



CaddoSTRONG START 2.0

Procedures and Protocols



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INTRODUCTION

Caddo Strong Start 2.0 is a set of operational expectations guiding the schools in Caddo Parish in response to the coronavirus pandemic. This pandemic continues to present challenges to our communities and the schools they serve. As we enter the 2021-2022 school year, this plan provides a framework for district operations across areas while creating the safest learning environments. Additionally, *Caddo Strong Start 2.0* is based on insight from the Louisiana Department of Health, Louisiana Department of Education, Louisiana Governor's Office, American Association of Pediatrics, and the Centers for Disease Control and Prevention. It will be through these partnerships we will best support our students and staff as we navigate a safe 2021-2022 school year.

While Caddo acknowledges no plan can eliminate the risk posed by the coronavirus, *Caddo Strong Start 2.0* is aligned to all current reopening guidelines provided to date by state and federal leaders. At the center are four guiding principles:

- The safety of students, staff, and families must take priority.
- We will continue to review all guidance from the Louisiana Department of Education, Louisiana Department of Health and Hospitals, and Centers for Disease Control and Prevention.
- Our district must provide students with opportunities to minimize the impact of lost instructional time, including remediation.
- Schools must be prepared to transition to 100 percent virtual instruction if needed.

Following these guiding principles, all stakeholders can work together to ensure our children are provided with essential education supports to continue to prepare them for their best future. It also is our commitment to provide our teachers and families with information on steps that can be taken to promote good personal hygiene and support student learning.

As communities continue to learn more information about the virus and steps which can mitigate its risk, Caddo will provide updates to the community and incorporate those updates into this plan. We anticipate additional guidance, best practices, and other information may be provided during the school year. It is Caddo's commitment to house this information on the district's website at www.caddoschools.org/caddostrongstart and to share this information with you as we receive it. It is important to acknowledge there will undoubtedly be positive COVID-19 cases in our community, and those cases could include a school site. Our district will have thorough protocols supported by the Louisiana Department of Health to help our educators determine the appropriate next steps should such a case occur in order to keep schools safe.

MESSAGE FROM SUPERINTENDENT DR. T. LAMAR GOREE

Dear Members of the Caddo Schools Community,

The 2020-2021 school year was certainly unlike any we have faced. We entered the year with multiple unknowns. Would we be forced to close schools again? How many individuals would become sick from the virus? How would our students handle the required changes to maintain safety and learning opportunities? Through it all, our stakeholders have stood by us to help us navigate these and other critical questions. Ultimately, we relied on medical experts locally and across our state to help us in keeping our students and staff safe. Along the way, we learned schools were deemed among the safest places for individuals due to low transmission rates.

As we enter the 2021-2022 school year, we undoubtedly have learned a great deal about COVID-19. Those lessons, along with the latest guidance from the Louisiana Department of Health, the Louisiana Department of Education, and the Centers for Disease Control and Prevention, have been diligently reviewed to create *Caddo Strong Start 2.0*. This document will be updated as our partners make guidance modifications.

In creating *Caddo Strong Start 2.0* our focus was clear: remain open to provide high-quality, in-person instruction to every child.

Nothing can replace the power of an excellent education and the critical role our schools play in the growth and development of our children. Knowing this, Caddo's schools will be fully open five days a week with an in-person option available for every child.

We also understand families may not feel comfortable returning their children to school for in-person instruction. Virtual instruction has been made available to those in need of the model. Make no mistake, however, attendance and curriculum completion expectations will be required for students whether in-person or learning virtually.

Caddo is home to the best teachers and staff members, and I know they will do everything in their power to make this year a great one. We are stronger together and look forward to partnering with you in making this a successful school year.

