

Title 28
EDUCATION

Part CXV. Bulletin 741—Louisiana Handbook for School
Administrators

Chapter 4. Reopening School Facilities for the 2020-2021 School Year

§401. Purpose and Background

A. This Chapter provides minimum health and safety standards regarding the reopening of school facilities for the 2020-2021 school year in response to the coronavirus disease (COVID-19) pandemic in order to ensure that students, faculty, staff, and others on school property are protected to the maximum extent possible and practical.

B. The requirements contained within this Chapter were developed by the LDE in coordination with the LDH using guidance provided by the Centers for Disease Control (CDC) regarding school settings, defined as a setting in which educational services are provided to children. As research and information about COVID-19 is updated or if the LDH or CDC revise guidance regarding school settings, LDE will review the standards contained within this Chapter and, as appropriate and necessary, propose revisions of this Chapter to BESE.

C. While the requirements outlined in this Chapter are designed to mitigate the spread of COVID-19 and to create a safe and healthy environment for students, faculty, staff, and others on school property, no requirement or plan guarantees that individuals will not contract COVID-19.

D. By executive order, the governor establishes the statewide phase(s) of reopening (phase 1, phase 2, or phase 3). If the local governing authority of a parish or other municipality has established a more restrictive phase of reopening, the LEA located within that parish or municipality must conform to the more restrictive requirements.

E. Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.

F. For the purposes of this Chapter, the following definition will apply.

Physical Distance—the act of an individual maintaining a space of six feet or more from another individual.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:

§403. Minimum Requirements for Reopening and Operating School Facilities

A. Group Sizes

1. The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time are as follows:

- a. phase 1—~~10 individuals~~; *instruction should be 100% virtual learning during phase 1*
- b. phase 2—25 individuals; and *phase 2 does not begin until there have been 14 consecutive days with no new cases. Students in static groups of no more than 10 students per class.*
- c. phase 3—50 individuals.

2. Group Composition

a. Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults should be assigned static groups. This must include, at a minimum, students in Grade 2 or lower. The static group composition should be maintained for as long as possible over the course of the 2020-2021 school year. *Limit class sizes in grades 2 or lower to a maximum of 10 students.*

b. The composition of a group may change if students are able to maintain a physical distance of at least six feet from other students and adults in a classroom or indoor setting, ~~to the greatest extent possible.~~

Comment [1]: Remove "to the greatest extent possible"

c. Students with disabilities must continue to receive special education and related services in the least restrictive environment. School systems must factor in any additional service providers who may need to enter the classroom, students who receive services outside the classroom (e.g. resource, APE), and/or students who receive services through alternate instructional methods. *How does this work with inclusion?*

Comment [2]: How does this work with inclusion?

3. The composition of a group may change if students are able to maintain a physical distance from other students and adults in a classroom or indoor setting, ~~to the greatest extent possible.~~

Comment [3]: Remove "to the greatest extent possible"

B. Physical Standards for the use of School Facilities

1. If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as a gymnasium or auditorium, which may include more than one group if each group is separated by a wall or partition.

2. If groups convene outdoors, a physical barrier is not required, but each group must remain separated.

3. ~~To the greatest extent possible, schools must limit~~ *Prevent crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.* *Schools must submit a plan to eliminate crowding to the local school districts.*

Comment [4]: Replace: "Schools must prevent crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations."

4. If a room is used by more than one group in a single day, high-touch surfaces contained in that room must be cleaned before and after use by each group.

Comment [5]: School systems must include a plan to eliminate crowding.

5. Schools must maintain consistently working HVAC systems working at peak efficiency. Buildings should be cleared immediately if indoor ventilation system ceases to properly function at its highest capacity.

Comment [6]: B(5) - Schools must maintain constantly working HVAC systems at peak efficiency. Buildings should be cleared immediately if indoor ventilation system ceases to properly function at its highest capacity.

C. Monitoring Students and Adults for Symptoms of COVID-19

1. Each school must establish an area used to isolate anyone showing signs of being sick. The isolation area must be cleaned after it is occupied by any sick student or adult. *Isolation plan must be approved by LDH. Plan must include how that student will be supervised when in that setting.*

Comment [7]: Isolation room must be approved by LDH. Plan should also include how students will be supervised while in that isolation room.

2. Upon arriving at the school facility, *Before entering any school facility*, each adult and student must be assessed for symptoms of COVID-19, as defined by the CDC. This includes an initial temperature check, *as well as checks after no more than 5 hours on school property. Plans must be developed and submitted to LDOE/LDH.*

3. *If a student falls ill or develops a fever during the school day, the student is to be isolated and picked up by a parent or guardian. That student is to quarantine for 14 days or return after five days with a negative test result.*

4. *Each school district shall establish or partner with a designated testing site for every 3,000 students and school employees easily accessible within 30 miles of the school. If there is no testing site within 30 miles, and there is no reliable transportation, then access to mobile testing will be provided through partnerships with mobile testing sites.*

D. Environmental Cleaning and Personal Hygiene

1. High-touch surfaces must be cleaned multiple times per day, use including bathrooms, *as well as "hands*

on" materials and equipment used and student desks shall be cleaned before and after each student's use. Minimize the sharing of materials. * A log recorded and posted on door after each cleaning and sanitation check. Each school should create a sanitation plan that is submitted to the parish for review. Each parish shall submit a sanitation plan to be approved by the LDH, including a required and posted sanitation schedule and checklist for each room of the building. The plan shall consist of routine cleaning schedules for frequently touched surfaces, light switches, doors, benches, railings, and bathroom fixtures.

