



INTERIM COVID-19 RETURN TO SCHOOL CAMPUS GUIDELINES, POLICIES & PROCEDURES

ReNEW Schools is committed to the health and safety of our staff, students, and the community. In this very difficult and dynamic time, we have intensified our efforts to ensure our school community is as safe as possible, and that we are mitigating and drastically lowering the risk of COVID-19 at all ReNEW campuses. We are eager to reopen our schools and we've been working diligently this summer to prepare for a safe return to our campuses. At ReNEW, we expect that we will have to be fluid in our plans in order to ensure a safe return to school this year, and although we may have to switch gears to meet various challenges, we remain prepared to deliver a high quality, rigorous education to our students this school year.

ReNEW reserves the right to alter or amend these interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal state, and local levels.

CDC, OSHA, BESE, & NOLA Public Schools Guidelines

In addition to reading and understanding the Charter's Guidelines, Policies and Procedures, all employees, students, and third-party campus visitors should familiarize themselves with applicable BESE, NOLA Public Schools, CDC & OSHA Guidelines related to COVID-19, which can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

[https://go.boarddocs.com/la/bese/Board.nsf/files/BRDTN97824FB/\\$file/B126.pdf](https://go.boarddocs.com/la/bese/Board.nsf/files/BRDTN97824FB/$file/B126.pdf)

<https://www.nolapublicschools/roadmap>

Everyone at ReNEW has a personal responsibility to help mitigate the risk that COVID-19 will impact our personnel, visitors or business operations. Any questions regarding the CDC's or OSHA's Guidance and its application should be directed to the ReNEW Chief Operations Officer, Sean Hudson, at sean@renewschools.org.

The operational, health, and safety standards described in this document either meet or exceed the minimum standards set forth by BESE in the provisions of BESE Bulletin 126 §§103, 4101-4105 and Chapter 4 of BESE Bulletin 741, *Louisiana Handbook for School Administrators*, for the 2020-2021 school year and ReNEW shall abide by all the required health and safety

standards included in the provisions of BESE Bulletin 126 §§103, 4101-4105 and Chapter 4 of Bulletin 741, *Louisiana Handbook for School Administrators*, for the 2020-2021 school year or in any amendments thereto.

ReNEW Operational Standards

On July 1, 2020, NOLA-PS released their official “Roadmap to Reopening,” and supplemental guidance was released on July 19, 2020. The Roadmap and supplemental guidance, which describes the practices and procedures required to be in place at schools throughout the various phases related to COVID-19, can be found at <https://www.nolapublicschools/roadmap>. The phase in which the City of New Orleans and Louisiana is in may fluctuate throughout the year, depending on whether we’re progressing or regressing in terms of the spread of COVID-19. At ReNEW, we are prepared for all phases.



