



## Chitimacha Tribal School Instructional Continuity Plan

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We are excited to welcome our students and employees back to school, but we also recognize that we must do so in a manner that ensures the safety and well-being of our entire community to the greatest extent possible. These new guidelines were put into place to keep all of our students, employees and families as safe and as healthy as possible. The policies and procedures listed below are representative of the safety measures we are putting in place but are not all inclusive. These policies and procedures listed supersede any contradictory policies in your Chitimacha Tribal School handbook.

### Screening Process Before Arrival:

- Students: Parents must screen their children and everyone in their household for the symptoms listed below under “COVID Symptoms”. If a parent determines that their child or anyone in their household has any of these symptoms, has tested for COVID and is waiting for results, or is positive for COVID, that parent is required to keep their child home and contact the school nurse. Students may return to school based on the Louisiana Department of Health School guidelines.
- Employees: Employees must screen themselves and everyone in their household for the symptoms listed below under “COVID Symptoms”. If an employee determines that they or anyone in their household has any of these symptoms, has tested for COVID and is waiting for results, or is positive for COVID, that employee is required to stay home and immediately contact our Human Resources department to seek medical screening and evaluation from a Tribally approved or designated physician. These employees must also contact their supervisor immediately to notify them of their absence so that arrangements for a substitute can be made as soon as possible. Employees will be allowed to return to work upon release by a Tribally approved or designated physician coordinated through our Human Resources Department.

### Student Drop off:

- We ask that only one adult and the students attending CTS are in the car at the time of drop off.
- Cars will enter through the back gate and line up in a row in front of the building.

- Parents will be asked to remain in their vehicle at all times.
- An employee will be at the drop off point to greet students and take their temperature. The employee will wear a mask and gloves.
- Students will be closely monitored or assisted as he/she uses hand sanitizer upon entering the building.

### Screening Upon Arrival:

- Once a student or employee arrives at school, each person will be screened before entry is allowed and entry will be denied to any student or employee who meets any of the following criteria:

### COVID Symptoms:

Parents should screen their children and anyone in their household for any new or unexplained symptoms listed below.

- A temperature of 100.4 degrees Fahrenheit or higher
- Altered sense of taste or smell
- Dry cough / cough
- Shortness of breath
- Sore throat
- Headache
- Chills
- Muscle Ache
- Rash (other than diaper rash)
- In the previous 24 hours has taken fever reducing medication
- Other signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme/unusual fatigue.

### Pick up:

- Cars will enter the rear gate and line up in a row in the same manner as drop off.
- Parents will remain in their vehicles at all times.
- Students will be dismissed from their classrooms in order to maintain social distancing. This process will take longer than our normal process.

### School Bus:

- The school bus will not exceed 50% capacity at any time.
- Employees will take a student's temperature prior to the student getting on the bus. Any student who has a temperature of 100.4 or higher may not enter the bus or return to school until released to return to school by a physician.
- All students and employees must wear a mask while on the bus. Students and employees will be provided masks as needed.

- Students will sit one per seat, every other seat.
- Students from the same household may sit in the same seat.
- Depending on need, we may have multiple bus runs.

#### Enhancing Cleaning / Sanitizing Practices:

- Arrival and exit of the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet or helping a student use the bathroom
- After coming in contact with bodily fluids
- After playing outdoors
- After handling garbage or touching a trashcan.

#### Breakfast & Lunch:

- All grade levels, except for Pre-K, will be served their meals in their classrooms. Pre-K will have meals in the cafeteria and be seated apart safely.
- At this time, disposable trays, bowls, and silverware will be used. All snacks and lunch will be served on a paper plates.
- We will not allow students to share food or drinks.
- Classrooms will be cleaned following all meals and snacks.

#### New General Procedures:

- Upon arrival, students will use hand sanitizer. There will be hand sanitizing stations available at various places through the facility.
- Classes will not mix with other classes. Each class will have all lessons in their designated classroom. This includes library and culture. P.E. will be conducted outside or in the gym as normal.
- Each class or room will have a medical grade air purifier that will assist in cleaning the air throughout the day.
- At nap time students will be placed 6 feet apart. (Pre-K & Kindergarten)
- It is important to comfort crying, sad, and/or anxious students. To the greatest extent possible, employees shall protect themselves by sanitizing and washing their hands before and after contact with a student. The employee should also ensure that each student has sanitized and washed their hands after any contact as well.
- Employees should wash their hands, neck and anywhere touched by a student's bodily fluids.
- Employees will ensure that students change clothes if their clothes are soiled with bodily fluids. All students should have an extra set of uniforms available at school.

