Below is a summary of clear action steps NOLA-PS asks schools take, based upon a review of guidance from federal agencies, to prevent and prepare in light of the Coronavirus:

- **Review your Emergency Plans:** Review your emergency plans and consider what updates and adjustments should be made in light of an infectious disease. Contact NOLA-PS with questions you may have with regards to these protocols. The CDC has resources here you can access.
  - Schools are encouraged to register for the New Orleans Health Department training scheduled for March 16th at 9-11 AM. Register here.

- **Communicate and Update Contact Information:**
  - Send a communication to families, if you have not already, to help them understand key facts about the state of the virus and preventative steps they can take. See sample communication below.
  - Ensure you have the most up to date contact information for families, to help ensure key messages and information is available to them.
  - Submit up-to-date information on your operations contacts and school nurses to us via the charter school newsletter this week.

- **Educate students and staff on how to prevent the spread of viruses in schools:** Leverage protocols and resources used during the typical flu season that promote good health habits.
  - Click here for link to handwashing posters
  - Click here for link to “Cover your Cough” poster
  - Click here for link to CDC guidance for businesses when employees are feeling sick (i.e. staying home and visiting the Dr. to assess needs)

- **Monitor and Report Attendance and Revisit Policies:**
  - Establish good communication channels within your schools to ensure if teachers or staff notice students sick or more absences are occurring, that information can be shared and monitored.
  - Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
  - Discourage the use of perfect attendance awards and incentives.
  - Identify critical job functions and positions and plan for alternative coverage. Begin cross training critical functions now.
  - As of 3/13/2020 schools are asked to provide daily updates on student and staff absenteeism, the district will provide guidance on how to submit this information via sales force in the Charter Newsletter.
  - In addition, schools are asked to report large increases in student and staff absenteeism, particularly if absences appear to be due to respiratory illnesses to NOLA-PS by contacting Shawan Bellow, at 504-304-4988.

- **Maintain and Increase Cleaning Procedures in your School:**
  - Increase the cleaning frequency of “high touch surfaces” (e.g., doorknobs, light switches, countertops, cafeteria tables) with disinfectants. Use all cleaning products according to the directions on the label.
    - Click here for additional guidance on cleaning with disinfectants for use against COVID-19.
  - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

- **Monitor and Consider Travel Plans:**
  - Assess if any recent travel by students or staff may pose a risk to the spread of the virus and have them connect with your school nurse. Countries/cities as of 3.5.20 identified by the CDC with an elevated threat level are: China, Iran, Italy, South Korea, Japan, and Hong Kong. Per CDC guidance, such
individuals should remain home for 14 days, starting from the day of return to the U.S., and monitor health symptoms.

- **Report such incidences of travel to NOLA-PS by contacting Shawan Bellow, at 504-304-4988.**
  - Reconsider all non-essential travel by staff and students. Plan accordingly.

- **Monitor On-site Student, Faculty and Staff Health:**
  - Establish procedures to ensure students, staff and faculty who demonstrate flu or cold like symptoms are sent home as soon as possible.
    - Symptoms may include: fever, cough, and shortness of breath.
  - Keep students or staff demonstrating symptoms separate from others until they can return home.

- **Create Plans and Tracking Mechanisms for Prolonged School Closure:**
  - Child Nutrition: in the event of prolonged school closures School Operators will be asked to create plans to continue to provide meals to students while school is closed.
    - Contact vendor and request inventory of current stock of food items and discuss with wholesalers and grocers the items that could be provided to your child nutrition program for “grab and go” style meals.
    - Request vendors to create a potential “grab and go” style menu.
  - Distance Learning:
    - Identify your school’s ability to provide or ensure wifi enabled devices are available to all students.
    - Identify students and family’s access to wifi or data plans to support virtual learning needs.
  - Social and Medical Services: Identify students with ongoing social and medical service needs that are provided by your school program.
  - Schools will be asked to provide updates to NOLA PS on your progress creating prolonged school closure plans next week via a district survey.

- **Protocols for Social Distancing, Self-Quarantine and School Closure as presumptive positive case are identified:**
  - If a student, staff or faculty member has contact with a known case per guidance from the CDC, NOLA PS will request schools to practice self-quarantine and social distancing by having the individual stay home for 14 days. Schools are asked to notify the district of all instances of Social Distancing or Self-Quarantine by contacting Shawan Bellow, at 504-304-4988.
  - If a student, staff or faculty member is a confirmed case or attended school prior to becoming a confirmed case, NOLA PS in collaboration with local health agency’s may recommend the cancelation of school, events and extracurricular activities for either 14 days or as defined by the local public health agency. Notify the district of any known positive cases of COVID-19 by contacting Shawan Bellow, at 504-304-4988.
  - NOLA PS will remain in contact with schools and share information gathered from local health agencies regarding the potential contact of student, staff or faculty members with known presumptive positive cases of COVID-19.