



ACHIEVE! SCHOOL REOPENING GUIDELINES AND RESOURCES

UPDATED
MARCH 29, 2021

GROUP SIZE, SPACING REQUIREMENTS AND PHYSICAL STANDARDS

IMPLEMENT SOCIAL DISTANCING MEASURES

School Facility Use Considerations

- Remove unused desks and furniture in classrooms to maximize physical distance and minimize objects that must be cleaned.
- Establish distance between the teacher’s desk/board and students’ desks.
- Identify and utilize large spaces (e.g., gymnasiums, auditoriums, outside spaces) to enable physical distancing in Phases 2 and 3.
- Teachers maintain social distancing guidelines and teach from one location in the classroom if possible.

School Transition Considerations

- Provide additional time for transitions.
- Designate areas of the hallway (i.e., lanes) as flow paths to keep students separated and to minimize congregation of students.
- Plan staggered class changes (e.g., by hall, odd/even room numbers, grade/discipline) to decrease number of students in hallways at one time.

CHANGE STUDENT DROP-OFF AND PICK-UP PROCESSES TO LIMIT CONTACT

- Ask students to enter and exit in single-file lines to enable physical distance.
- Establish one or two entry and exit points that enable the flow of students to move in a single direction.
- Do not allow visitors in the school building except under extenuating circumstances; adults entering the building should wash or sanitize hands prior to entering.
- Establish [hand hygiene](#) stations at the entrance to the facility so students can clean their hands before

they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol and supervise its use.

- Encourage families to drive their children to school if possible. This will reduce student numbers on buses.

LARGE GATHERINGS AND EXTRACURRICULAR ACTIVITIES

- Assemblies are limited to maximum group sizes and with appropriate physical distancing in place. For younger students unable to maintain physical distance, maintain static groups.
- All attendees should wear a face covering.
- Students and teachers should wash hands before and after events.
- Discontinue field trips as students may engage with vulnerable populations.
- Afterschool programs may continue but must adhere to maximum group sizes and physical distance protocols. For younger students unable to maintain physical distance, maintain static groups.

ATHLETICS, BAND AND VOCAL MUSIC

- Athletic activities are allowed to resume with the recommendations put forth in the [Louisiana High School Athletic Association’s Guidance for Opening Up High School Athletics and Activities](#).
- Band and vocal music must follow the updated outlined guidance below.
- Outdoor and indoor spectator capacity for LHSAA-sanctioned athletics shall be set in accordance with the Louisiana State Fire Marshal’s guidelines developed in conjunction with the Office of the Governor and the Louisiana Department of Health at [opensafely.la.gov](#).

BAND, VOCAL AND MUSIC		
PHASE 1	PHASE 2	PHASE 3
<p>Limitations:</p> <ul style="list-style-type: none"> • 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) • No vocal singing indoors • Outdoor activity should have appropriate physical distancing measures taken 	<p>Limitations:</p> <ul style="list-style-type: none"> • 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) • No vocal singing indoors • Outdoor activity should have appropriate physical distancing measures taken 	<p>Limitations:</p> <ul style="list-style-type: none"> • Public health officials recommend that 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 can be held indoors in accordance with National Federation of State High School Associations and the National Association for Music Education Guidance which has physical distancing, masking and instrument covering provisions. • String and percussion instruments without singing and with social distancing between band members and audience is permitted. • Outdoor activities including singing and the use of wind instruments is allowable as long as physical distancing measures and maximum group sizes are followed.

SYMPTOM MONITORING

DEVELOP AND COMMUNICATE WELLNESS POLICY FOR STUDENTS AND STAFF

School systems should develop and communicate a wellness policy for both students and staff that requires sick students and staff to stay home.

Individuals who have a fever of 100.4°F or above, or other signs of illness, should not be admitted to the facility.

- Communicate to parents the importance of keeping children home when they are sick, the steps being taken to ensure the health and safety of their children and other important information related to limiting COVID-19 exposure.
- See this [sample letter](#) to families. The letter to families should outline all health and safety precautions taken by your facility.
- Another sample can be found from [Child Care Aware of America](#).

SCREEN CHILDREN FOR ILLNESS UPON ARRIVAL

Whenever possible, schools should ensure a school nurse or health care professional is available to support screening and isolation procedures.

Consistent with the CDC's recommendation, individuals who have a fever of 100.4°F or above or exhibit other signs of illness must not be admitted to the facility.

- Ask the student or parent/guardian to confirm the student has not taken fever-reducing medication in the last 24 hours and does not have shortness of breath, sore throat or a cough.
- Make a visual inspection of the child for signs of illness, particularly shortness of breath or cough.
- If a student registers a temperature of 100.4 or higher, their temperature should be taken a second time 5 to 10 minutes later.

IMPLEMENT ISOLATION MEASURES IF A STUDENT BECOMES SICK, FOLLOW WITH CLEANING AND DISINFECTING PROCESSES AND CONSULT PUBLIC HEALTH OFFICIALS

Isolate and Transport Those Who are Sick

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19 or have been [exposed to someone with COVID-19 symptoms](#) or a confirmed or suspected case.

- Immediately [separate staff and children with COVID-19 symptoms](#) (such as fever, cough or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- [Example of an assurance](#) school systems can use to ensure parents are aware of their obligation to immediately pick up sick students from campus.

ADDRESS VULNERABLE INDIVIDUALS

Pursuant to current [school reopening CDC guidelines](#) limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county). There is no validated data on how much risk these individuals incur by attending school in person and individuals will need to make the decision to attend in close consultation with their health care provider and school administrator. Furthermore, OSHA statutes on employer responsibilities during a pandemic remain unclear.