In service,



Dr. T. Lamar Goree
Superintendent

EMPLOYEE RESOURCES

The district supports the well-being of staff through various programs and resources. Employees are encouraged to communicate any concerns to their supervisor in the event certain considerations are needed. The following are a few of the services, information, or resources available to employees.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) offers help with personal and work-related issues. A professionally trained counselor is available to help with family problems, marital concerns, financial and legal matters, stress, depression, and other issues affecting employees' personal or work life. EAP is free and confidential. EAP can provide support, referrals, and resources related to many issues, including the following:

- Alcohol and drug abuse
- Anxiety
- Budgeting, financial worries, and reducing debt
- Childcare and parenting issues
- Concern about another person's alcohol or drug abuse
- Conflict at work
- Crisis and trauma
- Depression
- Domestic abuse
- Education issues
- Eldercare/caregiving issues
- Gambling and other addictions
- Grief and loss
- Job burnout
- Legal matters
- Relationship issues
- Separation and divorce
- Stress
- Workplace change
- Work-related problems and job stress

EAP encourages employees and those close to them to seek help early before a minor problem becomes more serious. EAP is designed to address short-term issues and to identify resources

and referrals for emergency and long-term issues. When in doubt, contact EAP for help or support.

EAP Main Line: (318) 865-1837

Telehealth Mental Health Program

Caddo Schools, along with the Louisiana Department of Education, has partnered with Ochsner Health to launch a virtual therapy program to provide access to free mental health virtual visits for any district employee. Ochsner Anywhere Care is an established telehealth platform in which patients can connect with a licensed mental/behavioral health provider via a secure video visit from their smartphone, tablet, or personal computer.

Educating children and serving families in the midst of a pandemic while simultaneously balancing personal and family needs can take a toll on employees and Caddo is here to help.

The virtual therapy program for Louisiana educators will cover four virtual therapy visits. Additional visits beyond the initial four covered by the program will be available at a discounted rate.

Virtual therapy visits are a convenient option for a variety of appointments, including addressing pandemic-related stress or other behavioral health issues such as grief and loss counseling, post-traumatic stress disorder, eating disorders, and insomnia. Through the platform, individuals can browse provider profiles and select a clinician that best serves their needs, including searching by language. Convenient appointments are available Monday – Saturday for participating teachers and staff. Recurring appointments can be made with the same provider.

An Ochsner Anywhere Care virtual therapy session is similar to an office visit, but from the convenience of home via a secure video appointment with a licensed provider on a computer, smartphone, or tablet. During the appointment, patients will be asked about current symptoms, medical history, and goals for therapy. Using this information, the provider will assess the situation and recommend a treatment plan. Ochsner Anywhere Care is designed to be a private, secure, HIPAA-compliant tool that enables patients to consult with a provider online safely and confidentially.

Mental and Behavioral Health Services

Employees also have access to a robust team of psychologists, psychiatrists, behavioral health specialists, and therapists through the district's healthcare provider, Blue Cross Blue Shield of Louisiana. Staff interested in this service may visit www.bcbsla.com/find-a-doctor/louisiana-medical and review information on medical professionals who are part of Blue Cross's extensive network. Employees will be charged their traditional copay rate for services.

STUDENT SOCIAL-EMOTIONAL SUPPORTS

Overview

Today's schools are increasingly more diverse with students coming from a variety of experiences. Caddo's teachers and staff serve students who come each day with different motivations for engaging in learning, behaving positively, and performing academically. Social and emotional learning (SEL) provides a foundation for safe and positive learning and enhances students' ability to succeed in school and to be more confident in life.

The work in social-emotional learning is far from new. The efforts of our teachers, counselors, and community partners have brought much-needed supports to students. Knowing this, Caddo is prepared to take this initiative to the next level by launching a social-emotional learning platform across schools serving prekindergarten through eighth-grade students. National research has shown that social-emotional learning not only improves academic achievement by an average of 11 percentile points but also increases positive behaviors such as kindness, sharing, and empathy in students while improving student attitudes toward school. Further, research concludes a solid SEL program involving coordinated classroom, school, family, and community practices has the ability to reduce rates of depression and stress among students.

Beginning in the 2021-2022 school year, all students in grades prekindergarten through eighth grade will receive high-quality SEL instruction as part of their school day.

Ultimately, by investing in our students today, we are building the bridge toward a brighter future for each child.

Timing

The effects of COVID-19 have fundamentally changed the way in which our established practices and learning structures were forced into an overnight transition to new models of instruction and means of student engagement. Further, the impact of more than a year of social distancing and caution against human interaction has enhanced feelings of isolation coupled with increased screen time. As we work to bridge the social and emotional connections from a physical classroom to all instructional models, we must emphasize well-being and the power of connection.

