St. Tammany Parish Public Schools

2020-2021
SCHOOL YEAR PLANNING GUIDE
MOVING FORWARD TOGETHER
For the most updated version of the 2020-2021 School Year Plan, visit www.stpsb.org/coronavirus.

UPDATED JANUARY 4, 2021
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INTRODUCTION

As we begin the 2020-2021 school year, our district is prepared to focus on instruction while at the same time addressing the physical, mental and social well-being of our students and needs of our community. Health and safety protocols will be in place to keep students, families and employees safe and healthy.

Since the COVID-19 situation began in March, we have been in frequent communication with representatives from a variety of health and government organizations who provided guidelines and recommendations to ensure we have the proper safety protocols and procedures in place for the beginning of the school year. We received input from parents/caregivers and employees through surveys, and our district leadership team has held video conferences with school administrators to discuss tentative plans and determine the unique needs of all 56 of our schools. We evaluated survey results, needs of schools and guidance and policies to develop this plan for beginning the school year safely for students, families and employees.

This plan outlines instructional and operational protocols that will be in place at the beginning of the 2020-2021 school year. While it is not all encompassing of all protocols and procedures, it provides stakeholders a concise overview. The plan and protocols will be evaluated and adjusted as the situation evolves and we receive new guidance from health and government officials.

This is an unprecedented situation and we appreciate the patience of our STPPS family. From the beginning, we have been in this together, we will begin school together, and we will remain together as we navigate this school year. Together, We Are STPPS.

OUR COMMITMENTS

As STPPS navigates the COVID-19 pandemic, we are committed to:

1. Providing STPPS students with engaging continuous learning experiences, social-emotional support, and balanced nutrition
2. Providing for the safety and well-being of all district employees and students
3. Preventing and responding to the spread of COVID-19 in our school communities

The safety of our students and staff is our top priority. As we plan for the 2020-2021 school year, our school-based plans will be adaptable and routinely adjusted as needed.
WHAT FAMILIES CAN EXPECT WHEN SCHOOLS REOPEN

LEARNING OPTIONS FOR FAMILIES IN STPPS

OPTION 1: Students remain enrolled in a traditional brick-and-mortar school.

PHASE 1
DISTANCE LEARNING
(Grades PK-12)

PHASE 2
TRADITIONAL (Grades PK-5)
HYBRID (Grades 6-12)

PHASE 3
TRADITIONAL
(Grades PK-12)

*Determined by the phase the state is in at a given time

OPTION 2: Students can enroll in the STPPS Virtual School. Students choosing to enroll in the virtual school should remain enrolled for a minimum of one semester.

HEALTHY AND SAFE CAMPUSES

- Face mask or covering will be required to the greatest extent possible for adults and students in grades 3-12. This is optional for students in grades PK-2.
- Schools will follow cleaning and disinfection guidelines.
- Students and employees will be encouraged to practice good hygiene and wash/clean their hands regularly.
- Social distancing protocols will be implemented including limited bus capacity based on Louisiana’s COVID-19 phase.
- STPPS campuses will conduct daily temperature checks for students, employees and essential visitors.
- Students and employees who are sick may not attend school or work.
LEARNING MODELS BY STATE PHASES

STPPS is committed to providing all students with continuous engaging learning experiences. The learning model schools will follow will be determined by the phase the state is in at a given time or as determined by the superintendent in response to the COVID-19 situation in our community. The progression through learning models will be dependent upon the movement through Louisiana state Phases 1, 2, and 3 and the latest COVID-19 health data.

These are the learning plans for students participating in the traditional brick-and-mortar schools. Attendance, grading, and other policies will be in effect through all phases.

<table>
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<th>Louisiana Phase 1</th>
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<td>Grades PK-12</td>
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<td>DISTANCE EDUCATION</td>
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<td>Students physically attend school five days a week.</td>
<td>Students physically attend school five days a week.</td>
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<td>Grades 6-12</td>
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<td>HYBRID MODEL</td>
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<td>Students will follow hybrid schedule consisting of both in-person and distance learning.</td>
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ENGAGING LEARNING EXPERIENCES

There is a possibility of schools alternating between the traditional, hybrid and distance learning models as the situation evolves. STPPS will determine the learning model based on safety guidelines and protocols. This is for students enrolled in a traditional brick-and-mortar school.

TRADITIONAL LEARNING

- Students in grades PK-5 will follow the traditional school setting for Phases 2 and 3. Students are physically present in school buildings five (5) days per week.
- Students attend school on campus following the school's normal schedule. Safety protocols including frequent cleaning, face coverings and social distancing on campus are in place. Younger students who are unable to maintain a physical distance from other students or adults will be assigned static groups.
- Employees will work five days a week in person unless otherwise notified.

HYBRID LEARNING

- Students in grades 6-12 will follow a hybrid schedule for Phase 2. Students will be split into two groups and physically attend school on alternating days. Students with the first letter in their last name beginning with A-K will physically attend school on Mondays and Wednesdays. Students with the first letter in their last name with L-Z will physically attend school on Tuesdays and Thursdays. Groups will alternate attending in person on Fridays.
- On the days students do not report to campus in person, required distance learning will be assigned by their teacher(s) and completed online through Google Classroom or other assigned work. Assignments will be graded and attendance will be taken on the distance learning days.
- Employees will work five days a week in person unless otherwise notified.

DISTANCE LEARNING

- Students receive daily distance instruction and support services online at home with a combination of real-time instruction with their teacher via Google Meet and independent work via Google Classroom.
- Students do not attend school in person. Students will be required to engage in lessons and complete assignments, and attendance will be taken daily.
- Teachers will be available to provide support or answer questions.
STPPS VIRTUAL SCHOOL

Our new STPPS Virtual School is an option for parents who would prefer their child to learn virtually instead of attending school in person at a traditional brick-and-mortar school. This is not the same as distance learning, remote learning or hybrid learning that will be a possible learning model implemented for students enrolled in STPPS traditional brick-and-mortar schools.

The STPPS Virtual School is a full time virtual school for students in grades K-12 who live in St. Tammany Parish. Virtual instruction will begin at the start of the school year and operation will not be dependent on state phases or learning model the rest of the district is using at a given time.

- Instruction is provided through an online learning platform.
- Louisiana certified teachers, counselors and administrators provide online and in-person support.
- Curriculum aligned to Louisiana state standards.
- Learning Lab provides in-person tutoring and support.
- Students enrolled will be required to take state-mandated assessments.
- Students will be expected to follow attendance requirements and work a minimum number of hours each day/week.
- Students will be expected to remain enrolled in the STPPS Virtual School for a minimum of one semester.
- Limited extracurricular activities and clubs may be offered.
- Sports will not be offered.
- Students must withdraw from their currently enrolled school to enroll in the virtual school.
- Technology requirements include a computer or tablet and reliable internet access.
- Chromebooks will be provided when they are available.

More information and online registration are available at [www.stpsb.org/virtual](http://www.stpsb.org/virtual).
UPDATED SCHOOL YEAR CALENDAR

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CALENDAR LEGEND

- Teacher Professional Development
- Safe Start Day (see below)
- Schools Closed, Weather-Related Closure
- Schools Closed (Holiday)
- 1/2 Day for Students
- Last Day of School
- Testing Dates
- Important Dates

IMPORTANT DATES

Aug. 20-Sept. 3  Teachers’ Professional Development Days
Sept. 4  Teachers’ Day
Sept. 7  Labor Day Holiday*
Sept. 8-11  Safe Start Days
Sept. 8  Safe Start Day: 1/4 Students Report (A-D)
Sept. 9  Safe Start Day: 1/4 Students Report (E-K)
Sept. 10  Safe Start Day: 1/4 Students Report (L-Q)
Sept. 11  Safe Start Day: 1/4 Students Report (R-Z)
Sept. 14  First Scheduled Regular Day of School+
Sept. 15  Schools Closed, Weather-Related Closure
Oct. 28-30  Schools Closed, Weather-Related Closure

Nov. 3  Election Day
Nov. 6  End of First Grading Period
Nov. 25-27  Thanksgiving Holidays*
Dec. 23-Jan. 1  Winter/Christmas Break*
Jan. 4  School Re-Opens
Jan. 15  End of Second Grading Period
Jan. 18  Martin Luther King Holiday*
March 19  End of Third Grading Period
April 2-6  Spring/Easter Break**
May 28  End of Fourth Grading Period; Last Day of School
May 31  Memorial Day
June 1  Teachers’ Day

The School Board requires an appropriate program for Veterans’ Day (Nov. 11). School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed): Sept. 19 (Rosh Hashanah); Sept. 28 (Yom Kippur)

* Depending on Louisiana COVID-19 phase
* In case of emergency, student make-up days may be taken from existing holidays in the above schedule.
**It is understood should state testing conflict with the proposed Easter/Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.
SAFETY PROTOCOLS AND OPERATIONAL STANDARDS

STPPS will adhere to national, state and local guidance and requirements for safety protocols and operational standards to help keep our schools safe and our students, families and employees healthy. School administrators will use these standards to implement protocols at the school level. The situation will be monitored and adjustments will be made as needed.

See the Employee Safe Start Guide for additional safety protocols and guidance for STPPS employees.