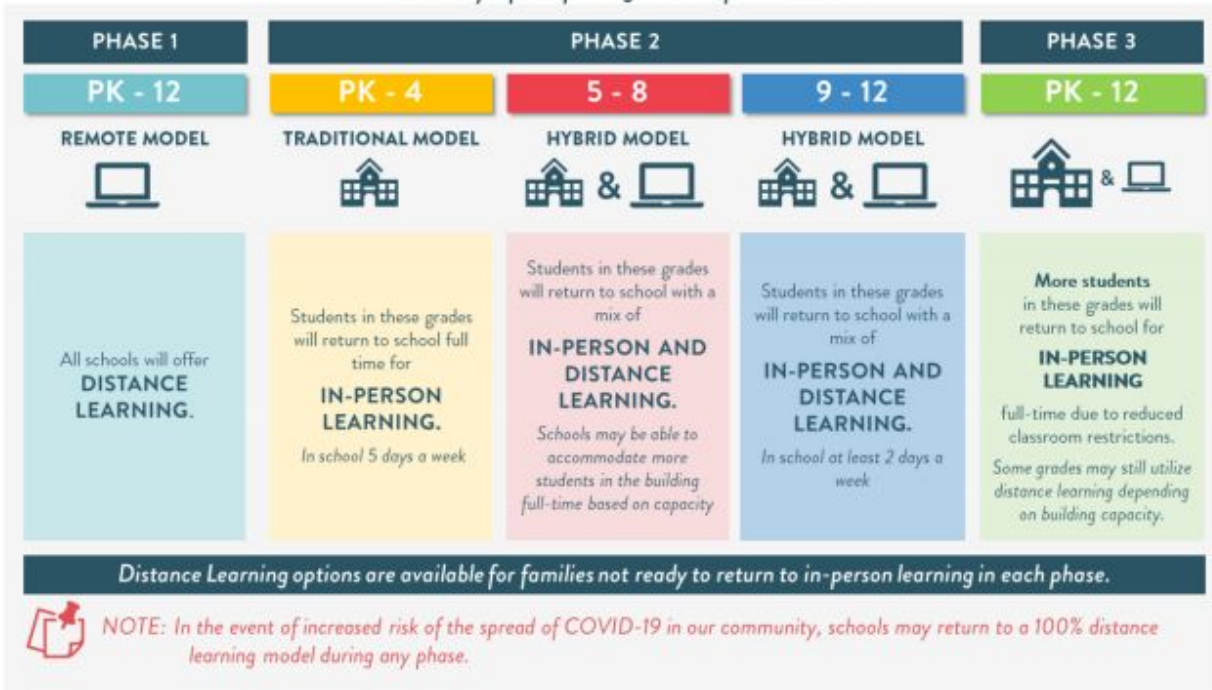
Source: City of New Orleans

Operational Restrictions

Public schools in New Orleans will operate according to the current phase of the City of New Orleans.

	Phase 1	Phase 2	Phase 3
Maximum Group Size <i>(including adults)</i>	10	25	50
Maximum School Bus Capacity <i>(including adults)</i>	25%	50%	75%
Student Groupings	Distance Learning only. No in-person classes to be held	Students will be grouped in static groups of 25 persons (including teachers)	Students will be grouped in 50 persons (including teachers)

Summary of Reopening Phases for Schools



Source: Nolapublicschools.com/roadmap

Student Option to Participate in Distance Learning Only

Regardless of whether the city is in Phase 1, 2, or 3; a parent or guardian may opt to have his or her child participate in distance learning only, rather than attend school in-person. Once a parent chooses distance learning only, the child is enrolled in the distance learning option through the end of the quarter. A parent may then adjust their child's enrollment to an in-person option to begin the following quarter. All assignments will be graded and recorded in SchoolRunner and will count toward the student's final grade.

Phase 1 or Distance Learning Required for all Public Schools in New Orleans

If the city is in Phase 1 or if NOLA-PS closes all schools in any phase, all instruction will be virtual and students will engage in a distance learning format. In-person and distance learning assignments, tests, and quizzes will be graded and recorded in SchoolRunner and will count toward students' final grades. Unlike our traditional schools, ReNEW's Early Childhood Centers Uptown and at Gilda's will be open in Phase 1 or if there's a public school closure in Phase 2 and 3 and will follow the daycare center guidance for closures. If a "Stay at Home Order" is implemented in the City of New Orleans, the ReNEW Early Childhood Centers will also be closed.

Temperature Checks & Daily Health Screenings

ReNEW schools has implemented a plan for the daily health screening of all staff and students which include temperature checks and health questions regarding screenings. All students and staff who enter any ReNEW campus will be required to receive a temperature check completed

by ReNEW staff. These temperature checks will be completed upon each student or staff member's arrival each day. Staff and students who arrive at school with a temperature at or above 100.4 F, or who display COVID-19 or flu-like symptoms will be asked to return home. Four health questions will also be posted at the entrances of school buildings. Anyone entering a ReNEW campus must affirm that they have not tested positive for COVID-19, have not had a temperature of 100.4 or greater within the last 24 hours, have not experienced a new or worsening cough or shortness of breath, and have not experienced any loss of taste or smell.

Student and Staff illnesses

Employees are encouraged to take their temperature and assess any symptoms prior to arriving at work; that will prevent employees from arriving at work with a fever or ill. If an employee is not feeling well or has a temperature greater than 100.4, the employee must contact their direct manager and remain at home. If an employee becomes sick while at work or is not feeling well, the employee must inform their direct manager and return home.

If a student is sick, parents are asked to be socially responsible and keep their child at home. Parents have also been asked to take their child's temperature before they leave home for school each day. If a student becomes sick at school, he/she will be isolated in a designated area of the school building, away from the rest of the school's population. We are asking that parents pick up their child within an hour of being notified that the child is ill. The isolation room will be cleaned after it is occupied by any student or employee showing the above symptoms or reporting potential exposure to a person that tested positive for COVID-19.

