

**TANGIPAHOA PARISH SCHOOL SYSTEM**  
***RETURN TO SCHOOL PLAN***  
**2020-2021 SCHOOL YEAR**

*Tangipahoa Parish Schools*

**We are**

***Stronger Together***

WE ARE COMPASSIONATE. WE ARE RESPECTFUL. WE ARE GREAT.

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**TANGIPAHOA PARISH SCHOOL SYSTEM**

**59656 PULESTON ROAD**

**AMITE, LOUISIANA 70444**

***Melissa M. Stilley, Superintendent***

**July 9, 2020**

## **TABLE OF CONTENTS**

<b>NOTE FROM THE SUPERINTENDENT</b>	<b>4</b>
<b>INTRODUCTION</b>	<b>5</b>
<b>PHASES FOR STUDENTS</b>	<b>6</b>
<b>A FULL VIRTUAL OPTION FOR FAMILIES</b>	<b>8</b>
<b>PLAN FOR ADDRESSING UNFINISHED LEARNING</b>	<b>8</b>
<b>TRANSPORTATION AND BUS PROTOCOLS</b>	<b>10</b>
<b>EMPLOYEE AND STUDENT SAFETY</b>	<b>11</b>
<b>MANDATORY EMPLOYEE SCREENING AND PROTOCOLS</b>	<b>12</b>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	<b>15</b>
<b>FOR EMPLOYEES AND STUDENTS</b>	<b>15</b>
<b>CAFETERIA PROTOCOLS</b>	<b>16</b>
<b>NON-DISCRIMINATION STATEMENT</b>	<b>17</b>
<b>COMMUNICATION</b>	<b>18</b>
<b>OTHER SCHOOL CONSIDERATIONS</b>	<b>18</b>
<b>ENHANCED SAFETY PROTOCOLS</b>	<b>18</b>
<b>GENERAL DISINFECTION PROTOCOL</b>	<b>19</b>
<b>CLEANING AND DISINFECTING IN THE EVENT OF A SUSPECTED CASE OF COVID-19</b>	<b>20</b>
<b>GENERAL PRECAUTIONS FOR THE CLEANING STAFF</b>	<b>21</b>
<b>IN THE EVENT OF A SUSPECTED CASE OF COVID-19</b>	<b>21</b>
<b>WHAT CAN PARENTS DO TO PREPARE FOR THE START OF SCHOOL IN AUGUST?</b>	<b>22</b>

**July 9, 2020**

## NOTE FROM THE SUPERINTENDENT

*Thank you for your patience during these trying times. I do not have to tell you that we are entering uncharted territory. During the last two school years, we have been making preparations for threats to our school environment. Our first year, we prepared for outside intrusions on our campuses. Last year, we focused our energy on internal threats with the cyber attack. This year's threat is nature, and while this threat is still being studied, we know a lot more now than when we had to close our schools in March. We are taking every recommended precaution to ensure the safety and well-being of our staff and students.*

*This Tangipahoa Parish School System Return to School Plan 2020-2021 School Year has been prepared based on current data and focuses on the safety and well-being of our staff and students. Our overall goal is to welcome all our students back into our physical buildings. However, the bus restrictions on capacity is a major barrier to overcome in order to make this goal possible. Please keep in mind that this document is "fluid" and subject to change as new information and guidelines become available from the Louisiana Department of Education and the Louisiana Department of Health and Hospitals.*

*This Return to School Plan will be posted on the Tangipahoa Parish School System website ([www.tangischools.org](http://www.tangischools.org)) and Facebook page and will be updated as needed. Our reopening "Frequently Asked Questions" are posted on the website. If you have specific questions or concerns, please email us at [questions@tangischools.org](mailto:questions@tangischools.org). We will do our best to provide you with the information you need.*

*Although our plans for each phase is based on the state restrictions and guidelines, our commitment to educate our children will never change. From our youngest student to our most senior staff member, everyone matters in our Tangipahoa Parish School community, and moving forward, we will be relying on these safety practices, coupled with our core values of being respectful of our community's needs, compassionate to those who are anxious during these trying times, and doing all we can to make the 2020-21 school year GREAT for every single person we reach in our district.*

*Melissa M. Stilley, Superintendent*

July 9, 2020

## **INTRODUCTION**

The Tangipahoa Parish School System has created a multi-faceted plan, complete with contingencies based on re-opening our schools in response to the COVID-19 pandemic. Our plan focuses on the safety of our students and employees. We are committed to providing a high-quality instructional program in the safest environment possible. This plan is based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Updates to this plan, based on information provided to us by these organizations and applicable federal, state, and local agencies, will be made as necessary.

