



# LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

## COVID-19 SCHOOL YEAR 2020-2021 PROTOCOLS and OPERATIONAL GUIDELINES

**Dear Lycée Family and Community,**

As always, **Lycée is committed to providing a safe and healthy learning environment for students, faculty, and staff.** Our goal is to keep your children, as well as our community, healthy while working to acclimatize to our new daily routine.

With the guidance from various sources (CHNOLA, the CDC, the LDH, and local and national health and safety guidelines), Lycée has created the necessary operational protocols to ensure that we have the appropriate procedures in place to provide a safe campus as we welcome some students back in-person and to control the spread of COVID-19 in our community. These protocols are to be considered guidelines and are subject to change depending on the most up-to-date medical and health guidance. Any updates will be promptly communicated to our families. This document, as well as other COVID-19 related information, can be found in the Lycée COVID-19 resource page.

Thank you for your support and understanding as we work to provide another successful and healthy school year. If you have any questions or concerns, feel free to contact our administration at any time.

**Important note: Lycée may change, delete, suspend, or discontinue any part or parts of the procedures in this guide at any time based on the recommendations from Children's Hospital, LDH, as well as the CDC, and based on local and national health and safety guidelines.**

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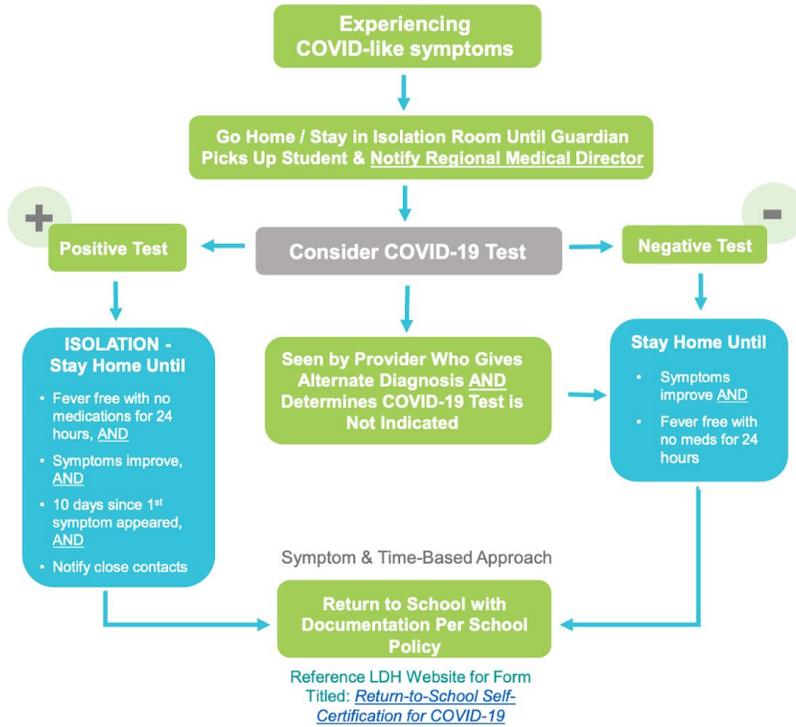
## **I. Symptoms of COVID-19**

People with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe. These may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (over 100°) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body aches
- Headache
- New loss of taste or smell
- Sore Throat
- GI Symptoms: Nausea, vomiting, diarrhea
- Chest Pain
- For more information, visit the [CDC symptoms page](#).

**\*This document will refer to the “decision tree”, a school COVID-19 screening and procedural path responding to symptomatic individuals or to close contact. Please refer to the decision tree on the next page. It has been developed by medical experts at the Children’s Hospital and the Louisiana Department of Health.**

# School COVID-19 Screening Decision Tree: Responding to a Symptomatic Individual – 9.3.2020



### COVID-19 symptoms include but are not limited to:

- Fever  $\geq 100.4$  °F
- Shortness of breath
- Chest pain
- Increasingly nonproductive (dry) cough
- Body aches
- GI symptoms (nausea, diarrhea)
- Loss of taste and/or smell
- Other flu or cold like symptoms