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<td><strong>Maximum Group Size</strong></td>
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<td><strong>Maximum School</strong></td>
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<td><strong>Bus Capacity</strong></td>
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<tr>
<td><strong>Student Grouping</strong></td>
<td>Distance-learning only.</td>
<td>The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time is 25 individuals during Phase 2, including adults.</td>
<td>Class sizes and number of people in a group will be limited to 50 individuals, including adults.</td>
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<td><strong>Options</strong></td>
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- The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.
- Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups.
- Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups.
PRACTICING PREVENTION

Personal Hygiene
- Students will wash their hands or use hand sanitizer upon arrival, every two hours, before and after eating, before and after using outdoor play equipment, before and after events, after changing classes, and before exiting to leave school.
- Teachers will wash or sanitize their hands upon arrival, every two hours, and every time a new group of students enters their room.
- All teachers will receive a Safe Starter Kit including cleaning and disinfecting supplies and PPE.
- Schools will be supplied with hygienic supplies.
- All employees and students will participate in health and safety training.
- Shared supplies, including electronic devices, toys, books, manipulatives, lab materials, art supplies, etc will be eliminated to the greatest extent possible.

Cleaning
- Deep cleaning of schools will occur prior to students/employees returning.
- Custodial staff will receive training on appropriate sanitation measures.
- Custodial staff will clean frequently touched surfaces multiple times throughout the day following a checklist provided by the district.
- Playground equipment will be cleaned once daily at a minimum.
- Student desks will be cleaned before and after each student’s use.

Face Masks and Coverings
- Adults and students (3rd grade and up) must wear face coverings, as able, to the maximum extent possible. Face coverings should be worn in all areas of the school during arrival, dismissal, and other transitions.
- For individuals with health issues or other concerns that make wearing a mask difficult, exceptions will be considered on a case-by-case basis.
- Students in PK-2 may wear a face covering while inside the school facility.
- Face coverings may be brought from home or disposable masks will be provided by the school. Student face masks and coverings can be patterned, have the school or STPPS logo, or can be monogrammed as long as they comply with the dress and personal grooming policy stated in the District Handbook for Students and Parents.
- The CDC does not recommend use of neck gaiters as a substitute for cloth face coverings. The effectiveness of neck gaiters is not known and they should only be used until an appropriate face covering can be secured.
- The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Face shields may be used when sustained close contact with other people is expected.
- Refer to the Student Safe Start Guide and the Employee Safe Start Guide for more information.
## TRANSPORTING STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Bus Capacity</strong> (including adults)</td>
<td>25%</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Seating</strong></td>
<td>Passengers must ride one per seat with every other seat empty. Members of the same household may sit in the same seat, with an empty seat between household groups.</td>
<td></td>
<td>Passengers will be spaced to the maximum extent possible.</td>
</tr>
</tbody>
</table>

- Bus drivers and aides will be screened for symptoms of illness.
- Social distancing should be maintained at bus stops to avoid congregation of children from different households.
- All individuals will use hand sanitizer upon entering the bus.
- Frequently touched surfaces such as seats and handrails will be cleaned and disinfected after each group’s use.
- Adults and students (3rd grade and up) must wear face coverings/masks at all times, as able, to the maximum extent possible.
- Windows will be lowered to facilitate air flow as weather conditions permit.
Safety protocols and operational standards will be in place on school campuses when students and employees report to school in person. This includes the traditional model and days students report to campus under the hybrid model.

**Signage**
- Signage with COVID-19 information that promotes everyday protective measures and describes how to stop the spread of germs will be posted in highly visible locations.

**Entering and Exiting Buildings**
- Floor markers will be placed at the entrance to buildings to designate entrance and exit flow paths to ensure social distancing.
- Crowding will be limited at entry and exit points to maintain maximum group sizes and physical distance recommendations to the greatest extent possible.
- All individuals entering the school building will wash their hands with soap and water or apply hand sanitizer.

**Employee and Adult Screening**
- Employees and essential visitors will have their temperature taken and will be asked health screener questions as defined by the CDC upon entering the building. If they have symptoms or fever, the established screening protocol will be followed. See the [Employee Safe Start Guide](#) for more information.

**Student Screening**
- For the health and safety of all students and employees, parents should assist their children with daily self-screening for COVID-19 symptoms and fever before arriving to school, or boarding school transportation. Symptoms include fever 100.4°F or higher, cough, shortness of breath, chills, new headache, sore throat, new loss of taste or smell and muscle pain. If a student has any of these symptoms and/or has a reasonable belief of possible exposure to COVID-19, they should stay home.
- Students will be assessed for symptoms of COVID-19 as defined by the CDC upon arrival in homeroom or first period classroom:
  - Temperature will be taken and health screener questions may be asked.
  - If the temperature registers 100.4°F or higher or the student answers “yes” to the screener questions, the student will be sent to the sick room to self-isolate and the established screening protocol will be followed.
  - See the [Student Safe Start Guide](#) for more information.
SCHOOL BUILDINGS AND CAMPUSES

Sick Room and Well-Visit Rooms
- Two separate areas will be designated to isolate sick individuals or individuals who exhibit COVID-19 symptoms from those who are well and require medical assistance for routine needs.
- The Well-Visit Room will be used for medical assistance for routine needs.
- The Sick Room will be used to isolate students and adults who exhibit one or more of the symptoms of COVID-19.
- See the Student Safe Start Guide and Employee Safe Start Guide for more information.

Visitors and Volunteers
- Non-essential visitors and volunteers will not be allowed on campus except for extenuating circumstances.
- Essential visitors are individuals who must enter schools to conduct visits in accordance with Louisiana law or policy. Essential visitors are defined as individuals who conduct CLASS® observations, observe teacher candidates as part of the teacher preparation quality rating system, and provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.
- Essential visitors will be screened following the same staff/student process; must be wearing a face covering/mask to the extent possible; and must wash hands with soap or application of hand sanitizer.

Facility Safety Measures
- Shared water fountains will be closed but bottled water will be provided and filling of water bottles will be available.
- It will be ensured that ventilation systems operate properly and circulation of outdoor air will be increased as much as possible, as long as this does not pose a safety or health risk to students or employees.

Social Distancing in Classrooms
- Excess furniture will be removed from classrooms to maximize physical distance (to the extent practicable).
- Desks and chairs will be spaced as far apart as possible and will face one direction or back-to-back. If tables are used, only one side of the table will be used and dividers may be used to seat more students.
- Distance will be established between the teacher’s desk/board and students’ desks.
- Teachers will teach from one location in the classroom to the greatest extent possible.
- Physical interaction through partner or group work will adhere to social distance practices.
- Large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) will be used for social distancing with appropriate partitions.
Transitions During the School Day
- For class changes and other transitions throughout the school day, areas of the hallways (i.e. lanes) will be designated as flow paths to keep students separated to minimize congregation of students, visual cues such as floor markers and signs will indicate directional flow, and additional time for transitions will be provided if needed.
- Classes may be staggered to decrease number of students in hallways at one time.
- Teachers may move from class to class.
- Participation in recess may occur outdoors with proper social distancing practices and static groups maintained to the greatest extent possible.
- Schools can break static groups to use the restroom. Students will remain six feet apart in line and markings will demonstrate where students should stand in line to maintain appropriate social distancing to the greatest extent possible.

Class Sizes and Groups
- Phase 1: Abide by the maximum number of people allowed to congregate
- Phase 2: The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time is 25 individuals during Phase 2, including adults.
- Phase 3: Class sizes and number of people in a group will be limited to 50 individuals, including adults.
- Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups. This will include, at a minimum, students in grade 2 or lower. The static group composition will be maintained for as long as possible over the course of the school year.
- The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.
- If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as gymnasiums, auditoriums, cafeterias, or libraries, which may include more than one group if each group is separated by a wall or partition.
- If groups convene outdoors, a physical barrier is not required, but each group must be separated.
- Assemblies must abide by the maximum group sizes allowed to congregate and with appropriate social distancing in place. For younger students unable to maintain physical distance, static groups will be maintained. All attendees should wear face coverings/masks.
- The congregation of students in parking lots and common areas will be discouraged.

Before and Afterschool Programs
- Before and Afterschool programs may continue but must adhere to maximum group sizes and physical distance protocols. For younger students unable to maintain physical distance, static groups will be maintained.

Athletics
- Athletics will follow the recommendations put forth in the Louisiana High School Athletic Association’s Guidance for Opening Up High School Athletics and Activities.
Students will be served breakfast and lunch according to nutrition guidelines. Meal service operations will vary from school to school.

Safety Protocols and Cleaning
- Handwashing will occur before and after every meal by students, teachers, and cafeteria staff.
- Disposable plates, utensils, etc. will be used for breakfast and lunch.
- Cafeterias and high-touch surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts and trays will be cleaned throughout the school day.
- Students will not be allowed to share food.

Social Distancing
- Meal times will be staggered for each group, adhere to maximum group size, ensure social distancing to the greatest extent possible, and/or utilize partitions in maintaining static groups.
- Floor markers and signage will be provided to ensure social distancing in the cafeteria or while picking up grab and go meals.

Meals in Traditional Learning Model
- Breakfast and lunch will be served Grab-and-Go style for traditional, hybrid, and virtual learning settings.
- In the traditional school setting, meals will be consumed in classrooms, outdoors or in other non-congregate settings, or in the cafeteria with appropriate partitions to maintain static groups and social distancing to the greatest extent possible.
- Students are allowed to bring food from home.
- Parents/caregivers are not allowed to drop off food to their child during the school day or eat meals with their child at school.

Meals in Hybrid Learning Model
- On days students are on campus in person, the protocols will follow those for the traditional learning model.
- On days students are not at school in person and are doing distance learning, breakfast and lunch will be served Grab-and-Go style through a drive-thru pick up.

Meals in Distance Learning Model
- For students learning in a distance setting, a Grab-and-Go option for breakfast and lunch will be provided through a drive-thru pick up.

