

# Lake Castle Private School

## Fall 2021 Operational Guidelines\*

\*Based on the publication *Ready to Achieve! 2021-22 School Operational Guidelines* obtained from the Louisiana Department of Education & CDC recommended guidelines, August 2, 2021



Dear Lake Castle Parents,

We have been working on procedures to provide a full-time, safe return to campus for all students on August 18. As such, we are following current guidelines from the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH), and the City of New Orleans. Keeping our students, faculty, and staff safe is our main priority. Therefore, adjustments have been made to our routine and will stay in effect until updated by health officials. We will keep you informed via the Lake Castle website as changes or modifications are required to be made based upon CDC, LDH, and the City of New Orleans guidelines. Please review the following guidelines:

## **CLASSROOM PROCEDURES**

- Classes will convene indoors with a limited size, static group.
- Students will remain with the same classmates, in the same classroom throughout the day, and will not move from room to room.
- Classrooms will be set up so that desks are spaced out as far as possible from the next student.
- Desks will all face in the same direction.
- Whenever possible, classroom windows and doors will remain open to increase ventilation.
- HEPA filters in each class

## **CAMPUS PROCEDURES**

- Classes will not convene in shared indoor spaces (gym/pavilion being the exception); social distancing will be practiced in gym/pavilion.
- If classes go outdoors for lunch/PE, students will follow social distancing.
- Students will pass singly through entry and exit points.
- No visitors will be allowed in any classroom buildings during the school day.
- Anyone reporting to the administrative building for school business must call ahead and must wear a face covering to gain admittance.
- Water fountains will be closed. Students may bring personal/labeled water bottles with flip-top lids.
- Computer lab will be reserved only for classes requiring specific computer instruction.

## **FACE COVERINGS**

- In accordance with the LDH guidelines, face coverings are required for students ages 5 and above. The CDC, LDH, and the City of New Orleans recommends that “all students aged 2 and older should wear face coverings, regardless of vaccination status.”
- Face coverings (no text or extreme designs) for kindergarten and up are required for arrival, dismissal, transitions throughout the day, and where social distancing cannot be maintained. Face coverings are recommended by the LDH “in all areas of the school.”
- Teachers and staff members will have face coverings.
- Any modifications of this requirement made under advisement of current health officials before the start of school or during the school year will be communicated to you.

## ARRIVALS

- Students report directly to their classroom/building through exterior entrance doors. Hand sanitation will be required upon entering the classroom.
- Please do not pull into entrance drive until the access gate system is open to allow teachers to enter campus.
- Masks should be on, and students should be ready to disembark at arrivals. Students are not allowed to walk between vehicle, so please keep bags accessible to them.

## DISMISSALS

- Dismissal times will be staggered in 10-minute intervals at two separate locations (one grade level at a time).
- Students will be dismissed individually from classrooms with no groups in dismissal area. Parents will remain in their vehicles.
  - This will require **punctual** arrival times for parents and enhanced patience to allow students to walk from class. Please do not enter line for earlier dismissal times.
- Children are not to walk between vehicles.

## TARDIES AND EARLY CHECK-OUTS

- It is extremely important that students arrive on time in the morning.
- If a student is tardy, the parent must call the office for a staff member to come to the vehicle to sign in the student.
- Parents must send a note with the student in the morning if he/she will be picked up for an early dismissal. If you must pick up your child unexpectedly, please call ahead and alert the office. Anyone picking up a student for an early dismissal should call the office upon arrival, and a staff member will accompany the student to the vehicle. Please be prepared to present ID.

## LUNCH/PE

- Whenever weather permits, classes may rotate lunch areas outdoors while remaining with their homeroom only.
- Students may bring lunch from home or order at school. Students will go to the kitchen window for lunch orders unless a change is necessitated.
- It is vital that lunch orders are filled out and submitted for each upcoming two-week period. Only the number of meals pre-ordered will be prepared, so students may NOT order on a daily basis. Do not send students to school with money to order for the day. Students who did not order from the two-week menu **must** bring lunch from home.
- Teachers will ensure that children wash/sanitize hands prior to and immediately after eating.
- Teachers will wash/sanitize their hands before and after assisting students with lunch.

- Desks will be cleaned before lunch.
- Activities will be limited during PE to avoid prolonged close contact.
- Students will sanitize hands after PE.
- Playground will be closed until further notice.

## **BEFORE AND AFTER-CARE PROCEDURES**

- Space is limited, and registration beforehand will be required in order to accommodate students with social distancing requirements.

## **HEALTH PRACTICES**

All faculty, staff, and students will engage in hand washing/sanitizing at the following times:

- Upon arrival to the classroom/building
- Before and after eating and handling food or drinks
- After using the bathroom
- After playing outdoors
- COVID-19 informational signs will be displayed at visible locations throughout campus.
- Additional hand sanitizing stations will be utilized throughout the campus.

Students will be instructed to wash hands with soap and water for 20 seconds (for young children, ABC song, Happy Birthday song 2x). Alcohol-based hand sanitizers with at least 60 percent alcohol can be used if soap and water are not readily available.