Interactions that lead with a focus on the social and emotional needs of our students, where students feel that adults care about them as human beings, will serve as a protective factor for general mental health and well-being. Thoughtfully developed and implemented SEL supports have the means to allow Caddo to move the academic needle while also providing our community a better-prepared group of future citizens. Additionally, there is a substantial body of evidence that upholds that access to and relationships with educational staff as well as

school resources, in addition to opportunities to connect and grow, contribute both directly and indirectly to mental health and well-being in significant ways. This evidence also showcases that school-based relationships are some of the strongest protective factors in the lives of our students.

Caddo's Commitment

Caddo is committed to providing safe, supportive learning environments for all students, families, communities, and staff members by employing strategies that help support students in their social, emotional, and academic development.

As we see the diverse needs of our students in this ever-changing world, our district is uniquely equipped to meet the evolving needs. It is this strength and passion for students that will carry us all through this next phase of work and elevate us in our capabilities to implement an SEL platform with fidelity. To ensure alignment to nationally recognized best practices in social, emotional, and academic development (SEAD), Caddo's work will be anchored in research from the Aspen Institute's National Commission on Social, Emotional, & Academic Development report *From a Nation at Risk to a Nation at Hope*.

Social, emotional, and cognitive/academic opportunities to learn and grow are all imperative to long-term success, as they are intricately connected in the way students learn and experience the world. They are mutually beneficial and mutually reinforcing in the educational environment. The seamless blending and intentional scaffolding of social, emotional, and cognitive competencies result in deeper learning and the cultivation of a sense of self and community. As we design new learning experiences, we must elevate the importance of leveraging students' interests and passions to not only provide deep and meaningful learning but also provide a fulfilling means through which students can process their current emotions and experiences.

Student engagement and a standard for school culture undoubtedly have emerged through our work as one of the primary measures we will use to ensure we are making an impact on the learning environment. Caddo believes that the following outcomes will be the key to our students' success:

- Opportunities for self-reflection
- Opportunities for discussion and discourse
- Longer, student-driven assignments
- Student voice and choice

COVID-19 HEALTH AND SAFETY PROTOCOLS AT A GLANCE

Face Coverings

- Face coverings will be required for all students, staff and visitors when inside a district facility. This guidance will be reassessed for modifications each nine weeks or as appropriate.
- In accordance with federal mandates, masks will be required for both staff and students when on a district bus.

Vaccinations

- Vaccines are encouraged for students or staff.
- Vaccinated staff who later test positive for the virus will be the only staff eligible for paid COVID leave through the district.
- Vaccination opportunities will be communicated as scheduled.

Quarantines

- Should a student or staff member test positive for COVID-19 they will be asked to isolate for 10 days with the date the positive test was administered considered Day 0.
- Vaccinated individuals who are deemed close contacts of a positive COVID-19 case will not be required to quarantine.
- Unvaccinated individuals who are deemed close contacts of a positive COVID-19 case will be required to quarantine following either a testing or time-based strategy.

Instructional Models

- In-person instruction will be provided to all students five days a week.
- Virtual instruction has been provided for families on a contractual basis with families agreeing to abide by attendance, grading, and discipline policies. Families seeking virtual instruction were asked to enroll by May 28, 2021.

Mental Health Services

- A top-rated SEL platform will be in place for all students in grades prekindergarten-eighth.
- Mental health services will continue to be available for any student in need.

Physical Distancing

- Physical distancing will continue to be implemented to the maximum extent possible.

- Sites should strive to allow for three feet of space between children and six feet between adults and others whenever possible.

Visitors

- With the primary focus of safely reopening schools and keeping schools open, the district will continue to limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.
- Visitors deemed essential to school operations will be required to wear a mask while on campus.
- Any exceptions to this guidance must be approved by the district's medical team and the school's Executive Director of School Performance.
- The district's visitor protocols will be reassessed at the end of each nine weeks or as appropriate.

Field Trips

- Field trips, including out-of-state trips, will resume in 2021-2022.
- In accordance with federal mandates, masks will be required for both staff and students when on a district bus.