Under extreme symptoms, ReNEW reserves the right to contact the health department or emergency medical personnel.

Any student or staff member that has become sick may not return to school until one of the following conditions are met:

- A health care provider has confirmed that the illness is not due to COVID-19 because another explanation has been identified (i.e. fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc.). Diagnosis of upper respiratory tract infection (URI), pneumonia, viral illness, etc. DO NOT exclude the diagnosis of COVID-19 and are not considered adequate documentation to return to school.
- A negative COVID-19 test result or a signed doctor's release.

Please see the following section, "Exposure to COVID-19", for the protocol when a student or staff member has been exposed to COVID-19 or when there is a lack of documentation considered adequate to return to school.

Exposure to COVID-19

In order to reduce the risk of community spread of COVID-19, employees will be required to immediately report to human resources and/or their direct supervisor that they have tested positive for the virus, or have been in direct contact with someone who has tested positive for

COVID-19. ReNEW Human Resources will be in contact with all employees that are exposed or test positive for COVID-19. All cases must be thoroughly documented and reported to local health officials. Please see below for details regarding each type of exposure.

- **If an employee tests positive for COVID-19**

Employees that have evidence of a positive COVID-19 test will be required to be isolated for at least 10 days; AND the employee must have had 72 hours of resolution of fever, and respiratory symptoms have improved (cough or shortness of breath). Employees must also submit verification of a negative COVID-19 test result, a signed doctor's release, or complete the Louisiana Department of Health "Return-to-Work Certification for COVID-19" form if testing is unavailable. Documentation must be returned to human resources prior to returning to work to receive clearance to return. The employee must not return to work until that clearance is received from human resources.

- **If an employee has been in direct contact with someone with who has tested positive for COVID-19**

Employees who have come in close contact with a person who has tested positive for COVID-19 may return to work after 14 days AND must provide a doctor's note or medical statement that the employee is not positive for COVID-19. Close contact is defined as within 6 feet for 15 or more minutes. Please avoid close contact, as previously defined, with other ReNEW employees.

Parents are also required to inform the school if their child has tested positive for COVID-19, or if their child has come into contact with a person who has tested positive for the virus. They will then follow the same procedure as outlined for staff members. Each school nurse will be responsible for ensuring that a log for students, staff, and visitors identified with potential COVID-19 symptoms is maintained and follow up will come from the appropriate school or network level individual. If the school nurse is not available, the school operations coordinator or program leader will assume this responsibility. An isolation area has been identified and established at each ReNEW campus for anyone showing signs or symptoms of illness. The isolation area will be cleaned after it is occupied by any sick student or adult and social distancing will be maintained.

Vulnerable Staff Members and Students

Employees should contact ReNEW Human Resources at hr@renewschools.org if he or she is considered vulnerable to increased risk for severe illness due to COVID-19.

As provided in Section 401(E) and Section 403(I) of Bulletin 741, ReNEW recognizes that there may be medical or disability impact exceptions to one or more of these standards specific to a given student, employee, or other person, and such exceptions will be considered on an individual basis as set for below.

1. In order for a student to be granted an exception based upon a medical or disability issue:
 - a. The parent or legal guardian of the student shall submit a written request for an exception to the school leader
 - b. The parent or legal guardian of the student shall identify the specific provision(s) of Bulletin 741, Chapter 4, to which the exception is applicable.
 - c. The request shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception. If the application is related to an existing Section 504 plan, IEP, or IHP, the school leader shall convene a meeting of the School Building Level Committee (SBLC) to review the application and the existing Section 504, IEP, or IHP to determine if an exception is needed or whether the plan can be modified to alleviate the need for the exception. The SBLC shall provide its recommendation to school leadership.
 - d. All documentation related to the exception shall be incorporated into the student's school record and, if applicable, made a part of the student's Section 504 plan, IEP, or IHP.

2. In order for an employee to be granted an exception based on a medical or disability issue:
 - a. The employee shall submit a written request to the human resources department.
 - b. The request shall identify the specific provision(s) of Chapter 4 to which the exception is applicable.
 - c. Any reasonable accommodation will be made available to the employee.

