



# LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

A Free and Public Accredited French School

Updated 8.8.21

## COVID-19 SCHOOL YEAR 2021-2022 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 (LDOE, NOLA-PS, 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 students back to in-person learning 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.

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.

For information regarding COVID 19, please visit the [Louisiana Department of Health](#) website and the [Centers for Disease Control and Prevention](#) website and follow the standards outlined in this document.

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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
- Nausea, vomiting, or diarrhea
- Congestion or runny nose
- For more information, visit the [CDC symptoms page](#).

# II. Decision Tree

This document will refer to the "[decision tree](#)", a school COVID-19 screening and procedural path responding to symptomatic individuals or to close contact. It has been developed by medical experts at the Children's Hospital and the Louisiana Department of Health.

# 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](#). Please refer to the section "When a Child, Staff Member, or Visitor Becomes Sick" for how to respond to someone experiencing COVID-19 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** - Maintain social distancing to the greatest extent possible.
- **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.

## Staying Home/Medical Dismissal from Campus

*Students who develop symptoms at home or during the school day:*

- 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 school day, you will be asked to take your child home and contact your physician for evaluation.

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, guardian or authorized adult 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)
- McNair/Johnson Campus – Keli Coleman [kcoleman@lfno.org](mailto:kcoleman@lfno.org)

## Symptomatic Testing

All students, teachers, and staff experiencing [symptoms](#) of COVID-19 are strongly encouraged to seek treatment by medical professionals. Symptomatic students may continue to visit Children's Hospital for free COVID-19 testing by calling the Children's Hospital New Orleans Hotline for School Wellness and Virtual Care COVID-19 hotline (504.837.7760) to make a testing appointment. Symptomatic teachers and staff may continue to access free COVID-19 testing via a partnership with Ochsner Health System.

## 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 if the positive case has a health impact on families, students and staff. 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's school nurses must be alerted immediately.**

### 1) On Campus Isolation:

a) Anyone showing signs of the above symptoms will be isolated in accordance with the school nurses recommendations. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.

b) The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

### 2) Self-Quarantine Policy and Procedure:

a) Employees and students who have been in close contact on campus with someone who tests positive for Covid-19 will be notified by the school.

#### b) Unvaccinated Individuals (Without Symptoms)

i) All unvaccinated students and staff who have had close contact (defined as within 6 feet for 15 or more minutes) with a confirmed case of asymptomatic person with a known exposure should quarantine at home for 14 days and may not return to school until 14 days after exposure (if no symptoms develop).

ii) Such individuals should be tested for COVID-19, using a molecular test, after being identified as a close contact and again in 5-7 days.

#### c) Vaccinated Individuals (Without Symptoms)

i) COVID-19-vaccinated students or staff do not need to quarantine after being identified as a close contact if:

(1) They are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of one dose of a single-dose vaccine), AND

(2) They receive a negative molecular COVID-19 test after being identified as close contact and a second negative molecular COVID-19 test again in 5-7 days.

ii) If the conditions above are not met, vaccinated individuals must quarantine.

d) Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, report their illness to the school nurse and their supervisor (employees), follow guidance for symptomatic individuals, and be tested for COVID-19 using a molecular test.

### 3) Return to School After COVID Infection

a) Students/Teachers/Staff (persons) with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end return to school when at least 24 hours have passed since recovery, meaning:

- i) Fever free without the use of fever-reducing medications, AND
- ii) Improvement in symptoms (e.g., cough, shortness of breath), AND i
- ii) At least 10 days have passed since symptoms first appeared.

b) Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

c) If the person suspected of having COVID-19 receives a negative molecular/PCR test, the person must still be symptom free for 24 hours before returning to school.

d) Antigen and antibody tests do not rule out suspect COVID-19 cases.

e) If the person is sick with non-COVID-19 symptoms, the person must still be symptom free for 24 hours before returning to school.

