



# Safe Return to In-Person Instruction and Continuity of Services Plan

## 2021 - 2022

**PLEASE NOTE:** The contents of this plan are subject to frequent updates (at least every six months), due to changing circumstances and in alignment with guidance from public health authorities. Please visit the [La Salle Middle School](#) website for the most up-to-date information.

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## **INTRODUCTION**

As students, teachers, staff, and essential visitors return to the school in the wake of the 2019 novel coronavirus disease (COVID-19) pandemic, La Salle Charter School reaffirms its continued commitment to maintaining a safe and healthy environment, and of the additional measures taken to protect students, employees, families, and community members-at-large from the spread of COVID-19. There has been extensive research and consultation with the St. Louis City Department of Health, Department of Secondary Education, medical experts, and consultants specializing in many of the areas of concern (protective equipment, sanitization, contact tracing, etc.) to develop strategies to reopen the school while remaining safe.

We recognize that COVID-19 has, and continues, to affect our community in various ways, creating unique challenges including personal health risks, health risks of family members, the need to care for ill family members, childcare issues, food insecurity, increased stress, and more. For these reasons, the school's C.A.R.E. (COVID Action and Re-Entry Education) Planning Team has endeavored to establish a Safe Return to In-Person Instruction and Continuity of Services (SRCSP) plan while meeting the in-person needs of the school.

- ★ The SRCSP plan addresses health and safety protocols, in-person instruction, and cleaning and disinfecting guidelines. The following outlines key considerations:
- ★ Coordinate a timeline for reopening with local, state, and federal guidelines that consider capacity limits and physical distancing, staff reporting to work/school in phases, and necessary COVID-19 support services
- ★ Prepare facilities for reopening (signage, requisite markings, reconfiguration and removal of furniture, installation of touchless devices and hand sanitizer stations, enhanced cleaning protocols, etc.)
- ★ Identify resource needs and supply chains to purchase Personal Protective Equipment ("PPE"), hand sanitizer, disinfecting wipes, and cleaning supplies
- ★ Establish protocols for responding to positive COVID-19 tests (screening, contact tracing, social distancing, cleaning, etc.)
- ★ Develop policies both proactive and responsive in support of mitigating the spread of COVID-19
- ★ Design employee training
- ★ Establish continuous communication channels regarding safety measures and expectations.

To address the core principle of the health and well-being of our students, teachers, staff, vendors, and essential visitors, safety measures were developed in alignment with local, state, and federal guidelines. The health measures outlined in the SRCSP are required of all members of the school community.

## MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear La Salle Families,

As we work together in mitigating the spread of the novel coronavirus disease (COVID-19) pandemic, I understand that there is anxiety relative to in-person instruction for the 2021–2022 school year. As such, I want to assure you that the health and safety of our students and staff is my number one priority. And, I, therefore, am careful in the decisions we make and will always ensure our decisions align with the Department of Elementary and Secondary Education (DESE), City of St. Louis Department of Health (STL-DOH), and the Centers for Disease Control and Prevention (CDC) recommendations and or guidelines.

How that will look throughout the 2021-22 school year may differ from day-to-day, week-to-week, and semester-to-semester. We will need to be flexible and will ask for your flexibility as educators who care deeply about transforming the lives of your children.

The school's C. A. R. E. (COVID Action and Re-Entry Education) Planning Team has been meeting since March 2020. This cross-functional team includes all members of the La Salle leadership team, teachers, the special education coordinator, counselor/homeless and foster care liaison, parents/families, students, and the La Salle Charter School Board of Directors. The team was charged with assessing both short-term and long-term plans for academic and operational support functions while developing safe and comprehensive guidance for the administrative staff to manage day-to-day priorities. The team has also been working to establish plans for a safe return to school and continuity of services for the 2021-2022 school year. Highlights of the plan include:

- ★ development and implementation of an infectious disease plan that is disseminated to all staff. Each staff person will be responsible for reviewing the plan and keeping a copy in their respective office and or classroom
- ★ development of a robust virtual learning plan to ensure the content remains high quality and engaging.