3. In order for anyone other than a student or employee to be granted an exception based on a medical or disability issue, the individual seeking the exception must provide documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that necessitates the request for the exception to determine whether there are any possible accommodations that can be made.

Please see the list [here](#) for additional information from the CDC regarding those populations.

Confirmed Case of COVID-19 on Campus

ReNEW will coordinate with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

ReNEW Schools will notify NOLA PS should we become aware of a confirmed case of COVID-19 on campus. NOLA PS will not be given identifiable information of the person. ReNEW Schools will also notify Region 1 Epidemiologist for the Louisiana Department of Health should we become aware of a confirmed case of COVID-19 on campus.

Upon notification, ReNEW schools will **immediately** disinfect and clean all areas that the infectious person came into contact with. This disinfection will be done using an EPA-approved disinfectant designed to kill COVID-19.

All students and staff who have been in a classroom with a confirmed case or who otherwise have had close contact (defined as within 6 feet for 15 or more minutes) with a confirmed case will need to be quarantined for a minimum of 14 days.

- If a staff member or student within a “static group” is a confirmed case, this would require the entire “static group” to self-quarantine for a minimum of 14 days.
- It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

School Closure Decisions and Communication

ReNEW must consult with NOLA Public Schools and appropriate public health officials prior to finalizing a decision to close an individual school. It is critically important that we are able to pivot from in-person to distance learning so that disruption is minimized while students and staff need to be away from a school building for an extended period of time. An overview of scenarios or situations that **may** result in a school closure are below:

- Two or more “static groups” are required to quarantine within a 14-day period (classroom closure periods are overlapping).
- A cluster of cases (defined as two or more cases that share a common source) is identified and infection spread from that cluster cannot be confidently contained with quarantine. For example:
 - Two or more cases on one bus route because the bus riders are scattered through different classroom environments throughout the day.
 - There is widespread exposure of students and staff such that it is not possible to identify and quarantine contacts (i.e. if a staff member who has prolonged close contact with large numbers of students is diagnosed with COVID-19).
 - Public health officials determine that closure is necessary due to emerging data about new cases linked to the school community.
 - High staff absenteeism due to illness and self-quarantine requirements have reduced staff to a critical low and the school can no longer provide adequate staff coverage.

Face Coverings

ReNEW Schools shall require that all staff and students over the age of 2 wear a face covering to the greatest extent possible and practical within the local community context. ReNEW understands that students in grades PreK-2 may have a difficult time wearing a face mask and staff are to encourage that students in these grades wear a mask as much as possible.

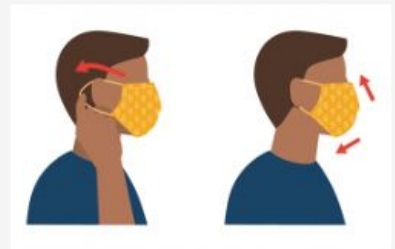
ReNEW has procured face coverings and face shields for staff and students and it is advised that all persons on ReNEW campuses have a personal mask with them at all times. Face coverings can be made of many different types of materials (paper, cloth, etc.); face coverings

can include masks and neck coverings that can be moved to cover the nose and mouth, but plastic face shields alone do not count as they are not enclosed coverings. ReNEW will provide all employees with one personal ReNEW branded face covering and we will have disposable masks available in the event that a personal face mask is left at home. Employees and students that have breathing difficulties should consult with ReNEW Human Resources and provide a doctor's note that verifies an exception to the face covering requirement due to a medical issue.

During the school year, students will be required to bring a face covering to school with them daily. If a student forgets his or her mask at home, the student will receive a disposable mask from the front office for the day.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Static Groupings

In Phases 2 and 3, students will remain with their homeroom group of students all day while they are on campus. Per guidelines set forth by LDOE and NOLA-PS, each group of students will remain separate and will not intermix with other student groups. Students will eat breakfast and lunch together in the classroom, have recess together, and participate in classes and electives together. No static group may be larger than 25 persons in Phase 2, and 50 persons in Phase 3, including staff.

Students with disabilities will continue to receive special education and related services in the least restrictive environment. Service providers will be factored into a group's size limitations.

Physical/Facility Standards

- Indoors: Adults and students must convene in a room enclosed by a wall or partition. If a large room is used for more than one group, each group must be separated within the larger space by a wall or partition.
- Outdoors: Physical barriers are not required, but groups shall be separated.
- Entry-Exit: To the greatest extent possible, entry/exit points will be designated to individual groups to limit crowding and maintain maximum group sizes and physical distance.