Meals for STPPS Virtual School Students
- Students attending the STPPS Virtual School will be provided a Grab-and-Go option for breakfast and lunch at an assigned school through drive-thru pick up.

Meal Payments
- Parents/caregivers are encouraged to use MyPayments Plus to minimize physical contact.
- Free and reduced meal information and online application are available at www.stpsb.org.
Teachers and staff report to campus daily or as allowed by state health guidelines to provide distance instruction and support services.

- In Phase 1, the distance learning model will be implemented for students enrolled in brick-and-mortar schools in grades PK-12. Students enrolled in the STPPS Virtual School will continue their regular schedule with virtual learning. See Engaging Learning Experiences for more details.
- In Phase 2, a combination of the traditional and hybrid learning model will be implemented for students in PK-12 who are enrolled in traditional brick-and-mortar schools. Students enrolled in the STPPS Virtual School will continue their regular schedule with virtual learning. See Engaging Learning Experiences for more details.
- In Phase 3, the traditional learning model will be implemented for students in PK-12 who are enrolled in traditional brick-and-mortar schools. Students enrolled in the STPPS Virtual School will continue their regular schedule with virtual learning. See Engaging Learning Experiences for more details.

**Attendance**
- STPPS will work with families to ensure continuity of education through distance learning during isolation or quarantine and opportunities for make-up work when students miss school due to sickness.
- Pursuant to BESE Bulletin 741, student attendance guidelines apply when a student misses school.
- Please reference the Student Safe Start Guide and the District Handbook For Students and Parents, for additional attendance guidelines and procedures.

**Band, Music, and Choir**
- In Phases 1 and 2, there will be no indoor activity that involves playing wind instruments (to include all woodwind & brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument) and no vocal singing indoors is allowed. Outdoor activities will have appropriate social distancing measures taken.
- In Phase 3, LDH recommends that outdoor band and vocal music activities be practiced outdoors to the greatest extent possible. When band and vocal music classes are unable to practice outdoors during Phase 3, class may be held indoors in accordance with the National Federation of State High School Associations guidelines.

**Theater**
- In Phase 1, there will be no indoor activity that involves a speaking performance or vocal singing. Outdoor activities will have appropriate physical distancing measures taken.
- In Phase 2, there will be no indoor activity that involves a speaking performance or vocal singing. Outdoor activity will have appropriate physical distancing measures taken and will be limited to monologues only.
- In Phase 3, activity that involves speaking performances or vocal singing may occur indoors/outdoors with appropriate physical distancing measures taken.
Physical Education
- The 30-minute physical activity requirements for K-8 students has temporarily been waived.
- Activities that do not require physical contact or close proximity will be used.
- Physical education locker rooms will be closed until further notice except for usage of bathroom facilities.
- Physical education uniforms will not be required for middle and junior high students until further notice.

Students with Disabilities
- Students with disabilities will continue to receive special education and related services in the least restrictive environment.
- Special Education consultants will be working with parents to ensure an appropriate learning model.

Assessing Learning Needs and Intervention Strategies
- An academic baseline will be established by administering diagnostic assessments on the safe start days at the beginning of the school year.
- Additional instructional support and targeted interventions will be provided as needed to students at-risk of not graduating on time, students with disabilities, early grades, English Learners, and other students identified as being behind academically by teachers and parents.

Wellness and Mental Health
- Individual needs will be addressed by providing support and services to enhance social and emotional well-being of employees and students.
- Access to Mental Health Providers (MHPs) will continue to be provided.
- Healthy eating, exercising, getting sleep, and finding time to unwind will be promoted.
- Employees and students will be encouraged to talk with people they trust about their concerns and how they are feeling.
- Purposeful relationships within the classrooms and family will be addressed and prioritized.
- Communication will be developmentally appropriate and accessible for all students, including those with disabilities.

Technology
- Chromebooks will be provided when they are available.

Parent/Caregiver Communication
- Each school will communicate beginning of the year information to parents/caregivers.
- Virtual meet-and-greets or in-person meetings following group size limitations may be scheduled.
- Teachers will be available via email for assistance in all learning models.
- District updates will be provided through the District website, social media channels, robocalls, and app notifications.
- Teacher webpages and the Student Progress Center will be updated frequently.
St. Tammany Parish Public Schools will ensure the safety of all students is maintained to the greatest extent possible. The COVID-19 guidelines set forth below were developed along with Ochsner Health Systems and in accordance with current Louisiana State Board of Education (BESE) guidelines, Louisiana Department of Education (LDOE), Louisiana Department of Health (LDH), and Centers for Disease Control (CDC) recommendations.

Please Note: The procedures and protocols are subject to change as updated guidance is provided by governing authorities and public health officials.

- Given the levels of COVID-19 in our communities, we expect some students and employees will be diagnosed with COVID-19 throughout the school year.
- Students should stay home if they are sick, positive for COVID-19, have a pending COVID-19 test, or were in direct contact with someone who is presumptive positive or tested positive for COVID-19.
- As a result, rolling closures of individual classes and/or school closures may be necessary based on clusters of positive COVID-19 cases.
- Parents/caregivers will be required to sign an assurance statement stipulating that in the event a student experiences symptoms of respiratory illness at school or is determined to have a fever of 100.4°F or higher, the student will be picked up from school immediately.

School Closures
- If it is determined that a school was the focus of a COVID-19 infection, the Superintendent, in consultation with the Office of Public Health, will determine if the school should remain open and if any quarantines are required or recommended. A positive case of COVID-19 does not necessarily warrant classroom or school closure.

HEALTH SCREENINGS

- For the health and safety of all students and staff, parents/caregivers should assist their children with daily self-screening for COVID-19 symptoms and fever before arriving to school or boarding school transportation.
- Symptoms include a fever of 100.4°F or higher, cough, shortness of breath or difficulty breathing, chills, body aches, new headache, facial flushing, sore throat, new loss of taste or smell, and muscle pain.
  - If a student has any of these symptoms and/or has a reasonable belief of possible exposure to COVID-19, they should stay home.
Upon arrival, students will be subject to temperature checks and COVID-19 screening questions. 

- COVID-19 screening questions may include:
  - Have you taken any fever-reducing medication in the last 24 hours?
  - Do you have shortness of breath or a cough?
  - Do you have a sore throat?
  - Do you have muscle pain?
  - Do you have a new loss of taste and smell?
  - Do you have chills?

- If a student’s temperature registers 100.4°F or higher or answers “YES” to any of the screening questions, then the student shall be sent to the Sick-Visit Room to self-isolate.
  - A parent or guardian will be contacted to pick up the child immediately.
  - If a student is a licensed driver, they will be allowed to drive home subject to parent or guardian permission.
  - Student should isolate from others at home and contact a healthcare provider.

- Refer to the Health Screening Decision Tree.
Sick Rooms and Well Rooms

- A separate Sick-Visit Room shall be designated. Protocols include:
  - Symptomatic student isolated and monitored.
  - Temperature taken upon entry.
  - Facial covering worn and social distanced to the greatest extent possible.
  - School health staff and/or school nurses wear appropriate PPE including mask, gloves, and eye protection.
  - Room cleaned in accordance with CDC-LDH guidelines after occupied by any sick student.
- A separate Well-Visit Room shall be designated for other daily medical needs such as daily medication administration, diabetic needs, or first aid.

Absences Related to COVID-19

STPPS will work with families to ensure continuity of education and opportunities for make-up work when students miss school due to sickness. Pursuant to BESE Bulletin 741, student attendance guidelines apply when a student misses school. Please reference the District Handbook For Students and Parents for additional attendance guidelines and procedures. Absences fall under four categories:

- **Exempted and Excused**: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- **Non-Exempted and Excused**: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent’s note.
- **Unexcused**: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- **Suspensions**: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

Distance Learning During Isolation or Quarantine

- Should there be a need for a student, class, or school to quarantine or isolate due to COVID-19, continuity of education will be provided through distance learning pending the return to class/campus.
  - Google Classroom will be used as the learning platform for grades PK-12.
  - Teacher webpages through the Student Progress Center will be maintained for parent/caregiver communication.
  - The temporary transitions to distance learning are not part of the STPPS Virtual School.
  - Students will work independently and teachers will be available for student support.
NOTIFICATION

Parents/caregivers should notify the school principal if their child is presumptive positive or positive for COVID-19.
- Upon notification of a presumptive positive or positive case of COVID-19, the school principal will notify the District Health and Safety Coordinator or designated supervisor immediately.
- The District Health and Safety Coordinator will contact the Office of Public Health to report potential exposure.
- The school will follow the directions shared by the Office of Public Health regarding contact tracing.
- Refer to the Notification Flow Chart.

