

# Operational Plan



## 2021-2022

Posted for public viewing at [www.maxcharter.org](http://www.maxcharter.org) on 4/30/21.

To be presented to the MAX Board of Directors for approval on 5/27/21.

Informational Update 8/6/21



## Letter from the Principal April 30, 2021

Hello Valued Parents,

This past school year, while very challenging, was overall quite successful. I am very proud of all of the efforts from our staff, students, and families. Together, we fully implemented our Re-entry Plan and maintained a safe environment for all.

In response to the current pandemic, MAX Charter School, with guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and applicable federal, state, and local agencies, has plans to implement a phase-specific operational plan for the 2021-2022 school year. Details of this phase-specific plan as well as school building procedures are detailed on the following pages. We are asking families to thoroughly review the plan.

As we move forward, please understand that some uncertainties still exist and this plan will be adapted as necessary. Any applicable changes will be communicated to parents in a timely manner. We are looking forward to continuing to adapt and work through all of this *Together, as a Strong MAX Family.*

We thank you for entrusting us with your child's education, and we appreciate you.

Sincerely,

*Rebecca B. Walker*

Rebecca B. Walker, Principal

## Operational Plans for School Procedures

School Operations Determined by Louisiana State Governor's Proclaimed Phases	
Phase 1	<ul style="list-style-type: none"> <li>• Instruction will be delivered through a virtual education platform only.</li> <li>• School building is closed to the public.</li> <li>• MAX Charter School staff may be required to report to school.</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• Instruction will be conducted in a traditional face-to-face learning environment with guidelines in place set forth by the LDOE, CDC, Governor's office and applicable local and state agencies.</li> <li>• Students with a valid medical excuse with a doctor's signature specifically recommending virtual learning may submit a written request for a Distance Learning option. Requests will be reviewed by the school's task force committee. Determinations will be made based on current performance in core subjects, and if applicable, previous progress made while on Distance Learning during the 2020-2021 school year.</li> </ul>
Phase 3	<ul style="list-style-type: none"> <li>• Instruction will be conducted in a traditional face-to-face learning environment with guidelines in place set forth by the LDOE, CDC, Governor's office and applicable local and state agencies.</li> <li>• There will not be an option for Distance Learning while in Phase 3.</li> </ul>

Attendance Requirements	
Phase 1	<ul style="list-style-type: none"> <li>• Teachers will maintain records of assignment completion and online class attendance to determine satisfactory completion of course requirements.</li> <li>• Students are required to log-on to Google Classroom regularly to complete course assignments.</li> </ul>
Phase 2 and Phase 3 Face-to-Face Instruction	<ul style="list-style-type: none"> <li>• Attendance records will be maintained by school staff and regulations are in accordance with state compulsory attendance laws.</li> <li>• The MAX Attendance Policy can be viewed on the school's website at <a href="http://www.maxcharter.org">www.maxcharter.org</a> or in printed Student Handbooks that will be issued at the</li> </ul>

	start of the 2021-2022 school year.
Phase 2 Distance Learning (ONLY for students with a valid medical excuse.)	<ul style="list-style-type: none"> <li>Teachers will maintain records of assignment completion and online class attendance to determine satisfactory completion of course requirements.</li> <li>Students are required to log on to Google Classroom regularly to complete course assignments.</li> <li>Students may be required to report to the school building to complete assessments.</li> </ul>

Commented [3]: I copied same sentence from Phase 1

Commented [1]: Should we leave something here for those with the doctor's note?

Commented [2]: I added the two statements at the top. Let me know what you think.

## Wellness Procedures for Students and Staff Members

### Student Procedures and Screening Overview

- Parents are encouraged to complete a student health screening at home before sending students to school.
- All students will have their temperatures taken before entering the school building. Students with a temperature reading of 100.4 °F or above will be required to return home.
- Understanding that individual students may come into close contact with one another during the school day, classroom groups will, for the most part, remain fixed throughout the school day.
- To practice social distancing, we will, to the maximum extent possible, maintain a physical distance of three feet.
- Students in grades 3 and above will be required to wear a mask, as able and to the maximum extent possible.
- Students may consume meals in areas other than the school cafeteria to maintain social distancing.
- MAX Charter School will be amending procedures, as necessary, in order to comply with recommended safety guidelines.

Commented [4]: Wondering if we should add something like, unless mandates lifted by governmental officials???

Commented [5]: Looking at other policies...they did not.

Commented [6]: Well, maybe this part covers it....

**When completing a student health screening, parents should look for the following symptoms. If students present with any of these symptoms, the student should remain at home. If the student presents one or more of the following symptoms at school, school personnel will follow established protocols and contact parents.**

Commented [7]: Agreed. @rwalker@maxcharter.org

1. Symptoms that may require a student to stay home and/or leave school:
  - a. Any **one** of the symptoms below:
    - Fever of 100.4 °F or greater
    - Excessive coughing
    - Shortness of breath or difficulty breathing
    - Active vomiting or diarrhea

b. Get medical attention immediately, for any of the following **emergency** warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

c. Or, at least **two** of these symptoms below:

- Fever in the past 24 hours
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Unexplained rash

2. All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home.

3. It will be the responsibility of the parent/guardian to promptly pick up the student from school.

4. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal of the student's health status.