Athletics and Activities

- Athletics and activities will resume normal processes in 2021-2022 in partnership with LHSAA and governing bodies.

Foreign Exchange Students

- Foreign exchange programs will resume in 2021-2022.

Facilities Rentals

- Facilities rentals will resume as normal in 2021-2022.

Mitigation Efforts

- Caddo will continue to encourage good hand hygiene, such as reminding students to wash hands after using the restroom, before meals, etc., and provide access to hand sanitizer stations.
- Individuals are encouraged to self monitor for any signs of illness including fever, chills, cough, etc.
- Any person with a fever of 100.4 or higher should not be on a Caddo Parish campus and should consult with their primary care physician.

Disinfection

- Touchpoints (i.e. doorknobs, light switches, etc.) will continue to be disinfected throughout all buildings on a daily basis.
- School buses will continue to be disinfected twice daily.
- Staff will continue to have access to disinfectant supplies, including disinfecting spray, to clean high-touch areas regularly if desired.

Ventilation

- The circulation of outdoor air within schools or district buildings, via mechanical systems, will be carried out to the maximum extent possible.

CLEANING, SANITIZING, AND DISINFECTING

Caddo will provide enhanced daily cleaning of all facilities, with special attention to specific high-touch surfaces. The district will continue to implement and refine operational practices aimed at preventing the spread of COVID-19, which includes applying disinfectants on a daily basis at each campus or building. These products have proven to be effective against viruses and other pathogens in the environment. Electrostatic sprayers will be utilized by staff at sites and on district buses as a measure to disinfect surfaces and minimize the transmission of germs.

Custodial Staff will continue to receive ongoing guidance and support on the targeted cleaning of facilities. In the event that a confirmed case of COVID-19 is traced to a specific location or if a specific site needs to be closed for a designated amount of time, per recommendations by the CDC, the Custodial Staff will provide a thorough cleaning of that facility.

The following areas will be disinfected with continued frequency:

- High touch surfaces
- Doorknobs
- Elevator buttons
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

Areas of enhanced focus:

- Restrooms
- Offices
- Elevators
- Kitchen and/or break areas
- Vending machines
- Copier/printers
- Front desk and lobby areas
- Equipment

In addition, employees should follow the recommended or manufacturer's guidance for cleaning the following in their personal areas:

- Desk
- Computer and monitor
- Keyboard and mouse
- Phone
- Chair arms
- File cabinet drawer handles
- Remote control
- Personal microwaves, refrigerators, and small appliances including coffee machines

PREVENTATIVE MEASURES

Caddo continues to monitor coronavirus trends in our community as well as throughout the region and the state. With more than 5,000 employees across the district, all staff members play an important role in minimizing the risk and impact to each other and our operations.

Vaccination

Vaccines are among the greatest mitigation strategies for combatting COVID-19. While the district will not require students or staff to be vaccinated, district staff encourages individuals to consult their primary care physician for more details on whether the vaccine is right for them.

The vaccination status of other people or whether they are at increased risk for severe COVID-19 is likely unknown. Therefore, fully vaccinated people should continue to follow the safety protocols and preventative measures of the district.

In general, people are considered fully vaccinated:

- Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or
- Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

While rare, studies have shown there is a nominal chance for breakthrough infections associated with the COVID-19 virus. In the event an employee is fully vaccinated but contracts COVID-19, the district will grant paid leave to the employee for up to 10 calendar days. For the purposes of this leave, Day 0 will be considered the day on which the employee's COVID-19 test was administered.

To learn more about the vaccine for COVID-19, <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>.

Self-Screening

Students, employees, and visitors should self-screen before going to a district site by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath/difficulty breathing
- Chills/repeated shaking with chills
- Muscle or body aches

- Headache
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Fatigue
- Fever ≥ 100.4 or feeling feverish
- Known close contact with a person who has COVID-19

Individuals running a fever of 100.4°F or higher, or feeling ill, should stay at home and will not be permitted to report to work. Parents or guardians should contact their child's school to log the absence. For employees, make sure to contact your health provider, if needed, and notify your supervisor regarding your absence. Visitors with COVID-19 symptoms will be asked to immediately leave district sites and seek medical attention.

