



## Tallulah Academy COVID-19 Response and Re-opening Plan

When school reconvenes, our top priority will be providing a safe environment for our students and faculty/staff where learning can be continuous and uninterrupted. Our approach will follow guidance from the Center for Disease Control (CDC), Louisiana Department of Health, Louisiana Department of Education and the Mid-South Association of Independent Schools (MAIS). As the published guidelines are ever-changing, these procedures will likely be modified or updated in the future. The intent of this plan is to minimize the risk of exposure, as much as possible, for our students, staff, faculty, and parents. We realize that some of these policies and procedures may be inconvenient, at times, but we ask for your patience and cooperation.

### **Notice of Risk**

We have taken enhanced health and safety measures for those who come to our campus- students, employees, and visitors. While on campus you must follow all posted instructions. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you may exhibit no symptoms or mild symptoms, or become severely ill, or die. According to the Centers for Disease Control and Prevention, senior citizens and person with underlying health conditions are especially vulnerable. By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19.

### **Definition of Terms:**

**Social distancing-** maintaining a distance of at least 6 feet between people.

**Health/ hygiene protocols-** practices that promote health and reduce the exposure to disease from other human beings.

**Sanitization protocols-** practices that promote health and reduce the exposure to disease from surface contact.

**Essential personnel for school-** faculty, staff, or others whose role is necessary for school to function.

**Essential workers (pubic workforce)-** Those deemed essential as defined by state and federal guidelines.

**Quarantine-** mandatory requirement for students/ staff with confirmed COVID-19 contact to remove oneself from the community for a period of 14 days with no symptoms or 10 days with symptoms.

**Close contact-** physical contact (within 6 feet) for longer than 15 minutes.

**Cohorting/ static groups-** limiting the exposure of a class/group to other groups within the school.

### **Symptoms of COVID-19 for Screening:**

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees on a forehead thermometer.
- Known close contact with a person who is lab confirmed to have COVID-19.
- Congestion or runny nose
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea
- Diarrhea

### **COVID-19 Student Attendance Policy**

Student absences resulting from a positive COVID-19 test or necessary quarantine after a positive test result or exposure, are not counted in the 10 days of absence allowed under the Tallulah Academy and state of Louisiana student attendance policy.

- Any student who presents with COVID-19 symptoms will be given a mask and sent to the isolation area where they will remain under supervision until a parent arrives.
- Mrs. Watson and the classroom teacher (grades PK – 6) must be notified if a student or any family member in their household (or with whom they have had close contact) tests positive.
- Any student who has a confirmed case of COVID-19 will be required to quarantine (10 calendar days with symptoms or 14 days with no symptoms) from the date the positive test was taken, be symptom free for the final 3 calendar days of the quarantine and fever free for 48 hours (without medication), and provide written clearance from their health care provider before returning to school.
- Any student who has been directly exposed to someone who has COVID-19 will be asked to quarantine for 3 days and be symptom free before returning to school.
- Any student who has a family member who has COVID-19 and cannot live separately will be asked to quarantine (14 days if symptom free of 10 days with symptoms) and be symptom free for the final 3 calendar days of the quarantine before returning to school.
- Any student who has a family member who has COVID-19 and can make arrangements to live separately will be asked to quarantine for 3 calendar days and be symptom free before returning to school.

## **COVID-19 Personnel Attendance Policy**

Personnel absences resulting from a positive COVID-19 test or necessary quarantine after a positive test result or exposure, are not counted in the 10 sick days allowed under the Tallulah Academy personnel attendance policy.

- Any personnel who presents with COVID-19 symptoms will be asked to leave campus immediately.
- Any personnel who experience symptoms should notify Mrs. Watson immediately.
- Any personnel who has a confirmed case of COVID-19 will be required to quarantine (14 days if symptoms free or 10 days with symptoms) from the date the positive test was taken, be symptom free for the final 3 calendar days of the quarantine and fever free for 48 hours (without medication), and provide written clearance from their health care provider before returning to school.
- Any personnel who has been directly exposed to someone who has COVID-19 will be asked to quarantine for 3 days and be symptom free before returning to school.
- Any personnel who has a family member who has COVID-19 and cannot live separately will be asked to quarantine (14 calendar days if symptoms free or 10 days with symptoms) and be symptom free for the final 3 calendar days of the quarantine before returning to school.
- Any personnel who has a family member who has COVID-19 and can make arrangements to live separately will be asked to quarantine for 3 calendar days and be symptom free before returning to school.
- Any personnel who experiences any of the symptoms of COVID-19 (as listed in this document) should self-isolate and be tested for COVID-19 as soon as possible. If the test is negative they can return to school when free of all symptoms for 3 days.