#### Employee Procedures and Screening Overview

The following guidelines are **mandatory** for MAX employees.

1. All employees must follow established return-to-work guidelines. Symptoms that require an absence, or exclusions from work include: **(If any of the following symptoms exists you should remain home using a sick day.)**

- Fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Active vomiting or diarrhea

2. Get medical attention immediately, for any of the following **emergency** warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

3. Any employee having at least **two** of the following symptoms

- Fever in the past 24 hours
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Unexplained rash

4. All employees will be required to notify the principal if there is a change in their health status.
5. Affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.
6. Employees are required to complete a SafeSchools Online Training to include
  - a. Coronavirus Awareness
  - b. Coronavirus: Cleaning and Disinfecting Your Workplace
  - c. Coronavirus: Managing Stress and Anxiety
7. MAX employees will practice social distancing at all times.
8. MAX employees will wear a mask when having face to face interaction with the public on school property. MAX employees will be required to wear a mask when interacting with students, the public, and all other employees to the maximum extent possible.

#### Employee Health Procedures

- If an employee becomes ill at work, or if another person is exhibiting symptoms of COVID-19 at work, he or she may be asked to go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact school administration. Before returning to work, employees may be asked to submit a healthcare provider's note.
- If an employee has been diagnosed with COVID-19, he or she may return to work when **all 3** criteria have been met
  1. At least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications)
  2. Improved respiratory symptoms (cough, shortness of breath, etc.)
  3. A minimum of 7 days have passed since first presenting symptoms
- If an employee has symptoms that could be related to COVID-19 and is not evaluated by a medical professional or tested for COVID-19, an employee should assume that he or she has COVID-19 and should not return to work until the three criteria listed above have been met.

#### Employee and Student Exposure

MAX Charter will be in close contact with the Louisiana Department of Health. The regional administrator's office will give guidance for all incidents related to employee and student exposure to COVID-19 and/ or COVID-19 related symptoms. While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If a MAX employee or student, or someone he or she has been in contact with, has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation, health care providers should have the most up-to-date information from the CDC.

#### ***Employee exposure protocols may include the following:***

1. Self-quarantine in a specific room away from others in the home.

2. Contact the following to notify of potential exposure to COVID-19 and follow their instructions
  - a. The employee's personal healthcare provider
  - b. MAX's HR department
  - c. MAX's principal
3. The principal will work with HR to determine appropriate next steps.
4. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided directions.

**Student exposure protocols may include the following:**

1. Self-quarantine may be required.
2. Parents should monitor students for symptoms and consider contacting a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal.

## General Safety Procedures

### Social Distancing

Social Distancing is an effective way to prevent potential infection. MAX employees, students, parents, and visitors should practice maintaining a three 6 feet distance to the maximum extent possible and eliminating physical contact with others.

### Personal Protective Equipment (PPE) for Employees and Students

In order to minimize exposure to COVID-19, PPE is utilized to prevent certain exposures. PPE includes:

- **Masks:** Face masks are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, masks are to be worn by all MAX employees. Students in grades 3 and above are required to wear a mask, as able and to the maximum extent possible.  
*MAX Dress Code Policy Regarding Masks: Disposable medical-grade masks, cloth masks with non-distracting, school appropriate patterns, or solid colored masks are to be worn.*
- **Gloves:** Wearing gloves does not diminish the need to wash our hands, and whether gloved or not, touching our faces, noses, and eyes is a significant risk to the spread of infection.

Please note that social distancing will be practiced even with the use of gloves and masks.

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- Cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing.

### **Cafeteria/Lunch Protocols**

- Students have the option to bring lunch from home or to order lunch from Revolution Foods.
- MAX staff wear appropriate PPE while preparing student lunches.
- Students wash hands prior to and after eating lunch and eat lunch in their classrooms with their static group.
- Students and staff are not allowed to share food or beverages.

### **Communication**

Parents and employees are strongly encouraged to access the most up-to-date information about the reopening of school and school operations through

1. Text messages and emails sent from school administration.
2. Postings on Facebook.
3. Uploaded documents on the school website, [www.maxcharter.org](http://www.maxcharter.org).
4. Google Classroom

### **Restroom Usage during the School Day**

Maximum capacity for the bathroom facilities that allows for social distancing are established. Students have scheduled bathroom breaks throughout the school day. Student bathrooms are cleaned frequently throughout the day. Supplies for employees to clean up after themselves in staff only restrooms are provided.

### **Visitors on Campus**

The safety of our staff and students remains our primary concern. Therefore, visitors are to make an appointment to visit MAX. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are asking visitors to answer a simple screening questionnaire before entering the building, have their temperature check, and wear a mask. Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

### **COVID 19 Vaccinations**

The safety of MAX staff and students remains our primary concern. Vaccines are shown to be one method to help prevent the spread of the virus and reduce transmission as well as reduce severity of infection. Vaccines are recommended for adults, especially individuals with pre-existing conditions that make them immunologically vulnerable. For more information please see: <https://www.vaccines.gov/>