The 2021-22 school year will begin on **August 23rd**. New student orientation day is scheduled for **August 19th**.

Beyond the plan highlights outlined above, we have implemented many health and safety protocols in response to the COVID-19 pandemic, including:

- ★ All teachers and staff are encouraged to be vaccinated prior to returning to school/work.
- ★ Face coverings will be required for all students, staff, and visitors.
  - Students and staff with medical conditions that prohibit them from wearing face masks will be exempt as long as they have medical documentation on file. A face shield, however, will be offered to persons with a medical exemption.
- ★ Throughout the school building, we will socially distance and practice as much caution as possible. We will be utilizing all available classroom and learning spaces and making necessary modifications to help ensure at a minimum we maintain a 3ft radius around each student's workspace in all classrooms and 6ft in the hallway and all common areas.
- ★ Daily health screenings will be required to be taken of all students and staff before the beginning of each school day. All students and staff who are not feeling well are advised to stay at home.
- ★ An isolation area or CARE room within the school has been established and will be used to remove any persons that are ill from the school's general population.

- ★ Hand sanitizer stations will be installed in every hallway, and hand sanitizer and disinfecting wipes will be accessible in all classrooms and offices.
- ★ Social distancing signage and floor decals will be displayed prominently throughout the school building.
- ★ Interactions and mixing of classes, group gatherings, as well as visitor volume will be limited.
- ★ Accurate health records of all students enrolled for the 2021-22 school year will be kept and maintained per the Missouri immunization and exclusion requirements.
- ★ All students will be provided a digital device and provided with internet supports as needed. Also, as part of the 1:1 Digital Device Plan, we will begin distributing devices to students without access at home in August.
- ★ Touchless options (i.e., door pulls, hand dryers, drinking fountains, etc.) have been installed where possible throughout the building.
- ★ Lunch periods will be staggered to minimize the number of students eating on any given lunch period and ensure social distancing during every lunch period.
- ★ All high-touch surfaces (i.e., handrails, doorknobs, handles, faucets, sinks, etc.) will be routinely cleaned throughout the day.
- ★ Implementation of a 3-step process for cleaning and sanitizing the building daily.
- ★ Implementation of a process to ensure the building is cleaned, disinfected, and sanitized throughout the day and nightly using EPA-registered cleaning products and disinfectants.

While additional communication will be sent out within the coming weeks, I encourage you to contact the school directly if you have any questions or concerns. All that we do is done in the best interest of our students and staff. We are indeed stronger together!

Be well and stay safe,

LaShanda R. Boone  
Executive Director

## **2021-22 SCHOOL CALENDAR**

Use [this link](#) to access the La Salle Middle School 2021-2022 school calendar.

### **INSTRUCTION**

Full return in-person, traditional instruction five days a week. Students will follow their regular class schedule, but efforts will be made to minimize contact and social mixing during school hours to include:

- ★ staggering passing times
- ★ minimizing the amount of daily passing periods (block scheduling)
- ★ staggering breakfast and lunch periods
- ★ grouping students in cohorts
- ★ reconfiguring seating in the classrooms to ensure at a minimum a 3ft radius around each student's workspace is maintained
- ★ maintaining a 6ft distance in the hallway and all common areas
- ★ to the extent possible minimize the use of shared materials in all classrooms (i.e., individual pencil cases, art supplies, assigned technology, etc.).
  
- ★ If the school is temporarily closed due to a health emergency, teachers will use the school's Virtual Learning Plan (AMI) to communicate class assignments to students. The Virtual Learning Plan meets the state requirements with the first day of school on August 23, 2021, per the approved Board of Directors' adopted school calendar.
  
- ★ The Virtual Learning Plan for 2021-22 is designed for those situations in which all, or parts, of the school, has to pivot from an in-person approach to instruction to a remote learning approach to instruction. The plan is divided into sections and based on staff function and needs of students.
  