- Lockers will not be used at this time. Students will keep all of their materials and belongings in their designated classrooms.
- Water fountains will not be used. Students will have access to water bottles throughout the day as needed. They will not be allowed to share water bottles. Students may bring their personal water containers.
- In order to limit the possibility of cross contamination, students will use their own school supplies and they will not be shared with other students.

#### Masks:

- Employees and students shall only wear masks when in close contact with students and in public spaces such as hallways and bathrooms.
- Students in grade levels Pre-K – 2<sup>nd</sup> grade will not be required to wear masks unless riding the school bus, but it is recommended.
- Students who suffer from a medical condition and who have a doctor's note may be exempt from wearing a mask.

#### Ill Student or Employee Procedure:

- All parents will be notified if there is a confirmed positive case of COVID in school through text messages and emails. Names of students or employees will not be shared.
- Parents of students who are determined to have been in close contact with someone who has COVID, as defined by a physician, will be contacted and required to quarantine according to the Louisiana Department of Health School guidelines.
- If a student becomes ill at school, that student will be moved to a separate area until they are picked up by their parent.
- If it is determined that an entire grade level will need to quarantine while they are at school, that grade level will quarantine in their class until their parents arrive to pick them up. Students will be escorted out by an employee individually.
- All areas used by the person who is sick will be closed off.
- We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, desks, and common areas.

#### Google Classroom / Distance Learning:

- At this time, we plan to provide a Chrome tablet to each student. This will allow for students to continue with their lessons while out sick or in quarantine. Our teachers have worked diligently to upload the necessary information into Google Classroom to allow for distance learning.
- Students will be allowed to begin using their tablets in the classroom in order to become more familiar with using it to complete their lessons.
- We are planning to offer a printer to those homes that do not have a printer. It is not required to print materials. But some students may prefer to have printed materials

which would assist them in the learning process. Paper and ink may also be provided to households that don't have a printer or do have a printer but may need paper and ink.

- Parents will be required to sign a technology usage policy upon the issuance of any equipment owned by CTS.
- Since distance learning is new to all of us, we don't have a set plan for all grade levels. Each grade level will require a specific plan. We are prepared to do what is needed for each grade level.

#### SPED / IEP Students:

- All SPED students and students with IEPs will continue to receive the services that they need. In cases of quarantine, other arrangements may need to be made. Due to the specific needs of each student, this will need to be addressed on an individual basis.

#### After School Tutoring / Remediation:

- After school tutoring will be conducted. Teachers will be added to allow for social distancing and a potential for more students.
- The interventionist teacher will be allowed to work additional hours throughout this school year to assist in helping students catch up from instruction they may have missed in the prior school year.

#### Physical Education & Recess:

- Physical education and recess are both a very important part of our students' day. We will continue to allow our students to have as much physical activity as possible through P.E. and recess. All grade levels will participate in these activities as a class and will not mix with other classes. All surfaces used will be sanitized prior to being used by another class.

#### Junior High Sports:

- We are looking forward to moving forward with junior high sports. This will be evaluated for safety and availability once school starts.

#### Events / Field Trips:

- At this time, we have no plans for events or field trips. We will re-evaluate this periodically.

#### Open House / Parent Teacher Meetings:

- Our annual open house will be hosted through a virtual meeting format. We will provide more information on that soon.
- All parent / teacher meetings will be done through a virtual meeting format or a phone conference. Parents are asked to call, email, or message teachers through Class DoJo if they have any questions or concerns.

### Homeschool:

- Parents who choose to homeschool their children through a program of their choice will be required to commit to a nine (9) week period.
- All students returning to CTS from a homeschooling program will be required to test to determine their grade level.

### School Closures:

- Once learning of a COVID case in the facility, we will immediately notify Administration to discuss and determine a course of action. A long-term or short-term dismissal may be required depending on the severity and specific circumstances of each situation.

### Closing:

We must all acknowledge that while present at CTS each day students will be in contact with other students, families and employees who are also at risk of community exposure. No list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. Parents and employees both play a crucial role in keeping everyone at CTS safe and reducing the risk of exposure by following the practices outlined herein.