

Willow Charter Academy
COVID-19 Parent and Student Policies
Effective August 8, 2020

**A public school academy managed by
National Heritage Academies, Inc.**



Introduction to COVID-19 Parent and Student Policies

Willow Charter Academy (“Willow” or the “School”) is committed to protecting the health and safety of its faculty, staff, and students as we move forward with our education mission. Willow has adopted the Louisiana Department of Education’s (LDOE) “Strong Start 2020: School Reopening Guidelines and Resources” and the health and safety standards set forth by the Louisiana Board of Elementary and Secondary Education (BESE) in Bulletin 126, Chapter 41, Sections 4101-4105, and LDOE’s and BESE’s policies are referenced and incorporated in this COVID-19 Parent and Student Policies. The School has developed these COVID-19 Parent and Student Policies to provide details on the School’s policies and procedures during the pandemic and to provide guidance to on how to maintain a safe and healthy workplace and place to educate our students. These policies supplement the Parent and Student Handbook until further written notice is provided by the School. To the extent these policies contradict any existing provision of the Parent and Student Handbook, the provisions of these COVID-19 Parent and Student Policies control.

This COVID-19 Parent and Student Policies contains the following policies and sections:

1. General Reminders and Rules
2. Mandatory COVID-19 Temperature Check Policy
3. Student COVID-19 Isolation Room and On-Campus Quarantine Policy
4. School Health and Safety Policy
5. COVID-19 Return to School Policy
6. COVID-19 Virtual Learning Policy
7. Acknowledgment of Receipt

1. General COVID-19 Related Reminders and Rules

As we move forward toward a return to campus, the School asks that you keep the following in mind:

- Each student has a major role and responsibility in how we work and how we behave in the community as we navigate our daily activities.
- We are all in this together and, regardless of the new normal, we will move forward together.
- All rules and guidelines, including those in these Policies, are subject to change, even daily, as we assess the School, our students, and ongoing events.
- The requirements herein are designed to mitigate the spread of COVID-19 and create a safe and healthy environment. No requirement or plan guarantees that individuals will not contact COVID-19.

The following general rules are covered throughout these Policies and should be observed at all times. These rules are subject to change as information about the pandemic continues to develop and evolve.

1. If you test positive for, are diagnosed with, or exhibit symptoms of the COVID-19 virus, STAY HOME and do not report to school. Notify Willow via email at 101.bwilliams@nhaschools.com or by phone at (337) 534-8218 immediately, who will provide you with guidance on the next steps to take consistent with your circumstances. Your return to school will be determined by the timelines set in Willow's COVID-19 Student Return to School Policy.
2. Practice safe behavior, which includes social distancing, wearing a face mask or covering at all times while on campus inside the School facility to the greatest extent possible for all adults and students in 3rd grade or above, unless they have breathing difficulties, practicing good hand hygiene, and keeping your workspace clean and disinfected.
3. The School has adopted and follows all minimum requirements established by the Board of Elementary and Secondary Education (BESE) including Health and Safety standards set forth in Bulletin 126, Chapter 41, § 4101-4105 (BESE Policy) and further set-forth in the Louisiana Department of Education, "Strong Start 2020: School Reopening Guidelines and Resources."
4. Class size and all group gatherings will be limited to no more than the maximum meeting size allowed by BESE Policy and will require the meeting room to be the appropriate size to allow for social distancing. The maximum group size that may convene indoors, in a single room or outdoors is:

Emergency Declaration Status	Capacity
Phase 1	10 individuals
Phase 2	25 individuals
Phase 3	50 individuals

5. Hand sanitizer will be prominently positioned throughout the School. To practice good hand hygiene, you are asked to wash or sanitize your hands upon entering campus, after using the restroom, before and after eating, before and after using outdoor equipment, before exiting the campus and every two hours throughout the school day.
6. Willow has upgraded its janitorial services consistent with cleaning and disinfecting practices outlined by the CDC and OSHA. The School has also upgraded its HVAC filter systems, where possible.
7. When moving about the campus, yield and step back from others, where possible to maintain a minimum space of six feet or more from another individual.
8. To the greatest extent possible, at entry and exit points at the School, students should limit crowding and maintain maximum group sizes and physical distance recommendations.
9. Common areas will be highly restricted. Students should not congregate with others in common areas; and should not share food, plates, cups, or utensils.

The following rules will apply to visitors. If you observe any visitor on campus not observing the rules below, the School asks that you report the situation to a member of the Willow staff immediately.