School workers are defined as being at “medium risk” of exposure to SARS-CoV-2 and while schools are required to provide reasonable accommodation for a workplace safe from health threats, the definition of that accommodation in this setting has not yet been adjudicated. Schools and employees should continue to work closely with legal counsel to determine rights and responsibilities as this area becomes clearer in the months ahead.

In the event that a significant proportion of staff members are unable to return to the school facility, consider developing an [innovative staffing plan](#).

Individuals need to make the decision to attend in close consultation with their health care provider and school administrators.

ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE

ENSURE HEALTHY PERSONAL HYGIENE

- While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context. While inside the school facility, students in grades prekindergarten through 2 may wear a face covering. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear a face covering.
- Students and teachers should have scheduled handwashing with soap and water or hand sanitizer every two hours as well as at the following times as found in [CDC guidance](#) including at arrival, before and after eating, before and after using outdoor play equipment, and at exit.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Gloves are not necessary except for custodial staff or teachers cleaning their classrooms.
- Display COVID-19 [informational signs in highly visible locations](#) (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.

Signs and Messages

- Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.
- Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in email and on school [social media accounts](#)).
- Find free CDC print and digital resources on CDC's [communications resources](#) main page.

INTENSIFY CLEANING AND DISINFECTING EFFORTS

Evaluate school facilities to determine what kinds of surfaces and materials comprise each area. Consult the CDC for guidance on establishing cleaning and disinfecting protocol for [various surface types and materials](#). Considerations include [outdoor areas and areas unoccupied for more than 7 days](#).

Ventilation

[Ensure ventilation systems operate properly](#) and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. If a school's ventilation system fails, consult with local health officials about the possible need for school closure.

Water Systems

To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized. Encourage staff and students to bring their own water to minimize use and touching of water fountains or consider closing shared water fountains.

Routine Cleaning Schedule

- Frequently touched surfaces should undergo cleaning with a commercially available cleaning solution, including [EPA-approved disinfectants](#) or a dilute bleach solution, multiple times throughout the day. This includes:
 - Light switches, doors, benches, bannisters and bathroom fixtures
 - Surfaces and objects in libraries, labs and other settings where "hands-on" materials and equipment are used
 - Student desks, which should be cleaned before and after each student's use
- Minimize sharing of materials between students.
- Playground equipment and athletic equipment should be cleaned daily or as necessary, depending on frequency of use.
- To protect their skin, cleaning staff should wear gloves when performing cleaning activities.

ADDITIONAL OPERATING CONSIDERATIONS

ENSURE SAFETY AND HYGIENE PROTOCOLS ARE ESTABLISHED FOR SHARED COMMUNAL SPACES

- Limit use of indoor shared spaces, such as cafeterias and gymnasiums, to maximum group sizes, ensure physical distance and face covering use and [clean](#) between each group's use.
- Close shared water fountains. Encourage students and staff to bring bottled water from home.
- Install protective barriers in shared areas, such as front office, reception areas and libraries.

ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE

- Students, teachers and cafeteria staff should wash hands before and after every meal.
- If possible, classrooms should be utilized for eating in place.
- Students may bring food from home.
- School-supplied meals should be delivered to classrooms with disposable utensils.
- If cafeterias must be used, stagger meal times for each group, adhere to maximum group size and ensure six feet of distance between students to the maximum extent possible. Disposable utensils should be used.
- Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exit flow paths; ensure single-file lines for food lines and disposal.
- Utilize outdoor seating as practical and appropriate.
- Students can eat a breakfast/lunch in their classroom instead of the cafeteria and will be reimbursed from USDA. "Congregating" waivers are not needed.
- A [non-congregate waiver and meal time separation waiver](#) are needed to eat off site from the school campus. LDOE is submitting a written waiver extension request to USDA.

Food and Nutrition staff should:

- [Clean](#) frequently touched surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts and trays throughout the day. Follow the directions on the cleaning product's label and clean hands afterwards.
- Practice proper [hand hygiene](#). This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60 percent alcohol can be used, but not as a substitute for cleaning hands with soap and water.

ENSURE TRANSPORTATION STAFF FOLLOW SAFETY AND HYGIENE PROTOCOLS

The risks associated with student transportation in buses have not been studied to date. As a result, these recommendations are derived from school operating procedures and the best "reasonable standard" given feasibility constraints.

Seating and Social Distancing

Buses should operate at 25 percent of their normal capacity in Phase 1, 50 percent of their normal capacity during Phase 2, and 75 percent of their normal capacity during Phase 3, with appropriate spacing.

Symptom Monitoring and Personal Hygiene

- All passengers should engage in [hand hygiene](#) upon entering the bus. Hand sanitizer should not exceed 80 percent alcohol concentration and containers should be securely closed, secured against shifting and protected from damage.
- All adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context. Students in grades prekindergarten through 2 may wear a face covering. Children under two years old and individuals with breathing difficulties should not wear a face covering.
- For bus stops, consider developing a communication plan to encourage parents and students to maintain social distance at bus stops and to avoid congregating in groups while waiting for the bus.

Operational Standards

- Windows should be open at all times to facilitate air flow as weather conditions permit.
- Stagger unloading of buses at school to minimize student group size as they enter school and to allow six feet of distance while entering.
- Clean high-touch surfaces, including seats and handrails, after each group's use. The bus should be cleaned at least once per day. See [additional cleaning and disinfection guidance](#).

Transportation Standards for Students with Special Needs

If a school system provides transportation for medically fragile children, consider reserving specific seats for these children. These seats would not be used for other students during the day, with special precautions for disinfecting. Alternately, arrange for separate transportation for that student.