NOTIFICATION FLOW CHART

School Notification of Presumptive Positive or Positive COVID-19

School Principal or designee immediately notifies District Health and Safety Coordinator

District Health and Safety Coordinator contacts Louisiana Department of Health

*Ochsner Health Systems will serve as LDH liaison

School will follow Louisiana Department of Health directives
**FACE COVERINGS**

- Face coverings are meant to protect both the wearer of the face covering and surrounding individuals (Defined by BESE Bulletin 741, Chapter 37, §3703).
- Adults and students (3rd grade and up) must wear face coverings, as able, to the maximum extent possible. Face coverings should be worn in all areas of the school during arrival, dismissal, and other transitions. Students in PK-2 may wear a face covering while inside the school facility (BESE Bulletin 741, Chapter 4, §403).
- Face coverings may be brought from home or disposable masks will be provided by the school.
  - Student face masks and coverings can be patterned, have the school or STPPS logo, or can be monogrammed as long as they comply with the dress and personal grooming policy stated in the District Handbook for Students and Parents.
  - The CDC does not recommend use of neck gaiters as a substitute for cloth face coverings. The effectiveness of neck gaiters is not known and they should only be used until an appropriate face covering can be secured.
- A cloth face covering should:
  - fit snugly but comfortably against the side of the face
  - completely cover the nose and mouth
  - secure with ties or ear loops
  - allow for breathing without restriction
  - be laundered daily
- The following conditions are required in order for a student with health issues or other concerns to be granted a face covering exception based upon a medical or disability issue:
  - If unable to wear a mask, the student shall complete the Medical or Disability Impact Exceptions Request Form.
  - The accommodation request form shall include documentation from a qualified medical professional or healthcare provider identifying the medical issue or disability that indicates the need for exception.
  - Parent/caregiver shall sign the request form and submit it to their school principal.
  - The Superintendent, or designee thereof, shall review for consideration and render a decision upon receipt of the form.
  - The written decision of the Superintendent, or designee thereof, shall be provided by letter, memo, or email to the applicant, and the decision shall be final.
  - For students who have a medical exception for a cloth facial covering, a face shield with a drape at the bottom of the shield is allowable as a substitute.
The information in the charts below are in accordance with guidance from the Louisiana Department of Health (LDH) and Centers for Disease Control (CDC).

Please Note: The procedures and protocols are subject to change as updated guidance is provided by governing authorities and public health officials.

Per LDH-CDC guidelines,
- COVID-19 compatible symptoms include:
  - Fever, cough, shortness of breath, chills, body and muscle pain, new headache, facial flushing, sore throat, persistent vomiting or diarrhea, and new loss of taste or smell. (CDC Symptoms of Coronavirus – COVID-19)
- Isolation and quarantine are defined as:
  - Isolation keeps someone who is sick, tested positive for COVID-19, or has a pending COVID-19 test without symptoms away from others, even in their own home. Isolation duration: At home at least 10 days (from first day of symptoms or test date if asymptomatic) with at least 24 hours fever free (without use of fever-reducing medications) and improvements in symptoms.
  - Quarantine is used to keep someone who might have been exposed to COVID-19—excluding people who have had COVID-19 within the past 3 months—away from others. People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. Quarantine duration: Close contacts of an individual infected with COVID-19 are required to quarantine for 7 days if they test negative and remain symptom-free for the duration of the quarantine. The negative test must be after the 5th day of beginning quarantine and can be a molecular/PCR or antigen test. If the individual does not take a COVID test, they are required to quarantine for 10 days and remain symptom-free for the duration of the quarantine. See the Return to School section for the most recent quarantine guidelines. If an individual develops symptoms during quarantine, then they should call their medical provider. (CDC Quarantine vs. Isolation)
- A close contact is defined as:
  - Any individual who has been within six feet of an infected person for at least 15 minutes during their infectious period which includes the 48 hours before the day the person became sick (or if asymptomatic, the 48 hours before specimen collection) until the person was isolated.
  - An individual that had direct contact with a COVID-19 case (touched, hugged, kissed, or shared eating and drinking utensils).
  - While face coverings must be worn in a school setting by staff and students in third grade or higher (children over the age of 2 may also wear face coverings) as they prevent transmission of COVID-19, the use of face coverings is not a factor in determining close contacts.
  - Contacts of contacts do not need to quarantine unless the primary contact becomes positive or symptomatic during quarantine and the secondary contact had continued close contact up to 48 hours prior to the primary contact becoming symptomatic.
## TABLE A

**POSITIVE COVID-19 TEST RESULT**

**STAY HOME – ISOLATE**
- Notify close contacts – employee or parent/caregiver notifies the principal/supervisor immediately of diagnosis.
- School will follow directives from LDH-Ochsner regarding contact tracing.

<table>
<thead>
<tr>
<th>RETURN TO SCHOOL</th>
<th>REQUESTED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), <strong>WITH</strong></td>
<td>✓ Written documentation of clearance to return to school from a licensed medical provider, <strong>OR</strong></td>
</tr>
<tr>
<td>✓ At least 24 hours fever free (without use of fever-reducing medications), <strong>AND</strong></td>
<td>✓ Submission of a Return to School/Site Certification Form.</td>
</tr>
<tr>
<td>✓ Improvements in symptoms.</td>
<td></td>
</tr>
</tbody>
</table>

## TABLE B

**SYMPTOMATIC WITH FEVER ≥ 100.4 AND AT LEAST 1 OTHER COVID-19 COMPATIBLE SYMPTOM BUT NO KNOWN CLOSE CONTACT TO A COVID CASE**

**STAY HOME – ISOLATE**
- Contact medical provider; monitor symptoms.
- Isolate before, during, and until COVID-19 test results and/or medical diagnosis is received.
- If COVID-19 positive test result, notify close contacts – employee or parent/caregiver notifies the principal/supervisor immediately of diagnosis.
- School will follow directives from LDH-Ochsner regarding contact tracing.

<table>
<thead>
<tr>
<th>RETURN TO SCHOOL</th>
<th>REQUESTED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If Positive COVID-19 test result or NO COVID-19 testing then:</strong></td>
<td>✓ Written documentation of clearance to return to school from a licensed medical provider, <strong>OR</strong></td>
</tr>
<tr>
<td>✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), <strong>WITH</strong></td>
<td>✓ Submission of a Return to School/Site Certification Form.</td>
</tr>
<tr>
<td>✓ At least 24 hours fever free (without use of fever-reducing medications), <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td>✓ Improvements in symptoms.</td>
<td></td>
</tr>
<tr>
<td><strong>If Negative COVID-19 test result then:</strong></td>
<td>✓ At least 24 hours fever free (without use of fever-reducing medications), <strong>AND</strong></td>
</tr>
<tr>
<td>✓ At least 24 hours fever free (without use of fever-reducing medications), <strong>AND</strong></td>
<td>✓ Improvements in symptoms.</td>
</tr>
</tbody>
</table>
### TABLE C

**SYMPTOMATIC WITH COVID-19 COMPATIBLE SYMPTOMS BUT NO FEVER AND NO KNOWN CLOSE CONTACT TO A COVID CASE**

**STAY HOME – ISOLATE**
- Contact medical provider; monitor symptoms.
- *Isolate before, during, and until COVID-19 test results and/or medical diagnosis is received.*
- If COVID-19 positive test result, notify close contacts – employee or parent/caregiver notifies the principal/supervisor immediately of diagnosis.
- School will follow directives from LDH-Ochsner regarding contact tracing.

**RETURN TO SCHOOL**

**If Positive COVID-19 test result then:**
- ✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), **WITH**
- ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
- ✓ Improvements in symptoms.

**If Negative COVID-19 test result or NO COVID-19 testing then:**
- ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
- ✓ Improvements in symptoms.

**REQUESTED DOCUMENTS**

- ✓ Written documentation of clearance to return to school from a licensed medical provider, **OR**
- ✓ Submission of a [Return to School/Site Certification Form](#).

---

### TABLE D

**CLOSE CONTACT OF A KNOWN COVID CASE**

**STAY HOME – QUARANTINE**
- Monitor symptoms; contact medical provider if symptoms develop.
- School will follow directives from LDH-Ochsner regarding contact tracing.
- PK-2 students must quarantine for the full 14 days and are not eligible to return sooner due to no mask wearing at school.
- Student athletes who are quarantined may return to school prior to the 14-day period with proper testing/quarantine, but cannot participate in sports until completion of full the 14-day period.

**RETURN TO SCHOOL**

**Option 1: 7-Day Quarantine**

- ✓ If negative COVID-19 test result, then:
  - Complete 7 days of quarantine from the last date of exposure to the case with no subsequent symptoms during that time. The negative COVID-19 test result must be after the 5th day of beginning quarantine.

**Option 2: 10-Day Quarantine**

- ✓ If no COVID-19 testing, then:
  - Complete 10 days of quarantine from the last date of exposure to the case with no subsequent symptoms during that time.
  - If individual develops symptoms during quarantine, they should call their medical provider and follow isolation protocols outlined in Tables A, B, and C.

**REQUESTED DOCUMENTS**

**Option 1: 7-Day Quarantine**

- ✓ Negative COVID-19 test result (molecular/PCR or antigen) from a test taken after the 5th day of beginning quarantine, **AND**
- ✓ Submission of a [Return to School/Site Certification Form](#).

**Option 2: 10-Day Quarantine**

- ✓ Submission of a [Return to School/Site Certification Form](#).

**NOTE:** A student who has tested positive and had a PCR Molecular test will not have to quarantine if he/she is a close contact of another COVID positive person within 90 days of the student’s test date.
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EMPLOYEE SAFE START GUIDE

St. Tammany Parish Public Schools will ensure that the safety of all employees is maintained to the fullest extent while providing educational services to students. The COVID-19 guidelines set forth below were developed along with Ochsner Health Systems and in accordance with current Louisiana State Board of Education (BESE) guidelines, Louisiana Department of Education (LDOE), Louisiana Department of Health (LDH), and Centers for Disease Control (CDC) recommendations.

*Please Note: The procedures and protocols are subject to change as updated guidance is provided by governing authorities and public health officials.*

- Adults should stay home if they are sick, positive for COVID-19, have a pending COVID-19 test, or were in direct contact with someone who is presumptive positive or tested positive for COVID-19.
- Given the levels of COVID-19 in our communities, we expect some students and employees will be diagnosed with COVID-19 throughout the school year. As a result, rolling closures of individual classes and/or school closures may be necessary based on clusters of positive COVID-19 cases.