1. Visitors (i.e., parents, volunteers, non-essential visitors) excluding Essential Visitors (individuals who must enter schools to conduct visits in accordance with Louisiana law or policy) will not be permitted on campus for the 2020-2021 school year.
2. Essential vendors (i.e., security, housekeeping, emergency repair services, and dining) and Essential Visitors will be permitted on campus but will be required to follow specific health and safety protocols, including wearing a face mask or covering at all times, practicing social distancing, and practicing hand hygiene. Essential vendors and Essential Visitors will also be required to complete daily COVID-19 screening including temperature checks by Willow nurses or designees.
3. Each visitor will be required to answer COVID-19 screening questions about their current health and submit to a temperature scan. Willow will log their visit and compliance with this protocol.

4. All outside delivery personnel must wear a face mask or covering to enter campus and must leave all packages, where applicable, in the foyer at the main entrance.

2. Mandatory COVID-19 Temperature Check Policy

Students shall undergo daily onsite temperature checks as a requirement for continued presence on campus.

COVID-19 Reporting

Pursuant to guidance published by the CDC, all Willow students must report the following to Willow immediately:

1. A positive COVID-19 PCR-RT test
2. A confirmed diagnosis of COVID-19 by a healthcare provider
3. Exposure to someone, including a family member, with a confirmed diagnosis or positive test for COVID-19
4. Exposure to someone, including a family member, who was exposed to someone with a confirmed diagnosis of COVID-19.

A student who reports being exposed to someone with a confirmed diagnosis or positive test for COVID-19; confirmed diagnosis of COVID-19; or positive COVID-19 test will be required to quarantine away from School but may participate in the distance learning program if they are able. The student must keep Willow updated on any change in their condition, including improvement or worsening of the originally reported symptoms or any new symptoms. Willow will coordinate with the student as to when they may safely return to school based on information the student provides and related considerations in accordance with Willow's Student Return to School Policy.

A student who reports exposure to someone who was exposed to someone with a confirmed diagnosis of COVID-19 may be required to either follow certain protocols in continuing to report to campus or quarantine away from school. Willow will coordinate with the student as to the safest practice, depending on the situation.

Onsite COVID-19 Temperature Checks

Willow will be conducting daily temperature checks of all students.

All student temperature checks will be conducted by Willow nurses or their designee using an infrared no-touch temperature scanner. Willow nurses or their designee will be required to don appropriate personal protective equipment ("PPE") during temperature checks to maintain their health and safety and the health and safety of those students being scanned.

Willow will not record any student's temperature but will note whether a student has a temperature of 100.4° F or higher, the temperature identified by the CDC as a symptom of COVID-19. A student with a temperature of 100.4° F or higher will be directed to report to Willow's Isolation Room immediately for further evaluation.

Experiencing Symptoms While on Campus

A student who reports experiencing any of the symptoms listed above while on campus shall inform a member of the Willow staff and report to the School's Isolation Room immediately. That student will be temporarily quarantined for further evaluation. A student presenting with two (2) or more symptoms of COVID-19 will be sent home. The student's parent and/or caregiver will be notified immediately and must pick up the student within one (1) hour of being provided notice. Parents and/or caregivers will be required to provide backup contact information and the phone numbers for such a scenario. Willow will coordinate with the student as to when they may safely return to school based on information the student provides and related considerations in accordance with Willow's Student Return to School Policy.

Contact Tracing

A student who reports testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, and who is required to quarantine pursuant to this policy, must complete a COVID-19 questionnaire within 24-hours of notice, or as soon as possible. That questionnaire will ask the student to disclose applicable dates related to their testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, which will assist Willow in determining when the student may safely return to school. That questionnaire will also ask the student to prepare a list of all Willow students and students with whom they came in contact (within about 6 feet) in the 48 hour period prior to taking the positive COVID-19 test, being diagnosed with COVID-19, or the onset of COVID-19 symptoms. Willow will notify listed students and employees of their potential exposure to COVID-19 but will not disclose the student's name to employees and other students. Willow will also notify the Louisiana Department of Health.

Cleaning

Once a student reports testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, Willow will promptly clean and disinfect all surfaces, including equipment and supplies, in the student's classroom, as well as any common areas that the student may have used or visited.

3. Student COVID-19 Isolation Room and On-Campus Quarantine Policy

In order to safely and quickly identify potential cases of COVID-19 and separate those potential cases from the Willow community, the School has established an Isolation Room for use during the 2020-2021 school year. Willow nurses or their designee will operate and supervise the Isolation Room at all times.