Physical Distancing

The district will continue social distancing protocols within buildings to the maximum extent possible. Schools and sites have the discretion to display markers and signage as a means of encouraging social distancing. Individuals should keep a minimum of three feet with a preferred distance of up to six feet whenever possible. Current advisories from the CDC strongly advises against handshakes during the coronavirus pandemic.

Handwashing and Hand Sanitizers

To prevent the spread of viruses, including COVID-19, the CDC recommends washing hands with soap and water for at least 20 seconds whenever possible to reduce the amount of many types of germs and chemicals on hands. If soap and water are not readily available, using a hand sanitizer with at least 60 percent alcohol can help you avoid getting sick and spreading germs to others. Properly apply alcohol-based sanitizer by rubbing the gel over all surfaces of your hands and fingers until your hands are dry.

Face Masks

Face coverings will be required for all students, staff and visitors when inside any district facility. This guidance will be reassessed for modifications each nine weeks or as appropriate.

In accordance with state and federal guidelines, masks will be required for both staff and students while on a district bus.

Any face masks worn should be non-offensive and not considered derogatory or otherwise disrespectful to others. Logos, graphics, and designs must be appropriate as outlined in the district's dress code policy. This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc.

OPERATIONAL HEALTH AND SAFETY STANDARDS FOR REOPENING SCHOOLS

In consultation with the Louisiana Department of Health, and the guidance provided by the Louisiana Department of Education, Caddo Parish Public Schools will adhere to the following standards set forth outlining expectations to mitigate the risks associated with COVID-19 with in-person programs and minimize the significant consequences of keeping students out of school. These standards are subject to change by any entity as more information is learned about the virus and the best practices that should be implemented to promote the health and safety of our students, teachers, staff, and school communities during the crisis.

While the district's model of instruction is not directly aligned to a phase, there are certain guidelines which will be required based on Louisiana's phase of recovery.

Group Sizes	<ul style="list-style-type: none">• The maximum group size that may convene indoors in a single room should be determined by physical distancing requirements.
GROUP COMPOSITION	
	<ul style="list-style-type: none">• Static group compositions should be maintained to the greatest extent possible.• The composition of a group may change if students are able to maintain a physical distance of at least three feet from other students and six feet from adults in a classroom or indoor setting, to the greatest extent possible. Adults should maintain six feet of distance from other adults.• Students with disabilities should continue to receive special education and related services in the least restrictive environment. School systems should 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.• This guidance should not be construed as limiting students from services to enhance or support their educational opportunities. Students may continue to participate in programs including Discoveries, Gateway, RTI, etc.
Physical Standards for use of School Facilities	<ul style="list-style-type: none">• If groups convene outdoors, a physical barrier is not required, but groups should be physically distanced whenever possible.

Isolation Area	<ul style="list-style-type: none"> Each school should establish an area used to isolate anyone showing signs of being sick. The isolation area should be cleaned after it is occupied by any sick student or adult.
Environmental Cleaning and Personal Hygiene	<ul style="list-style-type: none"> High-touch surfaces should be cleaned at least twice per day, including bathrooms. Students should wash or sanitize hands upon arrival at the school, before and after eating, before and after using outdoor play equipment, and before exiting the school facility. Face coverings will be required for all students, staff and visitors when inside a district facility. This guidance will be reassessed for modifications each nine weeks or as appropriate.
Hygienic Supplies	<ul style="list-style-type: none"> Plexiglass barriers for use involving students are not recommended. School employees should be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings may be made available as needed. Cleaning items will be provided for each classroom across the district.
Transportation	<ul style="list-style-type: none"> Face masks will be required for both staff and students while on a district bus. Windows will be open to the greatest extent possible to maximize ventilation. Hand sanitizer will be provided for use as students enter and exit the bus. Seating charts should be created and consistently enforced.
Visitors to School Facilities	<ul style="list-style-type: none"> The district will continue to limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible. Visitors deemed essential to school operations will be required to wear a mask while on campus. Any exceptions to this guidance must be approved by the district's medical team and the school's Executive Director of School Performance. The district's visitor protocols will be reassessed at the end of each nine weeks or as appropriate.
Outdoor Activities	<ul style="list-style-type: none"> Students and staff do not need to mask outdoors. Outdoor instructional opportunities are encouraged.