**In case of an emergency, dial 911.**

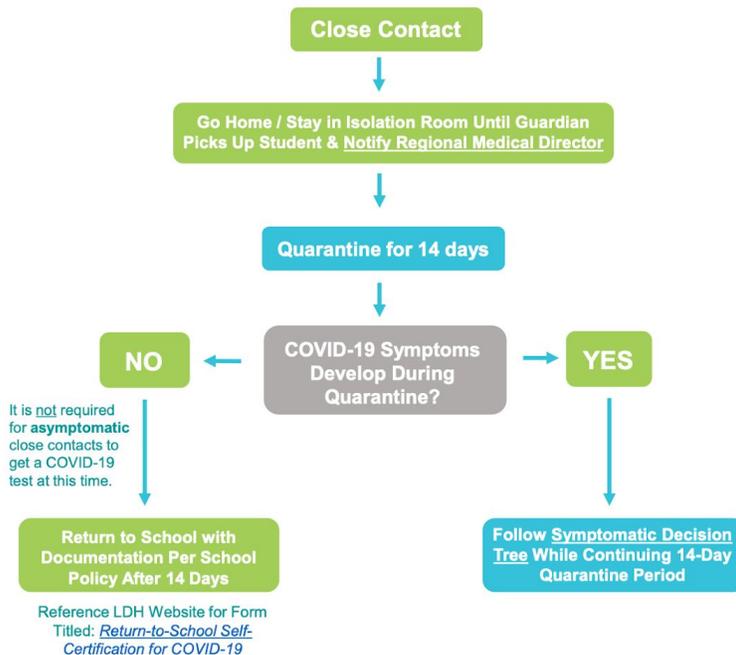
**Children's Hospital New Orleans Hotline for School Wellness & Virtual Care**  
→ 504.837.7760

Notification for close contact only needs to take place once a positive case is confirmed.

*This chart follows the most up-to-date CDC & LDH recommendations.  
Information current as of 9.3.2020.  
www.chnola.org/community/school-wellness*

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# School COVID-19 Screening Decision Tree: Responding to Close Contact – 9.3.2020



**CLOSE CONTACT =**  
15 consecutive minutes within 6 feet of someone who tested positive, regardless of whether either party was wearing a mask; timing of exposure must have taken place within 2 days of the positive person's onset of symptoms or positive test result (whichever came first).

**In case of an emergency, dial 911.**

**Children's Hospital New Orleans Hotline for School Wellness & Virtual Care**  
→ 504.837.7760

Notification for close contact only needs to take place once a positive case is confirmed.

*This chart follows the most up-to-date CDC & LDH recommendations.  
Information current as of 9.3.2020.  
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20-8749

### **III. Promoting Behaviors that Reduce the Spread of COVID-19 at Home and at School**

#### **Best Practices for Reducing the Spread of COVID-19**

Lycée has developed a plan to support your child's health, minimize the spread of infection, and provide a quality, enjoyable, and interactive learning environment.

For the health and safety of our community, we ask that our families partner with us in exercising best practices when at school and at home. Best practices for Lycée's families include:

- **STAY HOME IF YOU FEEL ILL or IF YOU HAVE SYMPTOMS** - We do ask that you *keep your child at home if they exhibit any symptoms*.
- **WASHING HANDS** – scrubbing hands with soap and water. Please refer to proper hand washing videos on our website. At school, posters with visual instruction are available in restrooms. Use of hand sanitizer with at least 60% alcohol is acceptable.
- **COVERING COUGHS** - Cover your coughs and sneezes, using your elbow or a tissue (and properly dispose of tissue after use).
- **AVOID TOUCHING EYES, NOSE AND MOUTH**
- **WEARING FACE COVERINGS WHEN IN PUBLIC** - Wear face coverings whenever and wherever appropriate, both in school and out. Take special caution to avoid exposing the elderly and people with underlying health conditions. For school procedures regarding masks, see 'face covering' section below.
- **SOCIAL DISTANCING** - In public, keep at least six feet away from others. Avoid unnecessary appointments.
- **CLOSE CONTACT** - Students and staff who have had close contact (< 6 feet for ≥15 minutes) with a COVID-19 positive individual should stay home.

Personal prevention practices (such as handwashing, staying home when sick, and environmental cleaning and disinfecting) are important precautions that are covered in this document. We have initiated procedures that will promote these measures, as evidenced below.

**In accordance with the CDC recommendations, Lycée will:**

- Perform daily temperature checks and symptom monitoring. All students, faculty, and staff will be screened prior to entering their buildings. Those who manifest symptoms of concern or a fever of 100° or above will not be admitted to school, and must be fever-free for at least 24 hours without the aid of fever-reducing medication before returning to school. (See section below, entitled *Staying Home/Medical Dismissal from Campus*.)
- Assess students as needed for any symptoms related to COVID-19 throughout the school day. Students who exhibit concerning symptoms will be provided designated sick areas until they can be picked up. Accordingly, sick areas will be cleaned and disinfected accordingly and after students go home. (See section below, entitled *Staying Home/Medical Dismissal from Campus*)
- Require or recommended use of face coverings for all grade levels. (See section below, entitled *Face Coverings*).
- Teach and encourage proper hand-washing techniques. Hands will be washed regularly throughout the day. (See section below, entitled *Hand Hygiene and Respiratory Etiquette*).
- Maintain cohorts of students that stay together all day, when academically possible. Ensure students maintain social distancing. Minimize sharing of objects, and only allow sharing of objects that can be easily cleaned. (See section below entitled *Academics*).

***Staying Home/Medical Dismissal from Campus***

**Students who develop symptoms at home or are identified in carpool/ bus:**

- If your child has any of the above-listed symptoms of COVID-19, please keep your child home and contact the school immediately.
- If your child registers over 100° Fahrenheit during the evaluation process, you will be asked to take your child home and contact your physician for evaluation. Any child who shows one major or two minor symptoms on the bus or at school will be immediately quarantined and parents will be notified to pick up the child within the hour.

## ***Students who develop new symptoms during the day:***

If the student or staff develop any of the above-listed symptoms that may be consistent with the need for follow-up with a physician to rule out COVID-19, the following precautions will be taken to ensure the student's well-being as well as the safety of our community until COVID-19 is ruled out:

- The student will remain in an isolation area with proper supervision until he/she is dismissed to the parent for further evaluation.
- The symptomatic student **MUST** be picked up by a parent, guardian, or authorized adult **within one hour**.
- Staff will be required to obtain a COVID-19 test before returning to work.

The school will follow up on each case according to the guidance from the Louisiana Department of Public Health. Please see [here](#) for details.

**If your child or a family member is COVID-19 positive**, the positive result must be reported immediately to the School Nurse:

- Patton Campus – Pam LeBlanc [pleblanc@lfno.org](mailto:pleblanc@lfno.org)
- Johnson Campus – Keli Coleman [kcoleman@lfno.org](mailto:kcoleman@lfno.org)

Parents may call the ***Children's Hospital New Orleans Hotline for School Wellness and Virtual Care COVID-19 hotline (504.837.7760)*** to schedule a test.

## ***Caring for Our Community - Notification Protocol***

If a student or staff is evaluated for COVID-19 and tests positive, Lycée Français will notify the Louisiana Department of Health, close contacts, as well as the whole community as soon as information is available. Disinfections procedures will be followed according to Louisiana Department of Health [guidance](#).

## ***Exposure at Home or Outside of School***

If a family member, anyone in the student's household, or the student has been exposed to someone who has been diagnosed with COVID-19, **Lycée School Nurse must be alerted immediately.**

## ***Proper Hand Hygiene and Respiratory Etiquette***

- Lycée will teach and reinforce hand washing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students.
- If soap and water are not readily available, hand sanitizer can be used. Multiple hand sanitizer stations are set up around campus, and contain solutions with at least 60% alcohol (for staff and older children who can safely use hand sanitizer).
- Students will be required to wash or sanitize their hands at least every two hours, as well as before entering and departing the classroom, before and after playground use, personal hygiene routines, meals, and snacks.
- Lycée will teach proper etiquette for covering coughs and sneezes using the “vampire technique” (elbow) or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or use hand sanitizer as stated.

## ***Face Coverings***

Face coverings are meant to protect other people in case the wearer is unknowingly infected and does not have symptoms. Face coverings are not considered medical personal protective equipment. They should not be placed on babies or children younger than two years old, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the cover without help.

- **Bandannas/gaiters and masks with a valve are not acceptable face coverings.**

Any face covering should completely cover the individual’s nose and mouth for maximum effectiveness.

Face coverings is **required** for all visitors, staff, faculty, parents, and students in grades **Pre-K4 -10** in the following situations:

- Indoors and in a group setting of two or more individuals
- Indoors when social distancing is compromised
- Outside and part of a group
- Outside while practicing social distancing

Face coverings **will not** be required for:

- Being outdoors and practicing social distancing
- Times when individuals are eating and/or drinking

We ask that parents provide a cloth face covering for each child with the name of the child clearly marked on the face covering. An extra cloth face covering should be sent to school in a closed ziplock-type bag, with the child's name, in case an extra is needed. A clean mask is to be worn each day. While all students are required to wear a mask, Johnson campus students are required to wear a mask per the LDOE mandates.