## **Response to a Confirmed Case of COVID-19**

- Contact local health officials and follow guidance provided.
- The school will identify any individuals who had close contact with the affected person and notify them as soon as possible.
- Communicate to faculty and parents the presence of a confirmed case of COVID-19.
- Clean and disinfect area used by individual with COVID-19.
  - Wait 24 hours to clean if needed.
  - Open doors and windows.
- Teachers, staff, or students who have tested positive will not be allowed to return to campus until they complete all protocols and provide a written release from health care provider.

## **Learning Models:**

- **Face-to-Face Restricted- Phase II-**
  - All students/personnel attend each school day with modifications and restrictions.
- **Hybrid- Phase I**
  - Utilizes a combination of face-to-face learning in the classroom and online instruction and/or assignments on alternate days.
  - Class size limited to 9 students and teacher.
  - Classes with 10 or more students will schedule alternate days. Online assignments will be given on days the students are not in classroom.
  - Example: Class of 16 student: 8 students would attend M, W, and every other Friday, the other 8 students would attend T, Th, and every other Friday.
  - Child-care will be provided every school day for all students (grades PK-3 - 6<sup>th</sup>) whose parents are essential workers. On days the student is not scheduled to be in the classroom, they are still provided with child-care and an opportunity to complete online assignments.

## **Campus Cleaning:**

- All buildings will be cleaned every evening with hospital-grade, EPA-approved products.
- Each classroom will have COVID effective cleaning products that may be used by staff or students to wipe down surfaces during the day.
- Bathrooms will be cleaned and sanitized at least every 2 hours.
- Surfaces such as light switches, doorknobs, door facings and desktops will be wiped down at least every 2 hours.
- If a room is used by more than one group in a single day, high -touch surfaces contained in that room will be cleaned before and after use by each group.

## **Preventative Actions:**

- Students and staff/faculty will wash or sanitize hands upon entering the building. Proper handwashing techniques will be discussed and demonstrated to students.
- Hand-sanitizing dispensers will be available at all entry points, in the hallways, and in each classroom.
- Any personal item brought into school must be sanitized upon entry.
- Students should refrain from touching their face.
- Students will remain in static groups during the day, to the extent possible.
- Social distancing must be maintained whenever possible throughout the day.
- Students should refrain from sharing supplies with others.
- Water fountains will not be used. Students will have personal water containers.
- Hallways are marked with directional tape to facilitate social distancing.
- The school buildings will be closed to all except students, faculty, staff and essential visitors. Parents who need to checkout their child should call the office and wait in their vehicle.

## **Exclusion/ Sick Room**

There will be an exclusion space/ sick room where a child who becomes ill or shows signs of illness during the school day will stay until they are picked up by a parent or other approved adult. This room will be cleaned with EPA approved products designed to kill COVID-19 virus after use and every evening. If multiple students use the room, they will be given a mask and separated by an acceptable distance.

## **Arrival/ Drop off Procedures: (Phases I and II only):**

Every student must have a completed assurance form on file. These forms will be sent out prior to school starting and must be signed and returned on or before the first day of class. By signing this form, the parent guarantees that their child is symptom-free. All faculty and staff members will be screened upon arrival.

### **Elementary**

- Students will be dropped off at the front door of the elementary.
- Elementary students who ride with high school students should enter through elementary main entrance.
- Duty teachers will perform temperature check while the child is still in the vehicle. Temperature must be below 100.4 for child to enter the school.
- Students must sanitize their hands upon entering the building and practice social distancing.
- Per the Governor's mandate, students wear a mask during temp. check and while entering the building.

