

Bayou Community Academy

**Adopted from: LAFOURCHE PARISH
SCHOOL DISTRICT**

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

MESSAGE FROM DIRECTOR

Dear Parents/Guardians of BCA Scholars,

As you are all anxiously awaiting the direction of the upcoming school year, I want to express to you that those who serve your children have worked incredibly hard and have put the interests of your children as their priority. I would like to first thank Lafourche Parish School District for their support and collaboration throughout this time of critical decision making. I would like to thank our BCA Board for their unwavering support and for continuing to strive to put our scholars, employees and their families at the forefront of these decisions. I would like to thank our Administrative Staff for their tireless effort in working out the complexities of the details involved in these decisions. As always, I would like to thank our amazing faculty and staff for being open and willing to do whatever it takes for our scholars to receive the best!

After reviewing several options and vetting each of them thoroughly, BCA has concluded that following Lafourche Parish School Board's Return to School Plan is the best option for our scholars and families as it relates to the health and overall success of this school year.

This plan will be implemented as follows in accordance with the Governor's declared phase for the state of Louisiana:

Phase 1 – All scholars will learn completely virtually from home.

Phase 2 – Scholars will follow an A/B schedule. Scholars will attend certain days on campus with in person instruction and certain days at home with virtual learning. (We will be providing a survey very soon to determine exactly what this will look like).

Phase 3 – All Scholars will attend on campus every day.

**Parents also have the option to have their child learn virtually from home for the entire school year.

With the guidance of the Board, in collaboration with Lafourche and information from several state entities, BCA will follow certain guidelines including social distancing, frequent hand washing for scholars and staff, sanitizing classrooms and frequently touched surfaces several times throughout the day, new cafeteria procedures, as well as new classroom procedures with the scholars remaining in the same room while the professionals switch to instruct them. There will be daily health checks including daily temperature checks of all scholars, faculty and staff. There will be protocols in place for symptomatic individuals on campus set through the direction of our nurse, as well as through the guidance from Lafourche Parish School District, Children's Hospital and our local Department of Health.

We truly thank you for your continued support of BCA and together we will get through this!

INTRODUCTION

The Lafourche Parish School District has created this phase dependent plan to aid in navigating the reestablishment of our schools where employees, students, and families feel safe upon returning and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided to us by the LDOE, CDC, WHO, and applicable federal, state, and local agencies.

BAYOU COMMUNITY ACADEMY (BCA) OPERATIONS

Before implementation, information on the opening of school and appropriate phases will be sent to all employees, students, and parents. Additionally, the individual needs and circumstances of students with disabilities will be addressed. Please see below for a summary of each phase.

| Phase | Operations |
|---------|--|
| Phase 1 | <ul style="list-style-type: none"> ● School operations are limited to virtual learning only ● Facilities are closed to the public ● All BCA employees are classified as essential and may be required to report to their assigned locations |
| Phase 2 | <ul style="list-style-type: none"> • Schools may offer limited on-site activities • School operations will implement an A/B Schedule (see below) |
| Phase 3 | <ul style="list-style-type: none"> ● Schools will open for all students Monday through Friday based on recommendations and data from LDOE, CDC, Governor’s office, and applicable local and state agencies ● School operations will resume with restrictions or guidelines |

Phase 1

In the event that the governor’s office declares that we must enter Phase 1, the school system will provide distance learning opportunities for all students. This will be done using the Google Classroom platform used at the end of the 2019-2020 school year and through our summer extended learning activities. Students would continue to have access to high quality instruction and would be required to log-in regularly, submit graded assignments, and complete tests.

Phase 2

Using the Phase 2 LDOE guidelines, the school system would only be able to physically accommodate half of our students on campuses on any given day. In this phase, we will implement an A/B model to provide in person instruction to half of our students on alternating days. Group (A) will attend school on Mondays, Wednesdays, and every other Friday. Group (B) will attend on Tuesdays, Thursdays, and every other Friday. Family groups and students sharing a household will all attend school on the same days. On days that students are not physically on campus, teachers will provide assignments to be completed online using the Google Classroom platform.

Phase 3

The school district will provide all students the opportunity to be in school 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.