- Teachers/staff will supervise children when they use hand sanitizer to prevent ingestion.
- Students will be instructed to sneeze into elbow or tissue, throw the tissue away immediately, and wash/sanitize hands. Coughs will be referred to the office.
- Personal hand sanitizer and tissues can be kept at students' desks if age appropriate.

## **WELLNESS POLICY**

Parents should do temperature checks prior to arrival (100.4 or higher is considered fever). Individuals who have a fever of 100.4 or above or other signs of illness will not be allowed to remain on campus.

- Faculty will monitor students and contact office if or when they observe symptoms in a student, including a fever of 100.4 or higher, shortness of breath, cough, or sore throat.
- Any student who exhibits COVID-19 symptoms<sup>1</sup> will be supervised in an isolation area, and parent/guardian will be contacted for **immediate pick up**. Please have someone available perchance your child requires pick up.
- The school cannot determine if a student genuinely has a sore throat, headache, stomachache, or other symptom that cannot be measured, such as fever. As such, students complaining of symptoms will be sent home in accordance with guidelines.

- Any student awaiting COVID-19 test results may **NOT** return to school until
  - negative result of test has been received OR
  - protocol of positive result has been followed
- A symptomatic person who tests negative for COVID-19 should stay home until symptoms improve **AND** are fever-free with no medication for 24 hours before a return to school (in consultation with their physician).<sup>2</sup> Doctor's note should be faxed/emailed to the school PRIOR to student's return.

## STUDENT TESTS POSITIVE FOR COVID-19

If a student tests positive to COVID-19, it is incumbent upon the family to communicate these results to Ms. Jonica Calamusa immediately upon diagnosis so that those who may require quarantine can be notified.

- Students who have COVID-19 are to stay home and remain isolated for at least 10 days since **EITHER** first symptom appeared **OR** date the positive test was administered (whichever comes first).
- Students may return to school when their symptoms have improved **AND** have been fever-free with no medications for 24 hours **AND** have been determined to no longer be infectious by their doctor.<sup>3</sup>
- Doctors' notes indicating students may return to school are **required** PRIOR to the students' return. Doctors' offices are to fax/email the releases before the students are allowed on campus.

## CLOSE CONTACTS

Close contact of a case is a person who was within six feet from the individual for more than 15 minutes.<sup>4</sup> *In the event of a positive case, not every student/faculty member in a school will need to stay home for 10 days, just those who are identified as close contacts to a case.*<sup>5</sup>

- If both the case and the contact were engaged in consistent and **correct** use of a well-fitting face mask AND were within 3 to 6 feet of each other, then those close contacts do not need to quarantine as long as they do not develop symptoms.<sup>6</sup>
- If no symptoms develop during quarantine AND they have a negative test collected no earlier than day 5 after their last exposure; they may quarantine for 7 days from last contact of a positive case.
- Close contacts who are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose vaccine series) at the time of exposure and remain asymptomatic do not need to quarantine.
- If no symptoms develop during quarantine and no testing is done, student may quarantine for 10 days from last contact with a positive case.

- Close contacts will be allowed to return to school if they have been symptom-free for 14 days after exposure, even if they test negative to COVID-19.<sup>7</sup>
- Siblings of positive cases of COVID-19 will be required to quarantine for 14 days unless they develop symptoms.
- For additional details, please see Louisiana Department of Health, School Isolation/Quarantine Recommendations.

## **ENVIRONMENTAL CLEANING**

- Classroom teachers will clean and disinfect high-touch objects, such as doorknobs, multiple times throughout the day.
- Desks/classrooms will be sanitized regularly.
- Custodial staff will clean and disinfect bathrooms multiple times throughout the day.

## **TECHNOLOGY**

- Our Canvas online platform has been renewed for this year. Information will be provided as we move closer to the beginning of the school year.
- IXL has been renewed in math, English, and reading. Access to these accounts is currently available.

## **ON-CAMPUS VISITS**

- All on-campus visits (special performances, school-wide parent meetings, presentations) are suspended until further notice.
- Parent-teacher conferences will be held on the following days
  - Monday, August 30, for kindergarten – 3<sup>rd</sup>
  - Tuesday, August 31, for 4<sup>th</sup> – 8<sup>th</sup>

These guidelines are provisional and subject to change based on available CDC, LDH, and City of New Orleans recommendations. Future UPDATES will be available on our school website. May everyone stay safe and healthy!

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<sup>1</sup> Louisiana Department of Health, School Isolation/Quarantine Recommendations

<sup>2</sup> Louisiana Department of Health, School Isolation/Quarantine Recommendations

<sup>3</sup> CDC, If You Are Sick

<sup>4</sup> CDC, If You Are Sick

<sup>5</sup> CDC, If You Are Sick

<sup>6</sup> Louisiana Department of Health, 2021-22 School Operational/Reopening Guidelines

<sup>7</sup> CDC, Quarantine If You Might Be Sick