HEALTH SCREENINGS

 Employees should self-monitor for symptoms before physically reporting to work. Symptoms include fever of 100.4°F or higher, cough, shortness of breath, chills, body aches, new headache, facial flushing, sore throat, new loss of taste or smell, and muscle pain. If employees have any of these symptoms, they should stay home.

Upon arrival, employees will be subject to temperature checks and COVID-19 screening questions.

COVID-19 screening questions may include:

- Have you had recent direct exposure with someone who is presumptive positive or tested positive?
- Do you have a pending COVID-19 test?
- Have you taken any fever-reducing medication in the last 24 hours?
- Do you have shortness of breath or a cough?
- Do you have a sore throat?
- Do you have muscle pain?
- Do you have a new loss of taste and smell?
- Do you have chills?

Employees will receive a colored wristband once they have passed the temperature check and screening questions at the start of their workday.

If an employee’s temperature is 100.4°F or higher or answers “YES” to any of the screening questions, then the employee shall be sent home, should isolate from others at home, and contact a healthcare provider. See Additional Guidance for Ochsner Employer Connect information.

- Refer to the Health Screening Decision Tree.
If an employee develops symptoms at work, then he/she should immediately self-isolate, notify his/her principal/supervisor, return home, isolate from others at home, and contact a healthcare provider. See Additional Guidance for Ochsner Employer Connect information.

- Refer to the Health Screening Decision Tree.
Employees must keep their principals/supervisors informed of any COVID-19 presumptive or actual diagnosis. If employees are asked to quarantine as a result of a diagnosed family member or close contact, then they must stay home and notify their principal/supervisor.

**Notification Flow Chart**

1. **School/Site Notification of Presumptive Positive COVID-19/Pending COVID-19/Close Contact**
2. **School Principal/Supervisor immediately notifies District Health and Safety Coordinator**
3. **District Health and Safety Coordinator contacts Louisiana Department of Health**
   *Ochsner Health Systems will serve as LDH liaison*
4. **School/Site will follow Louisiana Department of Health directives**

**Handwashing**

Employees should maintain excellent hand hygiene using soap and water to wash hands for at least 20 seconds or use alcohol-based hand sanitizer.

- Employees should wash hands or apply hand sanitizer upon entry to the school/site, entry to the classrooms/offices, and when students change classes or at least every two hours.
- In addition, hand sanitizing shall take place before and after eating, before and after using outdoor playground equipment (if applicable), and before exiting the facility.
Face coverings are meant to protect both the wearer of the face covering and surrounding individuals (Defined by BESE Bulletin 741, Chapter 4).

- Face coverings must be worn by all adults in all areas of the school/site especially during arrival, dismissal, assemblies with appropriate physical distancing, and any other transition within the school/site.
- If an employee does not have a face covering, then one will be provided. An employee’s face covering can be patterned, have the school or STPPS logo, or can be monogrammed as long as it complies with the staff dress, accessories, and grooming policy stated in the Employee Policy and Procedure Handbook.
- Cloth masks may be reused but should be laundered daily. If masks are used for longer periods throughout the day, consider changing to a fresh mask if it becomes moist.
- The use of face coverings is not a factor in determining close contacts.
- The CDC does not recommend use of neck gaiters as a substitute for cloth face coverings. The effectiveness of neck gaiters is not known and they should only be used until an appropriate face covering can be secured.
- A face shield will be provided to employees with direct contact with students and should be worn over a cloth face covering. It is not recommended to be worn alone for normal everyday activities or as a substitute for cloth face coverings. For employees who have a medical exception for a cloth facial covering, a shield with a drape at the bottom of the shield is allowable as a substitute.
- Individuals with breathing difficulties should consult their principal or supervisor for accommodations to the requirement of face coverings. Support for these individuals includes consultation with medical experts including the school nurse as well as our local, state, and regional contacts for medical guidance to determine the appropriate accommodation(s) for an employee that has medical conditions or disabilities that prohibit compliance to the wearing of face coverings.
- Employees that grossly neglect the wearing of face coverings as required by BESE Policy will be counseled by their principal/supervisor for support and compliance. Continued non-compliance will result in employee discipline as per policy.
- In order for an employee with breathing difficulties to be granted an exception based upon a medical condition or disability:
  - An employee shall complete the Medical or Disability Impact Exceptions Request Form and submit to their principal/supervisor.
  - The exceptions request form shall identify the medical or disability issue that the applicant contends affords the need for an exception.
  - The exceptions request form shall include documentation from a qualified medical professional or healthcare provider specifically identifying the medical or disability issue which the applicant contends affords the need for the referenced exception.
  - The exceptions request form shall be promptly forwarded to Pete Jabbia.
  - The Superintendent, or designee thereof, will review for consideration and render a decision upon receipt of the form. The written decision of the Superintendent, or designee thereof, shall be provided by letter, memo, or email to the applicant, and the decision shall be final.
  - For employees who have a medical exception for a cloth facial covering, a face shield with a drape at the bottom of the shield is allowable as a substitute.
SOCIAL DISTANCING

- Everyone should maintain a six-foot distance between themselves and other employees and students to the greatest extent possible. STPPS will designate six-foot distances with appropriate markings or signage to ensure social distancing.
- Practice social distancing in all areas: entry points, hallways, offices, cubicles, elevators (if applicable), restrooms, exits, and breakrooms at all times (including breaks/lunch).
- Limit movement in buildings to the greatest extent possible. Schools will plan for scheduled transitions during take-in, lunch, between class periods (as necessary), and dismissal. Schools will limit the number of students in the hallway at one time, and students will move in the same direction when possible.
- Avoid in-person meetings when possible and adhere to social distancing practices when meetings in person are necessary.
- Employees should not gather with others except as necessary for work-related purposes.
- Employees should not linger in common eating areas or lounges. There should be no community food or meal sharing. All personal food items should be taken home daily.
- Shared spaces where employees congregate including lounges, shared office spaces, copy rooms, workrooms, etc. should be closed or limited to one or two faculty members. If they are used, faculty members must adhere to the physical distancing and facial covering guidelines. A central staff member should be identified to access shared work spaces when possible.
- Limit sharing physical work materials. Respect your co-workers’ personal space, workspace, and work equipment. Refrain from using another co-workers’ workspace.
- In the classroom environment, the following should be conducted:
  - Establish distance between the teacher’s desk/board and students’ desks.
  - Desks should face one direction or back-to-back, use one side of tables and be placed as far apart as possible.
  - Assigned seating charts should be maintained and updated as needed.
  - Students may sit on mats as long as social distancing practices are maintained and disinfected after each use.
  - Teachers should teach from one location to the greatest extent possible.
  - Physical interaction through partner or group work should adhere to social distancing practices.
- For younger students unable to maintain physical distance, maintain static groups. These static groups may have adults rotate into the group for educational purposes or may move as a static group to another area as needed throughout the day (as per LDOE FAQ guidance).
- The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting to the greatest extent possible.
ENVIRONMENTAL CLEANING

- STPPS will conduct deep cleaning of all schools/sites before the start of the school year.
- Custodial staff will clean and disinfect high-touch surfaces in high-traffic areas outside of the classroom including restrooms multiple times throughout the day.
- Custodial staff will clean and disinfect high-touch surfaces inside the classroom (desk tops, chair tops, light switches, doorknobs, pencil sharpeners, keyboards, and mice), hallways, banisters, offices, restrooms, and other areas utilized by employees at the end of the school/site workday.
- Custodial staff will disinfect all weight rooms/athletic facilities at the end of the school day.
- Playground equipment will be cleaned after each use.
- Teachers and/or staff in charge of classrooms will clean high-touch points within the classroom (desk tops, chair tops, light switches, doorknobs, pencil sharpeners, keyboards, and mice) between each transition of students as appropriate.
  - Students’ desks should be cleaned before and after each student’s use. (Students are allowed to wipe down their desks, but they cannot be involved in the spraying of the disinfectant. Ensure students conduct proper handwashing after wiping down desks.)
  - Students should not disinfect personal areas in schools with disinfectant wipes or cleaning solutions. The cleaning of these areas should be conducted by appropriate school system personnel and in accordance with the most recent CDC guidelines.
- Employees should wear gloves when cleaning.
- Minimize items that must be cleaned such as soft or porous items.
- To the greatest extent possible, eliminate shared school supplies among students including electronic devices, toys, books, manipulatives, lab materials, art supplies, etc.
- Physical education teachers and/or coaches will clean any equipment utilized intermittently and between each transition of students.
- Child Nutrition staff will clean and disinfect all kitchen and serving areas after use, between meal service, and after meal service in accordance with the STPPS Child Nutrition Program Standard Operating Procedures for cleaning and disinfecting.
- Bus operators will follow all disinfecting expectations as established by the District.
  - Refer to Bus Transportation Procedures for Employees.
  - Checklists will be utilized by custodial staff to monitor effective cleaning and disinfecting practices.
SAFE START SUPPLIES

Many supplies have been ordered to support proper hygiene and additional cleaning that is required for COVID-19. Schools/sites will be sent an initial stock of these items. Principals/supervisors will work with the Maintenance Director to request restocking of these items.

- Each classroom will be equipped with a Safe Starter Kit to include:
  - Face Covering
  - Face Shield
  - Hand Sanitizer
  - Gloves
  - Marking Tape
  - Paper Towels
  - Tissue
  - Touchless Thermometer
  - Disinfecting Supplies
  - Hand Soap (if classroom includes a sink)

- All other school/site employees will receive supplies as needed.