PARENT INSTRUCTIONAL OPTIONS

In Phases 1, 2, and 3, all families will have the option to learn exclusively from home via Google Classroom. If requested and if available, each student will be assigned a Chromebook/laptop to facilitate virtual learning as well as in class instruction.

Parent Selection of Instructional Options

- Parents will select a virtual or in-person attendance option through a survey
- Students must be committed to the selected option for a full 9 weeks period
- Parent requests to change from in-person to virtual learning before the end of the 9 weeks will only be considered in extenuating circumstances that are confirmed by a doctor's medical excuse and approved by the SBLC Committee.

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 our [district's webpage](#).

Phase 1

- 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.

Phase 2

Regular attendance:

- 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 be in attendance a minimum of 60,120 minutes
- Students not attending school regularly will be referred to the Director and the Office of Child Welfare and Attendance for further review and consideration for truancy court

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

Phase 3

- Attendance regulations are the same as outlined in Phase 2

Transportation and Bus Protocols

Phase 1

Bayou Community Academy will not provide school bus transportation for students to and from school. In Phase 1, the school system will provide distance learning opportunities for all students.

Phase 2

BCA's school buses will operate at 50 percent capacity to maintain appropriate spacing. Bus operators will be required to wear a face mask while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer (not exceeding 80 percent alcohol). School buses will be required to travel with the windows open to facilitate air

flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Phase 3

BCA's school buses will operate at 75 percent capacity to maintain appropriate spacing. Bus operators will be required to wear a face mask while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer (not exceeding 80 percent alcohol). School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

EMPLOYEE ASSISTANCE PROGRAM

Bayou Community Academy's' administration is aware that childcare may not be available for school-aged child/children as a result of a Phase 1 or Phase 2 plan implementation. Such implementation could result in employees having to take Cares Act leave which would likely cause disruption in the continuity of instruction, difficulty in staffing, additional compensation and salary expenses to the school, and increased administrative expenses. In an effort to reduce these burdens on employees and the school, the school shall provide assistance to employees for school-aged children during this pandemic to enable our employees to continue providing education to all students. This program shall continue in force and effect through December 31, 2020.

Phase 1

- During Phase 1 of virtual learning, the first two weeks of school, children will attend school with their parents.
- Children qualifying are legal dependents of full-time or part-time active BCA employees. Part-time during the employee's scheduled work time.
- Children must be current BCA scholars. This includes elementary and middle school children, as well as any other extenuating circumstances to be approved by the Director.
- Children will attend during school hours. Parents will be responsible for their child before and after school hours.

- Children will remain with their parents.
- Employee's children will complete virtual lessons & assignments assigned by their classroom teacher. The student will be responsible to work on his/her own.
- Children will follow BCA guidelines while on the premises. Violations could result in privileges being denied.
- Children must wear a school uniform, mask, and follow social distancing guidelines.
- Children will need their normal school supplies to complete learning assignments. This includes Chromebook, earbuds, workbooks, and any necessary supplies to facilitate learning.
- Children must bring a water bottle.

Phase 2

- Children will report to a designated area or alternate location assigned by the school's principal.
- Employees will have to provide transportation for their child on the days they are not scheduled to attend.
- Children will complete virtual lessons & assignments assigned by their classroom teacher. The student will be responsible to work on his/her own.
- Children will follow BCA guidelines while on the premises. Violations could result in privileges being denied.
- Children must wear a school uniform, mask, and follow social distancing guidelines.
- Children will need their normal school supplies to complete learning assignments. This includes Chromebook, earbuds, workbooks, and any necessary supplies to facilitate learning.
- Children must bring a water bottle.

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 (see below for symptoms).
- All students will have their temperatures taken upon arrival at school. Students with a temperature reading of 99.4 or above will be required to return home.
- For our younger students, classroom groups will remain fixed, understanding individual students may come into close contact with one another during the school

day.

- To practice social distancing, we will, to the maximum extent possible, maintain a physical distance of six feet.
- Students in grades 3 and above will be required to wear a mask, 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 while students are on board weather permitting.
- Schools will be amending all procedures in order to comply with recommended safety guidelines.

When completing a student self-screening, parents should look for the following symptoms. If students present with any of these symptoms, the student should remain at home. If the student presents one or more of the following symptoms at school, school personnel will follow established protocols and contact parents.