As noted in the COVID-19 Temperature Check Policy, a student experiencing one or more of the symptoms of COVID-19 must follow proper reporting procedures and present to the School's Isolation Room. A student exhibiting only one of the symptoms of COVID-19, other than a fever, may be allowed to remain in the Isolation Room for observation, where a Willow nurse can assess whether the student needs to leave campus.

A student who presents with either a fever (100.4° F or higher) or with two or more of the symptoms of COVID-19 will remain in the Isolation Room, while another Willow employee gathers the student's personal belongings. During that time, the student will be asked to (1) complete a questionnaire about their symptoms and the date of onset and (2) provide the names of all Willow students and employees, if applicable, they came into contact with (within 6 feet) in the 48 hours prior to developing symptoms. An Willow nurse or designee will immediately call the student's parent(s)/guardian(s) to come pick the student up from School. The student's parent(s)/guardian(s) must pick the student up from the School within one (1) hour of being contacted by the nurse.

Per CDC guidelines, a Willow nurse will call 911 immediately for any student who exhibits one of the "Emergency Warning Signs." The nurse will notify the 911 operator that the student may have COVID-19. After calling 911, the nurse will contact the student's emergency contact as soon as possible.

A Willow nurse will contact every student sent home from campus due to symptoms of COVID-19 within 24 hours to determine the status of their symptoms and potential return to work date. Willow nurses will be tracking all COVID-19 reports and coordinating with the Louisiana Department of Health, as appropriate.

The Isolation Room will be cleaned and disinfected daily, and specific areas will be cleaned and disinfected immediately after coming into contact with a student or other individual who has presented with a fever; two or more of the symptoms of COVID-19; or one of the Emergency Warnings Signs of COVID-19.

4. School Health and Safety Policy

Based on recommendations issued by the CDC, OSHA, LDOE, BESE, and LDH, Willow has implemented the following health and safety practices for the campus. These practices are meant to minimize the risks students may face for exposure to COVID-19 and mitigate the continued spread of the virus.

Hand Hygiene

Students must wash their hands with soap and water for at least 20 seconds or sanitize their hands upon arrival to campus, before leaving campus, before and after meal and restroom breaks, before and after using outdoor play equipment and every two hours throughout the workday. If soap and water is not available, students may use hand sanitizer or alcohol-based rub that will be provided by Willow.

Students should avoid touching any doorknobs, handles, or buttons with a bare hand, and should wash their hands or use hand sanitizer immediately if they do so. Students also should avoid touching their face, eyes, mouth, and nose as much as possible while on campus.

Social Distancing

Students are required to maintain at least six (6) feet of space between themselves and others. This distance requirement must be followed at all times while on campus, including outdoors, where possible. Students may not congregate together, may not visit the desks of other students (unless necessary to complete a task), and may not use other students' desks, computers, pens, or other supplies. Students are required to observe social distancing of at least six (6) feet apart while seated at desks or tables to the maximum extent possible.

Students are prohibited from engaging in physical contact of any kind with others on campus, including handshakes, embraces, fist bumps, or elbow bumps.

Group Sizes

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

Emergency Declaration Status	Capacity
Phase 1	10 individuals
Phase 2	25 individuals
Phase 3	50 individuals

Students are required to adhere to the maximum group size limitations at all times while on campus.

All assemblies are limited to maximum group sizes and with social distancing of at least six (6) feet in place.

Group Composition

Students in Grade 2 or lower will be assigned to static groups. The static group composition will be maintained for as long as possible over the course of the 2020-2021 school year. Students in Grade 3 and above will continue to transition classrooms, while strictly adhering to physical distancing of six (6) feet in classroom and indoor settings to the maximum extent possible.

The composition of a group may change if students are unable to maintain a physical distance of at least six (6) feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.

Students with disabilities will continue to receive special education and related services in the least restrictive environment.

Group Meetings Prohibited

Until further notice, in-person meetings, including clubs, on campus will be strictly prohibited unless notified otherwise by the School. All meetings for the 2020-2021 school year will therefore be held virtually. This virtual meeting requirement will apply even where one or more of the attendees are on-campus. Students who are on-campus at the time of a scheduled meeting shall still attend the meeting virtually.

Respiratory Etiquette

Students must cough or sneeze into a tissue and dispose of that tissue immediately. If a tissue is not available, students should cough or sneeze into a clothed elbow.