## **TANGIPAHOA PARISH SCHOOL SYSTEM OPERATIONS**

Before implementation, information on the opening of school and appropriate phases will be shared with all employees, students, and parents.

Teachers will report on August 6, 2020. Teachers will report to the school building in all phases and all support employees will report at normal operating times unless otherwise notified by their supervisor. The school day may be extended to some degree during the pandemic in Phases 2 and 3. Your immediate supervisor will communicate the time you are to report to work as we get closer to August 6.

The school year will begin on August 12, 2020 for all students and are required to wear school uniforms. Schools will share their orientation plans and first day procedures with parents before August 5. There will be a “soft start” to school for students with a staggered entry plan for the first few days of school so that teachers can review procedures and routines related to extra precautions. In addition, this “soft start” will allow time for the new laptop devices to be assigned to students and the opportunity for teachers to orient students on how to effectively use their devices.

The district was able to purchase a laptop device (Chromebook) for every student through federal funding. These devices will be issued to students at the beginning of the school year. Parents must sign the Chromebook agreement before the device is issued to the student. There will be an application process for internet access, with priority given to students who do not have any access to internet services where they live. We continue to work with our local and state officials to address the areas in our parish with no internet access or poor cell coverage. In order to address this issue to the best of our ability we have taken the following actions:

- We have expanded the wifi access at all schools to cover the parking areas.
- We are purchasing hotspots that will be available upon request for those families in areas with cell service.
- We are working on low tech options to use in combination with technology in areas that have poor cell coverage.

**July 9, 2020**

The State requirements for reopening schools is as follows:

SCHOOL OPERATIONAL PLANS BY PHASE FOR STUDENTS				
Phase 1	Phase 2		Phase 3	
PreK - 12	PreK - 6	7-12	PreK- 8	9-12
Full Virtual 	Traditional Model 	Full Virtual 	Traditional Model 	Blended A/B schedule 
All schools will offer distance learning.	Students will attend school 5 days a week in-person.	Students will login virtually for all classes. Schools will have office hours for assistance. We will reevaluate 7-12 model after Labor Day.	Schools will return to normal operations with safety precautions continuing. Parents can still choose an alternate model.	9-12 students will rotate on an A/B schedule based on days assigned by school.
Regardless of phase, TPSS offers blended and virtual models to support families in making the best decision for their child. In all phases, work is graded and not optional.				
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## PHASES FOR STUDENTS

*The individual needs and circumstances of students with disabilities will be addressed in all three phases. Special needs students with significant disabilities who are alternatively assessed will attend school every single day in Phases 2 and 3.*

**PHASE 1:** In the event the governor declares that we must re-enter Phase 1, TPSS will provide distance learning opportunities for all students. This will be done using the Google Classroom platform used to end the 2019-2020 school year and through our summer extended learning program.

Students would continue to have access to high quality instruction and would be required to log in regularly, submit graded assignments, and complete tests. Teachers will be in daily/weekly contact with their students. Individual students will be scheduled by the classroom teacher to come into the school for redirection and reteaching as needed.

**PHASE 2:** Using the Phase 2 LDOE guidelines, during Phase II, students in Pre-K to grade 6 will attend classes in-person five days per week, and students in grades 7-12 will operate on a fully virtual instructional plan, although the district is committed to providing those students with times when they can come on campus to ask for help with their classes or simply check-in with their teachers. Those “office hours” will be available at each school by appointment.

July 9, 2020

Transportation is the biggest challenge we face with welcoming back all of our students into the building, Therefore, the district is committed to surveying parents on transportation needs and conducting physical student counts on our buses during the first two weeks of school so that we can bring more of our 7-12 students back into the buildings.

As we gain transportation capacity, we may be able to offer in-person instruction for our older students. On days that students are not physically on campus, teachers will provide assignments to be completed online using the Google Classroom platform.