- Employees will be provided adequate access to hygienic supplies (soap, hand sanitizer with at least 60% alcohol, disinfectant spray or wipes, paper towels, and tissues).

Practicing Prevention

- Prior to being on a ReNEW campus - all staff shall be trained on how Covid-19 spreads, safety precautions such as proper hand washing and mask wearing, and all ReNEW safety protocols.
- Students and staff must use hand-sanitizer or wash their hands upon arrival and at least every two hours. Also, before and after eating, before and after using outdoor play equipment, and upon leaving for the day. There shall be hand sanitizing stations throughout the school as well as hand sanitizer and cleaning supplies within each classroom.
- Each school shall have an adequate supply of additional PPE for staff and students (face shields and masks as appropriate).
- All high-touch surfaces (desks, doorknobs, etc.) shall be cleaned multiple times per day with hospital grade disinfectant before and after each group's use.
- Restrooms will be cleaned multiple times per day with hospital grade disinfectant.
- Electrostatic sprayers plus botanical disinfectant solution shall be used daily throughout the school building. These sprayers are EPA rated to eliminate 99% of all allergens, bacteria, molds and fungus, and viruses. These sprayers will be used to disinfect all areas of the building after students leave the building each day. This solution is EPA rated for food surfaces and is recommended for schools and daycares.
- All cleaning efforts will be intensified to maintain a safe and healthy environment.

Water Fountains

We are awaiting guidance from LDOE and NOLA-PS regarding the use of water fountains. Students have been asked to bring a bottle containing only water to school each day.

School Bus Transportation

- Parents shall be asked to take their child's temperature before they leave the house every morning.
- In Phase 2, capacity on school buses must be capped at 50-percent, which is approximately 34 students on an average size bus. In Phase 3, school bus capacity is 75-percent, which is approximately 50 students on an average size bus. Please note that the number of students and bus capacity is set by the manufacturer, and smaller buses will have less capacity for students.
- Face coverings shall be required by everyone riding school buses, including drivers and/or bus monitors, to the greatest extent possible
- Hand sanitizer shall be provided when students enter buses.
- To increase airflow, bus windows shall be opened to the maximum extent possible.
- For medically fragile children, additional precautions shall be taken and the Student Support Team shall work with those families to ensure the proper protocols are in place and followed.

Car Riders

- Parents shall be asked to take their child's temperature before they leave the house every morning.
- The arrival and dismissal policy shall require that parents bringing their child(ren) to school in a vehicle shall remain in the vehicle until the child's temperature has been taken.

Extended Day Activities

- In Phase 2 and 3, morning care and aftercare shall be offered until capacity is reached.
- Morning care and aftercare shall follow the guidelines set forth in this document.
- In Phase 2, ReNEW Schools will only offer tutoring, homework help, and individual activities for students. Per the guidance issued by LDOE and NOLA-PS, band and vocal music will not be offered in Phase 2. We are working with NOLA-PS to determine whether sports will be offered in phase 2.
- In Phase 3, ReNEW Schools hopes to return to its normal extended day programming.

Travel Restrictions

In accordance with the LDOE and NOLA PS, there will be student no field trips in Phases 1, 2 or 3 and all non-essential business or student travel is prohibited until further notice. Any business travel must be approved by the ReNEW Schools CEO.

School Visitors

Under normal circumstances, we would be happy to welcome visitors to our campuses. However, to ensure the safety of our students and staff, we have asked families to refrain from coming to campus unless it is absolutely necessary to do so. If extenuating circumstances permit a parent or visitor on campus, those visitors must follow all procedures related to adults and students contained in this document.

Required Training and Postings

All employees must participate in mandatory training regarding COVID-19 best practices, including appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. This training must be completed prior to arriving on campus. Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices. This policy will be accessible to everyone via the intranet.

Complaints, Reporting Procedure, and Disciplinary Action

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to the School Leader or Human Resources. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

I acknowledge that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice. Employees may have received this policy via email, the ReNEW Schools Intranet, or via paper. It is my responsibility to read this policy despite the delivery mechanism. If this policy was not emailed to me, my signature below acknowledges that I have read this policy.

Print Name _____ Date _____

Signature _____