	<ul style="list-style-type: none"> Students should maintain a physical distancing of 3 ft while outdoors when possible. Any cohorts which are brought together must be able to be effectively contact traced. In most cases, this may mean a maximum of 4 (four) cohorts is recommended to mix outdoors.
Band, Vocal, and Music	<p>Limitations:</p> <ul style="list-style-type: none"> Band or vocal activities may occur indoors or outdoors. Classes may be held indoors in accordance with the National Federation of State High School Associations and the National Association for Music Education Guidance which has physical distancing, masking, and instrument covering provisions.
Communal Spaces and Objects	<ul style="list-style-type: none"> Limit the use of indoor shared spaces, such as cafeterias and gymnasiums, to maximum group sizes based on physical distancing. Clean between each group's use of a shared space. Close shared water fountains. Encourage students and staff to bring bottled water from home.
Meal Service	<ul style="list-style-type: none"> Students, teachers, and cafeteria staff should wash their hands before and after every meal. Students may bring food from home. If cafeterias are used, stagger meal times for each group, adhere to maximum group size and ensure six feet of distance between students to the maximum extent possible. Disposable utensils should be used. Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exit flow paths; ensure single-file lines for food lines and disposal. Utilize outdoor seating as practical and appropriate.

EXPOSURE GUIDANCE

COVID-19 exposure is defined as:

A person who has tested positive for the COVID-19 virus or has had contact with a COVID-19 positive individual for 15 or more minutes (cumulative) within three feet within 48 hours of symptoms or a positive test.

Employee Exposure Protocol

- Determination of Possible Exposure
 - Verify that the employee has tested positive for COVID-19, or
 - Is unvaccinated and has been in direct, close contact with a person who has tested positive for COVID-19 (see COVID-19 exposure definition above).
- Isolation
 - Contact Classified or Certified Personnel Human Resources Director to send the employee home in order to isolate them from other individuals.
- Contact Tracing
 - Determine the last day on which the employee was at their worksite.
 - Contact the employee and request identification of all Caddo persons who were in direct, close contact with the individual within 48 hours of symptoms of a positive test.
 - This identification will be based on the district's COVID-19 exposure criteria.
- Notifications
 - Individuals identified in the preceding steps of their exposure to COVID-19 will be asked to verify vaccination status.
 - This step should not name the COVID-positive individual in order to protect the private health information of the employee.
 - Each individual identified as a close contact through contact tracing shall be asked to verify whether they are vaccinated or unvaccinated.
 - Vaccinated close contacts will not be required to quarantine. However, if symptoms develop, they should immediately contact their primary care physician.
 - Unvaccinated individuals will be required to quarantine.
 - An individual reserves the right to decline to divulge whether they are vaccinated. In such cases, individuals who do not state their vaccination status should be considered unvaccinated.
 - Contact the School Nursing Supervisor with relevant information to the exposure. The School Nursing Supervisor will maintain a log of positive COVID-19 cases in students and employees. In addition, the log will include self-quarantined individuals.
 - The school or site's COVID Designee should complete the [COVID-19 Exposure Checklist](#).

- The School Nursing Supervisor shall coordinate the completion of any LDH documentation.
- Temporary Assignment
 - If an individual is not exhibiting symptoms of COVID-19 and can work from home, the Supervisor may work with the employee to develop a remote-work plan with clear expectations, assignments, and deadlines where applicable. *Note: not all positions are able to work from home.*
- No Temporary Assignment
 - For employees whose positions do not provide for remote work, the supervisor and/or employee should contact Human Resources for the next steps.
- COVID Leave
 - Employees should complete the appropriate forms provided by Caddo's Human Resources Division.
 - Vaccinated employees should be prepared to show proof of vaccination as available through their CDC Vaccination Card or as made available digitally through LA Wallet.
- Sanitation
 - Contact the head custodian of the worksite to sanitize area(s) of the positive COVID-19 employee and close contacts.