## **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 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

- All students (PreK4 -11), staff and visitors **must** wear face coverings while in the school facility. The indoor mask requirement will stay in place until the city's health data improves and after further consultation with our local health care leaders and NOLA-PS Medical Advisors.
- 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.
- 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.
- If a student is having difficulty wearing a face covering, we request that parents/guardians alert your child's teacher and practice with them. 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.**

## 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/McNair 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: Practicing Prevention

## Symptom Self Monitoring

Temperature checks or symptom monitoring will not be required upon arrival. Before boarding 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?

## Instruction/Student Classroom Grouping

- Students in grades PreK4 through 11 grade will attend school **in-person** daily.
- There is no maximum number of students designated to each classroom.
  - **PreK-5th**
    - Students will be placed in static groups with minimal social distancing requirements.
  - **6th-11th**
    - Students will be placed in groups with changing composition while maintaining 3 feet of social distance between students and 6 feet of social distance from adults when indoors to the **greatest extent possible**.
- **Should a student be identified as a close contact or a positive case outside of the school environment and has to be quarantined, then the student will be provided work to complete independently from their teacher(s) via SeeSaw or Google Classroom.**
- **Should a class be quarantined due to being a close contact of a positive case, then the class will move to a virtual instructional model.**

## Lunch and Recess

- **PreK-2nd**
  - Static groups will have lunch in their assigned classroom spaces. Students who participate in the school lunch program will have a breakfast/lunch delivered to the classroom each day.
  - Student access to the playground equipment will be based on the area their class is assigned to utilize for the day.
- **3rd - 5th**
  - Static groups will have lunch in the cafeteria.
  - Student access to the playground equipment will be based on the area their class is assigned to utilize for the day.
- **6th - 11th**
  - Students will be placed in groups with changing composition, while maintaining 3 feet of social distance between students to the **greatest extent possible**.

## Bus Transportation

- Maximum capacity will be 100% with all passengers wearing face masks and sitting in assigned seats.
- High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes.
- Adults and students **are required** to wear face coverings at all times while riding on school buses.
- Face masks will be provided to any students that enter the bus without a mask.

## Arrival/Dismissal

- Parents/guardians are asked not to congregate outside their family units during dismissal.
- Parents/guardians must wear a mask during arrival/dismissal.
- Parents/guardians are asked to maintain appropriate physical distancing measures during arrival/dismissal.
- Parents/guardians will be notified by campus level administrators the points of entry and points of exit to utilize during arrival/dismissal.

## Carpool Drop-Off

- Students should have their face coverings on before exiting their cars, 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.
- **Parents and Guardians must wear a mask at all times while in the car to help prevent potential spread of COVID-19 among our dedicated carpool staff.**

## Late Arrivals

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

## Extra-curricular Activities

- **Before and After Care**
  - Must maintain static groups where possible and/or implement social distancing requirements for groups of changing composition and enforce facial covering protocols.
- **Field Trips**
  - Due to many Covid related challenges, such as limited capacity of our partner organizations, Thinking Outside the Classroom programming will be extremely abbreviated and varied from grade to grade. Specific information will be shared as it becomes available as we are developing creative options for students to have exploratory learning experiences.
- **Athletics**
  - Athletic activities are to comply with the recommendations put forth in the [Louisiana High School Athletic Association's Guidance for Opening Up High School Athletics and Activities](#).
  - Spectator capacity limits are set by the City of New Orleans, see guidance [here](#).
  - All attendees of indoor athletic events should wear a face covering.

## V. Maintaining a Healthy Environment on Campus

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

- The Lycée custodial team has been trained in cleaning and disinfecting procedures. Custodial staff will not only clean and sanitize all classrooms, offices, etc. but also all high-touch surfaces are cleaned at least two times. See page 5 of the [LDOE's Reach to Achieve guidance](#) for a list of high touch surfaces.

### Cleaning/Disinfecting

- Lycée Français will use EPA approved cleaning agents and disinfectants.
- Classroom will have 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.

### Entering and Exiting School Buildings

- Staff and students will maintain social distance recommendations to the maximum extent possible at all entry and exit points.
- During drop off and pick up, temperature checks of students, staff and essential visitors on campus are **no longer required**.