- ★ Learning loss from the prior year's academic plan is being addressed through small group instruction with tutors and intervention plans, personalized learning, and implemented research-based instructional strategies. We are expanding our after-school tutoring options, socio-emotional learning plan, and enrichment opportunities for all students, including students with special needs.
  
- ★ Socio-emotional learning (SEL) activities will be woven into lessons across all content areas from math to art. Weaving social-emotional tools into classroom lessons and activities will help to support students both emotionally and academically as the 2021-22 school year begins, helping them better absorb and process the learning taking place in the classroom.

As we work together to ensure the best academic and socio-emotional experience for students receiving instruction virtually, parents/guardians will be expected to:

- ★ monitor the school's and or teacher web pages for up-to-date information regarding virtual learning resources
- ★ ensure that your child knows their usernames and passwords for instructional resources
- ★ ensure your child is participating in virtual learning instruction
- ★ maintain communication with teachers, administrator(s), and the school counselor
- ★ engage your child in conversations regarding assignments, homework, class activities, etc.
- ★ encourage your child to contact the school counselor if he/she is experiencing any emotional or mental challenges. Also, review the list of resources in the Counselor's Corner with your child.

Due to the contagious nature of COVID-19, parents should be prepared for unplanned school closures deemed necessary by health professionals that will range from two to ten days. When this occurs, all students will continue learning virtually with their classroom teacher(s) for a predetermined amount of time for each subject.

Should we have to transition all students to virtual learning, teachers will have consistent contact with students. Students will be held accountable for their work, and regular feedback will be provided. Students will also follow a consistent schedule/routine that includes regular live contact with teachers. Teachers will provide instructional resources and materials through digital learning means via Google Hangouts and Google Classroom.

### **MOCAP/Virtual Learning**

Eligible students may enroll in virtual courses offered through the [Missouri Course Access Program](#) (MOCAP). La Salle will accept all grades and credits earned through School sponsored virtual instruction and MOCAP. Students taking courses virtually are subject to all policies and procedures applicable to students enrolled in traditional courses including, but not limited to, the Acceptable Use Policy, discipline code of conduct, academic dishonesty, discrimination, harassment, bullying and cyber bullying.

### **HEALTH AND SAFETY - AT A GLANCE**

Preventing the spread of germs has always been a priority for schools, and schools are accustomed to encouraging regularly scheduled and thorough handwashing, the use of hand sanitizer, disinfecting surfaces and screening for sick children. Recommendations for increased handwashing, social/physical distancing, and the use of face masks are considerations for the 2021-22 school year. Below you will find La Salle's responsive steps for adhering to the health and safety considerations.

#### **Vaccinations**

We recommend families consider the vaccine for their children who are 5 and older. Getting the COVID-19 vaccine is the best way to prevent contracting the novel coronavirus and experiencing severe symptoms. The Pfizer-BioNTech COVID-19 Vaccine has received authorization from the U.S. Food and Drug Administration for those ages 5 and up. As vaccinations become more readily available for students of all ages, we will provide detailed information to our community about vaccination access.

#### **Staff Vaccinations**

La Salle supports its staff members seeking to be vaccinated against COVID-19. Information regarding mass vaccination events for staff is regularly shared and the Board of Directors approved a policy strongly encouraging all staff to be vaccinated on January 27, 2021.

#### **Staff Health Screenings**

Before reporting to work, all staff (including substitutes) will complete a daily health screening for various symptoms related to coronavirus. If a staff member is exhibiting any symptoms, they will be required to stay at home and follow up with their physician.

#### **Student Health Screenings**

Parents/guardians will be required to screen their child(ren) for various symptoms related to coronavirus. After screening, if your child(ren) exhibits any of the symptoms below, do not send your child(ren) to school and contact their physician or the St. Louis Department of Health at (314) 612-5100 for additional guidance.

- ★ A fever of 100.4 or higher, or a sense of having a fever.
- ★ A cough that cannot be attributed to another health condition.
- ★ Shortness of breath that cannot be attributed to another health condition.
- ★ The recent loss of any sense of smell or taste.
- ★ Muscle aches or pains that cannot be attributed to another health condition or that may have been caused by a specific activity (such as physical exercise).
- ★ A sore throat that cannot be attributed to another health condition.
- ★ Chills or repeated shaking with chills.
- ★ A headache that cannot be attributed to another health condition.

