taken at the employees desk or offsite.
  - Hourly employees (classified)-lunch breaks **cannot** be taken at an hourly employee's desks. If the hourly employee is required to eat at his/her desk, it should be a paid lunch. For this reason, it is recommended the employee takes his/her lunch break offsite.
- Employees must follow documented hygiene protocol listed above prior to using any common food/beverage space (microwave, refrigerator, coffee pot, etc.).

#### I. Business Travel (out of district)

- Suspend non-essential business travel.
- Considerations may be given for business travel in phase 3 as approved by the supervisor and the Superintendent.

#### J. Reporting Protocol

- If an employee is experiencing any known symptoms of COVID-19, the employee is to contact his/her immediate supervisor prior to reporting to work.
- Employees are entitled to job protected leave under the Family First Coronavirus Recovery Act (FFCRA) if the employee contracts the virus, subject to quarantine or isolation, experiencing symptoms, caring for an individual

quarantined or in isolation, caring for a child if school or day care is closed, or is experiencing any substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. To view a poster that explains your rights as an employee, access the following link:

[EMPLOYEE RIGHTS](#)

- FFCRA Poster shall be distributed and posted at every worksite in the same location as all other workforce posters.

## **PHASE 1 SPECIAL REQUIREMENTS**

### **Work Responsibilities in Phase 1**

A. Remote Operations

All students will be engaged in required virtual learning at home unless otherwise notified. More information will be provided if we transition to Phase 1.

When there is no business necessity (as determined by the immediate supervisor) for the department/employee to be physically at school/office, it is recommended these individuals be allowed to continue to work remotely as recommended by the CDC during Phase 1.

Prior to the purchase of any office supplies/equipment that is required for an employee to work remotely, such purchase must be approved by the employee's supervisor.

B. Essential Employees, Return to Worksite

Essential employees who are required to return to the worksite will be contacted by their immediate supervisor with specific instructions and expectations regarding safety protocols.

Note: Schedule times and flex rotations will be determined by the supervisor as determined by work necessities.

C. Split Team Schedule Schedule:

Although the CDC recommends working remotely whenever possible, if there is a business necessity (as determined by the immediate supervisor, appropriate Executive

Staff member, and approved by the Superintendent) that dictates department/employees need to physically be at work, the supervisor shall:

- divide a department or function into at least two teams that rotate between working in the office and working remotely.
- After approval, HR must be contacted and employees must receive notification from HR and their supervisor before reporting to the worksite.

## Interactions with the Public in Phase 1

Under **very limited circumstances** where a non-employee would need to be onsite, prior permission must be granted by principal or department head (once approved by the appropriate executive staff member). Under these limited cases, the non-employee must wear a face cover, and other PPE when warranted.

### A. Central Office Operations

Central Office Receptionist hours will be determined.

The Central Office receptionist will be available to answer phone inquiries during this time. The main line voicemail will be monitored daily by the Central Office Receptionist. Additionally, voicemails will be monitored and responded to on a daily basis by individual staff.

### B. The following departments will be open for minimal public access

- Child Welfare (by appointment only):
  - Appointments for Child Welfare may be scheduled by contacting Selina Cureaux at [scureaux@stcharles.k12.la.us](mailto:scureaux@stcharles.k12.la.us) or call 985-785-3149.
- Human Resources (by appointment only):
  - Appointments for Human Resources may be scheduled by contacting Jena Salazar at [jsalazar@stcharles.k12.la.us](mailto:jsalazar@stcharles.k12.la.us) or Kelsey St. Amant at [kstamant@stcharles.k12.la.us](mailto:kstamant@stcharles.k12.la.us).
- Sales Tax Office (by appointment only):
  - Appointments for Sales Tax may be scheduled by calling 985-785-3125 between the hours of 8:30 AM - 12:00 PM.
  - Tax documents/payments should either be submitted using the deposit box located at Central Office or mailed to the following address:
    - St. Charles Parish Public Schools  
Attn: Sales Tax Office  
13855 River Road  
Luling, LA 70070

### C. Appointments may only be scheduled if the visitor is willing to comply with the following stipulations:

- Visitors must wear a face covering
  - Any visitors who refuse to wear a face covering will not be allowed to enter.
- Visitors must have a temperature check (conducted by the Central Office receptionist) and complete the District developed health questionnaire.
  - If the visitor is running a temperature and/or is experiencing the noted symptoms of COVID-19, the visitor will not be allowed to enter.
- Only the individual with the scheduled appointment will be allowed to enter.