- Employees should store supplies out of reach from students.

DRINKING WATER

- Shared water fountains will be closed.
- Bottled water will be made available as needed.
- Water bottle filling stations are being installed at the schools.
- Employees are encouraged to bring a water bottle from home.

SIGNAGE

STPPS will display signage in highly visible areas on how to stop the spread of COVID-19, how to properly wash your hands, how to promote everyday protective measures, and how to properly wear a face covering.

The following signs should be posted in each classroom:

- Symptoms of COVID-19
- Covering Coughs and Sneeze
- Wearing a Face Covering
- Hand Washing or Hand Sanitizing
- Social Distancing
BARRIERS

• STPPS will erect barriers where staff will need to interact with the public.
• STPPS will create barriers between workspaces where six feet of distance between employee work stations is not possible.
• If more than one group convenes indoors in large rooms such as gymnasiums, auditoriums, cafeterias, libraries, etc., then a physical barrier must be erected to separate the groups.

ADDITIONAL CONSIDERATIONS

• A temporary waiver was signed by Governor Edwards to suspend the 30-minute physical activity requirements for K-8 students.
• Physical education teachers must adhere to all health and safety guidelines and precautions to include:
  • Use games, activities, and equipment that require no physical contact and do not require students to be in close physical proximity to each other.
  • Consider strategies when setting up workstation equipment for social distancing throughout the activity.
• Phases 1 and 2 limitations for band and other music groups including but not limited to jazz band and choir orchestra include:
  • No indoor activity that involves playing wind instruments (to include all woodwind and brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument).
  • No vocal singing indoors.
  • Outdoor activity should have appropriate physical distancing measures taken.
• Phase 3 limitations for band and other music groups including but not limited to jazz band and choir orchestra include:
  • Outdoor band and vocal music activities must be practiced outdoors to the greatest extent possible. Outdoor activity should have appropriate physical distancing measures taken.
  • When band and vocal music classes are unable to practice outdoors during Phase 3, class may be held indoors in accordance with National Federation of State High School Associations guidelines.
• Phase 1 limitations for theater classes include:
  • No indoor activity that involves a speaking performance.
  • No vocal singing indoors.
  • Outdoor activity should have appropriate physical distancing measures taken.
• Phase 2 limitations for theater classes include:
  • No indoor activity that involves a speaking performance.
  • No vocal singing indoors.
  • Outdoor activity should have appropriate physical distancing measures taken.
  • Outdoor activities or performances should be limited to monologues only.
EMPLOYEE SAFE START GUIDE

- Phase 3 limitations for theater classes include:
  - Activity that involves speaking performances or activities may occur indoors/outdoors with appropriate physical distancing measures taken.
  - Vocal singing activities may occur indoors/outdoors only with appropriate physical distancing measures taken.

TRAINING

All employees will receive training on everyday protective measures such as handwashing, covering coughs and sneezes, how to put on and take off face coverings, social distancing practices, using thermometers, removing and discarding gloves, and proper cleaning techniques. Some of the trainings will be conducted through SafeSchools.

RETURN TO SCHOOL/SITE CRITERIA

The information in the charts below is in accordance with guidance from the Louisiana Department of Health (LDH) and Centers for Disease Control (CDC).

Please Note: The procedures and protocols are subject to change as updated guidance is provided by governing authorities and public health officials.

Per LDH-CDC guidelines,

- COVID-19 compatible symptoms include:
  - Fever, cough, shortness of breath, chills, body and muscle pain, new headache, facial flushing, sore throat, persistent vomiting or diarrhea, and new loss of taste or smell. (CDC Symptoms of Coronavirus – COVID-19)
  - Isolation and quarantine are defined as:
    - **Isolation** keeps someone who is sick, tested positive for COVID-19, or has a pending COVID-19 test without symptoms away from others, even in their own home. Isolation duration: At home at least 10 days (from the first day of symptoms or test date if asymptomatic) with at least 24 hours fever free (without the use of fever-reducing medications), and improvements in symptoms.
    - **Quarantine** is used to keep someone who might have been exposed to COVID-19 — excluding people who have had COVID-19 within the past 3 months — away from others. People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. Quarantine duration: Close contacts of an individual infected with COVID-19 are required to quarantine for 7 days if they test negative and remain symptom-free for the duration of the quarantine. The negative test must be after the 5th day of beginning quarantine and can be a molecular/PCR or antigen test. If the individual does not take a COVID test, they are required to quarantine for 10 days and remain symptom-free for the duration of the quarantine. See the Return to School section for the most recent quarantine
guidelines. If an individual develops symptoms during quarantine, then they should call their medical provider. (CDC Quarantine vs. Isolation)

- A close contact is defined as:
  - Any individual who has been within six feet of an infected person for at least 15 minutes during their infectious period, which includes the 48 hours before the day the person became sick (or if asymptomatic, the 48 hours before specimen collection) until the person was isolated.
  - An individual that had direct contact with a COVID-19 case (touched, hugged, kissed, shared eating, or drinking utensils).
  - While face coverings must be worn in a school setting by staff and students in third grade or higher (and children over the age of two may also wear face coverings) as they prevent transmission of COVID-19, the use of face coverings is not a factor in determining close contacts.
  - Contacts of contacts do not need to quarantine unless the primary contact becomes positive or symptomatic during quarantine and the secondary contact had continued close contact up to 48 hours prior to the primary contact becoming symptomatic.

### TABLE A

<table>
<thead>
<tr>
<th>POSITIVE COVID-19 TEST RESULT</th>
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<tbody>
<tr>
<td><strong>STAY HOME – ISOLATE</strong></td>
</tr>
<tr>
<td>- Notify close contacts – employee or parent notifies the principal/supervisor immediately of diagnosis.</td>
</tr>
<tr>
<td>- School will follow directives from LDH-Ochsner regarding contact tracing.</td>
</tr>
<tr>
<td><strong>RETURN TO SCHOOL/WORK</strong></td>
</tr>
<tr>
<td>✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), <strong>WITH</strong></td>
</tr>
<tr>
<td>✓ At least 24 hours fever free (without use of fever-reducing medications), <strong>AND</strong></td>
</tr>
<tr>
<td>✓ Improvements in symptoms.</td>
</tr>
<tr>
<td><strong>REQUESTED DOCUMENTS</strong></td>
</tr>
<tr>
<td>✓ Written documentation of clearance to return to school/work from a licensed medical provider, <strong>OR</strong></td>
</tr>
<tr>
<td>✓ Submission of a Return to School/Site Certification Form.</td>
</tr>
</tbody>
</table>
### TABLE B

**SYMPTOMATIC WITH FEVER ≥ 100.4 AND AT LEAST 1 OTHER COVID-19 COMPATIBLE SYMPTOM BUT NO KNOWN CLOSE CONTACT TO A COVID CASE**

#### STAY HOME – ISOLATE
- Contact medical provider; monitor symptoms.
- **Isolate before, during, and until COVID-19 test results come back and/or medical diagnosis.**
- If COVID-19 positive test result, notify close contacts – employee or parent notifies the principal/supervisor immediately of diagnosis.
- School will follow directives from LDH-Ochsner regarding contact tracing.

#### RETURN TO SCHOOL/WORK

- **If Positive COVID-19 test result or NO COVID-19 testing then:**
  - ✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), **WITH**
  - ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
  - ✓ Improvements in symptoms.

- **If Negative COVID-19 test result then:**
  - ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
  - ✓ Improvements in symptoms.

#### REQUESTED DOCUMENTS
- ✓ Written documentation of clearance to return to school/work from a licensed medical provider, **OR**
- ✓ Submission of a Return to School/Site Certification Form.

### TABLE C

**SYMPTOMATIC WITH COVID-19 COMPATIBLE SYMPTOMS BUT NO FEVER AND NO KNOWN CLOSE CONTACT TO A COVID CASE**

#### STAY HOME – ISOLATE
- Contact medical provider; monitor symptoms.
- **Isolate before, during, and until COVID-19 test results come back and/or medical diagnosis.**
- If COVID-19 positive test result, notify close contacts – employee or parent notifies the principal/supervisor immediately of diagnosis.
- School will follow directives from LDH-Ochsner regarding contact tracing.

#### RETURN TO SCHOOL/WORK

- **If Positive COVID-19 test result or NO COVID-19 testing then:**
  - ✓ At least 10-day isolation (from first day of symptoms or test date if asymptomatic), **WITH**
  - ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
  - ✓ Improvements in symptoms.

- **If Negative COVID-19 test result or NO COVID-19 testing then:**
  - ✓ At least 24 hours fever free (without use of fever-reducing medications), **AND**
  - ✓ Improvements in symptoms.

#### REQUESTED DOCUMENTS
- ✓ Written documentation of clearance to return to school/work from a licensed medical provider, **OR**
- ✓ Submission of a Return to School/Site Certification Form.
# EMPLOYEE SAFE START GUIDE

## TABLE D

<table>
<thead>
<tr>
<th>CLOSE CONTACT OF A KNOWN COVID CASE</th>
</tr>
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<tbody>
<tr>
<td><strong>STAY HOME – QUARANTINE</strong></td>
</tr>
<tr>
<td>• Monitor symptoms; contact medical provider if symptoms develop.</td>
</tr>
<tr>
<td>• School will follow directives from LDH-Ochsner regarding contact tracing.</td>
</tr>
</tbody>
</table>

### RETURN TO SCHOOL

#### Option 1: 7-Day Quarantine

- **✓ If negative COVID-19 test result, then:**
  - Complete 7 days of quarantine from the last date of exposure to the case with no subsequent symptoms during that time. The negative COVID-19 test result must be after the 5th day of beginning quarantine.