### **Arrival and dismissal procedures**

Parents/guardians should not expect to walk their students to class. Parents should become familiar with the school's drop-off and dismissal procedures. The complete process can be found on the school's website, and parents will receive an email notification to download the SchoolPass app to their smartphones if they have not done so already.

### **Building Access**

All visitors to include parents will be required to complete a health screening and wear face coverings upon entering the school building. Visitors (i.e. parent/guardians, alumni, etc.) will be prohibited from observing and or visiting classrooms.

### **Cohorting**

Cohorting is the grouping of a certain number of students to stay together for the school day. When feasible, cohorting is used to mitigate the possible spread of the virus that causes COVID-19. The school will make every effort to limit the movement of students while in the school building. This means each grade level of students will be divided into smaller cohorts. The cohorts of students will travel together from classroom to classroom to minimize or possibly eliminate the possible widespread of COVID-19.

### **Social/Physical Distancing**

Social distancing protocols for spaces have been developed, including floor decals to indicate appropriate distances. At a minimum, maintain a 3ft radius around each student's workspace in the classroom and 6ft in the hallway and all common areas. Teachers will be encouraged to hold classes on occasion and, weather permitting, outside to distancing greater social/physical distancing. Classes may also occur in other school spaces, like the cafeteria, gym, or library.

There will also be established and marked traffic patterns in hallways, exits, entries, and stairways to maximize social distancing practices whenever possible. Those students with disabilities including limited mobility will be accommodated using the elevator or alternate passing times. Other situations will be evaluated case by case.

Parents and essential visitors can expect to adhere to social distancing requirements and unique seating arrangements while on campus.



## **Face Coverings**

Face coverings will be required for all students, teachers, staff, and essential visitors. Students will be issued clean washable cloth face masks each day upon entry into the school building.

- ★ Students and staff with medical conditions or disabilities that prohibit them from wearing face masks will be exempt as long as they have medical documentation on file. A face shield, however, will be provided to persons with a medical exemption or disability.

## **School Meals**

Convening a large number of students in the cafeterias for breakfast and lunch increases the risk of virus spread. At the same time, we will continue to utilize the cafeteria for the consumption of student meals. Parents should expect some shorter and staggered lunch periods.

## **Restroom Usage/Breaks**

Classroom schedules will include designated times for restroom breaks so each grade/class can go at a specific time and avoid mixing classes. Decals will also be placed outside restrooms to provide visual cues to ensure social distancing while waiting.

## **Gloves**

Nurses, Physical/Occupational Therapists/Speech Therapists/ Psychologists/Administrators, and Teachers providing direct care for students with physical and health concerns will be required to wear gloves based on best practices. Janitorial staff will also wear gloves daily when cleaning and disinfecting.

## **Handwashing and Sanitizing**

Classroom schedules will include designated times for handwashing. Additionally, hand sanitizer stations will be located in hallways and high traffic areas of the school. All classrooms and offices will also be provided with a supply of disposable gloves, disinfectant wipes, and hand sanitizer. Posters will also be displayed throughout school buildings to reinforce the STL-DOH and CDC recommendations for best-practice handwashing.

## **Respiratory Etiquette**

Respiratory etiquette keeps respiratory droplets and viral particles in schools low and is considered another great way to keep schools operating safely.

- ★ Staff and students are reminded to cover their coughs and sneezes.
- ★ Signage is posted throughout the building about covering your coughs and sneezes. They provide good reminders for students and staff to practice good respiratory etiquette.
- ★ Additionally, all classrooms and offices will be equipped with tissue, hand sanitizer, and disinfectant wipes to reinforce good respiratory etiquette.

## **Family Conferences and Meetings**

Parents/guardians may request virtual or phone meetings to discuss any aspect of their child's education. Parents/guardians wanting or needing to come to the school for any reason should contact the Main Office first.