Employee Return to Work

- Vaccinated individuals identified as close contacts of a positive COVID-19 case may immediately resume work duties.
- Individuals who test positive for COVID-19 will be eligible to return to work on the 11th day from the date the positive test was administered.
 - While rare, if a vaccinated individual tests positive for COVID-19, the district will provide paid leave for the duration of the employee's illness up to a maximum of 10 calendar days.
- Under the CDC's revised guidance, individuals exposed to COVID-19 through close contact with a positive case may return to work following two options:
 - Testing Strategy
 - An unvaccinated quarantined individual may choose to submit to a PCR or antigen COVID-19 test. The test may be administered at the individual's doctor of choice and should be swabbed between the 5th and 7th day following last exposure to a positive case.
 - Upon receipt of negative test results, the individual may retrieve a copy of the test results and send the results to their supervisor for review. The supervisor will work with Caddo Schools' Nursing Department to review the test results to ensure the appropriate test was taken and all protocols were followed for return to work.
 - The Nursing Department will provide approval to the site supervisor to allow the individual to return to work on the 8th day following the last

exposure. The individual's supervisor will alert the appropriate Human Resources director of the employee's return to work.

- ***Note: Individuals who exhibit any symptoms during quarantine are not eligible to participate in the testing and return-to-work process in accordance with recommendations from the CDC and LDH. The employee may not use fever-reducing medication or other medications in order to treat such symptoms as a means of returning to work.***

- Time-Based Return Strategy

- A time-based strategy, as advised by the Louisiana Department of Health and the Centers for Disease Control and Prevention, states an employee may not return to work if they have had a fever or respiratory symptoms such as coughing and shortness of breath at least 2 days prior to return to work.
- Using the time-based strategy, an unvaccinated employee may quarantine for 10 calendar days since last close contact with a person sick with COVID-19. The employee should have no symptoms for the last 2 days. Therefore, an employee would be eligible to return to work on the 11th day after exposure to COVID-19. *Note: Using this strategy, an employee is not required to submit to a COVID-19 test to return to work.*
- The employee may not return to work if they are exhibiting any symptoms of COVID-19. The employee may not use fever-reducing medication or other medications in order to treat COVID-like symptoms as a means of returning to work.
- The employee's supervisor or supervisor's designee will contact the appropriate Human Resources Director to make a notification of the employee's return to work.

Student Exposure Protocol

- Determination of Possible Exposure
 - Identify the student that has tested positive for COVID-19 or been in direct, close contact with a person who has tested positive for COVID-19 (see COVID-19 exposure definition above).
- Isolation
 - Temporarily isolate the students in the school's defined area and parent or guardian contacted.
 - Create a work order to sanitize that area.
 - If the student is not currently on campus, determine the last day on which the child was present at school.
- Contact Tracing
 - Contact the student's parent or guardian to make them aware. Ask the parent and/or the student the following questions:

- Do you know when your child may have been in contact with someone with COVID-19?
 - What other locations did your child visit in the past 48 hours other than their assigned classes at school?
 - Was your child in contact with anyone at school, at the bus stop, or on the bus for 15 minutes or more within three feet?
 - Can you provide the names or any identifiable information to help us in notifying possibly exposed individuals?
 - Did the child participate in any activities or gatherings with other students outside of school in which students would be considered a close contact?
- Contact the student's teacher(s). Ask the following questions:
 - Do you know when the student may have been in contact with someone with COVID-19?
 - Was the student at any time in contact with you, other employees, or other students for 15 minutes or more within three feet?
 - Can you provide the names of any students or staff from the above question in order to allow for notifications?
- Notifications
 - Notify individuals identified in the preceding steps of their exposure to COVID-19. This step should not name the COVID-positive individual in order to protect the private health information of the employee.
 - Parents/guardians of each close contact will be asked to verify the student's vaccination status. Individuals identified in the preceding steps of their exposure to COVID-19 will be asked to verify vaccination status.
 - An individual reserves the right to decline to divulge whether they are vaccinated. In such cases, individuals who do not state their vaccination status should be considered unvaccinated.
 - Vaccinated close contacts will not be required to quarantine. However, if symptoms develop, they should immediately contact their primary care physician.
 - Unvaccinated individuals will be required to quarantine.
 - The School Nursing Supervisor shall complete any required LDH documentation.
 - Notify parents with a letter as well as a phone call about the steps for quarantining for each student required to quarantine. This step should not name the COVID-positive individual in accordance with FERPA requirements.
 - Notify the school's assigned Executive Director and the School Nursing Supervisor of the exposure and relevant information. The School Nursing Supervisor will maintain a log of positive COVID-19 cases in students and employees. In addition, the log will include self-quarantined individuals.
 - The School Nursing Supervisor shall contact the Regional Medical Director from the Louisiana Department of Health for notification of public health professionals.