**PHASE 3:** Students in grades Pre-K thru 8, can attend school 5 days per week, unless families choose a virtual or blended model for their child. Students in grades 9-12 will follow a blended instructional model, attending school two days a week on an A/B schedule at a minimum. If we can stay in compliance with the 75% capacity on our school buses, we will bring all of our students back into the buildings in Phase 3. This decision will be based on the transportation needs of our families. Schools will continue to follow all CDC-recommended safety precautions. Band and vocal music programs will resume in Phase III with physical distance recommendations in place.

## **STUDENT ATTENDANCE**

**STUDENT ATTENDANCE:** To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher. The grading policy is located on the TPSS website ([www.tangischools.org](http://www.tangischools.org)).

### **PHASE 1:**

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements.
- Students are required to login to Google Classroom to complete daily course assignments.

### **PHASE 2: *REGULAR ATTENDANCE (in the school building)***

- Attendance regulations are enforced.
- Teachers take attendance.
- Teachers are required to document completion of the minimum number of instructional days and instructional minutes per year.
- Students must attend a minimum of 60,120 minutes.
- Students not attending school regularly will be referred to the Student Services Office for further review and consideration for truancy court.
- Parents must communicate with the school if their child is sick and submit a written note following their return to school.

### **PHASE 2: *VIRTUAL ATTENDANCE***

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements.
- Students are required to log in to Google Classroom to complete daily course assignments.

July 9, 2020

## **A FULL VIRTUAL OPTION FOR FAMILIES**

Regardless of the Phase we are in during the pandemic and even after, the full virtual model is always an option for any student enrolled in our school system. Full virtual students work at home under the guidance of a teacher and would only be required to visit the school in special circumstances, such as testing, or credentials for graduation. In order to maintain attendance requirements the students would have set assignment deadlines that must be met to count for their weekly attendance. Students will still follow the TPSS pacing guides and progress along with their peers through the curriculum. There will be opportunities for high school students to work towards earning additional Carnegie credit by completing available electives to be an early graduate. This model is best for students who work independently and are self-motivated. There will be opportunities for connecting with peers and instructors through online platforms to ensure the rigor and standard fulfillment for speaking and listening and provide opportunities for student to student interaction. This will be helpful for students who cannot physically attend school due to health or social/emotional reasons. Schools will monitor student progress and convene a parent meeting if the student is not showing adequate growth in this model. Students in the full virtual learning model will be able to participate in extracurricular activities at the school they are enrolled in for the school year. Parents who are interested in this model should contact their school principal.

## **PLAN FOR ADDRESSING UNFINISHED LEARNING**

Each school will use a screener and/or diagnostic to use in the development of a learning plan for each student. Teachers will analyze the results and communicate each child's readiness with his/her parents. Learning plans will be created using the Individual Academic Improvement Plan for K-8 and the Individual Graduation Plan for high school students. Learning gaps will be addressed with the curriculum specific guidance.

DIAGNOSTIC ASSESSMENTS		
Grade Level	ELA	Math
K	DRDP - K	DRDP - K
1 - 2	CKLA Mclass	Edulastic
3 - 8	Leap 360	3-6 Leap 360 7 & 8 Equip
High School	Leap 360 (English I & II)	Equip (Algebra I & Geometry)

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July 9, 2020

## INSTRUCTIONAL RESOURCES TO ADDRESS UNFINISHED LEARNING

Grade Level	English Language Arts	Math
Grades K-2	<ul style="list-style-type: none"> <li>Boost video lessons will be provided starting with the skills and knowledge demands presented in the curriculum after March 13.</li> <li>Teachers will work with small groups on targeted priority skills using CKLA Mclass.</li> </ul>	Zearn to assist in skill development and enhancement
<b>Grades 3-12</b>	<ul style="list-style-type: none"> <li>Use formative assessments from their high-quality curriculum to regularly diagnose students' needs.</li> </ul>	(3-6) Zearn (7-HS) Equip

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Our overall goal is to have every student in school building every day. To accomplish this, each of our schools will be modifying our practices to include daily temperature checks, masks for all students in grades 3 and above, amended cafeteria operations, and additional enhanced safety protocols. Procedures will be in place to reduce the spread of COVID-19 at our schools.