### **When a staff person is identified with symptoms**

The individual will be removed from the general population immediately. If they are medically stable, they will be sent home immediately. If they are not stable, a member of the LSCS administration will call 911. The individual will be advised to contact their healthcare provider if they exhibit symptoms or answered **YES** to any of the daily self-assessment Health Screening Assessment. The healthcare provider will determine whether the symptoms are a result of COVID-19 infection or if there are other health issues.

### **When a student is identified with symptoms**

The student will be removed from the general population immediately. If the student is not medically stable, staff or school health officials will call 911. Only trained staff should provide lifesaving care (e.g., CPR). The school health official will contact the student's parents as soon as possible. If medically stable, the student will be monitored while in isolation until their parent/guardian can pick them up.

### **When a student/staff test positive for COVID-19**

When a student or staff member tests positive, LSCS will utilize contact tracing methods, including the daily wellness check and seating charts, to determine who has been in contact with that individual within a six-foot space for more than 15 minutes. LSCS will use this information to decide to what extent other school community members must be quarantined or how we will implement "test-to-stay" protocols, detailed below.

### **Test-to-stay**

Keeping our students safe and in school is our top priority. We have learned a great deal over this past year, and our current guidance and procedures reflect the most updated recommendations from the CDC, Missouri Department of Health and Senior Services, and City of St. Louis Department of Health.

For the remainder of the 2021-22 school year, we are offering an extra layer of protection to prevent the spread of COVID-19, a COVID-19 testing program at school. This program has two components:

1. symptomatic testing for students who show symptoms of COVID-19 at school
2. test and stay for students and staff regardless of vaccination status who are identified as close contacts (within 6ft of a COVID positive individual for 15 minutes or more) can continue to attend school, if certain criteria are met.

Each of these is a quick, non-invasive nasal swab or saliva sample collected under the supervision of a trained staff person.

Students only participate with permission from a parent or guardian. Below we describe the testing program and how they are conducted.

- ★ The close contact does not include household exposures (i.e., exposures among persons who live in the same household). There may be other similar higher-risk exposures where a test to stay would not be recommended. The final decision regarding the inclusion in Test to Stay is at the discretion of the La Salle Charter Schools, Inc., based on findings of the case investigation.
- ★ Does not develop symptoms of COVID-19 throughout the full duration of the quarantine period (10 days past the last date of exposure to the case).
- ★ Wears a mask consistently and correctly in school at all times during their quarantine period (10 days past the last date of exposure to the case), other than when eating or drinking. When these individuals cannot be masked (i.e., when eating or drinking) they should maintain 6 feet of distance from other individuals to the extent feasible.
- ★ Receive a minimum of three rapid antigen tests (e.g., BinaxNOW) during the first seven (7) days of the quarantine period per the following:
  - ★ Test One: Upon identification as a close contact (unless already participating in a screening testing program); AND
  - ★ Tests Two and Three: A minimum of two additional rapid antigen tests, preferably on two non-consecutive school days within the first seven days of the quarantine period. For example: contact identified as a close contact on day 2 of quarantine would be tested on day 2 (Wednesday); day 4 (Friday) and day 7 (Monday); AND
- ★ The testing is conducted upon entry to school and negative results received prior to return to the K-12 setting.

A person who tests positive for SARS CoV-2 during their quarantine period must isolate and obtain clearance from their medical provider before returning to school for in-person learning.

- ★ Participation in extracurricular activities will be stopped during the 10 day period.
- ★ Receive negative test results from COVID-19 testing conducted throughout the duration of the 10-day quarantine period.
- ★ Active monitoring of persons participating in test-to-stay for symptoms is conducted by the school throughout the duration of the 10-day quarantine period, and persons should self-isolate at home if symptoms develop.
- ★ All persons participating in the test-to-stay must quarantine outside of the school setting.

A person with COVID-19 can spread the SARS-CoV-2 virus to others starting from two days before they have any symptoms (or, for asymptomatic patients, two days before the positive specimen collection date), until they meet the criteria for ending isolation. Therefore, persons can be infected with SARS-CoV-2 and spread the virus to others without having symptoms or knowing they are infected.