## Hazard Pay

During a state of emergency or imminent threat of disaster as declared by the Governor of the State of Louisiana or St. Charles Parish, the Superintendent or his/her designee may close schools and/or other facilities. The resources of the school system may be called upon to assist in protecting the health and safety of the citizens of St. Charles Parish and neighboring communities. The School Board may also find it necessary to utilize employees to perform essential duties, protect the School Board's property, or to assist in preparing the schools to open after a "Declared Emergency". All classified employees who are called upon to perform disaster related emergency work, or essential duties on School Board or Parish owned property during the time of the emergency shall be paid a supplemental salary benefit equal to their regular rate of pay for the first forty (40) hours worked and time and a half for every hour worked after forty (40). This payment shall be in addition to his/her regular salary should the School Board decide to pay the salaries of all school system full-time employees during the period of the emergency, whether or not they perform disaster related emergency work.

All professional employees who are called upon to perform disaster related emergency work, or essential duties on School Board or Parish owned property during the time of the emergency shall be paid a supplemental salary benefit equal to their regular rate of pay up to a maximum of ten (10) hours per week or as determined by the Superintendent and the School Board based on specific declaration of emergency. This payment shall be in addition to his/her regular salary should the School Board decide to pay the salaries of all district full-time employees during the period of emergency, whether or not they perform disaster related emergency work.

Every effort shall be made to minimize required work of all employees during the period of a Declared Emergency. Thereafter, the School Board shall make all reasonable efforts to seek reimbursement from all Federal and State agencies, including but not limited to Federal Emergency Management Agencies.



## PHASE 2 AND 3 SPECIAL REQUIREMENTS

### **Work Responsibilities in Phase 2 and 3**

- A. Unless otherwise noted by the supervisor, all employees are expected to return to their assigned worksite(s) during Phase 2 and 3.
- B. School Schedules

Head Start, elementary, and middle school students will follow a traditional school schedule and will be physically present in school buildings five (5) days per week.

High school students will follow a hybrid schedule consisting of both on-campus learning and home learning Learning. Students will be split into two groups and will physically attend school on alternating days. When not physically on campus, students will engage in required home learning Learning on weekdays. We are still coordinating details of the high school hybrid schedule.

### **Interactions with the Public in Phase 2 and 3**

- A. Central Office Operations
  - The Central Office will maintain normal operating hours.
  - In order to limit congregation in the lobby, all Central Office departments will be open to the public by appointment only. Individuals needing to schedule appointments shall contact the department/person directly.
- B. School Operations
  - Schools will be open during normal operating hours.
  - Non-essential visitors will not be allowed in school buildings except under extenuating circumstances.
  - Visitors must wear a fitted face covering.
    - Any visitors who refuse to wear a face covering will not be allowed to enter.
  - Visitors must have a temperature check (conducted by the Central Office receptionist) and complete the District developed health questionnaire.
    - If the visitor is running a temperature and/or is experiencing the noted symptoms of COVID-19, the visitor will not be allowed to enter.
  - Essential visitors entering buildings shall wash or sanitize hands prior to entering.
  - Parents/guardians should conduct business remotely whenever possible.

## Handbook Acknowledgement Form



Each employee will be sent the Strong Start 2020 Employee Handbook Acknowledgement Form with the other SCPPS beginning of the year documents and will be required to sign and return at the start of the 2020-2021 school year.