1. Symptoms that may require a student to stay home and/or leave school:

- a. Any **one** of the symptoms below:
 - i. Fever of 100.4F or greater
 - Oral: 100.4F
 - Axillary: 99.4F
 - Ear: 100.9F
 - Forehead/Temporal: 99.4F
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Active vomiting or diarrhea
 - b. Emergency warning signs get medical attention immediately
 - i. Trouble breathing
 - ii. Persistent pain or pressure in the chest
 - iii. New confusion or inability to arouse
 - iv. Bluish lips or face
 - c. Or, at least **two** of these symptoms
 - i. Fever (100.4F orally **or** 99.4F axillary in the past 24 hours)
 - ii. Chills
 - iii. Repeated shaking with chills
 - iv. Muscle pain
 - v. Headache
 - vi. Sore throat
 - vii. New loss of taste or smell
 - viii. Unexplained rash
2. All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home.
 3. It will be the responsibility of the parent/guardian to promptly pick up the student from school.
 4. In the case of a student who tests positive for COVID-19, parents are

Employee Screening and Protocols

The following guidelines are **mandatory** for BCA employees.

1. All employees must follow established return-to-work guidelines. Symptoms that require an absence, or exclusion, from work include: **(If any of the following symptoms exists you should remain home using a sick day.)**
 - a. Fever of 100.4F or greater
 - i. Oral: 100.4F
 - ii. Axillary: 99.4F
 - iii. Ear: 100.9F
 - iv. Forehead/Temporal: 99.4F
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Active vomiting or diarrhea
2. Emergency warning signs get medical attention immediately include:
 - a. Trouble breathing
 - b. Persistent pain or pressure in the chest
 - c. New confusion or inability to arouse
 - d. Bluish lips or face
3. Any employee having at least **two** of the following symptoms
 - a. Fever (100.4F orally **or** 99.4F axillary in the past 24 hours)
 - b. Chills
 - c. Repeated shaking with chills
 - d. Muscle pain
 - e. Headache
 - f. Sore throat
 - g. New loss of taste or smell
 - h. Unexplained rash
4. All employees will be required to review and sign a COVID-19 sick day agreement in TalentEd.
5. All employees will be required to notify their immediate supervisor if there is a change in their health status.
6. Affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.
7. Employees will be required to complete a SafeSchools Online Training to include:
 - a. Coronavirus Awareness
 - b. Coronavirus: Cleaning and Disinfecting Your Workplace
 - c. Coronavirus: Managing Stress and Anxiety
8. BCA employees will practice social distancing at all times.
9. BCA employees will wear a mask when having face-to-face interaction with the public on school's property. School based employees will be required to wear a mask when interacting with students, the public, and all other employees to the maximum extent possible.
10. 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 center.
- Employees returning to work from an approved medical leave should contact HR. 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** 3 criteria have been met
 1. At least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications)
 2. Improved respiratory symptoms (cough, shortness of breath, etc.)
 3. A minimum of 7 days have passed since first presenting 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, an employee should assume that he or she has COVID19 and should not return to work until the three criteria listed above have been met.

Employee or Student Exposure

Bayou Community Academy will be in close contact with the Louisiana Department of Health. The regional administrator's office will give 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 need to be prepared for that possibility. If a BCA employee or 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
2. Contact the following to notify them of potential exposure to COVID-19 and follow their instructions
 - a. The employee's personal healthcare provider
 - b. BCA's HR department
 - c. The employee's supervisor
2. The supervisor will work with the Director 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

Social distancing is an effective way to prevent potential infection. BCA's employees, students, parents, and visitors should practice maintaining a 6 feet distance and eliminating physical contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office and hallways in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions or Gatherings – Non-essential or informal meetups and visiting should be avoided

Personal Protective Equipment (PPE) for Employees and Students

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Masks:** Face masks are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, masks are mandated for all employees. Students in grades 3 and above will be required to wear a mask, as able and to the maximum extent possible. Younger students are encouraged to wear a mask to the maximum extent possible.
- **Gloves:** Wearing gloves does not diminish the need to wash our hands, and whether gloved or not, touching our faces, noses, and eyes is a significant risk to the spread of infection.

***Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer
- Avoid touching eyes, nose, and mouth
- Cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing

Travel Restrictions

- **Employees**
 - BCA will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the Director.
- **Students**
 - During Phase 3, school related travel may be allowed with approval from the Director.