- Complete [COVID-19 Exposure Checklist](#).
- Student Absences
 - During the quarantine period, students may not participate in school events including athletics or extracurricular activities.
 - If a student is unable to attend school due to illness or quarantine, Caddo's policies regarding absences will be followed.

Student Return-to-Work Protocol

- Vaccinated students identified as close contacts of a positive COVID-19 case may immediately resume their normal schedule.
- Students who have tested positive for COVID-19 within 90 days from the date of their exposure to a positive case will not be required to quarantine and may immediately resume their normal schedule.
- Individuals who test positive for COVID-19 will be eligible to return to work on the 11th day from the date the positive test was administered.
- Under the CDC's revised guidance, unvaccinated students exposed to COVID-19 through close contact with a positive case may return to school following two options:
 - Testing Strategy
 - A quarantined, unvaccinated student may choose to submit to a PCR or antigen COVID-19 test. The test may be administered at the student's doctor of choice and should be swabbed between the 5th and 7th day following last exposure to a positive case.
 - Upon receipt of negative test results, the parent may retrieve a copy of the test results and send the results to the child's school for review. The school will work with Caddo Schools' Nursing Department to review the test results to ensure the appropriate test was taken and all protocols were followed for return to school.
 - The Nursing Department will provide approval to the school to allow the student to return on the 8th day following the last exposure.
 - ***Note: Individuals who exhibit any symptoms during quarantine are not eligible to participate in the testing and return-to-school process in accordance with recommendations from the CDC and LDH. The student may not use fever-reducing medication or other medications in order to treat such symptoms as a means of returning to school.***
 - Time-Based Return Strategy
 - A time-based strategy, as advised by the Louisiana Department of Health and the Centers for Disease Control and Prevention, states a student may not return to school if they have had a fever or respiratory symptoms such as coughing and shortness of breath at least 2 days prior to return to work.
 - Using the time-based strategy, an unvaccinated student may quarantine for 10 calendar days since last close contact with a person sick with

COVID-19. The student should have no symptoms for the last 2 days. Therefore, a student would be eligible to return to work on the 11th day after exposure to COVID-19. *Note: Using this strategy, a student is not required to submit to a COVID-19 test to return to school.*

- The student may not return to school if they are exhibiting any symptoms of COVID-19. The student may not use fever-reducing medication or other medications in order to treat COVID-like symptoms as a means of returning to school.
- If a student is exhibiting COVID-like symptoms, the campus will follow the district's approved attendance policy in recording absences related to illness.

Fever and COVID-Like Symptoms

- If an unvaccinated student or employee has a fever of 100.4 or higher while at a district school or site, the individual will be immediately isolated.
- The individual will be encouraged to make an appointment with their primary care physician to determine a diagnosis for the fever and other symptoms which may be present.
- The individual's doctor will make the determination on protocols for diagnosis including whether a COVID test is appropriate based on symptoms and exposure.
- If a physician diagnoses the individual with another condition, a doctor's note will be required by the school or work site which outlines the reason for the symptom(s) and the timeframe in which the individual may return to school/work. Students or staff who are provided an alternative diagnosis must be fever and symptom free 48 hours before returning to a district site.
- In order to protect the health and safety of students and staff, a parent note in such cases will not suffice.
- If an individual chooses not to see a physician for their symptoms, they will be required to follow the same guidelines as an individual exposed to COVID-19 based on the symptoms. This will include a 10-calendar day quarantine for and requirements of 48 hours fever and symptom-free before returning to a district site.