If a student is having difficulty wearing a face covering, we request that you alert your child's teacher and practice with them at home and in other, shorter, outings. He/she and the support staff at Lycée will work with your child to acclimate the student to the use of face coverings. Our goal is to minimize the risk of infection while allowing students the flexibility to learn and interact with their teachers and peers in a supportive and safe environment.

**Sharing face coverings is prohibited. Face coverings found on campus that are not identifiable will be thrown away.**

Students and staff are to avoid touching another person's face covering unless an emergency prompts such action. If someone comes into contact with another person's covering, hand washing and/or sanitizing must be done immediately after touching the covering.

## CDC Approved Masks:



### *Designated COVID-19 Point of Contact*

Lycée Nurses will be COVID-19 point of contact. All concerns, questions, or feedback related to our response to COVID-19 should be first directed to them. If your child is ill, please report absence to their offices via email.

- Patton Campus – Pam LeBlanc [pleblanc@lfno.org](mailto:pleblanc@lfno.org)
- Johnson Campus – Keli Coleman [kcoleman@lfno.org](mailto:kcoleman@lfno.org)

\*For non-medical related absences, please email your child's teacher or reach out to the front office by calling (504) 620-5500.

## ***IV. Daily School Routine***

### ***Screening Process for all Students***

Your child's temperature will be taken by a trained staff member before the start of instruction. Once this temperature is recorded, and it is over 100°, a staff will wait a few minutes and measure again. If temperature persists 100° or over, the student will be isolated for parents/guardians to pick up.

Before onboarding your child on the bus or before coming to school, ask yourself the questions below. If you answer YES to any of the following questions, your child should NOT be sent to school.

- Has my child had a temperature of 100° or greater in the last 24 hours?
- Has my child had Tylenol, Motrin, Advil, or any other fever-reducing medication in the last 24 hours? If so, for what reason?
- Has my child experienced shortness of breath in the last 48 hours?
- Has my child experienced a new or worsening cough?
- Has my child had a sore throat over the last 24 hours?
- Has my child come into close contact with or cared for someone with COVID-19 or who is suspected of having COVID-19?

### ***Bus Transportation***

- All information about bus transportation including COVID-19 bus procedures will be found in the [2020-21 Transportation Handbook](#)

***CARPOOL : Parents and Guardians, please wear a mask at all times while in the car to help prevent potential spread of COVID-19 among our dedicated carpool staff.***

### ***Carpool PickUp***

- Parents should register for PikMyKid before starting in-person learning to receive their student specific PikMyKid ID number, which is required for

safety purposes. Parents who have not yet registered with PikMyKid will be required to show ID. Once the system is fully rolled out, parents will be able to use the PikMyKid app to notify that they have arrived to pick their child.

- For the sake of getting the dismissal process done as quickly and safely as possible, we ask that parents/ guardians use the legal guidelines about cell phone usage while in a vehicle (talking/ texting, etc.). The safety of our students and staff is our top priority.
- Only individuals listed as “Authorized to Pick Up” will be allowed to pick up your child. Please make sure to contact the school to make sure you and those you wish to pick up your child are registered as an authorized pick up.
- Once fully rolled out, PikMyKid will be a requirement for this year in order to properly transition children to and from school in a safe, social-distanced setting.
- Parents will drop-off and pick-up in the carpool line and will not be allowed to walk their children onto campus.

### ***Carpool Drop-Off***

- **Please see the Carpool Pick up/ Drop off section of the student handbook. (Reminder:**
- Students should have their face coverings on before exiting their cars (if required by grade), and should observe social distancing guidelines.
- We request parents refrain from using cell phones in the carpool line. The safety of our students and staff is our top priority.)

### ***Late Arrivals***

- Parents will ring the bell at the main campus entrance door and they will be directed to proper procedure by the office manager.

### ***School Dismissal***

- A reminder that due to COVID-19 restrictions, parents are not allowed on campus. Both campuses will be utilizing PikMyKid for dismissal. More grade-level specific details to come as we roll out the system.

### ***Before Care and After Care***

- Until further notice, before and aftercare will not be provided.

### ***Academic School Supplies***

- All students will be asked to bring their own supplies to school (pens, pencils, etc.) unless otherwise directed by the teacher.
- Any supplies that are used by various students in the classroom will be cleaned and sanitized prior to use by the next student, however sharing is highly discouraged.
- Laptops should not be shared among students.
- Desktop computers will only be used with strict hygienic protocols.