### **SOCIAL DISTANCING:**

- Maintaining static groups of 25 or less.
- Limiting large group contact (minimal transition).
- Promoting parent pick-up and drop-off to assist in limiting bus loads.
- Separating groups when outdoors (no physical barrier needed).
- Limiting crowding at entry and exit points.

July 9, 2020

## **WEARING FACE COVERINGS:**

1. All adults and students in grade 3 and above) must wear face coverings to the maximum extent possible, especially during transition times, whenever outside of the classroom and at other times when social distancing is not possible.
2. Face coverings must be solid in color.
3. Face coverings should have the student's name or initials on them and may have the school's mascot and/or logo.
4. Neck gaiters will be accepted as face coverings if they meet the requirements noted above.

## **MONITORING OF SYMPTOMS**

- Monitoring students and staff for symptoms (fever, cough, shortness of breath, or sore throat).
- Requiring students who are sick to stay home, regardless of their illness.
- Assessing students on arrival and throughout the day, including conducting an initial temperature check.
- Establishing an area that may be used to isolate sick students until they are picked up by the parent/guardian.

## **ENVIRONMENTAL CLEANING**

- Cleaning high-touch surfaces such as doorknobs, desks, etc. before and after each group's use.
- Handwashing upon arrival, at least every two hours, before and after eating, before and after using outdoor play equipment, and upon exiting.
- Plans will be in place for water and restroom breaks.

## **TRANSPORTATION AND BUS PROTOCOLS**

*Due to restrictions of bus capacity in all three phases, transportation will only be provided to students' physical addresses as documented in our Student Information System. Special Requests for bus transportation will not be allowed until further notice.*

### **PHASE 1**

- TPSS will not provide school bus transportation for students to and from school.
- The school system will provide distance learning opportunities for all students.

### **PHASE 2**

- TPSS school buses will operate at 50% capacity to maintain appropriate spacing.
- Bus operators will be required to wear a face covering while on duty.
- Every student will be required to sanitize his or her hands using hand sanitizer (not exceeding 80% alcohol) upon boarding the school bus.
- School buses will be required to travel with the windows open (weather permitting) to facilitate airflow.
- School bus operators will be required to sanitize his or her school bus after each individual route.

July 9, 2020

### **PHASE 3**

- TPSS school buses will operate at 75% capacity to maintain appropriate spacing.

- Every student will be required to sanitize his or her hands using hand sanitizer (not exceeding 80% alcohol) upon boarding the school bus.
- Bus operators will be required to wear a face covering while on duty.
- School buses will be required to travel with the windows open (weather permitting) to facilitate airflow.
- School bus operators will be required to sanitize his or her school bus after each individual route.

## **EMPLOYEE AND STUDENT SAFETY**

### **STUDENT PROTOCOLS AND SCREENING OVERVIEW:**

- Parents are encouraged to complete a student health screening at home before sending students to school. A list of symptoms is included at the end of this section.
- All students will have their temperature taken at school. Students with a temperature reading of 100.4 or above will be required to return home.
- Parents and/or guardians must ensure that the school has up-to-date contact information, so that if their child becomes sick at school, the parents or guardians can be contacted.
- Classroom groups of younger students will remain fixed with the understanding that individual students may come into close contact with one another during the school day.
- To practice social distancing, to the maximum extent possible, maintain a physical distance of 3 to 6 feet.
- Students in grades 3 and above are strongly recommended to wear a face covering as able and to the maximum extent possible.
- Students may consume meals in areas other than the school cafeteria to maintain social distancing.
- Buses will be required to have the windows open (weather permitting) while students are on board.
- Schools will amend all procedures as needed to comply with recommended safety guidelines.

### **SYMPTOMS THAT MAY REQUIRE A STUDENT TO STAY HOME OR LEAVE SCHOOL:**

Parents/guardians should conduct a screening of their student(s) before sending them to school, and if the student presents with any of the following symptoms, he or she should remain at home.

**July 9, 2020**

If the student presents one or more of these symptoms while at school, school personnel will follow established protocols and contact the parent or guardian.