#### Option 2: 10-Day Quarantine

- **✓ If no COVID-19 testing, then:**
  - Complete 10 days of quarantine from the last date of exposure to the case with no subsequent symptoms during that time.

  If individual develops symptoms during quarantine, they should call their medical provider and follow isolation protocols outlined in Tables A, B, and C.

### REQUESTED DOCUMENTS

#### Option 1: 7-Day Quarantine

- **✓ Negative COVID-19 test result (molecular/PCR or antigen) from a test taken after the 5th day of beginning quarantine, AND**
- **✓ Submission of a Return to School/Site Certification Form.**

#### Option 2: 10-Day Quarantine

- **✓ Submission of a Return to School/Site Certification Form.**

### NOTE:

An employee who has tested positive and had a PCR Molecular test will not have to quarantine if he/she is a close contact of another COVID positive person within 90 days of the employee’s test date.

### School Closure

If it is determined that a school was the focus of a COVID-19 infection, the Superintendent, in consultation with the Office of Public Health, will determine if the school should remain open and if any quarantines are required or recommended. A positive case of COVID-19 does not necessarily warrant classroom or school closure.

### International Travel Guidelines for Employees

Due to international travel likely requiring quarantine upon return to the United States, all employees who intend to travel internationally should notify their supervisor of the travel as soon as possible but no later than 48 hours prior to departure. Employees should refer to the [CDC Health Alert for International Travel](https://www.cdc.gov/travel) for additional information.
2020-2021 Safe Start Daily Riding Procedures
Drivers must self-temperature scan and record the action on the pre-trip inspection form daily. Drivers must temperature scan all bus attendants and record the action on the pre-trip inspection form daily. Students will be checked for temperature and assessed for sickness when they arrive at school. **DO NOT temperature scan a student.**

Safe School Bus Procedures

1. Unless medically unable adults and students in grades 3-12 are required to have a mask upon entering the school bus and must wear while riding the bus. Any child over age 2 may wear a face covering/mask. One face shield each will be provided for the driver and attendants. If employees choose to wear a face shield, a mask must still be worn.
2. All students are required to sanitize their hands with hand sanitizer (distributed by transportation) upon entering the school bus.
3. Do not provide any hand sanitizer except what is distributed by STPPS.
4. All students on the bus MUST remain seated at all times in their seats, facing forward, and wearing a face mask unless medically unable.
5. Students from the same household may sit together. If doubling up in a seat, skip every other seat with one student against the window and one sitting on the aisle. Passengers should be spread to the greatest extent possible.
6. Buses will empty from the front of the bus to the rear (one seat at a time) mitigating contact and students passing each other.
7. Windows should be cracked open to facilitate airflow as weather conditions permit.
8. If a student enters the bus without a mask, you are to provide the student with a disposable mask to wear. (Unless the student identifies as being medically unable to wear a mask that you must confirm with the school administration as soon as possible).
9. Common sense is encouraged when dealing with student actions regarding mask issues and disciplinary actions taken by the driver. All behaviors should be reported to school employees when the students are delivered along with our expectation you make parental contact.
10. All students must adhere to all regulations as explained in the Safety Procedures for School Bus Riders brochure.
11. Students must maintain social distancing at the bus stop to avoid the congregation of children from different households.
12. Students will be received at the school no sooner than 30 minutes before the beginning bell. Stagger unloading of students at school to the greatest extent possible. You must adjust your route to avoid sitting on the ramp for any extended period.
**Disinfecting Expectations**

After each load of students is delivered to the appropriate school (or a run is complete), the driver MUST disinfect the “high touch” areas of their bus before loading their next group of students using the following guidelines. Drivers are required to wear masks and gloves before spraying any disinfectant. After all required areas are sprayed, you must wipe off any excess disinfectant. Dispose of the gloves after disinfecting and wiping.

Drivers are not allowed to use any disinfectant except what is distributed by STPPS. Start at the rear of the bus working forward:

1. Spray all seat tops, seat backs, and seat bottoms with a light coat of disinfectant.
2. Spray around window frames and latches.
3. Spray around passenger entry area (doors, door frames, handrails, driver’s seat, and driver’s compartment).

After the morning routes and afternoon routes are complete, disinfect the bus using the following guidelines. After disinfecting the interior of the bus, dispose of the gloves and empty trash cans daily. Start at the rear of the bus working forward using the same procedures as previously mentioned:

1. Spray all seat backs, bottoms, and tops thoroughly and DO NOT WIPE OFF EXCESS. Allow to air dry.
2. Spray around window frames and latches and DO NOT WIPE OFF EXCESS. Allow to air dry.
3. Spray around passenger entry area (floors, doors, door frames, handrails, driver’s seat, and driver’s compartment). DO NOT WIPE OFF EXCESS. Allow to air dry.

**District/School Considerations**

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<td><strong>Maximum Bus Capacity</strong></td>
<td>50% of the school buses manufacturing capacity</td>
<td>75% of the school buses manufacturing capacity</td>
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<td>(including adults)</td>
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<td><strong>Seats</strong></td>
<td>Passengers will be spaced to the maximum extent possible.</td>
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EMPLOYEE MEDICAL OR DISABILITY IMPACT EXCEPTIONS REQUEST FORM

The St. Tammany Parish School Board requires all requests for exceptions to one or more provisions in Chapter 4 of Bulletin 741, including the face coverings requirement, to be submitted using the present form. Forms must be accompanied by appropriate documentation to support the requested exception. Once you have completed the form, please provide same with substantiating documentation to your immediate supervisor for review and processing.

EMPLOYEE INFORMATION:

Employee Name: ___________________ Date Request Submitted: ____________
Position/Dept: _____________________ Immediate Supervisor: ______________

IDENTIFY MEDICAL OR DISABILITY ISSUE THAT AFFORDS NEED FOR EXCEPTION. Please describe the specific medical or disability issue for which you seek an exception or accommodation:
__________________________________________________________________________

IDENTIFY ACCOMMODATION OR EXCEPTION SOUGHT. Please describe the specific accommodation or exception which you seek or which you believe is necessary to enable to perform the essential functions of your job:
__________________________________________________________________________

ATTACH MEDICAL DOCUMENTATION. Please attach documentation from your qualified medical professional or healthcare provider specifically identifying the medical or disability issue that you contend affords the need for the referenced exception. In addition, please state the following:

Name of Physician: ________________________ Telephone Number: ______________________
Address: _________________________________ Fax Number: _____________________________

I, the undersigned employee, attest that the information contained herein is true and accurate to the best of my knowledge. I authorize the release of necessary confidential information regarding my medical or disability issue to relevant supervisors as deemed necessary by Human Resources.

Employee Signature: __________________________ Date: ________________________________

Supervisor Signature: __________________________

Superintendent/Designee: _____ Approve _____ Deny
Signature: ______________________________________________________________________
Date: __________________________________________________________________________
STUDENT MEDICAL OR DISABILITY IMPACT EXCEPTIONS REQUEST FORM

The St. Tammany Parish School Board requires all requests for exceptions to one or more provisions in Chapter 4 of Bulletin 741, including the face coverings requirement, to be submitted using the present form. Forms must be accompanied by appropriate documentation to support the requested exception. Once you have completed the form, please provide same with substantiating documentation to the principal of the school in which the student is or will be enrolled for review and processing.

STUDENT INFORMATION:

Student Name: ___________________ Date Request Submitted: __________________

Grade: _____________________ Name of School: _________________________

IDENTIFY MEDICAL OR DISABILITY ISSUE THAT AFFORDS NEED FOR EXCEPTION. Please describe the specific medical or disability issue for which the student seeks an exception or accommodation:

___________________________________________________________________________

IDENTIFY ACCOMMODATION OR EXCEPTION SOUGHT. Please describe the specific accommodation or exception being requested:

___________________________________________________________________________

ATTACH MEDICAL DOCUMENTATION. Please attach documentation from the student’s qualified medical professional or healthcare provider specifically identifying the medical or disability issue that affords the need for the referenced exception. In addition, please state the following:

Physician Contact Information:

Name of Physician: ________________________ Telephone Number: _______________________

Address: _________________________________ Fax Number: _____________________________

IS THIS REQUEST RELATED TO A SERVICE OR ACCOMMODATION AFFORDED IN ONE OF THE FOLLOWING EXISTING PLANS? If so, please check those that apply:

_____ 504 Plan     _____ Individualized Education Plan (IEP)     _____ Individualized Health Plan (IHP)

I, the undersigned parent or legal guardian, attest that the information contained herein is true and accurate to the best of my knowledge. I authorize the release of necessary confidential information regarding the student’s medical or disability issue to relevant administrators as deemed necessary for consideration of this application.

Parent/Guardian Signature: ______________________ Date: ____________________________

Principal Name: ______________________________ Date Application Received: _____________

***If an existing 504 Plan, IEP, or IHP is referenced above, a School Building Level Meeting was called to review this application and the existing plan to determine if the exception is needed to avoid a conflict therewith, and whether the existing 504 Plan, IEP, or IHP should be modified to alleviate the need for the exception. The recommendation of the School Building Level Meeting is attached hereto and is being forwarded with the application for review by the Superintendent or his/her designee. This documentation shall be incorporated into the student’s school record and, if applicable, made a part of the student’s 504 Plan, IEP, or IHP.