### ***Social Distancing***

- Plans have been made to ensure social distancing while on campus in all divisions. Floor markers have been placed to remind students of the need to socially distance. Johnson Campus: Every effort has been made to have our teachers rotate during the day, minimizing the need for entire classes to be in the hall at the same time. When changing classes is required, it will be done in a spaced and timed fashion to maintain students within their classes to avoid unnecessary exposure to other students.
- Each campus has specific plans, which will be updated as needed, for meeting students' academic needs within the confines of the limitations placed on us by COVID-19. Please refer to our website for more information.

## ***V. Maintaining a Healthy Environment on Campus***

Ongoing support from Children's Hospital, with which Lycée signed an MOU, provides guidance as needed for planning and maintaining a healthy campus.

### ***Supplies for Hygiene, Cleaning, and Disinfecting Procedures***

- The Lycée custodial team has been trained in cleaning and disinfecting procedures. Logs of cleaning activities will be maintained daily. Custodial staff will not only clean and sanitize all classrooms, offices, etc. but also all high-touch surfaces are cleaned at least two times a day every day except Wednesdays where deeper cleaning will take place. Among these are:
  - Doorknobs
  - Light switches
  - Countertops
  - Handles
  - Toilets
  - Faucets and Sinks
  - Water filling stations
  - Outdoor hand washing sinks
  - Outdoor tables

### ***Cleaning/Disinfecting***

- Lycée Français will use EPA approved cleaning agents and disinfectants
- Classroom will have availability of cleaning supplies
- Soap will be available at all handwashing stations
- Hand sanitizer will be available inside each classroom, common space, and office for use upon entry and exit

### ***Plexiglass Partitions***

- While not required, plexiglass partitions have been placed in the classrooms of very young children to assist in preventing touching and sharing.

### ***Toys***

- In an effort to maintain a healthy environment, no toys from home will be allowed. Only toys that can be cleaned and sanitized will be used in the school setting.

### ***Water Bottles***

- It is required that **students come to school with a water bottle** to be refilled at water filling stations as traditional drinking fountains will not be available.

## ***Food Services***

- The Resto will not be used as a gathering area for students to eat. All food service employees have received proper training and will be expected to follow all COVID-19 safety guidelines.
- In an effort to increase safety measures, breakfast and lunch will be delivered in classrooms , and students will dine in their classrooms or outdoors, if weather permits, while maintaining social distancing.
- Under the USDA waiver, all meals (breakfast and lunch) are free of charge and available to students who wish to access the Lycée meal service prepared by Genuine Foods. This until December 31<sup>st</sup>, 2020 or until further notice.
- **Virtual Learning Meal Services:**
  - Students can access a grab'n'go meal at the Johnson campus between the hours of 11am to 2pm Monday through Friday.

## ***Guests and Visitors on Campus***

- Access to campus will be limited to employees, students, and essential vendors who will be asked to abide by specific protocols. In a strategic effort to keep our school healthy, all other persons shall refrain from visiting campus. Any form of guest/ visitor to our campus must be done by appointment only. If you need to come to campus to pick up your child, we ask that you call the front office and email your teachers in advance.

## ***Meetings with teachers***

- Google Meet is the preferred platform for teacher-parent conferences. Any need for face-to-face meetings with faculty **MUST** be scheduled in advance. Parents must wear a face covering and will be screened as stated above before being allowed to enter campus. If the parent answers yes to any

question or has fever over 100°, he/she will be asked to leave campus for further medical follow-up. Any family member on campus will also be dismissed at that time to quarantine until further evaluation by a physician.

## *School Closing*

- The CEO may close school under the guidance of the Louisiana Department of Health, the Board of Elementary and Secondary Education, the Louisiana Department of Education, the New Orleans Public School System, the City of New Orleans, other City and State education and health authorities, or due to other emergencies. Communications regarding school closing will be sent through the normal school channels.

## *Questions?*

- For questions regarding the Patton Campus, please contact Danielle Dufauchard, Principal, at [ddufauchard@lfno.org](mailto:ddufauchard@lfno.org)
- For questions regarding the Johnson Campus, please contact Chana Benenson, Principal, at [cbenenson@lfno.org](mailto:cbenenson@lfno.org)
- For any other non-campus specific questions, please contact Marina Schoen, CEO, at [mschoen@lfno.org](mailto:mschoen@lfno.org)