### 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.

### 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. 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.

## School Closing

- The ICEO may close the 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 Gina Bianchi, Principal, at [gbianchi@lfno.org](mailto:gbianchi@lfno.org)
- For questions regarding the McNair Campus, please contact Chana Benenson, Principal, at [cbenenson@lfno.org](mailto:cbenenson@lfno.org)
- For any other non-campus specific questions, please contact Danielle Dufauchard, ICEO, at [ddufauchard@lfno.org](mailto:ddufauchard@lfno.org)

## COVID Operational Guidelines

Lycee Francais will continue to follow the guidelines set forth by LDOE and NOLA Public Schools:

- [LDOE Ready To Achieve 2021-2022 School Operational Guidelines](#)
- [NOLA Public School](#)

## Frequently Asked Questions

### 1. Will children be required to wear masks indoors?

All students will be required to wear masks indoors.

### 2. Will there be a full time nurse at all 3 campuses?

There will be nurses available at all three campuses

### 3. Can community snacks be shared between students?

Only individually sealed and packaged from the manufacturer snacks will be allowed to be shared with other students in the classroom.

**4 If a child is having a hard time wearing a mask, then will my child be able to take his/her mask off?**

Our school nurses and staff will work with students who may have a hard time wearing a mask. School nurses will teach mask safety to all staff and students.

**5. Is there any plan/intention to go virtual if there are multiple covid cases at the school?**

If multiple cases of COVID-19 are reported at any of our school sites, Lycee will consult with the Region 1 Office of the Louisiana Department of Health and Medical Advisors to review and determine when/if additional actions are required. Should we need to pivot to a virtual instructional model, then we will communicate accordingly

**6. Will Pre-K students need to wear masks all day? Or will they be allowed to take them off in their static groups?**

PreK students will wear their masks all day except during lunch time. They will not be allowed to take them in static groups

**7. Will bus drivers and students be required to wear a mask this year?**

Bus drivers and students will be required to wear a mask on the school bus.

**8. Will we have virtual learning if students have to quarantine?**

- a. Should a class be quarantined, then the class will move to a virtual learning model.
- b. If an individual student is quarantined, the homeroom teacher will provide assignments to students to complete independently.

**9. Do adult faculty and staff have to wear facial coverings?**

*Face masks that properly cover the wearer's mouth and nose should be worn indoors outside of your residence at all times, under the Governor's statewide mask mandate. The order requires face coverings for everyone of age to be enrolled in kindergarten and older except for the following:*

- *Anyone who has a medical condition that prevents the wearing of a face covering*
- *Anyone who is consuming a drink or food*
- *Anyone who is trying to communicate with a person who is hearing impaired*
- *Anyone who is giving a speech for broadcast or to an audience*
- *Anyone temporarily removing his or her face covering for identification purposes*

**10. Will the COVID swabs for testing be nasal or nasopharyngeal?**

Lycee has partnered with Omega Diagnostic Testing for weekly COVID-Testing for staff and students. The COVID swab will be anterior nasal.

**11. What allowances are made for essential visitors?**

Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

- conduct CLASS® observations
- observe teacher candidates as part of the teacher preparation quality rating system
- provide essential supports and services including, but not limited to, early intervention services, special education services, medical services or mental health consultation

**12. Are temperature checks required for students prior to entry into K-12 facilities?**

No. Students should be screened at home and prior to arrival at K-12 campus.

**13. What is Lycee doing to keep my child safe?**

Lycee will continue to follow the mitigation measures set forth by the Louisiana Department of Health, LDOE, and LCMC Children's Hospital. Should these guidelines change, we will communicate these changes to our community.

**14. Should the close contact definition of "15 minutes of exposure within 6 feet" be in one setting or should it be viewed in a cumulative manner?**

On Wednesday, October 21, 2020, the CDC updated their guidance to state: "Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated."

**15. Can I know my child's teacher's vaccination status?**

Per HIPPA laws, we will not be able to provide parents/guardians with the teacher's vaccination status

**16. Will air purifiers be placed in every classroom?**

Some air purifiers will be placed on each campus. As we receive our shipment of air purifiers, these will be distributed amongst each campus.