ENHANCED SAFETY MEASURES

Guidelines concerning our enhanced safety and cleaning measures can be found [here](#).

CAFETERIA PROTOCOLS

Phase 1 –Virtual Plan (Virtual learning from home for all students, K-12) The Child Nutrition Department will offer students lunch, and possibly breakfast, as “grab-n-go” meals, which are available for drive-by pick-up Monday through Friday. Weekly emergency meals are offered as an alternative to daily meals, and these would also be available for drive-by pick-up. Students are required to be in the vehicle to pick up meals. If student is not in the vehicle, the parent will have to sign a waiver, stating the meal is for the student.

Phase 2 – Hybrid Plan (Only 50% of students on campus, K-12)

All students on campus will be offered breakfast upon entering school. Students will be allowed eat in the dining hall, or in other areas of the school as determined by the principal. In all circumstances, students will maintain recommended social distancing (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 seated within their fixed classroom group, maintaining 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 tables and seating surfaces between feeding groups in the dining hall. 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 (mask & shield). Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians 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 required to be in the vehicle to pick up meals. If student is not in the vehicle, the parent will have to sign a waiver, stating the meal is for the student.

Phase 3 – Traditional Plan (All students allowed on campus)

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

Important Information pertaining to all meal phases:

- 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.
- Students will wash their hands upon entering school, before meals, after meals, and before dismissal. Students should wash their hands and/or use hand sanitizer every 2 hours.
- In Phase 1, 2, or 3, all meals will be served in disposable containers.
- Salad and potato bars will not be allowed. Self-service options will not be available. All meals will be packed and served by the cafeteria staff.
- Students and faculty members will not be allowed to share food tables, food, or beverages.
- All parents are encouraged to utilize on-line payment options to minimize physical contact, understanding there is a fee to utilize the service. If this is not possible, parents can still send checks or cash in an envelope as pre-payment. Payments will not be accepted while students are in the serving line in an effort to reduce physical contact.

COMMUNICATION

Parents and employees are strongly encouraged to access the most up-to-date information about the re-opening of school and school operations through

1. Teacher, student, or parent email
2. Our district website
3. Our social media platforms – Facebook
4. Google Classroom for grades PK-8

OTHER SCHOOL CONSIDERATIONS

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.

Visitors on Campus

The safety of our staff and students remains the school's primary concern. Therefore, visitors are encouraged to make an appointment to visit. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are asking visitors to answer a simple screening questionnaire before entering the building. Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

FREQUENTLY ASKED QUESTIONS

How will parents communicate their choice of options in Phase II and Phase III?

In early July, the school will ask parents to complete a short questionnaire indicating their choice between in-person and virtual learning.

What will virtual learning consist of at BCA?

BCA professionals will deliver daily lessons to students using the Google Classroom platform. Under this model, the school will provide devices (Chrome books) to families who qualify. Further information on the application process for technology will follow.

What will hybrid learning (Phase II) consist of at BCA?

On the days that students attend school, they should expect a mostly traditional school day. On the days they remain at home, students are expected to complete virtual learning assignments through their Google platform.

What required precautions will be in place for students who attend school in-person?

- All employees, as well as students in grades 3-8, will be required to wear a mask.
- Students' temperatures will be taken upon their arrival. Any student with a temperature at or above 100.4 will be isolated, and parents will be contacted to arrange for transportation home.
- Students will be required to wash their hands every two hours, including upon arrival, before and after lunch, and at dismissal.
- Enhanced cleaning procedures will be in place.
- Social distancing practices will be implemented to the greatest possible extent.

Will student attendance be mandatory?

Attendance at school will be mandatory for this school year. For students who attend in-person, attendance will be recorded normally. For students in a virtual setting, attendance will be recorded through student on-line participation.

How will transportation be provided?

In order to reduce the number of students on the bus, parents are encouraged to drive their children to school, when possible.

In Phase II, bus capacity is limited to 50%. During this phase, only 50% of students will be attending school in-person per day. In Phase III, bus capacity is limited to 75%. Due to these limitations, parents should review bus route times when published, while also understanding that there may be changes.

How will the school communicate with parents?

Parents should continue to monitor our school's Facebook page and website and personal email addresses.