Mandatory Face Masks or Coverings

Students in the 3rd grade and above are required to wear a face mask or covering at all times when inside the school facility to the greatest extent possible and practical. Students in the 2nd grade and below may wear a face mask or covering when inside the school facility. Face coverings should be worn in all areas of the School, including classrooms, during arrival, dismissal, and any other transition within the School building. While inside the school facility, children under the age of 2 or individuals with severe breathing difficulties should not wear face coverings. Because of the limited supply of face masks in the marketplace, the Willow encourages students to obtain and wear their own face masks or coverings. Fabric face masks and coverings should be washed after each use. If a student does not have their own face mask or covering, Willow will supply a face mask or covering for the student. Face coverings must cover the nose and mouth of the wearer

for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed or exhaled when talking.¹

Mandatory Cleaning and Disinfecting By Students

While Willow has engaged cleaning and disinfecting services for the campus through facility services and an outside vendor, it is important that students do their part to help keep their own equipment and classroom desk space clean and disinfected. The Willow will provide each classroom, workspace, and other applicable area with disinfecting wipes or disinfecting spray and paper towels. High touch surfaces will be cleaned multiple times per day. Students are expected to clean and disinfect their classroom workspace thoroughly multiple times. This cleaning should include their personal desk or workspace top, computer equipment, etc.

Restrictions on Athletics

No student is permitted to participate in contact or high-risk sports on the School's campus when the State of Louisiana is in Phases 1 and 2. When the State of Louisiana is in Phase 3, contact/high-risk sports are allowable within defined groups.

Restrictions on Elevator and Stair Usage

No more than 1 person may ride the elevator at a time and should only be used by those with a physical need.

Each stairwell on campus will be restricted to one-way usage and will be marked accordingly with signage.

Restrictions on Shared Objects

Use of equipment, supplies, and other objects, including but not limited to electronic devices, books, toys, games, learning aids, and art supplies, must be limited to an individual student to the fullest extent possible and not shared among multiple students. To the extent these items are used by more than one student, the item will be cleaned and disinfected between each student's use by Aramark.

Each student's belongings will be stored separately from others' and in individually labeled containers, cubbies, or other areas designated in the classrooms.

Restrooms

No more than 2 people at a time are permitted in a multiple-stall restroom, unless otherwise unavoidable; and no more than 1 person at a time is permitted in a single-stall restroom. Students must wash their hands for at least 20 seconds prior to leaving the restroom and are encouraged to use a paper towel or tissue to open and close the restroom door when exiting.

¹ Medical and disability exceptions may be requested, if needed, by contacting NHA Leaves Department.

Transportation

School buses used to transport students will not exceed the following maximum capacity requirements:

Emergency Declaration Status	Capacity
Phase 1	25% including adults of the school bus manufacturer capacity
Phase 2	50% including adults of the school bus manufacturer capacity
Phase 3	75% including adults of the school bus manufacturer capacity

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

Emergency Declaration Status	Spacing
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.
Phase 2 and 3	passengers must be dispersed throughout the bus to the greatest extent possible.

The School may require temperature checks prior to any student boarding the school bus. Any student with a temperature of 100.4 or greater will not be allowed to board the bus.

Medical or Disability Exceptions

Any student requesting medical or disability impact exceptions or accommodations relating to the policies herein should contact the Principal for further instructions.

5. COVID-19 Student Return to School Policy

A student who has been exposed to, been diagnosed with, experienced symptoms of, or tested positive for the COVID-19 virus will be required to quarantine away from school. Willow will allow a student to return to campus only after it determines that the student is unlikely to pose a direct threat to the health and safety of the rest of its community. The timelines referenced below are consistent with guidelines issued by the CDC at the time of the publication of this policy.

Mandatory Quarantine from School

A student will be required to quarantine away from school under the following circumstances:

- A student who has been exposed to another individual who has been diagnosed with or tested positive for the COVID-19 virus must quarantine away from school for up to 14 days from the date of exposure. Exposure for COVID-19 purposes is defined by the CDC as being within about 6 feet of another individual.
- A student who has been diagnosed with COVID-19 must quarantine away from school for up to 14 days from the date symptoms first appeared.
- A student who has tested positive for COVID-19 must quarantine away from school for up to 14 days from the date they took the test which produced a positive result.

Timelines for Return to School from Quarantine

1. Symptomatic Students

A student who is symptomatic for COVID-19, whether tested or not, may return to school only if (i) at least 3 days (72 hours) have passed without a fever and without the use of medicine that reduces fever; (ii) other symptoms have improved (i.e., cough or shortness of breath have improved); and (iii) at least 10 days have been passed since their symptoms first appeared. Willow may require a symptomatic student to obtain a negative COVID-19 test result prior to returning to school. In such a case, the student must produce a copy of their negative test result to Willow at least 24 hours prior to returning to campus.