Principal Signature: ______________________________ Date: ____________________________

Superintendent/Designee: _____ Approve _____ Deny Signature/Date: __________________________
Dear Parents and Caregivers:

To maintain a safe and healthy school, we are asking that you evaluate your child for COVID-19 symptoms prior to the start of school every day. If your child is experiencing symptoms, we ask that you keep your child home from school.

If a student experiences COVID-19 symptoms or is determined to have a fever of 100.4°F or higher while at school, the parent or caregiver will be notified. To ensure the safety of other students and employees, the student must be picked up immediately from school following the notification.

By signing below, you agree to the following guidelines:

- If my child is experiencing COVID-19 symptoms or has a fever of 100.4°F or higher, I will keep my child home from school.
- I will notify the school immediately if my child has a positive COVID-19 diagnosis or was in direct contact with someone who is presumptive positive or positive for COVID-19 or has a pending COVID-19 test.
- I will immediately pick up my child from school if notified they are experiencing COVID-19 symptoms or have a fever of 100.4°F or higher.

Parent/Caretaker:

Parent Name (please print): ________________________________
Parent Signature: ____________________________________________

Student:

Student Name (please print): ________________________________
Grade: _______
Homeroom Teacher: ________________________________
COVID-19 RETURN TO SCHOOL/SITE CERTIFICATION FORM
FOR STUDENTS AND EMPLOYEES

Our priority remains the health and safety of our students and employees. We have created a plan with the most recent and relevant information available during this dynamic situation. The COVID-19 guidelines set forth below were developed in partnership with Ochsner Health Systems and in accordance with current Louisiana State Board of Education (BESE) guidelines, Louisiana Department of Education (LDOE), Louisiana Department of Health (LDH), and Centers for Disease Control (CDC) recommendations.

Students and Employees who have had close contact with confirmed case:

If someone is identified as a close contact to a confirmed case, they must be placed under quarantine for 14 days. Even if they test negative, they must remain in quarantine. Students and employees must submit the Return to School/Site Certification form.

*Close contact is defined as being within 6 feet of an infected person (touched, hugged, kissed, shared eating or drinking utensils) for at least 15 minutes during their infectious period, which includes the 48 hours before the day the person became sick (or if asymptomatic, the 48 hours before specimen collection) until the person was isolated.

End of Isolation for Students and Employees who have tested positive for COVID-19:

Isolation must be maintained for at least 10 days after illness onset and at least 3 days (72 hours) after recovery. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

A person may return to work 10 days after symptom onset (or 10 days after test date if asymptomatic and remained asymptomatic) as long as they have been symptom-free for the preceding 72 hours. Students and employees must submit Return to School/Site Certification form.

A negative test is no longer required to end isolation considering our limited testing capacity. However, testing to determine end of isolation is appropriate for persons with weakened immune systems.

Clearance will come from the Human Resources Department. Parents and employees should email the COVID-19 Return to School/Site Certification form to safetycoordinator@stpsb.org and your principal/supervisor.

We will provide updates to this process as we receive further guidance from Ochsner and LDH.
**Employees and Students who have had close contact with a confirmed case:**

If someone is identified as a close contact to a confirmed case, then they must be placed under quarantine for 14 days. I had close contact with a confirmed case of COVID-19 on ____________________; since that date I have not had any symptoms of COVID-19. Fourteen days have elapsed since my exposure.

By signing this document, I verify that I have been symptom-free for the appropriate number of days (14 days) and that the information reported above is correct. Therefore, I can be released from isolation and may resume work or school related activities.

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**End of Isolation for Employees and Students who have tested positive for COVID-19 or have exhibited COVID-19 symptoms:**

At least ten days have passed since symptom onset (or 10 days after test date if asymptomatic and remained asymptomatic) and I have remained symptom-free for the preceding 72 hours without the use of fever reducing medications. For purposes of this document, Recovery is considered to be 72 hours with no symptoms, without the use of fever reducing medications.

Test Result:  Positive [ ]  Negative [ ]  Not Tested [ ]

Date of Symptom Onset or Positive Test:  _________________  Date of Recovery:  _________________

By signing this document, I verify that I have been symptom-free for the appropriate number of days (3 days) and that the information reported above is correct. Therefore, I can be released from isolation and my resume work or school related activities.

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EMERGENCY PAID SICK LEAVE ACT (EPSLA) and EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA) EMPLOYEE REQUEST FORM

The St. Tammany Parish School Board requires all EPSLA and EFMLEA leave requests to be submitted using the present form. Forms must be accompanied by appropriate documentation to support the requested leave. Once you have completed the form, please provide same with substantiating documentation to the Human Resources Department for review and processing.

EMPLOYEE INFORMATION:

Employee Name: _______________________________ Employee Identification Number: ____________
Position/Dept:  ___________________________________ Date of Hire: _____________________________
Leave Start Date: ___________________ Anticipated Duration of Leave:________________

REASON FOR LEAVE:
Select the reasons for the requested leave. All leave requests require documentation to validate the request for leave.

I hereby certify that I am unable to work because (check one):

_____ 1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
State name of government entity that issued order: ____________________.
(Attach copy of the quarantine or isolation order.)

_____ 2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
State name of health care provider:  _______________________________.
(Attach copy of written recommendation from healthcare provider.)

_____ 3. I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis.
State name of health care provider: ______________________________.
(Attach documentation regarding pursuit of diagnosis.)

_____ 4. I am caring for an individual who: (a) is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or (b) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
Name of individual to whom you are providing care:__________________.
(Attach quarantine or isolation order OR written recommendation to quarantine. )

_____ 5. I am caring for my child whose school or place of care has been closed or whose child care provider is unavailable for reasons related to COVID-19.
State name(s) and age(s) of child(ren): ____________________________.
State name(s) of school(s) or place(s) of care that has/have been closed or name of care giver/provider who is unable due to COVID-19 precautions: ____________________________.
(Attach public notice documenting closure or communication from school, childcare facility, or childcare provider.)

_____ (Initial) I confirm that no other person will be providing care for my child(ren) during the period for which leave is requested, and that if such child(ren) is/are older than fourteen (14) years of age, special circumstances exist which require that care be provided.

_____ 6. I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
(Attach written recommendation to quarantine.)
ACKNOWLEDGEMENT AND SIGNATURE:

I acknowledge that I have read this request form and have completed it truthfully and accurately to the best of my knowledge and ability. I have attached the required documentation to support my leave request as specified above. My signature below is an acknowledgement that I am unable to work due to the Reason for Leave as indicated on this form.

I further understand and acknowledge that the Human Resources Department will review this request to ensure that the requisite criteria pursuant to applicable law and regulations has been met before the requested leave and/or emergency pay will be approved.

Based on the reason indicated on page 1 of this document I understand that I will be paid as follows:

- 100% of my daily rate of pay for qualifying reasons #1-3, up to $511 daily and $5,110 total (up to 2 weeks total)

- ⅔ of my daily rate of pay for qualifying reasons #4 and 6, up to $200 daily and $2,000 total (up to 2 weeks total)
  - □ I choose to use accrued emergency and/or vacation time (if available) to supplement the ⅔ ratio to equate to my regular daily rate of pay.
  - □ I choose NOT to use accrued emergency and/or vacation time to supplement the ⅔ ratio to equate to my regular daily rate of pay.

- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 for up to $200 daily and $12,000 total
  - □ I choose to use accrued emergency and/or vacation time (if available) to supplement the ⅔ ratio to equate to my regular daily rate of pay.
  - □ I choose NOT to use accrued emergency and/or vacation time to supplement the ⅔ ratio to equate to my regular daily rate of pay.

This form and required documentation must be sent to the Human Resources Department:
- Certificated Personnel: steve.alfonso@stpsb.org or (985) 898-3295
- Non-Certificated Personnel: lori.niehaus@stpsb.org or (985) 898-3205

Employee Signature ___________________________ Date ___________________________

For Human Resources Only – Do not write below this line

□ Approved

□ Denied

HR Representative ___________________________ Date ___________________________

Copy – Employee ___________________________ Copy – HR Department ___________________________

(LFN/mjdb 6/2020)
EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint: 1-866-487-9243 TTY: 1-877-889-5627 dol.gov/agencies/whd
OCHSNER EMPLOYER CONNECT

- All STPPS employees suspected positive for COVID-19 are encouraged to call Ochsner Employer Connect (OEC) at 1-833-OCHSNER.
- You should identify yourself as an STPPS employee.
- OEC staff will provide coordination of your care:
  - You will be encouraged to go to an Ochsner affiliated Urgent Care for a COVID visit and testing. This will likely eliminate the need for a physician’s office visit when you are ready to return to work.
  - You will also be given the option to see your own Primary Care Physician.
    - A visit with an Ochsner affiliated Urgent Care physician will expedite the coordination of your return to work.
    - OR you will need to coordinate your Return to Work directly with your Primary Care Physician and contact the STPPS Human Resources Department at 985-898-3254.

Ochsner Employer Connect (OEC)
1-833-OCHSNER

Ochsner URGENT CARE
& Occupational Health
ADDITIONAL GUIDANCE AND RESOURCES

American Health Care Association
Centers for Disease Control and Prevention
Louisiana Department of Public Health
Ochsner Health

Louisiana Department of Education
LDOE Strong Start 2020 Reopening Guidelines and Best Practices

Louisiana High School Athletic Association (LHSAA)
Guidance for Opening Up High School Athletics and Activities
For the latest information on planning for the 2020-2021 school year, visit stpsb.org/coronavirus.

Educating Every Child, Every Day for a Successful Tomorrow