

The logo for Bard Early College in New Orleans is a red square with white text. The text is arranged in four lines: "BARD", "EARLY", "COLLEGE", and "in New Orleans".

**BARD  
EARLY  
COLLEGE**  
in New Orleans

## **COVID19 Community Preparedness Handbook**

---

<b>Academic Expectations and Support</b>	<b>1</b>
<b>Safety Guide</b>	<b>1-2</b>
<b>Staff Contact</b>	<b>2-3</b>

As we move into a temporary online campus at Bard, we want to make sure our community is keeping ourselves healthy and on track academically. At Bard, we are committed to keeping our students on track to continue moving toward graduation!

This is a great opportunity for us to come together as a strong community. With the right information, preparation, and community support, we can all stay safe and connected!

With love and support,

*The Bard Early College Community*

## **ACADEMIC EXPECTATIONS AND SUPPORT**

**Bard Early College in New Orleans will close by the end of day today (March 13, 2020) it will reopen on April 13. Students should expect all classes to resume online through remote classwork and assignments starting on Monday.** Each professor at Bard has created a plan for their classes with their students. Every professor will be working remotely, and will be available to our students via email and (in some cases) by phone. All our contact information is listed at the end of this document. We are working with each student to make sure everybody has access to the technology and wifi they need to stay on track. All students should be using Jupiter, our online portal. They will be able to get and submit assignments, communicate with professors, and check their grades online.

### ***How can you support your student as they work at home?***

- **Make a study space!** Help the student create time and space to work. Without set class time, they may need your support in making sure that there is a space in your home where they can focus in relative quiet.
- **Get involved!** Know what your student is working on, and offer encouragement and support when they meet their goals!
- **Reach out!** If you have questions or concerns or need additional support, reach out to our fabulous Executive Director Ana Maria Caldwell at (504) 439- 0122.

Please find our Remote Learning expectations and answers to Frequently Asked Questions in the attached document: **Remote Coursework & Online Learning Frequently Asked Questions**

---

## **BASIC SAFETY GUIDE**

It's really easy to feel overwhelmed by all the information and rumors floating around about COVID19, but with the right info, we can all stay safe! We've compiled a short guide from the CDC to help us stay healthy and safe in your home and your community.

### **In Your Home:**

- Wash your hands with soap and water for at least twenty seconds after coughing or sneezing, eating, or using the bathroom. Wash between your fingers and under your fingernails. Sing *Happy Birthday* twice to get an idea of how long 20 seconds is!
- Wash all counters, tables, and other surfaces with a disinfectant regularly.
- Cover your mouth when you are sneezing or coughing and immediately wash your hands, and throw used tissues away immediately in a lined trash can.
- As much as possible, do not touch your face.

**In Your Community:**

*You should be following these guidelines EVEN IF you don't have any symptoms! You can easily carry the virus without showing symptoms.*

- As much as possible, limit your time outside your home.
- If you do leave your home, keep a distance of ten feet between you and strangers to limit exposure.
- Check on your neighbors and community! Especially if you know elderly people, immune-compromised people, or people with respiratory illnesses, see if they need food or medical supplies dropped off at their homes.
- When you come back into your home after being in the community, wash your hands thoroughly.

**What are the signs of COVID19?**

- A dry cough, fever, extreme fatigue, and in some cases, runny nose, headache, and achy body.

**How can you get it?**

- Breathing in droplets from the sneezes or coughs of an infected person.
- Touching a surface that has infected droplets on it (from a sneeze or cough)
- Shaking hands, touching, or hugging an infected person.

**What should I do if I think I might have COVID19?**

- Stay home! Stay off public transportation.
- Call ahead to your doctor to let them know you are having symptoms before you come in so they can prepare.

**Be Prepared, Not Scared:**

- There are lots of rumors and stereotypes floating around about the virus. Let's make sure we are staying unified as a community (even if it's at a safe distance)! Nobody is more susceptible to the virus than anybody else. We are all at risk, and we are all able to take steps to stop the spread!
  - We can show love for our community by making sure that we are taking steps to keep ourselves safe.
  - Be a strong Bard ambassador by making sure that you are advocating for people who need resources, checking on your neighbors, and speaking up if you hear misinformation.
-

**Staff Contact:**

- BECNO Office Line: 504-439-0122
- Tayler Butler, tbutler@bhsec.bard.edu
- Ana María Caldwell, 908-499-7268, acaldwell@bec.bard.edu
- Steffie Hernandez, 504-655-1668, shernandez@bec.bard.edu
- Justin Lamb, 504-867-8970, jlamb@bard.edu
- Jessie Morgan-Owens: (646) 627-6812, jmorgano@bard.edu
- Kiara Oyola, koyola@bec.bard.edu
- Amma Pennick, apennick@bec.bard.edu

**Faculty Contact:**

- Julia Carey Arendell, jarendell@bec.bard.edu
- Anna Derby: (504) 264-3484, aderby@bec.bard.edu
- Nemesio Gil, ngil-pineda@bec.bard.edu
- Ella Hillström: (917) 753-2638, ehillstrom@bec.bard.edu
- Gus Hoffman, ghoffman@bec.bard.edu
- Jamie Irish, jirish@kipneworleans.org
- Alice Kracke, alicekracke@me.com
- Margo Montgomery-Richardson, mrichardson@bec.bard.edu
- Rachel Nelson: (651) 353-3774, rnelson@bec.bard.edu
- Kelly Orians, kelly@first72plus.org
- Imanni Sheppard, isheppard@bec.bard.edu
- Caleb Smith, csmith@bec.bard.edu

*If a faculty or staff member has listed their contact information, please feel free to text or call them during normal school hours (8:30am-4:30pm). Do not call or text after these hours. If they don't have a phone number listed, please use their email address to connect them.*

**Additional Helpful Information**

- To see what the New Orleans School District is doing, please check the following website:  
<https://nolapublicschools.com/coronavirus-updates>
- Louisiana's Department of Health is operating a hotline (855-523-2652) for information from 8am-4:30pm M-F.
- The City of New Orleans is providing text alerts related to the spread of Corona. You can sign up for texts by texting COVIDNOLA to 888777.