1. Temperature of 100.4F or greater

2. Cough
3. Shortness of breath or difficulty breathing
4. Active vomiting or diarrhea

If a student presents with one or more of the symptoms listed below, GET IMMEDIATE MEDICAL ATTENTION:

1. Difficulty breathing
2. Persistent pain or pressure in the chest
3. New confusion or failure to respond
4. Bluish lips or face

If a student presents with two or more of the following symptoms, GET IMMEDIATE MEDICAL ATTENTION:

1. Fever (100.4F in the past 24 hours)
2. Chills
3. Repeated shaking with chills
4. Muscle pain
5. Headache
6. Sore throat
7. New loss of taste or smell
8. Unexplained rash

All students with the above symptoms will be placed in a sick/isolation room and provided with the proper adult supervision until the student is able to return home. It will be the responsibility of the parent/guardian to promptly pick up the student from school. In the case of a student who tests positive for COVID-19, the parent/guardian is strongly encouraged to notify the school principal of the student's health status.

## **MANDATORY EMPLOYEE SCREENING AND PROTOCOLS**

- All employees must follow established return-to-work guidelines. If any of the following symptoms exist, the employee should remain home:
  1. Temperature of 100.4F or greater
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Active vomiting or diarrhea
- If an employee presents with one or more of the symptoms listed below, GET IMMEDIATE MEDICAL ATTENTION:
  1. Difficulty breathing
  2. Persistent pain or pressure in the chest
  3. New confusion or failure to respond
  4. Bluish lips or face

**July 9, 2020**

- If an employee presents with 2 or more of the following symptoms, GET IMMEDIATE MEDICAL ATTENTION:

1. Fever (100.4F in the past 24 hours)
2. Chills
3. Repeated shaking with chills
4. Muscle pain
5. Headache
6. Sore throat
7. New loss of taste or smell
8. Unexplained rash

- All employees will be required to notify their immediate supervisor if there is a change in their health status.
- The affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.
- Employees will practice social distancing at all times.
- Employees will wear a face covering when having face-to-face interaction with the public on School Board property.
- TPSS school-based employees will be required to wear a face covering when interacting with students, the public, and all other employees, to the maximum extent possible.
- All common areas/break rooms will be closed. Only limited use of the microwave, refrigerator, and office equipment will be allowed.

**EMPLOYEE HEALTH PROTOCOL:**

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he or she may be asked to go home or to the nearest health clinic. Employees returning to work from an approved medical leave should contact Gavin Vitter, TPSS Director of Human Resources, via email ([Gavin.Vitter@tangischools.org](mailto:Gavin.Vitter@tangischools.org)) or telephone (985-748-2503). Before returning to work, employees may be asked to submit a healthcare provider's note. If an employee has been diagnosed with COVID-19, he or she may return to work when all three of the following criteria have been met:

- At least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications).
- Improved respiratory symptoms (cough, shortness of breath, etc.)
- A minimum of 7 days have passed since the onset of symptoms.

If an employee has symptoms that could be related to COVID-19 and is not evaluated by a medical professional or tested for COVID-19, the employee should assume that he or she has COVID-19 and should not return to work until the three criteria listed above have been met.

July 9, 2020

### **EMPLOYEE OR STUDENT EXPOSURE:**

The TPSS will be in close contact with the Louisiana Department of Health and the regional administrator's office will provide guidance for all incidents related to employee and student exposure to COVID-19 and/or COVID-19 related symptoms. While we all hope to avoid exposure to illness from COVID-19, we must be prepared for that possibility. If a TPSS employee, student, or someone he or she has been in contact with has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation, health care providers should have the most up-to-date information from the CDC.

### **EMPLOYEE EXPOSURE PROTOCOLS MAY INCLUDE THE FOLLOWING:**

1. Self-quarantine in a specific room away from others in the home. Contact the following to notify them of potential exposure to COVID-19 and follow their instructions: 1) the employees' personal healthcare provider, 2) TPSS Human Resources Department, and 3) the employee's supervisor.
2. The supervisor will work with Human Resources to determine appropriate next steps.
3. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided instructions.

### **STUDENT EXPOSURE PROTOCOLS MAY INCLUDE THE FOLLOWING:**

1. Self-quarantine may be required.
2. Parents should monitor students for symptoms and consider contacting a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal.

### **SOCIAL DISTANCING:**

1. Social distancing is an effective way to prevent potential infection. TPSS employees, students, parents, and visitors should practice maintaining a 6-foot distance and eliminating physical contact with others.
2. Procedures to clearly define the walking direction (traffic flow) throughout offices and hallways in order to maintain the social distancing requirement of 6 feet must be established.
3. All non-essential or informal gatherings and/or visiting should be avoided.

July 9, 2020

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)** **FOR EMPLOYEES AND STUDENTS**

In order to minimize exposure to COVID-19, personal protective equipment will include the following:

- **Face Coverings:** Face coverings are an important part of our protection against the spread of COVID-19, as well as personal hygiene, social distancing, and enhanced cleaning efforts. As such, face coverings are required for all TPSS employees. Students in grades 3 and above will be strongly encouraged to wear a mask, as able and to the maximum extent possible, especially during transition, while in common areas, and when 3-6 feet of social distancing is not possible. Face coverings must be solid in color and may have the school's mascot/logo. Parents should write their child's name or initials on the face covering. Face coverings may also be monogrammed with the students initials to help identify their mask if the parent prefers this option.
- **Gloves:** Wearing gloves does not diminish the need to wash your hands. Whether gloved or not, touching your face, nose, and/or eyes is a significant risk to the spread of infection.
- In addition to PPE, employees and students are reminded to:
  1. Wash your hands with soap and water often and for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
  2. Avoid touching your face, especially your eyes, nose, and mouth.
  3. Cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze.
  4. Practice social distancing.

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## **TRAVEL RESTRICTIONS**

***EMPLOYEE TRAVEL:*** Staff travel to conferences and workshops will be discontinued until further notice, unless pre-approved by the Superintendent's office.

***STUDENT TRAVEL:*** All field trips will be discontinued until further notice.

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July 9, 2020

## **CAFETERIA PROTOCOLS**

### **PHASE 1: VIRTUAL MODEL PLAN (VIRTUAL LEARNING FROM HOME FOR ALL STUDENTS, PRE-K-12):**

The Child Nutrition Department will offer students breakfast and lunch as “Curbside Grab and Go Meals”. Students are encouraged to be in the vehicle to pick up meals. The parent will have to sign a consent form daily, confirming the meal is for the student. Designated schools have been assigned for “Virtual Curbside Feeding”. Please see the TPSS website for most updated school listings. Prepackaged meals will be distributed at specific school locations on Tuesdays and Thursdays. Please see the TPSS website for most updated school listings. The meals distributed on Tuesdays will include two (2) prepackaged breakfasts and lunches. The meals distributed on Thursdays will include (3) prepackaged breakfasts and lunches.

### **PHASE 2: GRADES PRE-K-6 - TRADITIONAL MODEL & GRADES 7-12 - FULL VIRTUAL MODEL PLAN (ONLY PRE-K-6 STUDENTS ON CAMPUS):**

All students on campus will be offered free breakfast upon entering school. Students will be allowed to eat in other areas of the school as determined by the principal. In all circumstances, students will maintain recommended social distancing of 3-6 feet.

For lunch, the principal will establish a time schedule for each class to enter the cafeteria serving line. Students will enter into the cafeteria in groups no larger than 25. Students will pick up their meals and be directed to their assigned location, maintaining 3-6 feet of social distance and facing in one direction.

Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. The cafeteria staff will properly clean and sanitize the cafeteria. Only one meal option will be offered, and all lines will offer the same meal choice. Students will pass the point-of-service, where cafeteria workers will account for the meal. Cafeteria workers will wear proper PPE (Personal Protective Equipment). Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians (with permission from principal) will assist with bringing the trash to the dumpsters.

For students participating in virtual learning, lunch meals will be offered as “grab-n-go” meals, which are available for drive-by pick up. Students are encouraged to be in the vehicle to pick up meals. The parent will have to sign a consent form daily, stating the meal is for the student enrolled in the district. Designated schools have been assigned for “Virtual Curbside Feeding”. Please see the TPSS website for most updated school listings.

### **PHASE 3: GRADES PRE-K - 8 - TRADITIONAL MODEL & GRADE 9-12 - BLENDED MODEL (A/B SCHEDULE):**

The Child Nutrition Department will provide meals utilizing the same Phase 2 guidelines listed above, increasing the size of student groups from 25 to 50.

July 9, 2020

## **IMPORTANT INFORMATION PERTAINING TO ALL MEAL PHASES:**

1. All regulations and guidelines from the CDC, USDA, LDOE, CNP, and LDHH, will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.
2. Students will wash their hands upon entering school and before and after meals. Students should also wash their hands and/or use hand sanitizer every 2 hours.
3. In Phases 1, 2, and/or 3, all meals will be served in disposable containers.
4. All meals will be prepared and offered to the students by the cafeteria staff.
5. Students and faculty members will not be allowed to share food tables, food, or beverages.
6. All parents are encouraged to utilize on-line payment options (Myschoolbucks) to minimize physical contact, understanding there is a fee to utilize the service. Payments will not be accepted while students are in the serving line in an effort to reduce physical contact. At this time, the TPSS Child Nutrition Department will only offer milk, juice, and water for extra sales.
7. Adults still have the option to purchase meals.

## **NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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July 9, 2020

## **COMMUNICATION**

Parents/guardians and employees are strongly encouraged to access the most up-to-date information about the reopening of school and school operations through the following:

- Teacher, student, and/or parent email
- TPSS district website ([www.tangischools.org](http://www.tangischools.org))
- Social media platforms
- TPSS electronic parent newsletter
- Google classroom for grades PRE-K-12

Parents/guardians must ensure that the school has current contact phone numbers in case their child becomes sick at school or if the parent/guardian needs to be notified of a COVID-19 positive case at the school.

## **OTHER SCHOOL CONSIDERATIONS**

### **1. RESTROOM USAGE DURING THE SCHOOL DAY:**

- Establish maximum capacity for the facility that allows for social distancing.
- Post the maximum capacity sign on the door.
- Provide supplies for employees to clean up after themselves in “staff only” restrooms.

### **2. LOCKER ROOMS/ATHLETIC ACTIVITIES:**

- Athletic activities, including support groups (cheer/dance) 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.
- Locker rooms will be closed for PE until further notice.
- Athletics (only during Phase 3):
  - While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice.
  - Eliminate contact with others, such as handshakes.
  - Avoid touching surfaces touched by others to the extent feasible.
  - Avoid anyone who is coughing, sneezing, or appears to be sick.

## **ENHANCED SAFETY PROTOCOLS**

**FACILITIES CLEANING:** The safety of our employees and students is our first priority. Upon reopening, our facilities will have been cleaned and disinfected and we will continue to adhere to all necessary safety precautions throughout the school year. We will require employees to maintain safety standards by continuously cleaning and disinfecting based on the guidelines provided by health and safety officials.

**PERSONAL WORKSPACE AND CLASSROOMS:** TPSS staff will use signage to indicate rooms requiring sanitizing and disinfecting. To maintain social distancing guidelines, all teachers and students are asked not to visit other classrooms outside of their teams or grade levels. Employees are expected to disinfect their own personal workspace (teacher desk, phone, computer, etc.) throughout the day, giving special attention to commonly touched surfaces.

**SHARED WORKSPACE:** Employees are expected to disinfect any shared workspace throughout the day, giving special attention to commonly touched surfaces (see below). The TPSS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces, such as telephones and keyboards. Additionally, the custodial team will clean all workspaces at their designated cleaning times. Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure and ensure employee safety. Workspace usage is as follows:

- **Capacity:** TPSS will monitor the number of employees in offices and common areas while the risk of infection exists.
- **Conference Rooms:** Specific conference rooms will be closed until further notice.
- **Breakroom, Teacher Lounges, and Multi-Purpose Rooms:** These spaces will be closed for general use with limited access to microwave, refrigerator, etc. in all Phases except Phase 3.
- **Copy Room:** There will be limited access to the copy room. Signage indicating these restrictions will be posted as each phase is implemented.
- **SIGNAGE:** Appropriate signage will be placed throughout the offices and school.

## **GENERAL DISINFECTATION PROTOCOL**

**HOW COVID-19 SPREADS:** The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into airways or mucous membranes of the eyes, nose, or mouth causing infection. The virus can also be spread if someone touches a contaminated surface and then touches his or her eyes, nose, or mouth, although this is not the primary way the virus spreads.

**GUIDANCE FOR CLEANING AND DISINFECTING:** Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Employees will wear disposable gloves and a face covering when cleaning and disinfecting, removing and properly disposing of them when finished. Employees will wash their hands immediately after cleaning or disinfecting any area.

Employees are reminded not to touch their face with the gloves. Cleaning removes dirt and most germs and is usually done with soap and water. We will use Bioesque Botanical Disinfectant Solution for this process. Depending on the type of chemical, disinfecting kills most germs if the chemical product is used as directed.

<b>ROUTINE CLEANING AND DISINFECTING:</b> Custodial staff will clean and disinfect frequently touched surfaces and objects daily (or more often depending on use patterns) such as:		
Door knobs & handles	Classroom desks, tables, and chairs	Countertops
Light switches	Handles on equipment (e.g., athletic equipment)	Push-buttons on vending machines and elevators
Shared items(e.g., toys, remote controls, telephones, desktops, computer keyboards and mice	Bus seats and handrails	All bathroom fixtures

**NOTE:** *It is not necessary for disinfectants to be applied routinely to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets, etc.). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.*

**CLEANING AND DISINFECTING PRODUCTS:** The TPSS custodial staff will be trained on the effective use of the disinfectant and applicator and will utilize the following cleaning and disinfectant measures:

- Use Bioesque Disinfectant, an EPA-registered household disinfectant, and an electrostatic sprayer to clean and disinfect items, following the manufacturer’s instructions to ensure safe and effective use of the product.
- Many products recommend: 1) Keeping the surface wet for a period of time (see product label), 2) wearing gloves, and 3) ensuring good ventilation during use of the product.

### **CLEANING AND DISINFECTING IN THE EVENT OF A SUSPECTED CASE OF COVID-19**

When a student or staff member in a school develops any symptoms of illness consistent with COVID-19 (new onset or worsening cough, shortness of breath, or at least two of the following symptoms: temperature of 100.4F, chills, muscle aches, headache, sore throat, loss of taste or smell) the staff will follow the established protocols:

- Isolate the person in a sick/isolation room until he or she is able to go home or to a healthcare facility.

- Ensure hygiene supplies (cloth mask, facial tissues, and alcohol-based hand sanitizer) are available in the sick/isolation room.
- Remind the staff monitoring the student or staff members with symptoms to practice social distancing.
- After the person with COVID-19 symptoms has left the school, close off the sick/isolation room for at least 24 hours. If 24 hours is not feasible, wait as long as possible before cleaning and disinfecting. While cleaning, open outside doors and windows to increase ventilation. Consider temporarily turning off room fans and the central HVAC system that services the sick/isolation room, thereby eliminating the circulation of particles that may escape while vacuuming.

### **GENERAL PRECAUTIONS FOR THE CLEANING STAFF IN THE EVENT OF A SUSPECTED CASE OF COVID-19**

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Custodial staff should be 1) trained to use disinfectants safely and effectively, 2) made aware of the hazards of the cleaning chemical used in the workplace, and 3) reminded to maintain safety precautions when cleaning potentially infectious materials and bodily fluids (blood, vomit, feces, and urine).
- Cleaning staff should not touch their faces while cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash.
- After cleaning, clothing worn while cleaning should be placed in a plastic bag and laundered at home as soon as possible.
- After removing the work clothes and gloves, hands should be thoroughly washed with soap and water for at least 20 seconds.
- For further information, please use this link as a resource.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

#### **PREVENTATIVE MATERIAL INVENTORY:**

- An adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues. (Custodial Staff)
- A supply of gloves and other protective gear. (Custodial & Nursing Staff)
- Touchless thermometers on-site for employee and student screening. (Nurses)

## WHAT CAN PARENTS DO TO PREPARE FOR THE START OF SCHOOL IN AUGUST?

- 1. *Secure a face covering for your child in grades 3-12.***
- 2. *Purchase school uniforms.***
- 3. *Purchase school supplies. Supply lists are included on each school's website.***
- 4. *Complete the Transportation Survey on our website as soon as possible.***
- 5. *Send a bottle of drinking water to school each day with your child's name on it. (Due to CDC guidelines, water fountains will be turned off.)***
- 6. *Ensure that your child's school has the correct contact information.(both phone and address).***
- 7. *Reach out to your school's administrator anytime with any questions and/or concerns.***
- 8. *Talk to your child about why we have restrictions that are in place due to COVID-19 and how these restrictions can slow the spread of the disease.***
- 9. *Talk to your child about the importance of handwashing throughout the day.***

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