## **7<sup>th</sup> – 12<sup>th</sup> grades**

- Students will enter through the front doors in the cafeteria.
- Students must sanitize hands upon entry and practice social distancing.
- Duty teachers will perform temperature check when student enters the building. Temperature must be below 100.4 (forehead) for child to enter the school. If a temperature of greater than 100.4 is registered, the duty teacher will wait 5 minutes and retake the temp. If it registers above a second time, an oral thermometer may be used. The student's temp. must be below 99.5, using an oral thermometer.
- Per the Governor's mandate, students wear a mask during temp. check and while entering the building.

## **Procedures During the School Day**

### **Elementary-**

- Students sanitize hands upon entering the building and regularly throughout the day.
- Students wash hands for 20 seconds, with soap and water, at least every 2 hours.
- Elementary students will not go to the high school building for any reason.
- If a student needs to be checked out, call the office and your child will be waiting at the elementary entrance.
- All specials (computer, library, etc.) will take place in the elementary building.
- Students will eat lunch in their classroom.
- During lunch recess, each class will have a designated play area.
- Social distancing and crowd flow directional paths should be used.
- A limited number of students will be allowed in the restroom at one time.

### **7<sup>th</sup> – 12<sup>th</sup> grades-**

- All students enter through the main entrance into cafeteria.
- Students who eat breakfast before school, may eat in cafeteria with social distancing.
- After screening (and/or breakfast) students should go directly to the classroom of their first period class and remain in that room.
- Students sanitize hands upon entering the building and regularly throughout the day.
- Students wash hands for 20 seconds, with soap and water, at least every 2 hours.
- High school students will not go to the elementary building.
- A limited number of students will be allowed in the restroom at one time.
- Class changes will be held at staggered times to allow for social distancing.
- Lunch will be served in shifts to allow for social distancing.
- Social distancing and crowd flow directional paths should be used.
- If a student needs to be checked out, call the office and wait in your vehicle for them to exit from the main entrance to the cafeteria.

## Dismissal

### Elementary:

Student pick up locations

- Kindergarten – Edward’s outside door
- Pre-K4- - Post’s outside door
- 2<sup>nd</sup> grade- Stone’s outside door
- Pre-K3, 1<sup>st</sup>, and 6<sup>th</sup> grades – Main elementary entrance
- 3<sup>rd</sup> grade- Hill’s outside door
- 5<sup>th</sup> grade – Trichell’s outside door
- 4<sup>th</sup> grade – Elementary computer lab’s outside door

### 7<sup>th</sup> – 12 grades:

- Students in grades 7 – 9 will be dismissed from P.E., by grade.
- Grades 10 and 11 will be dismissed from the main building using social distancing.
- Grade 12 students are dismissed prior to 3:00.
- Students returning to school for practices should not go down the hall or into classrooms. Practices should be outside if possible.

## **Plans of Operations for Phases I, II, and III**

	Phase I	Phase II	Phase III
Practice social distancing of 6 ft.	<b>X</b>	<b>X</b>	
Static groups/cohorting	<b>X</b>	<b>X</b>	
Non-essential visitors restricted	<b>X</b>	<b>X</b>	<b>X</b>
Use of common areas restricted	<b>X</b>	<b>X</b>	
Group gatherings limited to 10 people or fewer (indoors)	<b>X</b>		
Group gatherings limited to 50 people or fewer (indoors)		<b>X</b>	
Heightened health/hygiene protocols	<b>X</b>	<b>X</b>	<b>X</b>
Heightened sanitization protocols	<b>X</b>	<b>X</b>	<b>X</b>
Student and personnel COVID-19 attendance policy	<b>X</b>	<b>X</b>	<b>X</b>
Limited sharing of student belongings and supplies	<b>X</b>	<b>X</b>	<b>X</b>
Modes of learning	<b>Hybrid</b>	<b>On-Campus</b>	<b>On-Campus</b>
Modified drop off/ pick-up procedures	<b>X</b>	<b>X</b>	
After school care available (grades PK3 – 6 <sup>th</sup> )	<b>X</b>	<b>X</b>	<b>X</b>
Child care available during school day for students whose parents are essential workers (grades PK3 – 6).	<b>X</b>		
Field trips	<b>cancelled</b>	<b>restricted</b>	
Athletics	<b>cancelled</b>	<b>restricted</b>	
Temp check/ symptom screening upon entrance	<b>X</b>	<b>X</b>	<b>X</b>
Plan subject to change with updated CDC guidance	<b>X</b>	<b>X</b>	<b>X</b>