2. Asymptomatic Students

A student who was exposed to COVID-19 but was asymptomatic may return to school only if (i) at least 14 days have passed since the date of their exposure; and (ii) they continue to have no symptoms since the date of their exposure. A student who tested positive for COVID-19 but was asymptomatic may return to school only if (i) at least 10 days have passed since the date of their first positive test; and (ii) they continue to have no symptoms since the test. Willow may require an asymptomatic student to obtain a negative COVID-19 test result prior to returning to school. In such a case, the student must produce a copy of their negative test result to Willow at least 24 hours prior to returning to campus.

6. COVID-19 Virtual Learning Policy

Due to the seriousness of COVID-19 and its potential impact on student health, Willow is preparing for four possible learning environments that may be necessary throughout the 2020-21 school year. We have created detailed plans around in-person, remote/virtual, and hybrid learning scenarios. The virtual learning option will also be made available to a student who is quarantined as a result of COVID-19 but may be asymptomatic or otherwise well and capable of continuing virtual/online learning. This COVID-19 Virtual Learning Policy sets forth the expectations for students with regard to attendance, equipment, and other issues.

A. Hybrid and Complete Distance Learning Options

- In-person: a return to a traditional classroom environment
- Remote: teaching and learning done completely at home
- Virtual: teaching and learning in a fully online environment
- Hybrid: a combination of in-person and remote instruction

If a student's or family's plans change, the learning option selection may be changed by notifying Willow.

B. Attendance

The Louisiana instructional minute requirement is in place for the 2020-2021 school year. The requirement can be met through face-to-face instruction or through remote learning models where equitable instructional minutes are met through live teacher led lessons, recorded lessons, and worksheet assignments.

C. Programming Determination

Student placement determination in a distance or in person education program will be made in consultation with the parent or custodian. Please contact the Principal about student placement.

Student placement determination will take into consideration each student's unique academic, social, emotional, familial and medical needs as identified by the parents and the students.

D. School Equipment

Willow shall issue to each student equipment to enable them to engage in virtual learning remotely. The following provisions apply to the use of any Willow-provided equipment, including computer devices and other hardware and software, (collectively "Willow-Provided Equipment") for any remote access:

- Student agrees to abide by all computer and social media policies and procedures outlined in the Parent and Student Handbook and in this COVID-19 Parent and Student Policies.
- Willow may provide certain equipment and software for students to remotely access the network. The equipment must be handled as it would be if working on-site, and in adherence to School’s policies and procedures.
- Student agrees that the Willow-Provided Equipment, and any records, information, data, files, and any other information or property of the School (“Property”) belong to and remain the Property of Willow while the student is authorized to remotely access the network. Such Property must be returned without damage and in good working order to the School by the end of the school year, or within 48 hours of when the School requests the Property to be returned whichever is earlier. In the event Willow-Provided Equipment is lost, stolen or misplaced, Willow should be notified immediately so that appropriate steps can be taken to remotely trigger the timely deletion of any confidential or sensitive information contained on the equipment. All Property issued (other than information and records, which shall still be deemed Property) will be detailed below. If any student fails to timely return Property without damage and in good working order, they will reimburse the School for all unreturned or damaged Property.
- Willow-owned software may not be duplicated except as explicitly authorized by Willow in writing. Installation of software on Willow-Provided Equipment must be approved and installed under the supervision of the School.
- Students should assume no right of privacy in the use of Willow-Provided Equipment used by the student as part of virtual learning. The School reserves the right to monitor these systems or equipment for any lawful purpose at any time, in accordance with federal and state law.
- Willow-Provided Equipment is only to be used for fulfilling School business responsibilities. No Willow-Provided Equipment is to be used for personal reasons; students are prohibited from incurring any fees or charges as a result of personal use of Willow-Provided Equipment and subsequently billing those fees and charges to the organization. If equipment, accessories and/or service fees or charges result from personal use of Willow-Provided Equipment, the student is responsible for making payment for those fees and charges and any related billing costs.

E. Violations

Any violation of this Policy must be immediately reported to Willow. Violating the COVID-19 Virtual Learning Policy, may result in disciplinary action.

7. Acknowledgement of Receipt

I acknowledge that I have received a copy of Willow’s COVID-19 Parent and Student Policies. I understand that these Policies contains important information about the School’s policies and procedures related to COVID-19, and I have read it and understand its contents and that the policies in it apply to me and my student. I understand that these Policies do not constitute an express or implied contract or give students or parents any enforceable contractual rights and that the School may change these policies and protocols at any time.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date