LSCS will consult with local public health agencies to report confirmed cases of COVID-19. In the case of multiple positive tests in the LSCS community, LSCS will work with local public health agencies to determine a course of action.

LSCS will consult with local public health agencies to determine when persons infected with COVID-19 should be allowed to return to school. Currently, the minimum is ten (10) days when a person is COVID-positive. For other infectious

diseases, review the City of St. Louis Infectious Disease Control Administrative Guidelines and Procedures and Exclusion Guide.

## **Contract Tracing**

**In the event there is a positive case, these are the steps that our COVID Response Team will take:**

1. The C.A.R.E. Team will be notified of the positive case (by the Department of Health, the principal, executive director, by families, etc.).
2. The C.A.R.E. Team will gather information from the positive individual and contact those who have possibly been exposed to determine whether there has been a “close contact”\* (within 6 feet for 15 minutes or more, with or without masks, per the current CDC guidelines for determining close contacts).
3. Should the need arise to quarantine (i.e. if the C.A.R.E. Team determines that there was a “close contact”), the principal and Contact Tracing Team will notify persons involved of the need to quarantine, for a time period to be determined by the Contact Tracing Team pursuant to current CDC and STL-DOH guidelines.
4. If a teacher is impacted the principal will work with the teacher to communicate virtual instruction or other contingency plans with the class and their families.
5. If the principal is impacted, the executive director will designate a communications process to keep staff and parents informed as needed.

## **CLEANING PROTOCOLS AND DISINFECTION**

### **Building Operations and Cleaning and Disinfecting**

The Centers for Disease Control and Prevention (CDC) has provided information regarding cleaning and disinfecting the school building and other areas. These guidelines can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

A few basic recommendations from the CDC that we support include:

- ★ Wear disposable gloves to clean and disinfect.
- ★ Clean surfaces using soap and water, then use disinfectant.
- ★ Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfectant kills germs on surfaces.
- ★ Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on the level of use.
  - Surfaces and objects in public places should be cleaned and disinfected before each use.
- ★ High-touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- ★ Disinfect using EPA-registered household disinfectant  
<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2-covid-19>), properly diluted bleach solutions, or alcohol solutions with at least 70% alcohol.

Hand sanitizing stations have been purchased and dispersed throughout the school to provide opportunities for students to sanitize their hands frequently. Plexiglass barriers will be installed in areas where frequent face-to-face interaction occurs (the Main Office, cafeteria, etc.).

There have also been enhanced coordination efforts with our contracted cleaning service to provide additional day custodians to ensure we meet the need for additional sanitizing and cleaning. In addition to routine cleaning standards, custodial staff will disinfect all commonly touched surfaces and regularly use electrostatic machines to conduct a deep cleaning and disinfecting of spaces from COVID-19 or flu-like germs.

Administrators, teachers, custodial and cafeteria staff have access to cleaning agents that all staff can use in between regular cleanings as needed.

## **REVIEW**

This plan is reviewed by the school's C.A.R.E. team any time the St. Louis City Department of Public Health and the CDC update their COVID-19 health orders and recommendations but no less frequently than every six months. La Salle takes into account parent, staff, student, and community feedback related to this plan. Throughout the 2020-21 school year, we conducted a series of Town Hall meetings and gathered parent/family feedback via surveys. The feedback from those surveys was distributed to our families and is also available upon request. The school's C. A. R. E (COVID Action and Re-Entry Education) Planning Team has been meeting since March 2020. This cross-functional team includes all members of the La Salle leadership team, teachers, the special education coordinator, counselor/homeless and foster care liaison, parents/families, students, and the La Salle Charter School Board of Directors. Additionally, the plan has been discussed at several Board of Director meetings. Anyone with questions or comments on this plan can be emailed to [headofschool@lasallemiddleschool.org](mailto:headofschool@lasallemiddleschool.org) If you need or know someone who needs this plan translated or read to them, please contact the school's Main Office at 314.531-9820.