Comment [8]: Smart Start originally had high-touch surfaces after each use. A log recorded and posted on door after each cleaning and sanitation check. Each school should create a sanitation plan that is submitted to the parish for review.

2. Students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

3. While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context.

Comment [9]: Remove: "to the greatest extent possible and practical within the local community context." Add D(3)(a) Exceptions: Students may be allowed to remove masks while eating or drinking; however, students should cover their mouths with a napkin while speaking during eating times.

**(a) Exceptions: Students may be allowed to remove masks while eating or drinking; however, students should cover their mouths with a napkin while speaking during eating times.*

4. While inside the school facility, students in grades prekindergarten through 2 may wear a face covering.

5. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear a face covering. **Individuals with breathing difficulties shall provide the schools with medical documentation from a medical professional, psychologist, or school counselor.*

Comment [10]: Individuals with breathing difficulties shall provide the schools with medical documentation from a medical professional, psychologist, or school counselor.

E. Hygienic Supplies

1. School employees must be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent *greater than 60% ethanol or 70% isopropanol* alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed.

Comment [11]: greater than 60% ethanol or 70% isopropanol

2. The quantity of hygienic supplies must be appropriately provided to the school employee, according to the role and the number and age of students or adults served by that employee. **The quality of hygienic supplies should meet the basic requirements of the CDC and OSHA guidelines.*

Comment [12]: The quality of hygienic supplies should meet the basic requirements of the CDC and OSHA guidelines.

F. Transportation

1. School buses used to transport students must not exceed the following maximum capacity requirements:

- phase 1—25 percent, including adults, of the school bus manufacturer capacity;
- phase 2—50 percent, including adults, of the school bus manufacturer capacity; and
- phase 3—75 percent, including adults, of the school bus manufacturer capacity.

2. Passengers on a school bus must be spaced to the greatest extent possible as follows:

~~a. phase 1—passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats; and—phase one should be virtual learning only.~~

- ~~phase 2 and 3—passengers must be dispersed throughout the bus to the greatest extent possible.— Phase 2 - passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats~~

(c) Phase 3 - passengers must be dispersed throughout the bus to the greatest extent possible. A maximum of 2 per seat and no students standing in the aisle.

Comment [13]: F(2)(a) Phase 1 - Only special education self-contained students will be attending school. Only those in the same classroom may ride the bus together. Seated as far apart as possible.
(b) Phase 2 - passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats
(c) Phase 3 - passengers must be dispersed throughout the bus to the greatest extent possible. A maximum of 2 per seat and no students standing in the aisle.

G. Student Programming Determinations

1. Student placement determinations in a distance or in-person education program should be made in consultation with the parent or custodian.

2. Student placement determinations should take into consideration a student's unique academic, social, emotional, familial, and medical needs of a student, as identified by the student's parent or custodian.

H. Essential Visitors to School Facilities

1. 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:

a. conduct CLASS[®] observations; *Under phase one and phase two, there are no observations conducted unless necessary due to corrective plan required by the district and approved by local superintendent. State standardized testing is completely eliminated until schools enter and maintain phase 3 in traditional school settings for an entire school year.*

b. observe teacher candidates as part of the teacher preparation quality rating system; or *No observations of teacher candidates during Phase 1 or 2 by out of district observers; instead, observation checks should be done by local mentor teacher or district personnel.*

c. provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

(d) - One parent or guardian to check-out a child.

(e) - Emergency response teams such as EMS, police, or firefighters or local district maintenance personnel or district approved contractors.

I. Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.

J. A School Health and Safety Commission shall be created to accept anonymous compliance complaints. This commission shall consist of BESE members, union leaders, and school principals. The Louisiana Department of Education shall investigate compliance and file a report with the commission.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:

§405. Local Education Agency (LEA) Reopening Policies and Plans

A. Prior to the beginning of the 2020-2021 school year, each local school board must adopt policies in accordance with the standards outlined in this Chapter.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:

Chapter 37.

Glossary

§3703. Definitions

Comment [14]: No observations of teacher candidates during Phase 1 or 2 by out of district observers; instead, observation checks done by local mentor teacher or district personnel.

Comment [15]: take out "but not limited to"

Comment [16]: H(1)(d) - One parent or guardian to check-out a child.
H(1)(e) - Emergency response teams such as EMS, police, or firefighters or local district maintenance personnel or district approved contractors.

Board or BESE—the state Board of Elementary and Secondary Education.

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Department or LDE—the Louisiana Department of Education.

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Face Covering—a piece of material used to cover both the nose and mouth for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed, or exhaled when talking. Face coverings are meant to protect both the wearer of the face covering and surrounding individuals.

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High-Touch Surface—surfaces that are touched frequently, including but not limited to door handles, bathroom fixtures, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.

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LDH—the Louisiana Department of Health.

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Static Group—a group whose composition of students and adults does not change.

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AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1316 (June 2005), amended LR 39:2231 (August 2013), LR 46: