

# CANTON UNION SCHOOL DISTRICT #66

## RE-ENTRY & REOPENING OF SCHOOLS



**CANTON**  
**Union School District #66**

Every Canton student embraces individuality and is prepared, respectful, driven, and empowered to pursue their future.

<b>COLLABORATION</b> Working together to reach a goal. Putting reading, writing, speaking and listening to work.	<b>PROBLEM SOLVING</b> Using a systematic process to work through the details of a problem to reach a solution.	<b>CREATIVE THINKING</b> Analyzing tasks in a new way. Linking learning to real world application.	<b>INNOVATION</b> Trying new approaches to get things done. Developing ideas and solutions.
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*CONNECT - CREATE - COLLABORATE*

## PANDEMIC RECOVERY CONSIDERATIONS & RE-ENTRY PLAN

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## PREAMBLE

The intent of this document is to create a framework to guide staff, students, school board, and parents in the administration of Canton Schools when re-opening is approved. This is not intended to be a boilerplate or contractual document since the COVID crisis has been and will continue to be fluid and evolving. Most importantly, this document is collaborative in nature and relies on the opinions of many stake holders and pertinent laws adopted to prevent the spread of COVID 19. Those stakeholders include the Illinois Department of Public Health (IDPH), ISBE, parents, and teachers. Finally, it would be reasonable to expect this document to change as local conditions change.

This document is a framework that contains two components:

1. District plan
2. Building plans

The district plan contains detailed guidance and mandates provided by the Illinois Department of Public Health and the Illinois State Board of Education from a district-wide global perspective. The building plans list specific daily building operations and procedures as stipulated by IDPH and ISBE. In other words, the building component is more specific and addresses each buildings singular unique factors.

On June 26, 2020 Illinois Region 2 moved into Phase 4 of the Restore Illinois Plan. Under Phase 4 schools may reopen for in-person instruction. However, it is critical to note that this does not signify a return to pre-pandemic operations.

During Phase 4, the following IDPH guidelines have been adopted:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in school-wide cleaning and disinfection.

All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines. Most importantly there is a future possibility that

Region 2 may be ordered back by the State of Illinois into the Phase 2 or 3 guidelines that may require a return to a remote learning model. In the event that Region 2 returns to a remote learning model, clear communication is essential. For example, ISBE recommends clear communication with students, families, and staff about expectations and protocols for all schools. Furthermore, transparency is an additional essential component of a successful return to learning plan.

Regarding grading, ISBE recommends school districts return to traditional grading policies and make modifications as necessary. ISBE strongly recommends that any return to traditional grading policies ensures that students have all the necessary tools, technology, and teacher supports at school and at home to complete all assignments, take assessments and complete projects in a timely manner. Per the School Code, grading policies are the exclusive responsibilities of local districts (105 ILCS 5/10-20.9a).

#### IDPH METRICS

Decisions about implementing school-based strategies (e.g., pivot to remote learning, event or extracurricular cancellations, other social distancing measures) should be made locally, in collaboration with local health officials, who can help determine the level of transmission in the community, and in conformity with ISBE/IDPH Joint Guidance. The following is IDPH County Level metrics guidance for Local health departments to prompt discussion with school officials

Community transmission exists when a case is identified without a clear source of the infection in a community, i.e. when you can no longer identify how someone was infected. Specifically, an infected person does not know where or how they were infected and did not travel out of the community during their incubation period.

The Table below aligns the IDPH County Level COVID-19 Risk Metrics to levels of community transmission (minimal, moderate, substantial). A county level metric color change should prompt a discussion by the school authorities and local health department to determine if increased community transmission warrants an adaptive pause to implement strategies to further mitigate transmission.

- **Blue** indicates that the county is experiencing overall stable COVID-19 metrics.
- **Orange** indicates there are warning signs of increased COVID-19 transmission in the county.

The most desirable and minimal risk of transmission is during the **BLUE LEVEL**. However, other districts have conducted in-person school at the moderate level with some success.

Ultimately, districts should consult with local health departments prior to making administrative decisions.

If the district moves to in-person learning school officials will track the positivity rates of each building over a 7 day rolling period. The district will adopt the Covid Act Now epidemiology model. The model establishes a 3% positivity rate, which is considered a suppressed, low rate. This low rate has led to successful, sustained reopening of schools across the world including in South Korea, Norway, Germany, and Denmark. Over the course of a 7 day rolling window, if 3% of the students and staff in attendance test positive for COVID-19 the school will automatically revert to a fully remote model for at least the next 14 calendar days.

Additionally, the district will monitor all cases and determine if an outbreak, as defined by the IDPH, necessitates a work from home order (or those that apply).

	MINIMAL COMMUNITY TRANSMISSION	MODERATE COMMUNITY TRANSMISSION	SUBSTANTIAL COMMUNITY TRANSMISSION
COUNTY LEVEL METRIC	<p>Alert for one metric but remained BLUE at any point in the last 4 weeks</p> <p>Weekly county case rates &lt;= 50 per 100,000</p> <p>Weekly county overall case numbers increase for two consecutive weeks with a &gt;5% to &lt;=10% increase occurring each week</p> <p>Weekly county youth case numbers increase for two consecutive weeks with a &gt;5%</p>	<p>Transitioned to ORANGE once in last 4 weeks</p> <p>Weekly county case rates &gt;50 to &lt;= 100 per 100,000</p> <p>Weekly county overall case numbers increase for two consecutive weeks with a &gt;10% or &lt;=20% increase occurring each week</p> <p>Weekly county youth case numbers increase for two consecutive weeks with a &gt;10 or &lt;=20%</p>	<p>Remained in ORANGE for &gt;2 consecutive weeks</p> <p>Weekly county case rates above &gt; 100 per 100,000</p> <p>Weekly county overall case numbers increase for two consecutive weeks with a &gt; 20% increase occurring each week</p> <p>Weekly county youth case numbers increase for two consecutive weeks</p>

	<p>to &lt;=10% increase occurring each week</p> <p>Weekly test positivity &lt;=5% Neighboring county in orange once in the last 4 weeks*</p>	<p>increase occurring each week</p> <p>Weekly test positivity &gt;5% but &lt;=8%</p>	<p>with a &gt;20% increase occurring each week</p> <p>Weekly test positivity &gt;8%</p>
<p>Regional Resurgence Metric**</p>			<p>Region moved to Tier 1 mitigation</p>

**METRICS USED TO CALCULATE A RETURN TO SCHOOL**

**Metrics to Resume In-Person Learning**

The following metrics will be utilized to determine when in-person learning will resume. The district will use a two week rolling window of data. The window will begin when the plan is adopted. In order to resume in-person learning, there must be two consecutive weeks with each week’s score being 3 or less (see reverse for an example). As per IDPH, all metrics will be updated weekly, based on the previous week (i.e., previous Sunday through Saturday). The metrics below were created by IDPH for Counties and Schools to use for re-opening discussions. For more information: please visit

<https://www.dph.illinois.gov/countyschool?county=Fulton>

Metric #1- Weekly New Case Rate per 100,000 people

Calculated as a rate = [County case count for 7 days] / [County population] x100,000

If there are fewer than 10 new cases for 7 days, the rate is not calculated and the exact count is used, due to instability in the rate.

- Minimal (0 points): Case count is fewer than 10 or the rate is ≤ 50 cases per 100,000 people
- Moderate (1 point): Case rate is > 50 cases per 100,000 people or ≤ 100 cases per 100,000
- Substantial (2 points): Case rate is greater than 100 cases per 100,000 people

### Metric #2- Weekly Count of New cases increase

The total count of new cases reported during the 7 days is measured for the change from week to week for two consecutive weeks.

- Minimal (0 points): Case number increases for 2 weeks, by > 5% each week and  $\leq 10\%$
- Moderate (1 point): Case number increases for 2 weeks, by > 10% each week and  $\leq 20\%$
- Substantial (2 points): Case number increases for 2 weeks, by > 20% each week

### Metric #3- Weekly Count of New Youth Cases increase

The total count of new cases that are Under 20 years old, reported during the 7 days is measured for the change from week to week for two consecutive weeks.

- Minimal (0 points): Case number increases for 2 weeks, by > 5% each week and  $\leq 10\%$
- Moderate (1 point): Case number increases for 2 weeks, by > 10% each week and  $\leq 20\%$
- Substantial (2 points): Case number increases for 2 weeks, by > 20% each week

### Metric #4- Test Positivity

The testing data represents data reported to IDPH through Electronic Laboratory Reporting (ELR) only. It is based on the date results are reported into the ELR. It excludes testing data that are received from sites that have not implemented ELR. This excludes 3-5% of test data. Weekly test positivity = [County positive tests for 7 days] / [County total tests for same 7 days] x 100.

- Minimal (0 points): Test positivity is  $\leq 5\%$
- Moderate (1 point): Test positivity is >5% and  $\leq 8\%$
- Substantial (2 points): Test positivity is >8%

### Example Data Set

- Minimal (0 points)
- Moderate (1 point)
- Substantial (2 points)

Metrics	New Case Rate/100k	Test Positivity	New Youth Cases	New Cases	Total Score
Example Week 1	1	0	1	1	3
Example Week 2	1	1	1	1	4- two week rolling window starts over
Example Week 3	1	1	0	1	3
Example Week 4	1	0	0	1	2*
*Two consecutive weeks of a total score less than 3 would prompt the district into resuming in-person learning. Resuming to in-person learning will take 2 weeks after the metric is met for staff, transportation and food service preparations.					

### Timeline to Resume In-Person Learning

Once the metric outlined above is met, the district will resume in-person learning by phasing in the different building levels. This was based on the parent survey data on the number of students requesting to be remote and in-person, Illinois State Board of Education guidance and consultation with Fulton County Health Department. After the metric is met, the following timeline of events will be followed. The actual school resume dates may be adjusted to account for holidays or breaks already scheduled on the district school calendar (e.g. Election Day, Thanksgiving, Winter Break, etc.).

- Metric is met
- District announcement to families and community
- Individual schools communicate with families on specific details on resuming in-person and assignment of remote learning (e.g. start date/times, arrival procedures, safety measures, etc.)
- Administration, staff, food service and transportation prepare for the opening of schools and in-person learning
- Elementary buildings resume in-person learning 2 weeks after metric is met
- Ingersoll Middle School resumes in-person learning in 4 weeks after metric is met
- Canton High School resumes in-person learning in 6 weeks after metric is met

## **Mitigation Efforts**

Once the metric is met and the timeline to resume in-person learning starts, the following mitigation efforts will be utilized to help control transmission. These metrics will no longer be utilized once the district resumes in-person learning and schools re-open.

### **Positive Case Percentage Per Building**

Over the course of a 7 day rolling window during the timeline or thereafter, if 3% of the students and staff in attendance test positive for COVID-19, the school will automatically revert to full remote learning for at least the next 14 calendar days.

### **IDPH/ISBE Guidance or Governor Executive Order**

Over the course of the timeline or thereafter, the district will revert to full remote learning based on the latest public health guidance and/or Executive Order from the Governor.

## **Contact Tracing**

Over the course of the timeline or thereafter, the district will work with the Fulton County Health Department and families to follow contact tracing protocol with confirmed exposures to COVID-19 positive cases.

## **GOVERNANCE CONSIDERATIONS/PREPARATION**

### **CALENDAR**

- Consider Revising your calendar and build in any contingencies
- Consider calendar revisions in the event that a building closes due to an infection

### **POLICIES**

- Adopt a resolution suspending policies that conflict with waivers or executive orders
- Approve a Remote Learning Day Plan – must address the following:
  - Accessibility of the remote instruction to all students enrolled in the district;
  - When applicable, a requirement that the Remote Learning Day and Blended Remote Learning Day activities reflect the Illinois Learning Standards;
  - Means for students to confer with an educator, as necessary;
  - The unique needs of students in special populations, including, but not limited to, students eligible for special education under Article 14; students who are English Learners, as defined in Section 14C-2; students experiencing homelessness under the Education for Homeless Children Act [105 ILCS 45]; or vulnerable student populations;
  - How the district will take attendance and monitor and verify each student's remote participation;

- Transitions from remote learning to on-site learning upon the State Superintendent's declaration that Remote Learning Days and Blended Remote Learning Days are no longer deemed necessary.
- Requires that "Each Remote Plan," including an e-learning plan, "shall be posted on the school's or district's internet website where other policies, rules, and standards of conduct are posted and shall be provided to students and faculty."
- Must ensure a 5 clock hour learning day.
- **Revise the facilities plan and examine what steps must be taken daily after re-entry**
- **Review budget**
  - Review how relief funds will be spent to support re-entry
  - Review and revise professional development and recertification training
- **Review staff leave policies for clarity and impact of COVID 19.**
- **Review student attendance policies**
- **Review facility use policy**
- **Determine if the school should open normally or follow distance learning protocol.**
- **Determine what would trigger the closing of a school.**
  - Work with the health department to determine what would trigger a closure
  - Determine who would make the decision to close school – administrative staff or board of education
- **Create an emergency planning team.**

## COMMUNICATION CONSIDERATIONS

- Develop a line of communication with the board and frequency
- Determine a command structure if leadership must quarantine or becomes ill

### Communication

- **Who** – The superintendent is the only authorized spokesperson. In the event that the superintendent is incapacitated the assistant superintendent becomes the spokesperson. The board always reserves the right to appoint a spokesperson through the board president.
- **What** – Always emphasize school safety and transparency.
- **When** – Determine when to share information.
- **How** – Determine which communication tools will be most effective in reaching primary audiences.
  - Audiences react to information in a variety of ways.
  - Share all vital information at one time to reduce confusion of misinformation.
  - Post all information in a central clearinghouse.
  - Use methods to reach families that don't use English as primary language.
  - Collaborate with other agencies to promote transparency and collaboration.
- Create a method of communication for parents, students, and staff that are afflicted with COVID 19 to communicate with school officials.
  - Family communication must be consistent and in the native languages of parents.
  - Student communication should be daily to ensure that all students are engaged and actively participating with their education.
- Provide students with communication by posting posters in buildings and having teachers send notes home to parents. Signs must encourage the use of PPE and social distancing.

## PHYSICAL PLANT CONSIDERATIONS

### Inspect all buildings prior to re-entry

- Furnace and HVAC filters
- Is there an ample supply of hand sanitizer?
- Is there a hand sanitizer available at the front door?
- Have water fountains been turned off?
- Are there no touch hygiene products available within the buildings?
  - Soap dispensers
  - Automatic paper towel dispensers
  - Is there ample supply of disinfectant?

### Physical Plant Protocol – Building Entry

- Mouth Coverings
  - Only Masks will be allowed. Students or staff that suffer from a medical condition may wear a face shield if they present a note from a physician documenting the medical condition.
  - CDC Guidelines have offered the following:
    - Cloth face coverings should not be worn by:
      - Children younger than 2 years old
      - Anyone who has trouble breathing
      - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
      - Feasibility and Adaptations
    - CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one. For example, Individuals who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lip-reading to communicate. In this situation, consider using a clear face covering. If a clear face covering isn't available, consider whether you can use written communication, use closed captioning, or

decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.

- Some individuals with developmental disabilities, sensory integration concerns or tactile sensitivities, certain mental health conditions, or limited cognitive ability may have a negative reaction to wearing a cloth face covering. These individuals may consult with their healthcare provider as part of the decision to wear a cloth face covering.
- Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues.
- Individuals should not wear cloth face coverings while engaged in activities that may cause the cloth face covering to become wet, like when swimming at the beach or pool. A wet cloth face covering may make it difficult to breathe. For activities like swimming, it is particularly important to maintain physical distance from others when in the water.
- Individuals who are engaged in high intensity activities, like running, may not be able to wear a cloth face covering if it causes difficulty breathing. If unable to wear a cloth face covering, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.
- Individuals who work in a setting where cloth face coverings may increase the risk of heat-related illness or cause safety concerns due to introduction of a hazard (for instance, straps getting caught in machinery) may consult with an occupational safety and health professional to determine the appropriate face covering for their setting. Outdoor workers may prioritize use of cloth face coverings when in close contact with other people, like during group travel or shift meetings, and remove face coverings when social distancing is possible. Find more information here and below.

- Cloth face coverings are a critical preventive measure and are most essential in times when social distancing is difficult. If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.
- Face Shields
  - It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. Face shield may not be worn unless an individual has a specific disability that prevents the wearing of a mask. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. Plastic face shields for newborns and infants are NOT recommended.
- Surgical Masks
  - Cloth face coverings are not surgical masks or respirators. Currently, those are critical supplies that should continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. Cloth face coverings also are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required and available.
- All individuals entering Canton CUSD #66 schools will abide by any laws or guidelines issued by the State of Illinois, IDPH, or the Fulton County Health Department.
- All staff, students, parents, and visitors will be screened for elevated temperatures.
  - Any individuals having temperatures above 100.4 will be prohibited from entering schools.
- All individuals granted access to buildings will be required to sanitize.
- Social distancing will be practiced to the greatest extent possible.
- Students will not take home or bring any items to school unless approved by the building principal. Items exempt from this policy include devices related specifically to a disability or essential for a student's education. Staff and students will stay home if ill.
- Facility use will be temporarily suspended.
- No assemblies of people will be permitted in buildings.
- No one but students and staff will be permitted free access within buildings.
- All classrooms and offices will be sanitized daily. High touch areas will be a priority and sanitized throughout the instructional day.
- Daily class schedules may be altered to provide for social distancing.

- Only one entry will be permitted for use during business hours.
- Building access will be restricted to specific business hours and only essential personnel and students.
- Develop a disinfecting schedule after each day of student attendance.

## ACADEMIC CONSIDERATIONS

- Establish a grading policy either based on ISBE guidelines and CUSD #66 Policies
- Each building will create protocols for teacher meetings that will employ social distancing
- Create a schedule and procedures detailing educator meetings to address student learning needs.
- Instruction must reflect the Illinois Learning Standards.
- Student Attendance Must be taken daily – both remote and in person.
  - View ISBE’s recommendations for how to collect attendance remotely at [www.isbe.net/Documents/Student-Attendance-Guidance-5-4-20.pdf](http://www.isbe.net/Documents/Student-Attendance-Guidance-5-4-20.pdf) .
  - From ISBE and the Department of Children and Family Services (DCFS) for further outreach if a school has not made contact with a student for more than five days at [www.isbe.net/Documents/DCFS-ISBE-Student-Wellness-Visit.pdf](http://www.isbe.net/Documents/DCFS-ISBE-Student-Wellness-Visit.pdf) .
- Instruction must be based on a 5 clock hour day.
- Assemblies will be prohibited.
- Elementary Music and Art will be conducted within student classrooms.
- Review student schedules to provide:
  - Additional time for hand washing, sanitizing high touch areas
  - Procedures for student bathroom breaks to minimize student contact and restroom usage.
- Special Education Services
  - Have IEP teams review and update IEPs for special students and address educational and health services if a doctor determines it is not safe for a student to attend school.
  - 504 Plans – are there any plans that are impacted by alternative learning that need to be remedied?
  - Students with disabilities should receive a high priority of in-person instruction and the frequency of their instruction should also be considered.
- Enrollment of Students
  - Work with the local health department to include a questionnaire prior to enrollment of transfer students to determine if a student is transferring from a location or has recently visited that has experienced a significant increase in COVID infections and has been exposed to the virus in order to determine if a self-quarantine is warranted.
  - New students will have a deferred enrollment of 14 days.

- Have parents review and revise emergency contact list, recommending the inclusion of person who are not in the high-risk category for COVID-19.
- Reinforce and teach healthy habits at all grade levels:
  - Educate students on the virus and symptoms.
  - Create time for student hand washing and reinforce the importance of.
  - Prohibit the sharing of writing utensils.
  - Teach students how to properly wear face masks and teachers model the importance of wearing them.
  - Reteach appropriate social skills that encourage minimal physical contact.
  - Review student attendance daily to determine trends in student absences.
  - When parents notify school officials of an ill student ask parents if they would be willing to share a description of symptoms.
  - Reinforce all staff the importance of student privacy.
- Attendance – Students and Staff
  - Daily attendance and engagement of students should be expected whether students are participating in class in-person or remotely.
  - Teacher or school officials should make daily contact with remote students.
  - Perfect attendance rewards need to be discontinued and not emphasized.

## SOCIAL AND EMOTIONAL HEALTH CONSIDERATIONS

- Establish a crisis management team to address psychological and emotional concerns in conjunction with the local mental health services.
- Provide for social opportunities for staff to hold events that would allow for recognition, celebration, and simple reconnections. Events may be school employee-centric, or they could include the entire school family (students, parents, etc.) (All gatherings must meet prescribed protocol).
- Plan re-engaging activities that are in compliance with this policy.
- If there has been a loss of a student, staff member or a member of the school community.
  - Carefully plan appropriate messaging to the school community and an opportunity for recognition and grief.
  - Contact the community mental health center for grief resources.
  - Ensure counselors are available for staff and students.

## FISCAL CONSIDERATIONS

- **Conduct a full inventory of health supplies and other necessary equipment.**
  - PPE
  - Thermometers
  - Equipment to measure temperature elevations on multiple people at once.
  - Sneeze shields and dividers for cafeteria.
- **Apply for any grants or emergency relief funds.**
- **Work with architects carefully if any construction projects are underway or planned during the crisis. Inquire about preventative procedures used by contractors to inhibit infections.**
- **Track expenditures related to re-entry/recovery for reimbursement with federal dollars.**

## HUMAN RESOURCES CONSIDERATION

- **Ensure COVID 19 procedures are posted in all buildings.**
- **Review all contracts and employment documents in anticipation of school re-entry.**
- **Review all staffing levels to ensure appropriate staffing in all buildings.**
- **Prepare relevant professional development for employees.**
- **Consider cross training employees in the event one employee is quarantined or becomes ill.**

## HEALTH PROTOCOL FOR SCHOOLS

### Adopt hygiene measures:

- All persons are required to sanitize as soon as they enter the building.
- Place hand hygiene stations at the entrances of the building.
- Encourage students and employees to sanitize their backpacks and personal items at the beginning and end of the day and separate personal items into cubbies or baskets that are not shared with other students.
- Do not allow students to share lockers.
- Require all persons to wash hands after blowing noses, coughing or sneezing or when in contact with bodily fluids.
- Encourage classes and employees create their own hand signals to replace shaking hands, hugging or giving high-fives.
- Disinfect door handles, light switches, stair railings and other frequently touched surfaces on a regular basis as directed by IDPH.
- Disinfect bathrooms and other common areas frequently with posted schedules where workers sign off the time when the work has been completed.
- Make sure that disinfectant and related supplies are available to all employees close to their workstations.
- Ensure that there are adequate sinks, soap and paper products for all classes or other sanitizing stations.
- Effective hand sanitizer is made available to all persons working or learning in the building.
- Post signs at all entrances informing all who enter that they must: a) Not enter if they have a cough or fever; b) maintain a minimum of six-foot distance from one another; c) not shake hands or engage in any unnecessary physical contact.
- Remove items from the classroom or hallways that are frequently touched but are not easily cleaned such as fabric.
- Install physical barriers in reception areas and workspaces where the environment does not accommodate social distancing.

### Take measures so that persons exposed can be more easily traced:

- Use assigned seating for each class.
- Use sign-in sheets for in-person meetings to document attendees.
- Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, and the locations in the building they travel to.

Minimize or eliminate the need for people to be in the building other than necessary employees and students:

- Cancel public use of school facilities.
- Restrict vendor access to the school to times when students are not present.
- Restrict the number of people in the school building that are not students or staff to a minimal number and ensure that someone is assigned to enforce the rules.
- Only allow employees that are required for student instruction and student services to be in the building during school hours.

Dealing with Illness:

- Any person exhibiting signs of illness will be sent to the principal immediately for evaluation.
- Designate a safe area for students or staff members that are ill. Once the sick has vacated the sick area the area must be cleaned.
- A separate room will be set up for any person who is exhibiting signs of COVID-19 to be cared for. Few people will be allowed in the room, and the room will be disinfected frequently. Students/staff will be walked out of the building from the room to persons driving them home. The names of all persons who enter the room will be documented.
- If possible and if adequate equipment is available, take regular temperature checks of students and staff. Only use a touch less thermometer if possible. Do not use oral thermometers.
- Students who are exhibiting symptoms will be excluded from school for 10 days.
- Immediately call the district superintendent if a student is exhibiting COVID 19 symptoms.
  - Fever 100.4 or greater
  - Dry Cough
  - Shortness of Breath
  - Fatigue
  - Muscle or Body Aches
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Students or staff exposed to COVID 19 must quarantine for 14 days.

- **Students or staff who have contracted COVID 19 must obtain a Physicians note and a letter from IDPH indicating they are not symptomatic and are well enough to return to school/work.**
- **Students who have been sent home due to exhibiting symptoms must present a note from a physician indicating they are safe to return to school.**

## SOCIAL DISTANCING IN THE SCHOOL ENVIRONMENT

The following are examples of measures that LEAs can take to increase social distancing while still maintaining face-to-face instruction on the school campus. Some of these suggestions can and should be implemented in all schools, regardless of whether a state or local social distancing order is in effect. Some may not be feasible for every LEA. These are examples, not requirements, and it is up to each LEA to determine what will work given the resources available. Social distancing is

Once the LEA creates its protocols, it needs to make them widely accessible to parents, students and the public. The LEA should consider putting them in staff/student handbooks and posting them on the district's website. The LEA should also note that the rules may evolve as they are implemented, and more information is obtained about COVID-19.

In some environment social distancing of 6 feet or more may not be possible. In those circumstances social distancing will be accomplished to the greatest extent possible. All students and staff will also be required wear PPE too compliment social distance practices and to mitigate the chances of COVID exposure.

Credit: This document relies heavily on materials developed from the following documents:

- Centers for Disease Control, "Interim Guidance for Child Care Programs"
- Centers for Disease Control, "Interim Guidance for Administrators of US K-12 Schools and Child Care Programs"
- North Carolina Department of Health and Human Services, "Interim Coronavirus Disease 2019 (COVID-19) Guidance for Child Care Settings," updated April 13, 2020.
- San Diego County Office of Education, "COVID-19 Planning Assumptions" Van Vleck Independent School District, "COVID-19 Return to School Plan," completed April 1, 2020
- Illinois State Board of Education, "Part 3 General Transition Planning Phase 4."

Review course sizes, structure and classrooms to decrease infection:

- Increase space between students during in-person instruction.
- Rearrange desks to increase space in between students (Goal: 6 feet).
- Face desks in the same direction.
- Require students to remain seated in the classroom and assign seats.

- Minimize class sizes.
- Restrict activities that combine classes or grade levels.
- Revise or minimize students traveling to different buildings to receive services.
- Revise or minimize employees from traveling between buildings.
- Consider broadcasting in-class instruction to multiple rooms to allow students to spread out.
- Only allow supervisors and staff who are required for instruction to be in the classrooms.
- Prohibit students from sharing items like pencils and pens.
- Ensure adequate art supplies or educational tools to minimize sharing. When sharing is necessary, minimize the numbers of students having contact and teach disinfecting techniques.
- Discourage the use of attendance awards or perfect attendance incentives for students.

Eliminate activities that bring large numbers of students and the public together:

- Before and after-school programs.
- Performances or games.
- Recess
- Plan alternative activities for graduation and other milestone activities.

Review nutrition services procedures to minimize exposure:

- Prevent people from self-serving food items.
- Napkins and silverware are provided directly by staff, not for individuals to grab.
- Engineering controls such as sneeze guards are in place in the cafeteria.
- Require students to eat with classmates in the lunchroom and not mingle with other classes.
- Plan to serve high-risk students separately from other students.
- Put tape marks on the floor six feet apart to promote social distancing while waiting in line.
- Prohibit or limit food-sharing activities such as condiments.
- Eliminate self-serve ala carte items from the menu.
- Eliminate buffet items such as salad bars.

Take measures to decrease students congregating in one location:

- Assign students to use different entrances if necessary.
- Stagger drop-off and pick-up processes.

- Stagger times students are in the cafeteria or have students eat at their desks in the classroom.
- Stagger times that classes are released.
- Require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes.
- Schedule restroom breaks to avoid overcrowding.
- Make hallways or entrances one-way.
- Rearrange furniture to avoid clustering in common areas.
- In locations where students line up, tape marks are put on the floor to indicate the appropriate social distancing.

Take measures to decrease employees congregating in one location:

- Consider closing the staff/teacher's lounge.
- Encourage virtual faculty meetings when necessary.
- Rearrange workstations to ensure they are separated by six feet.

## FOOD SERVICE CONSIDERTIONS

### Cafeterias/Food Service

- Schools should consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that it does not exceed that maximum gathering size per the Restore
- Illinois plan (no more than 10 individuals during Phase 3 and no more than 50 individuals during Phase 4, if possible). Alternate scheduling or add meal service times to adhere to capacity limits.
- Stagger the release of classrooms to the cafeteria to help ensure social distancing while students wait in line. If possible, consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented. If students eat in the classroom, consider how an allergy-free area will be provided, as needed. Additionally, the room should be disinfected after eating prior to resuming classroom activities.
- Meals should be individually plated. Buffets, salad bars, and the sharing of food and utensils should be prohibited. Ensure that students are served all items, including items such as milk and fresh fruits, rather than having students help themselves. Consider using disposable food service items (e.g., utensils, dishes). Ensure regular precautions are taken regarding food allergies and dietary needs. If disposable items are not available, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Areas where students consume meals should be thoroughly cleaned and disinfected between groups and after meals. Food service personnel must use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene should be required. Individuals should wash their hands after removing their gloves or after directly handling food service items that have been used.
- Hand hygiene must be performed prior to and after eating a meal or consuming any food items. Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible. Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.
- Communicate clear mealtime expectations with students and staff.

## Student Transportation Considerations

The school bus is often the student's first point of contact with the school in the morning and the last point of contact in the evening. Thus, LEAs should pay particular attention to protocols used in student transportation to minimize the spread of the COVID-19 virus and protect both students and employees.

The following is an example of considerations and protocols that LEA could put in place during the COVID-19 pandemic. These precautions are not required by law and may not be feasible for some LEA, but should be considered. LEAs need to work with their local health departments to ensure the protocols align with the most current guidance and recommendations from the CDC and the National Association for Pupil Transportation.

Review transportation procedures to minimize exposure:

- Run multiple routes to minimize the numbers of students on the bus at any one time.
- No more than 50 students on a bus.
- Social distancing must be maintained to the greatest extent possible.
- Temperatures must be taken before student's board buses or self-certify their health prior to arriving to board.
- Students may self-certify their health condition prior to boarding in lieu of temperature checks.
- Students will be assigned seating on a bus.
- Stagger drop-off and pick-up processes to minimize gathering of large numbers of students at any one time.
- Create more bus stops to minimize the number of students waiting together.
- Encourage parents to transport their students when they can minimize the number of students on the bus.
- Encourage students to walk or bike to school.

### Transportation Communication

LEAs should emphasize to parents and students prior to re-opening schools that the LEA has thoroughly disinfected all buses and student transportation vehicles. Parents will want to know more about what you have done in the

'down-time' to ensure the cleanliness and readiness of the school buses on which their children will be riding. In addition, the LEA should communicate to parents and students that student transportation vehicles are included in the district's COVID-19 plans and what role that students and parents will play in ensuring safety and minimizing infection while utilizing LEA transportation services.

#### Preparation and Cleaning of Vehicles

- Inspect all buses and transport vehicles for cleanliness and safety.
  - Vehicle safety inspections are current.
  - Scheduled service and preventative maintenance is completed or still on schedule to be completed.
  - Cab/passenger areas are thoroughly swept and clear of dirt, litter or loose material.
  
- Inventory, collect, and purchase enough cleaning equipment and hygiene supplies with the understanding that buses will be disinfected more frequently and thoroughly than previous years. Use products recommended by the CDC, local health departments and/or risk management professionals. Some of these products are listed on the following website from the U.S. Environmental Protection Agency (EPA)  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Conduct worksite hazard assessments to identify COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.

- Determine if PPE will be used while driving routes.
  - Provide appropriate PPE for cleaning, disinfecting, and sanitizing.
  - Determine if physical barriers between the driver and passengers entering and riding the bus are feasible.
- 
- Thoroughly Clean and Disinfect All Buses and Transport Vehicles.
    - Clean and disinfect all commonly touched surfaces within the entry, passenger and driver's areas of the bus or transport vehicle.
    - Keep doors and windows open while cleaning.
    - Wipe heat and air conditioner vents.
    - Refer to the CDC for additional information:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

- Clean and disinfect buses before, between, and after routes, trips or extensive driving events and at the end of the day.
- Wait 24 hours before cleaning and disinfecting a bus/transport vehicle that transported a passenger or had a driver that tests positive for COVID-19 or exhibited symptoms of COVID-19. If 24 hours is not feasible, wait as long as possible. Affected buses can be used immediately after cleaning and disinfection.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them.
- Ensure that cleaning supplies used are appropriately labeled so that employees are aware of the chemicals being used. Ensure Material Safety Data is available for all chemical products used in the process.
- **Modifications to Transportation**
  - When feasible, assign drivers to a single bus and a specific route and take other measures to minimize the number of drivers who use a vehicle.
  - When feasible, assign students to a single bus. When necessary, exchange drivers as opposed to loading students onto a different vehicle.
  - Limit students to one route and prohibit practices such as being picked up and dropped off in different locations, using different routes.
  - Consider restricting routes between areas experiencing different levels of disease transmission.
  - Stagger drop-off and pick-up processes and locations.
  - Consider staggering bus route times to align with staggered school start times. Reduce the numbers of students on the bus at any given time:
  - Encourage parents who can do so to transport their students to and from school and activities.
  - Encourage students to walk to school. Work with the community to provide appropriate crossing guards and work with parents in neighborhoods surrounding the school building to provide supervision for students walking to school.
  - Encourage students to ride their bicycles to school by providing bicycle racks and locks.
  - Consider minimizing the district's transportation zone and not providing transportation to students that live within three and a half miles from the school building.
  - Consider adding additional routes.

- **Apply the Most Current Social Distancing Guidelines**
  - Only 50 people to a bus.
  - Consider closing every other row of seats.
  - Consider only allowing one child to a seat.
  - Place floor decals or tape to indicate where students should sit and to mark six-foot distances in aisles.
  - Use volunteers or bus aides to enforce social distancing.
  - Encourage parents/guardians to monitor social distancing at bus stops to the greatest extent possible. Prior to the first day of school, encourage parents to add chalk marks or tape at the bus stop in six-foot intervals to teach students the appropriate distancing techniques.
  - Ensure ventilation systems operate properly while students are on the bus and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. However, do not open windows if they pose a safety risk to passengers or employees, or other vulnerable individuals such as students with asthma.
  - Employ the use of PPE, such as masks or cloth face covers, for passengers.
  - Prohibit eating or drinking (unless medically required) or chewing gum on the bus.
  - Consider installing hand sanitizer stations inside buses or provide drivers and passengers with access to alcohol-based hand sanitizers containing at least 60% alcohol on the bus.
  - Consider reserving a specific seat for a medically fragile child that is not used for any other student during the day, with special precautions for disinfecting, or have the LEA arrange for separate transportation for that student.
  
- **Transportation Employees**
  - Review and update the list of available drivers and verify qualifications (driver's license, medical statements, annual training, etc.). Communicate status update requirements as needed.
  - Prepare a list of drivers for respective routes and other school related functions.
  - Create a list of available substitute drivers with appropriate qualifications. Anticipate the need for additional substitute drivers in the next school year.

- Cross-train drivers on routes to ensure that more than one employee is prepared to drive a route if there are unexpected absences.
- Encourage all drivers to obtain or update immunizations. Training
- Ensure drivers and maintenance/cleaning staff are properly trained in the use of the tools and products as related to cleaning of buses and other transportation vehicles. Examples of training topics should minimally include:
  - Correct information about COVID-19, how it spreads, symptoms, and risk of exposure.
  - Appropriate protocols for coughs and sneezes for employees and students so that employees can model appropriate behavior and correct students.
  - Who to contact if a student or the driver exhibits symptoms of COVID-19.
  - The requirement that personal protective equipment (PPE) is worn (disposable masks, gloves, clothing, etc.), how to wear them correctly and maintain and dispose of the equipment.
  - The appropriate methods for cleaning buses, including opening doors and windows for effective circulation and to avoid extensive exposure to cleaning fumes.
  - The location of and how to use eye wash stations in the case of chemical contact with eyes.
  - The hygiene expectations of staff.
  - Techniques for minimizing exposure such as:
    - Using gloves when handling and disposing of trash
    - Avoiding touching surfaces often touched by passengers
    - Universal precautions when handling bodily fluids.
    - Follow social distancing guidelines of six feet of separation. (See Social Distancing in the School
    - Rearrange workstations to ensure they are separated by six feet.
    - Consider placing barriers between workstations if they cannot be separated by six feet.
    - Provide cleaning supplies to clean surfaces before, during, and after the workday.
    - Provide sanitizing stations and effective hand sanitizer to employees.
    - Assess the need for, and supply, PPE if warranted.

## FAQ

Q. Will students have to wear masks at school?

A. Yes. All persons within any building will be expected to wear a mask.

Q. Will face shields be allowed?

A. No ISBE has prohibited face shields unless a medical condition is present.

Q. Will student have their temperatures taken daily?

A. Yes. When students enter the building they may self-certify or have their temperatures taken upon immediate entry.

Q. What does self-certify mean.

A. Parents will take their child's temperature and certify that their students temperature is no higher than 100.4 through an on-line survey. Once the child arrives at their building, school officials will review the self-certification list and admit the student.

Q. What if I am afraid to send my child to school?

A. If you choose not to send your child you will need to notify the principal and request a remote learning option. Your child will then be able to access their assignments on-line. Parents may also elect to home school their children. Contact your school for more specific information.

Q. Will my student hear from their teacher daily?

A. Yes.

## ADMINISTRATIVE PROCEDURES

### Daily Schedule

Students will attend every day. E-learning will also be provided. Please review the specific building schedules in the appendix of this document. If you have questions, contact your building principal.

### District Transportation

District transportation will be provided for students who live 1.5 miles or farther away from their school or live on a hazardous roadway. No more than 50 students at a time will be allowed on a bus. Students will wear a mask while using district transportation. All buses will be sanitized after each trip. Students will sit in assigned seats. No food or drinks are allowed on district buses. Students not wearing a mask or sitting in assigned seats will lose bus privileges. Students will observe social distancing practices to the greatest extent possible.

### Student Daily Entry

Upon student entry into a building all students and staff will wear a mask. Students refusing to wear a mask will be sent home. Face shields are not permitted. Each building will establish dedicated doors for students to enter school. After entering all persons will use hand sanitizer, have their temperature taken and answer a brief questionnaire - students may elect to self-certify prior to arriving at school. Any students who are exhibiting an elevated temperature of 100.4 will be segregated and their parents contacted to take them home. Students are encouraged to arrive no earlier than 8 a.m. **No individuals will be allowed within any Canton Union School District buildings other than students and staff.** Parents meetings will be conducted virtually or telephonically. Upon building entry there will be no student congregation allowed within the halls. Social distancing will be observed while in the food service areas.

### Classrooms

All students will enter their classrooms and sit in assigned seats. No hall congregation will be permitted outside classrooms. Student seating will be assigned to maintain social distancing. All individuals within the classrooms will wear a mask. Teachers will maintain attendance on a daily basis. If a student is absent for 5 days or more an administrative contact to the student's parents will be initiated. Class dismissal may be staggered to reduce the amount of students within the hallways. Teachers will be outside their classrooms to ensure all students are wearing masks.

### **Daily Sanitization**

Custodial staff assets should be reallocated to provide enough staffing during the instructional day. There should be a high priority on sanitizing high touch areas such as door knobs, pencil sharpeners, desks, etc. Bathrooms should be sanitized at least 3 times a day during the instructional day. The lunch room should also be a priority for sanitization as well.

### **PE & Behind the Wheel Drivers Education**

Locker rooms will not be utilized nor will students be compelled to dress for PE. Activities that promote life recreational skills and allow students to wear street clothes will be promoted. Behind the wheel instruction will be limited to no more than one student and masks will be worn by the student and instructor. No food or drink will be permitted in the driver's education vehicle.

### **Lunch**

Additional lunch periods and seating may be added to maintain social distancing within cafeterias. Students with food allergies will be given preferential seating. Students will maintain social distancing while eating. There will be no self-serve menu options for students. All food service staff will work behind a plastic divider. Students may eat outdoors if they practice social distancing. Students leaving campus during their lunch periods will lose their privilege of eating outdoors.

### **Dismissal**

Early release and late arrival will be permitted. Student dismissal may be staggered to promote social distancing. Students will leave the building immediately upon dismissal. Athletes that are involved in after school sports will report immediately to their respective workout areas.

### **HVAC Systems**

- Complete 100% HVAC outdoor air building flush before staff and students return to school.
- Operate all building HVAC systems under normal schedules starting August 3, 2020, to ensure good airflow and proper operation of all systems.
- HVAC schedules will be expanded to start an hour earlier than in previous years to allow flushing of fresh air into schools.
- Increase outdoor air ventilation rates to maximize dilution of the return air.
- Increase in filtration efficiencies.

- Change all filters and clean coils, drains and the interior of all air handling units and unit ventilators. Adjust all air handlers and univents to increase air flow.
- As much as possible, windows should be open to allow for fresh air in buildings.

### Water

- Each school has a touch-less filtered water bottle filler for student and staff use. These stations will be cleaned and sanitized on a regular basis.
- Drinking fountains will be shut down

### Training

- All staff will be provided training or direction in the following health and safety areas:
  - Enhanced cleaning practices
  - Physical distancing guidelines
  - Use of face coverings
  - Screening practices
  - COVID-19 specific symptom identification
    - Fever of 100.4 F or greater or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache (not due to a chronic condition)
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose (not due to known allergies)
    - Nausea or vomiting
    - Diarrhea
  - Health-related protocols
  - Professional learning for staff

Prohibited Activities/Programs

<u>Programs/Activity Name</u>	<u>yes</u>	<u>No</u>	<u>Notes</u>
Student Locker Sharing		X	
Assemblies		X	
Locker Room Use		X	
Perfect Attendance Incentives		X	
Field Trips		X	
Classroom Parties		X	
Guest Speakers		X	
Water Fountain Use		X	Bottle Fillers installed
Parent Lunch Visits		X	
Use of Playground Equipment		X	Playground Equipment use is restricted.

# APPENDIX A

## Building Re-entry Plans



## Westview Elementary Safety Procedures

Area	Local Building Plan
<b>Personal Hygiene and Sanitization Stations</b>	<p>Sanitation stations located at each entry way. Students and staff will sanitize their hands as they enter the building.</p> <p>Hand Sanitizer stations located throughout the building and learning areas. Students will sanitize their hands as they leave and enter a learning space.</p> <p>Frequent hand washing/hand sanitization recommended to students and staff with appropriate transitions. Students will be taught proper hand washing/ hand sanitization and staff will review this regularly with students.</p> <p>Students and staff will be required to wear masks unless a doctor's note highlighting medical need is provided and/or it is not appropriate for the learning area.</p> <p>Students that arrive at school without proper PPE (Personal Protective Equipment) will be provided with PPE, when available. If a student refuses to wear the provided PPE Parents/Guardians will be contacted and the student will be dismissed from school.</p>
<b>Arrival/ Departure</b>	<p>Parents/Guardians and Visitors are prohibited from entering the school building, unless there is an emergency situation.</p> <p><u>ARRIVAL</u>: Students are encouraged to arrive at <i>Westview</i> from 8:00am - 8:20am in the <i>front drive</i>. <i>Students arriving during this time that do not eat breakfast will report directly to their assigned classroom.</i></p> <p>Bus riding students will be dropped off by the cafeteria entrance on the south side of the building. Staff will be present at designated entry ways to facilitate temperature checks.</p> <p><i>Students who arrive before 8:00am will sit in the cafeteria and/or in the gymnasium depending on whether or not they eat breakfast. They will be socially distanced (6ft) as much as possible.</i></p> <p><u>DEPARTURE</u>: All students will stay within the classroom until their bus number is called or their Parent/Guardian arrives in the front drive. Parents/guardians will be asked to remain in their vehicle and pull through the front drive. Each family will be assigned a number and will be provided a number card to place in the front window of their car.</p>
<b>Classroom Set-Up and Socially Distancing</b>	<p>Students may not be able to be socially distanced by 6ft, but every effort will be made to keep them distanced between 3ft-6ft. This will be determined by the number of students enrolled for in person learning.</p>

# CUSD 20/20

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	When appropriate teachers and staff will provide learning opportunities outside, while respecting safety protocols. Staff may also provide opportunities for a socially distanced mask break outside when weather permits.
<b>Playground</b>	Playgrounds will not be accessible during the school day pending additional IDPH (Illinois Department of Public Health) guidelines.
<b>Cafeteria</b>	Cafeteria will be providing breakfast and lunch daily.  Students will eat lunch in the cafeteria or gymnasium. These spaces will be set up for social distancing.  Tables and seats will be sanitized between students.
<b>Instructional Schedule/School Day</b>	Traditional school start and end times will be upheld. Elementary - 8:30-3:00  All K-4 students will have the following specials each regular school week: <i>Music</i> : 35 minutes, 2 times per week <i>PE</i> : 25 minutes, 3 times per week <i>Art</i> : 50 minutes, 1 time per week <i>Library</i> : 35 minutes, 1 time per week
<b>Specials (Music, Art, PE, Library)</b>	Music and Art classes will be conducted within the general education classroom. Library will be conducted in the library, with a seating chart similar to that of the classroom.  Students will participate in PE while respecting safety protocols. Games that involve physical contact and/or sharing of equipment will not be permitted. In order for students to be spread out during lunch hours PE times have been adjusted to 25 minutes 3 times per week.
<b>Shared Materials</b>	The sharing of learning materials will be limited as much as possible. If learning materials must be shared to meet the needs of students, the materials will be sanitized between students. Students will also sanitize their hands before using materials and after using materials.
<b>Transitions</b>	Students will transition through the hallways in a counter-clockwise manner. Students will be expected to keep hands to themselves, move quickly, and wear their masks. Circle floor stickers will be placed in the center of the hallway as a visual reminder.

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ENSURING THE VISION

<p><b>Restrooms</b></p>	<p>Students will use the single stall restrooms located within the learning space as much as possible. Students will sanitize their hands before entering and properly wash hands with soap and water at the sink when finished.</p> <p>Staff will work together to schedule times by classroom for the larger restrooms in the south hallway. Only two students will enter the restroom at a time.</p> <p>While waiting in the hallway, students will stand on one socially distanced floor dot outside the restroom.</p> <p>Teachers will review proper handwashing procedures with students before leaving the classroom for their restroom break.</p> <p>Water fountains will be turned off. Students are able to bring water bottles from home and the bottles can be refilled at our water bottle refill station.</p>
<p><b>Schedule</b></p>	<p>Students would report between 8-8:20 am; departure at 12:00 pm. Breakfast provided upon arrival.</p> <p>Core academics offered in the morning; specials, enrichment, and support services in the afternoon virtually</p> <p>Early childhood &amp; Little Learners: Alternate schedule, possibly shortened time or alternating days. Ongoing collaboration with Preschool for All Coach</p>

# Lincoln Elementary School

Area	Local Building Plan	Resources
<p><b>Personal Hygiene and Sanitization</b></p>	<p>Sanitation stations located at each entry way. Students will sanitize their hands as they enter the building.</p> <p>Hand Sanitizer stations located throughout the building and learning areas. Students will sanitize their hands as they leave and enter a learning space.</p> <p>Frequent hand washing/hand sanitization recommended to students and staff with appropriate transitions. Students will be taught proper hand washing/ hand sanitization.</p> <p>Students and staff will be required to wear masks unless a doctor's note highlighting medical need is provided and/or it is not appropriate for the learning area.</p> <p>Students that arrive at school without proper PPE (Personal Protective Equipment) will be provided with PPE, when available. If a student refuses to wear the provided PPE Parents/Guardians will be contacted and the student will be dismissed from school.</p>	<p>Please refer to the following article from the CDC regarding recommended PPE.</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html</a></p>
<p><b>Entrance/Exit</b></p>	<p>Students are encouraged to arrive at school between 8:00am - 8:20am at <i>Lincoln: ( Circle drive)</i>. <i>Students arriving during this time that do not eat breakfast will report directly to their assigned classroom.</i></p> <p>Staff will be present at designated entry ways to facilitate temperature checks and certification (answer symptom questions).</p> <p><i>Students that arrive before 8:00am will sit in the cafeteria and/or in the gymnasium depending on whether or not they eat breakfast. They will be socially distanced between 3ft and 6ft.</i></p>	

	<p>Parents/Guardians, Visitors are prohibited from entering the school building, unless there is an emergency situation.</p> <p>Students will stay within the classroom until their bus number is called or their Parent/Guardian arrives in the circle drive. Staff will use walkie talkies to communicate the arrival of transportation. 4th, 3rd, 2nd, and one Kinder class will use one hallway and Kinder, 1st, Special Education classrooms will exit from another hallway. Students will be taught these procedures.</p>	
<b>Classroom Set-Up and Distancing</b>	<p>Students may not be able to be socially distanced by 6ft, but every effort will be made to keep them distanced between 3ft-6ft. This will be determined by the number of students enrolled.</p> <p>When appropriate teachers and staff will provide learning opportunities outside, while respecting safety protocols.</p>	
<b>Playground &amp; Gym</b>	<p>Playgrounds will not be accessible during the school day pending additional IDPH (Illinois Department of Public Health) guidelines.</p> <p>Students will participate in PE while respecting safety protocols. Games that involve physical contact and/or sharing of equipment will not be permitted. Locker rooms will not be used.</p> <p>Students will have the option of wearing a mask during outside recess.</p>	
<b>Cafeteria</b>	<p>Cafeteria will be providing breakfast and lunch daily.</p> <p>Cafeterias and designated eating space will be set up for social distancing between 3ft-6ft.</p> <p>Tables and seats will be sanitized between students.</p>	

<b>Instructional Schedule/School Day</b>	<p>Students would report between 8-8:20 am; departure at 12:00 pm. Breakfast provided upon arrival.</p> <p>Core academics offered in the morning; specials, enrichment, and support services in the afternoon virtually</p> <p>Early childhood &amp; Little Learners: Alternate schedule, possibly shortened time or alternating days. Ongoing collaboration with Preschool for All Coach</p>
<b>Shared Materials</b>	<p>The sharing of learning materials will be limited as much as possible. If learning materials must be shared to meet the needs of students the materials will be sanitized in between students. Students will also sanitize their hands before using materials and after using materials.</p>
<b>Transitions</b>	<p>Students will transition in the hallway following the STAR expectations. This will include keeping hands to themselves, moving quickly, staying on their side of the hallway, and wearing their masks.</p> <p>Hallways will be marked with a center lane, so students know which side of the hallway to stay on.</p>
<b>Schedule</b>	<p>Students would report between 8-8:20 am; departure at 12:00 pm. Breakfast provided upon arrival.</p> <p>Core academics offered in the morning; specials, enrichment, and support services in the afternoon virtually</p> <p>Early childhood &amp; Little Learners: Alternate schedule, possibly shortened time or alternating days. Ongoing collaboration with Preschool for All Coach</p>
<b>Restrooms</b>	<p>Students will use the single stall restrooms located within the learning space as much as possible. Students will sanitize their hands before entering, wash hands when done, and sanitize hands before returning to their seat.</p> <p>Only one student at a time will be allowed in the hallway restrooms. There will be a sign located outside of the bathroom that will be switched as they enter and exit to notify others that it is in use. Students waiting for the restroom will wait outside the bathroom door on the social distancing dot. There will be a hand sanitizing station located next to the sign with a reminder to sanitize hands before changing the sign. Scheduled classroom restroom breaks will be established.</p> <p>Water fountains will be turned off. Students can bring water bottles from home and the bottles can be refilled at our water bottle refill station.</p>



# EASTVIEW ELEMENTARY CUSD#66

*CONNECT - CREATE - COLLABORATE*

Christopher Piper- Principal

1490 E. Myrtle St., Canton, IL 61520

309-647-0136

www.cantonusd.org

Area	Local Building Plan	Resources
<p><b>Personal Hygiene and Sanitization</b></p>	<p>Sanitation stations located at each entry way. Students will sanitize their hands as they enter the building.</p> <p>Hand Sanitizer stations located throughout the building and learning areas. Students will sanitize their hands as they leave and enter a learning space.</p> <p>Frequent hand washing/hand sanitization recommended to students and staff with appropriate transitions. Students will be taught proper hand washing/ hand sanitization.</p> <p>Students and staff will be required to wear masks unless a doctor's note highlighting medical need is provided and/or it is not appropriate for the learning area.</p> <p>Students that arrive at school without proper PPE (Personal Protective Equipment) will be provided with PPE, when available. If a student refuses to wear the provided PPE Parents/Guardians will be contacted and the student will be dismissed from school.</p>	<p>Please refer to the following article from the CDC regarding recommended PPE.  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html</a></p>
<p><b>Entrance/Exit</b></p>	<p><u>Arrival</u>            Students are encouraged to arrive at school between 8:00am - 8:20am.            Students will be dropped off at/near the blacktop and use the front entry to enter the school.            Staff will be present at designated entryways and front drop off to facilitate temperature checks and certification (answer symptom questions).            Students will be asked to wear the mask and use hand sanitizer as they enter the building.            Students arriving during this time that do not eat breakfast will report directly to their assigned classroom.</p>	

	<p>Students that arrive before 8:00am will sit in the cafeteria and/or in the gymnasium depending on whether or not they eat breakfast. They will be socially distanced (6ft) as much as possible.</p> <p>Parents/Guardians, Visitors are prohibited from entering the school building, unless there is an emergency situation.</p> <p><u>Dismissal</u> Students will stay within the classroom until their bus number is called.</p> <p>Students who are walking or are car riders will report to the blacktop while waiting for their ride to come. Kindergarten &amp; First Grade - exit through Pod A doors Second &amp; Third Grade - exit through Pod B doors Fourth Grade - exit through front entry</p> <p>ALL families, including kindergarten, will need to use the car rider/pick up lane. Parents/Guardians WILL NOT BE ALLOWED TO COME TO THE FRONT DOORS TO GET THEIR CHILD.</p> <p>Staff will use walkie talkies to communicate the arrival of transportation. Students will be taught these procedures</p>	
<p><b>Classroom Set-Up and Distancing</b></p>	<p>Students may not be able to be socially distanced by 6ft, but every effort will be made to keep them distanced. This will be determined by the number of students enrolled.</p> <p>When appropriate teachers and staff will provide learning opportunities outside, while respecting safety protocols.</p>	
<p><b>Playground &amp; Gym</b></p>	<p>Playgrounds will not be accessible during the school day pending additional IDPH (Illinois Department of Public Health) guidelines.</p>	

	Students will participate in PE while respecting safety protocols. Games that involve physical contact and/or sharing of equipment will not be permitted. Locker rooms will not be used.	
<b>Cafeteria</b>	<p>Cafeterias will be providing breakfast and lunch daily.</p> <p>We will use both our cafeteria and gym as options for grade level to each lunch in. Our rotation will have kindergarten, second, and fourth grade eating in the cafeteria space. First and third grade will be eating in the gym.</p> <p>The cafeteria and the gym will be set up for at least 3 feet of social distancing. Students will be sitting diagonal from one another in the cafeteria. The gym will utilize 6 foot tables where students 2 students will be placed at each end of the table. There will be 3 foot of space between tables.</p> <p>Tables and seats will be sanitized between students.</p>	

<b>Instructional Schedule/School Day</b>	<p>Students would report between 8-8:20 am; departure at 12:00 pm. Breakfast provided upon arrival.</p> <p>Core academics offered in the morning; specials, enrichment, and support services in the afternoon virtually</p> <p>Early childhood &amp; Little Learners: Alternate schedule, possibly shortened time or alternating days. Ongoing collaboration with Preschool for All Coach</p>	
<b>Shared Materials</b>	The sharing of learning materials will be limited as much as possible. If learning materials must be shared to meet the needs of students the materials will be sanitized in between students. Students will also sanitize their hands before using materials and after using materials.	
<b>Transitions</b>	Students will transition in the hallway following the EV school expectations. This will include keeping hands to themselves, moving quickly, staying on their side of the hallway, and wearing their masks.	

	<p>Our main hallway through the school will be marked with arrows 6 feet apart to help visualize proper social distancing. These arrows will also mark the direction we will ask all stakeholders to walk. Any areas where students may need to stand and wait will have social distancing markers on the floor.</p>	
<b>Restrooms</b>	<p>Students will use the single stall restrooms located within the learning space as much as possible. Students will sanitize their hands before entering, wash hands when done, and sanitize hands before returning to their seat.</p> <p>Hallway restrooms will be used as discussed above. Only one student in each restroom at a time. Students will indicate the availability of the restroom by turning on/off a light outside of the restroom.</p> <p>Water fountains will be turned off. Students can bring water bottles from home and the bottles can be refilled at our water bottle refill station.</p>	

# Ingersoll Middle School

## Facilities Management

Area	Local Building Plan
<p><b>Personal Hygiene and Sanitization Stations</b></p>	<p>Sanitation stations located at each entry way. Students and staff will sanitize their hands as they enter the building. Additionally, sanitization stations are on walls around the building.</p> <p>Hand Sanitizer stations located throughout the building and learning areas. Students will sanitize their hands as they enter a learning space.</p> <p>Frequent hand washing/hand sanitization recommended to students and staff with appropriate transitions. CDC/IDPH recommended signage throughout the facility.</p> <p>Students and staff will be required to wear masks unless a doctor's note highlighting medical need is provided and/or it is not appropriate for the learning area.</p> <p>Students that arrive at school without proper PPE (Personal Protective Equipment) will be provided with PPE, when available. If a student refuses to wear the provided PPE Parents/Guardians will be contacted and the student will be dismissed from school.</p>
<p><b>Arrival Departure</b></p>	<p>Parents/Guardians and Visitors are prohibited from entering the school building unless there is an emergency situation.</p> <p><u>ARRIVAL</u>: Students are encouraged to arrive to school at the following times and locations:            Car Riders, Bike Riders, and Walkers: West Entrance on 15th Avenue 7:50am - 8:05 a.m.            Class starts at 8:09 a.m.            Bus Riders: Enter at the East Entrance</p> <p>Temperature checks will be conducted before students exit the car, while walkers and bike riders temperature will be taken before entry to the building. Students that ride the bus will have their temperature checked before entry to the building on the east side. Students eating breakfast will be directed to the cafeteria, while other students will be directed to their first period class.</p> <p>Car riders, bike riders, and walkers will have the opportunity to eat breakfast in the cafeteria, while others will be directed to their first period class.</p> <p>Parents/Guardians will be informed of the self-certification process and must sign a form documenting the self-certification process when they send their student to school. If a parent/guardian is sending a child to school, they are self-certifying the student according to the guidelines.</p> <p>Staff will be present at designated entry ways to facilitate temperature checks.</p> <p><u>DEPARTURE</u>: Upon dismissal, students are to immediately exit the building according to the staggered schedule. Car riders and bike riders will be dismissed at 3:07, while walkers will be dismissed at 3:12. Bus Riders will be dismissed from their classroom via the intercom system when the bus has arrived at the school. Once the majority of the buses have loaded their students, remaining students that ride buses will be dismissed to the cafeteria, stage, and all-purpose room according to the bus they ride home.</p>

<b>Classroom Set-Up and Distancing</b>	<p>Students may not be able to be socially distanced by 6ft, but every effort will be made to keep them distanced between 3ft-6ft. This will be determined by the number of students enrolled for in person learning.</p> <p>When appropriate, teachers and staff will provide learning opportunities outside, while respecting safety protocols. Staff may also provide opportunities for a socially distanced mask break outside when weather permits.</p>
<b>Playground</b>	<p>Playgrounds will not be accessible during the school day pending additional IDPH (Illinois Department of Public Health) guidelines.</p>
<b>Cafeteria</b>	<p>Cafeteria will be providing breakfast and lunch daily.</p> <p>Sack lunch students will eat lunch on the stage that will be set up with tables. The cafeteria and all-purpose room will house hot lunch students during lunch periods. These spaces will be set up for social distancing to the extent possible. A half-day schedule will result in a grab-n-go style lunch following dismissal.</p> <p>Cafeteria, stage, all-purpose room, and North Hallway (overflow) will be used during lunch times and sanitized between uses.</p>
<b>Schedule</b>	<p><u>Modified Schedule: 8:09 - 12:08</u></p> <p>Students are grouped in cohort groups and travel together with staggered passing times. 5th grade - slightly different (ELA/SS &amp; Math/Sci) in the morning with remote PE/Encore in afternoon. Students attend class in person 4 days per week. On Wednesdays, remote students will be synchronous in the mornings, and in person students will be asynchronous. All students will be Asynchronous on Wednesday afternoons to allow for PLC/Professional Development . Allows for easy transition of remote learners, absent students, quarantine students and/or building quarantine. All classes are less than 17 and the majority are 14 or less - much greater opportunity for social distancing. Grab and Go breakfast and lunch to be eaten at home. Allows remote learners to engage synchronously with teachers in the afternoon.</p> <p><u>Traditional Schedule: 8:09 - 3:07</u></p> <p>Class periods are reduced to allow for six minute passing periods. Social distancing will be to the greatest extent possible. Many of the accelerated classes have nearly 30 students, while band and chorus are large classes that near 50 students. Remote learners will be taught by a team of four teachers. Classes will be adjusted, as well as teachers schedule. Classes will have 25 or more students. Lunch periods will use the cafeteria, stage, all-purpose room and north hallway floor or classrooms. Passing periods will be increased by 4 minutes and class periods will be reduced.</p>
<b>Shared Materials</b>	<p>The sharing of learning materials will be limited as much as possible. If learning materials must be shared to meet the needs of students, the materials will be sanitized between students. Students will also sanitize their hands before using materials.</p>
<b>Transitions</b>	<p>Students will transition through the hallways with designated marking on the floor to signify traffic flow. Students will be expected to keep hands to themselves, move quickly, and wear their masks. Visual reminders posted throughout the building with CDC/IDPH guidance</p>
<b>Restrooms</b>	<p>Limit the number of students in the restroom at one time Visual reminders posted in restroom from CDC/IDPH</p>

**Water Fountains**

Water fountains are turned off. Students may bring clear water bottles from home and use the bottle refill stations available throughout the building.



# CANTON HIGH SCHOOL

## Canton High School Safety Procedures and Expectations

Area	Local Building Plan
<b>Personal Hygiene and Sanitization Stations</b>	<p>Sanitation stations located at each entry way. Students and staff will sanitize their hands as they enter the building. Additionally, sanitization stations are on walls around the building.</p> <p>Hand Sanitizer stations located throughout the building and learning areas. Students will sanitize their hands as they enter a learning space.</p> <p>Frequent hand washing/hand sanitization recommended to students and staff with appropriate transitions. CDC/IDPH recommended signage throughout the facility.</p> <p>Students and staff will be required to wear masks unless a doctor's note highlighting medical need is provided and/or it is not appropriate.</p> <p>Students that arrive at school without proper PPE (Personal Protective Equipment) will be provided with PPE, when available. Upon a student refusal to wear the provided PPE, student will be dismissed from school.</p>
<b>Arrival/Departure</b>	<p>Parents/Guardians and Visitors are prohibited from entering the school building, unless there is an emergency situation.</p> <p><u>ARRIVAL</u>: Students are encouraged to arrive at <i>Canton High School</i> from 7:55am - 8:10am East Entrance/Student Parking Lot and South Entrance Bus Drop-off only. Students are encouraged to report to their 1st period class immediately after arriving to school.</p> <p>Early Bird: Early Bird teachers will take temperatures at the East Entrance before students enter the building.</p> <p>Staff will be present at designated entrances to facilitate temperature checks.</p> <p><i>Students who arrive before 8:00am will sit in the cafeteria and/or in the gymnasium depending on whether or not they eat breakfast. They will be socially distanced (6ft) to the greatest extent possible.</i></p> <p><u>DEPARTURE</u>: Upon dismissal, students are to immediately exit the building. Bus riders will be allowed to wait in the bus ramp foyer and will be socially distanced (6ft) to the greatest extent possible. No loitering will be allowed.</p>
<b>Classroom Set-Up and Socially Distancing</b>	<p>Students may not be able to be socially distanced by 6ft, but every effort will be made to keep them distanced between 3ft-6ft. This will be determined by the number of students enrolled for in person learning.</p> <p>When appropriate, teachers and staff will provide learning opportunities outside, while respecting safety protocols. Staff may also provide opportunities for a socially distanced mask break outside when weather permits.</p>



# CANTON HIGH SCHOOL

<b>Cafeteria</b>	<p>Cafeteria will be providing breakfast and lunch daily.</p> <p>Sack lunch students will eat lunch in the North Gym. The cafeteria will house hot lunch students during lunch periods. These spaces will be set up for social distancing. A half-day schedule will result in a grab-n-go style lunch following dismissal.</p> <p>Tables, seats and other materials will be sanitized between students.</p>																
<b>Schedule</b>	<p>Proposed modified schedule</p> <table><tr><td>EB</td><td>7:30-8:05</td></tr><tr><td>1</td><td>8:10-8:43</td></tr><tr><td>2</td><td>8:47-9:20</td></tr><tr><td>3</td><td>9:24-9:57</td></tr><tr><td>4</td><td>10:01-10:34</td></tr><tr><td>5</td><td>10:38-11:11</td></tr><tr><td>6</td><td>11:15-11:48</td></tr><tr><td>7</td><td>11:52-12:25</td></tr></table> <p>Synchronous/Answer questions for remote learners 1:00-3:30</p>	EB	7:30-8:05	1	8:10-8:43	2	8:47-9:20	3	9:24-9:57	4	10:01-10:34	5	10:38-11:11	6	11:15-11:48	7	11:52-12:25
EB	7:30-8:05																
1	8:10-8:43																
2	8:47-9:20																
3	9:24-9:57																
4	10:01-10:34																
5	10:38-11:11																
6	11:15-11:48																
7	11:52-12:25																
<b>Shared Materials</b>	<p>The sharing of learning materials will be limited as much as possible. If learning materials must be shared to meet the needs of students, the materials will be sanitized between students. Students will also sanitize their hands before using materials.</p>																
<b>Transitions</b>	<p>Students will transition through the hallways with designated marking on the floor to signify traffic flow. Students will be expected to keep hands to themselves, move quickly, and wear their masks.</p>																
<b>Restrooms/Hydration</b>	<p>Students will properly wash hands with soap and water at the sink when finished.</p> <p>Water fountains will be turned off. Students are able to bring water bottles from home and the bottles can be refilled at our water bottle refill stations.</p>																

# APPENDIX B

## Metrics

# Metrics to Resume In-Person Learning

The following metrics will be utilized to determine when in-person learning will resume. The district will use a two week rolling window of data. The window will begin when the plan is adopted. In order to resume in-person learning, there must be two consecutive weeks with each week's score being 3 or less (see reverse for an example). As per IDPH, all metrics will be updated weekly, based on the previous week (i.e., previous Sunday through Saturday). The metrics below were created by IDPH for Counties and Schools to use for re-opening discussions. For more information: please visit <https://www.dph.illinois.gov/countyschool?county=Fulton>

## Metric #1- Weekly New Case Rate per 100,000 people

Calculated as a rate = [County case count for 7 days] / [County population] x100,000

If there are fewer than 10 new cases for 7 days, the rate is not calculated and the exact count is used, due to instability in the rate.

- **Minimal (0 points):** Case count is fewer than 10 or the rate is  $\leq 50$  cases per 100,000 people
- **Moderate (1 point):** Case rate is  $> 50$  cases per 100,000 people or  $\leq 100$  cases per 100,000
- **Substantial (2 points):** Case rate is greater than 100 cases per 100,000 people

## Metric #2- Weekly Count of New cases increase

The total count of new cases reported during the 7 days is measured for the change from week to week for two consecutive weeks.

- **Minimal (0 points):** Case number increases for 2 weeks, by  $> 5\%$  each week and  $\leq 10\%$
- **Moderate (1 point):** Case number increases for 2 weeks, by  $> 10\%$  each week and  $\leq 20\%$
- **Substantial (2 points):** Case number increases for 2 weeks, by  $> 20\%$  each week

## Metric #3- Weekly Count of New Youth Cases increase

The total count of new cases that are Under 20 years old, reported during the 7 days is measured for the change from week to week for two consecutive weeks.

- **Minimal (0 points):** Case number increases for 2 weeks, by  $> 5\%$  each week and  $\leq 10\%$
- **Moderate (1 point):** Case number increases for 2 weeks, by  $> 10\%$  each week and  $\leq 20\%$
- **Substantial (2 points):** Case number increases for 2 weeks, by  $> 20\%$  each week

## Metric #4- Test Positivity

The testing data represents data reported to IDPH through Electronic Laboratory Reporting (ELR) **only**. It is based on the date results are reported into the ELR. It excludes testing data that are received from sites that have not implemented ELR. This excludes 3-5% of test data. Weekly test positivity = [County positive tests for 7 days] / [County total tests for same 7 days] x 100.

- **Minimal (0 points):** Test positivity is  $\leq 5\%$
- **Moderate (1 point):** Test positivity is  $> 5\%$  and  $\leq 8\%$
- **Substantial (2 points):** Test positivity is  $> 8\%$



## Example Data Set

- Minimal (0 points)
- Moderate (1 point)
- Substantial (2 points)

Metrics	New Case Rate/100k	Test Positivity	New Youth Cases	New Cases	Total Score
Example Week 1	1	0	1	1	3
Example Week 2	1	1	1	1	4- two week rolling window starts over
Example Week 3	1	1	0	1	3
Example Week 4	1	0	0	1	2*

\*Two consecutive weeks of a total score less than 3 would prompt the district into resuming in-person learning. Resuming to in-person learning will take 2 weeks after the metric is met for staff, transportation and food service preparations.

## Timeline to Resume In-Person Learning

Once the metric outlined above is met, the district will resume in-person learning by phasing in the different building levels. This was based on the parent survey data on the number of students requesting to be remote and in-person, Illinois State Board of Education guidance and consultation with Fulton County Health Department. After the metric is met, the following timeline of events will be followed. The actual school resume dates may be adjusted to account for holidays or breaks already scheduled on the district school calendar (e.g. Election Day, Thanksgiving, Winter Break, etc.).

- Metric is met
- District announcement to families and community
- Individual schools communicate with families on specific details on resuming in-person and assignment of remote learning (e.g. start date/times, arrival procedures, safety measures, etc.)
- Administration, staff, food service and transportation prepare for the opening of schools and in-person learning
- Elementary buildings resume in-person learning 2 weeks after metric is met
- Ingersoll Middle School resumes in-person learning in 4 weeks after metric is met
- Canton High School resumes in-person learning in 6 weeks after metric is met

## Mitigation Efforts

Once the metric is met and the timeline to resume in-person learning starts, the following mitigation efforts will be utilized to help control transmission. These metrics will no longer be utilized once the district resumes in-person learning and schools re-open.

### Positive Case Percentage Per Building

Over the course of a 7 day rolling window during the timeline or thereafter, if 3% of the students and staff in attendance test positive for COVID-19, the school will automatically revert to full remote learning for at least the next 14 calendar days.

### IDPH/ISBE Guidance or Governor Executive Order

Over the course of the timeline or thereafter, the district will revert to full remote learning based on the latest public health guidance and/or Executive Order from the Governor.

### Contact Tracing

Over the course of the timeline or thereafter, the district will work with the Fulton County Health Department and families to follow contact tracing protocol with confirmed exposures to COVID-19 positive cases.

# APPENDIX C

## **Frequently Asked Questions (FAQ) for Schools**

**Additional Guidance as of August 12, 2020**

**(subject to change based on new information and updates to existing CDC guidance)**

### **Management of Ill Students and Staff**

#### **What actions should be taken by students/staff sent home with COVID-like symptoms?**

- All students and staff sent home with COVID-like symptoms should be diagnostically tested. Student and staff should remain home from school until they receive the test results.
- Students and staff who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication **and** have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can [return to school](#)<sup>1</sup>. Follow school health policies and communicable disease guidance for those illnesses. A doctor's note documenting the alternative diagnosis and a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms. Schools and districts should assist families in locating free or reduced cost medical clinics for assistance where needed.
- Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a doctor's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.

#### **If a student is sent home sick with suspected COVID-19 symptoms (e.g., runny nose, fever, diarrhea, etc.), must all their siblings/household members be sent home as well and quarantined for 14 calendar days?**

Yes, if one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolated within the household.

### **How many symptoms does a person need to have to be considered suspect COVID-19?**

Students and staff exhibiting one or more [COVID-like symptoms](#) should be immediately isolated, and evaluated. Schools should evaluate each student/staff to determine if this symptom is new or if it is part of an existing condition for this student/staff.

### **Our current school policy recommends sending children home with a temperature of 100.0°F or greater. The ISBE and CDC guidance both say 100.4°F or greater. Which should we use?**

For consistency with CDC and Illinois Joint Guidance for Schools, it is recommended that schools use  $\geq 100.4^{\circ}\text{F}$  as the threshold for fever.

### **If the sick person has a known condition causing the symptoms, e.g., allergies, migraine, etc., can this be taken into consideration?**

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.

## **Contacts to Cases**

### **What is contact tracing?**

Contact tracing is used by health departments to prevent the spread of infectious diseases. In general, contact tracing involves identifying people who have a confirmed or probable case of COVID-19 (cases) and people who they came in contact with (close contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to [isolate](#) and their contacts to [quarantine](#) at home voluntarily.

### **Who is a close contact?**

A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case.

### **Who will do contact tracing?**

Contact tracing will be performed by the Local Health Department (LHD), sometimes in partnership with DPH or a community-based organization. However, schools can assist the LHD by identifying all close contacts with a confirmed case. Documentation of assigned seats and taking photos of assembled classes can be useful in helping schools determine who was within 6 feet of a given case.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions for release of information in the event of an emergency and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

### **Is contact tracing only performed when a positive test is received?**

Contact tracing is performed for a confirmed case (laboratory confirmed positive) or a probable case (person with clinically compatible COVID-like symptoms and epidemiologically linked (known exposure) to a confirmed case or testing positive by an antigen test).

### **If a confirmed or probable COVID case is identified in a classroom, or on a school bus, who will be considered close contacts that need to be quarantined for 14 calendar days? Will this include the entire classroom or all the students on the bus?**

Exposure in a classroom should be limited to everyone with whom the confirmed or probable COVID case had close contact, within 6 feet, for at least 15 minutes throughout the course of a day. Exposure on a bus must include everyone who sat within 6 feet of the confirmed or probable COVID case for 15 minutes or longer. A

possible approach to identifying close contacts on a bus would be to include persons who sat 3 rows in front and 3 rows behind the confirmed or probable COVID case.

### **If the close contact and the COVID case were both wearing their cloth face coverings when the exposure occurred, is the close contact still required to be quarantined?**

Yes. While there is strong evidence that face coverings significantly reduce the risk of infection, the likelihood for transmission cannot be ruled out.

### **Is a physician's note required to return to school after a 'close contact' to a case completes 14 calendar days in quarantine?**

Persons who remain asymptomatic throughout 14 calendar days of quarantine do not need a physician's note to return to school. During the quarantine period, a contact tracer will be closely monitoring the contact to confirm they remain asymptomatic.

### **What is the definition of an outbreak in schools?**

Two confirmed cases of COVID-19 infections occurring within 14 calendar days of each other in individuals in the same classroom would meet the case definition for an outbreak. This is because the cases would be epidemiologically linked (known exposure to) with respect to place (same classroom) and time (within 14 calendar days). This would prompt an investigation by the LHD that may result in recommendations for testing and quarantining all students/staff in the affected classroom.

## **Special Situations/Other Groups**

### **Can the school nurse administer nebulizer treatments on campus?**

Where possible, nebulizer treatments should be scheduled to be administered at home or the student may switch to metered dose inhalers with spacers for use at school. Nebulizer treatments, if required to be administered at school, should be done in a separate room with only the school nurse and student present. Nebulizer treatments should be administered to only one student at a time. If a window or fan is available, open the window and vent the fan to blow out of the window. The person administering the treatment should wear personal protective equipment (PPE) including a fit-tested N95/KN95 respirator, a face shield or goggles, gown, and gloves. Hand hygiene (washing) should be performed before donning (putting on) and after doffing (removing) PPE. Upon completing the nebulizer treatment, the student should perform hand hygiene. The room should be left vacant for a period of time (suggested minimum of 2 hours) then thoroughly cleaned and disinfected. Consult with individual student health care providers, if applicable, and Individualized Education Program (teams to determine

the best modality to meet students' needs on an individualized basis. Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

**Playing of some music instruments and singing are recognized as ways COVID can be spread more easily by respiratory droplets. How can we prevent transmission in band or music classes?**

Whenever possible, hold music classes outside. When possible, music classes held indoors should occur in well-ventilated spaces and if possible, with windows open. Ensure students (and teachers) are physically distanced from each other by at least 6 feet and consider increasing the amount of social distancing more than 6 feet if space allows. Have students in one line or stagger spacing to ensure maximum distancing. Students should not face each other. Instruments where air is blown into or through should be turned so that expelled air does not go towards others. Consider using instrument covers to prevent spread.

**Occasionally, students share music, equipment, and even instruments. How do we manage these situations?**

Avoid sharing instruments. If instruments must be shared (e.g., drums), they should be cleaned and disinfected between students<sup>2</sup>. Music reeds and mouthpieces should **not** be shared. Note that some instrument surfaces may be damaged by cleaning and disinfecting products, so contact your instrument dealer for guidance on disinfection, and follow the manufacturer's instructions for cleaning. Discourage the sharing of music stands so that students do not inadvertently move closer to each other to see the music.

**If an athlete is diagnosed with COVID, is it up to the school to notify all other teams that the athlete has been in contact with?**

Yes – the school should make generic notifications to other schools and teams with which the confirmed or probable COVID athlete may have had contact without identifying the person's name. Provide minimal information to protect confidentiality, but enough for the school to respond as needed. The LHD can assist in making this notification.

**What is the role of the Local Health Department in a situation involving an athlete diagnosed with COVID-19?**

The LHD will conduct contact tracing to identify close contacts (including household, social, and sport-related) to the case and place them in quarantine for 14 calendar days.

**Testing**

**What is the average amount of time after receiving a COVID test that results will be received?**

Turnaround time (TAT) for laboratory test results is dependent on laboratory capacity. Typically, the TAT for test results from the state lab is 2-3 calendar days. The TAT can increase when the demand for testing is high. Private reference labs may be able to offer a shorter TAT and should be considered as an option for testing.

**Can the school be notified of a confirmed or probable case as quickly as possible?**

–Schools should ask parents/guardians to notify the school as quickly as possible with any confirmed or probable COVID-19 cases. It is important that schools communicate this expectation to parents/guardians early and often. The local health department (LHD) will also receive a report of a confirmed or probable case from either a lab or provider. However, the report does not necessarily

include school information (unless the school was the test submitter). This means that the LHD must obtain this information by interviewing the case/parent/legal guardian. The LHD will notify the school as soon as they have acquired the school information. Schools should identify a point of contact for LHDs, including someone who can be reached after hours.

**If a student or staff member presents a note or negative COVID -19 test result, for how many days is that test result valid?**

A negative polymerase chain reaction (PCR) test is valid only for the day on which it was reported. It denotes that on the day that the sample was collected, the individual being tested did not have any detectable virus in their system. Because the incubation period (time from exposure to infection) for COVID-19 is 2-14 calendar days, a person with a negative test may still develop infection at some point during the incubation period.

**Personal Protective Equipment (PPE)**

**What PPE is required to work in or attend school?**

All persons on school grounds including students, teachers, school nurses, administrative and secretarial staff, food service personnel, custodial staff, public safety personnel, etc., must wear a face covering at all times when in school or in transit to and from school via group conveyance (i.e., school buses), unless a specific exemption applies.

**What is the primary purpose of a face covering?**

The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others. To be effective, face coverings must be worn properly and must completely cover both the nose and mouth.

**How should cloth face coverings be cleaned and stored?**

Personal [cloth face coverings](#) should be taken home, [laundered](#) daily, dried in a dryer, and reused. Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container.

**When should a face covering be changed?**

Face coverings must be changed immediately if soiled, wet, or torn.

**Can face coverings be removed at certain times?**

Yes – face coverings may be temporarily removed at school:

- When eating
- When outdoors and physical distancing of at least 6 feet can be maintained
- When playing a musical instrument outdoors with at least 6 feet social distancing
- If using a face shield when other methods of protection are not available or appropriate (<https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>)

Strict adherence to social distancing should be maintained when face coverings are removed in limited situations.

### **What if a student or staff member is unable to tolerate wearing a face covering?**

Individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face covering are required to provide documentation from the individual's physician. These persons may wear a face shield in lieu of a face covering; however social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons should be implemented where possible.

### **What PPE is required by school nurses who are assessing a student or staff member reporting COVID-like symptoms?**

When performing clinical evaluation of a sick individual, school nurses will use enhanced droplet and contact transmission-based precautions. Staff performing this evaluation should use appropriate personal protective equipment (PPE) including:

- Fit-tested N95 respirator
- Eye protection with face shield or goggles
- Gown
- Gloves

Any staff member who may be involved in the assessment or clinical evaluation of a student or staff member with COVID-like symptoms should be trained on the type of PPE required and how to don (put on) and doff (remove) it correctly and safely.

Respirators such as N95s must be used as part of a written respiratory protection program.<sup>3</sup> OSHA requires that N95 masks be fit tested prior to use. This is an important step to ensure a tight fit for the mask to be effective in providing protection.

### **Can a face shield be worn instead of a face covering?**

Because respiratory droplets may be expelled from the sides and bottom of face shields, they do not provide adequate 'source control' and should only be used as a substitute for face coverings in the following limited circumstances:

- Individuals who are under the age of 2
- Individuals who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
- Students who provide a physician's note as documentation that they have a medical contraindication (a contraindication or condition that makes masking absolutely inadvisable) to wearing a face covering
- Teachers needing to show facial expressions where it is important for students to see how a teacher pronounces words (e.g., English learners, early childhood, foreign language, etc.). However, teachers will be required to resume wearing face coverings as soon as possible. Preferred alternatives to teachers wearing face shields include clear face coverings or video instruction. There must be strict adherence to social distancing when a face shield is utilized.

### **Who has the credentials to be able to provide a medical note or perform a routine health check-up?**

IDPH recommends that a physician licensed to practice medicine in all branches of medicine, as defined in [105 ILCS 5/27-8.1](#), be referred to for providing medical notes and performing routine health check-ups.

### **How should schools handle students with IEPs or 504 plans who cannot tolerate a face covering or a face shield?**

Students with an Individualized Education Program (IEP) or 504 Plan who are unable to wear a face covering or face shield due to a medical contraindication may not be denied access to an in-person education if the school is offering in-person education to other students. Staff working with students who are unable to wear a face covering or shield due to a medical contraindication should wear approved and appropriate PPE based on job specific duties and risks and maintain social distancing as much as possible. Other students should also remain socially distant from students who are unable to wear a face covering or face shield due to a medical contraindication. Schools should consult with their local public health department regarding appropriate PPE for these situations.

### **Can athletic face coverings, e.g., neck warmers be used as a substitute for cloth face coverings?**

CDC recommends that people wear [cloth face coverings](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain. Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called [source control](#). It is not known if athletic face coverings/neck warmers provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of athletic [face coverings/neck warmers](#) as a substitute for cloth face coverings.

### **Can you provide recommendation on cleaning?**

Schools should follow CDC's [guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes](#). **Cleaning and disinfection products should not be used by children or near children**, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **What kind of PPE is required for staff who clean areas used by a suspected or known COVID case?**

Personnel responsible for cleaning areas used by an individual known or suspected to have COVID-19 should use appropriate personal protective equipment (PPE) including:

- Fit-tested N95 respirator
- Eye protection with face shield or goggles
- Gown
- Gloves

### **School Closure**

#### **If there is a confirmed or probable case of COVID-19 within a school, what are the recommendations for school closure?**

Decisions for temporary closure of a school will be made by school leaders in consultation with the LHD during its investigation of a case or cluster of cases. If the LHD determines that there is a risk to the school community, the school may be closed temporarily for cleaning and disinfection. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

### **Are there alternative strategies to school closure that may be considered or employed?**

Alternative strategies, less drastic than closure, might include:

- Quarantining the affected classroom where social distancing is challenging (e.g. early childhood).
- Suspending affected classes or closing playgrounds.
- Canceling non-essential activities and meetings.
- Keeping students in constant class groups or classrooms and moving teachers routinely between classes.
- Increasing spacing between students in classes.
- Shortening the school week.
- Staggering school start and lunch/break times across year groups or classes.

### **Communication and Reporting**

#### **Are schools required to report information to the local health department including cases, type and onset of symptoms, number of exposed persons, etc.?**

Yes – schools must cooperate with the LHD to provide relevant information needed for mitigating the spread of COVID-19 infection and must be reported to the LHD for use in surveillance and contacting tracing public health activities. Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

#### **Is there a template letter for schools to use when notifying parents/guardians, students, and staff of a case of COVID-19?**

Yes - contact your local health department to obtain a copy.

#### **Is it a Family Educational Rights and Privacy Act (FERPA) violation to notify the LHD/IDPH or staff and parents of a confirmed or probable case(s) in our school?**

No – a laboratory confirmed case of COVID-19 is reportable within 3 hours to the Local Health Department per the [Communicable Disease Code](#). Identifiable information on a student or staff member including name and contact information, is reportable to IDPH or to the local public health authority for any notifiable disease or condition.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

#### **Does contact tracing violate the Health Insurance Portability and Accountability Act (HIPAA)?**

No. The HIPAA Privacy Rule allows for reporting by covered entities to public health for the purpose of preventing the spread of infectious diseases. HIPAA recognizes the legitimate need for public health authorities, and others responsible for ensuring public health and safety, to have access to protected health information to carry out their public health mission<sup>4</sup>.

#### **If we have a case of COVID-19 in a student at our school, what is our responsibility for notifying schools attended by siblings of the case?**

There is no need to notify a school attended by siblings of a sick individual. If the sick individual tests positive for COVID-19 or becomes a probable case, the LHD conducting contact tracing will place siblings

in quarantine for 14 calendar days and facilitate parental notification to the school(s) attended by siblings of the case.

**Besides public health authorities, who should be notified of a case of COVID-19 at our school? Must we notify the entire district, or only the classroom or the building?**

Communication of a confirmed or probable case of COVID-19 to the district and school community should align with the school's policy for notification of cases of communicable diseases. The communication message should counter potential [stigma](#) and discrimination. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and the Illinois School Student Records Act

**Travel Restrictions**

**Are there any current domestic or international travel restrictions for which we should be monitoring and excluding students and staff?**

There is widespread, ongoing transmission of novel coronavirus worldwide. Anyone who has traveled internationally in the past 14 calendar days should stay home and monitor their health. There is no current statewide guidance in Illinois for quarantining domestic travelers. However, some counties or municipalities do require or recommend 14 calendar days of quarantine for travelers returning from states with high community prevalence of COVID-19. IDPH does receive frequent notifications of travel-related exposures. If public health is notified that a student or staff member is a contact to a COVID-19 case as a result of travel, quarantine for 14 calendar days will be required. As an employer working with vulnerable populations, school administrators may consider advising staff who travel that they are required to quarantine (if exposed) due to travel.

**Cleaning and Disinfection**

**What kind of cleaning and disinfection should our school be doing routinely?**

Enhance your standard cleaning and disinfection practices. Increase the frequency of cleaning and disinfection with a focus on areas that are commonly touched, such as doorknobs, stairwells, light switches, elevator buttons, etc. Disinfect seats and rails on school buses at least daily. Shared objects such as toys, games, art supplies, should be cleaned and disinfected between uses. Ensure cleaning and disinfection products are EPA-approved and used safely and in accordance with label directions.

**What are exact cleaning requirements for areas used by a suspected or confirmed COVID-19 case?**

Areas used by an individual with COVID-like symptoms, e.g., examination room in the school nurses' office, should be closed off for as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows should be opened to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Environmental cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons with COVID-like symptoms, focusing especially on frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Personnel performing environmental cleaning should use personal protective equipment (PPE) including fit-tested N95 respirator, eye protection with face shield or goggles, gown, and gloves.

## **Resources**

<sup>1</sup> <http://dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf><https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx>

<sup>2</sup> <https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/>  
<https://issma.net/covidresources.php> (Indiana guidance may vary from Illinois)

<sup>3</sup> OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>

National Association of School Nurses

[https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020\\_NASN\\_Facemask\\_Considerations\\_for\\_Healthcare\\_Professionals\\_in\\_Schools.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Facemask_Considerations_for_Healthcare_Professionals_in_Schools.pdf)

<sup>4</sup> <https://www.hhs.gov/hipaa/for-professionals/special-topics/public-health/index.html#:~:text=Background%20The%20HIPAA%20Privacy%20Rule%20recognizes%20the%20legitimate,information%20to%20carry%20out%20their%20public%20health%20mission>

**<https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>**

# APPENDIX D

# COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



**Send home or deny entry (and provide remote instruction) if ANY of the following symptoms<sup>2</sup> are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.**

**Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.**

Status	A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	B. Symptomatic individual with a negative COVID-19 diagnostic test <i>Negative COVID-19 diagnostic tests are valid only for the date they are collected: specimens collected more than 48 hours prior to symptom onset are not counted for determining school exclusion status.</i>	C. Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test	D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	E. Asymptomatic individual who is a close contact <sup>6</sup> to a confirmed or probable COVID-19 case
Evaluated by Healthcare Provider	YES / NO	YES / NO	YES	NO	NA
Return to School Guidance	<u>Stay home</u> at least ten <sup>3</sup> calendar days from onset of symptoms <b>AND</b> for 24 hours with no fever (without fever-reducing medication) <b>AND</b> improvement of symptoms.	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	<u>Stay home</u> at least ten <sup>3</sup> calendar days from onset of symptoms <b>AND</b> for 24 hours with no fever (without fever-reducing medication) <b>AND</b> improvement of symptoms.	<u>Stay home</u> for 14 calendar days after last exposure to the COVID-19 case. <i>If COVID-19 illness develops, use the ten-day isolation period<sup>3</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.</i>
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>5</sup>	NA
Documentation Required to Return to School	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD	Negative <b>RT-PCR</b> COVID-19 test result OR healthcare provider's note indicating the negative <b>RT-PCR</b> test result	<b>If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis</b>	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved	Release from Quarantine letter (if received from their LHD) provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD

1 Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the [Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs<sup>1</sup> for Addressing COVID-19](#).

2 New onset of a symptom not attributed to allergies or a pre-existing condition.

3 Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.

4 If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

5 Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.

6 Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.

## Box A. Assessment of Symptomatic Persons

Consider the following when assessing symptomatic students/staff:

Are symptoms new to the student/staff person or are they a change in baseline for that individual?

*Does the symptomatic individual have any of the following potential exposure risks?*

Did the student/staff have an exposure to a suspected or confirmed COVID-19 case in the past 14 days?

Is there a household or other close contact with similar symptoms who has not been yet classified as a confirmed or probable case?

Is there a household member or other close contact with high-exposure risk occupation or activities (e.g. HCW, correctional worker, other congregate living setting worker or visitor)?

Did the student/staff member have potential exposure due to out-of-school activities (private parties, playing with friend groups, etc.) or have poor compliance with mask wearing and social distancing?

Do they live in an area of moderate or high community transmission? (as defined in the [Adaptive Pause Metrics guidance](#)<sup>1</sup>)

Do they have a history of travel to an area of high transmission in previous 14 days?

Is there an outbreak in the school or has there been another known case of COVID-19 in the school building in the last 14 days or are there other students or staff in the classroom or cohort currently out with COVID-19 symptoms?

## Box B. Clinical Evaluation for Children with Symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>)

Consider the individual's risk of exposure. See Box A.

No Exposure Risk Identified & resides in County with Minimal County Transmission<sup>1</sup>

If no known close contact to COVID-19 case and no other exposure risks, testing and exclusion for COVID-19 may be considered based on level of clinical suspicion and testing availability.

Alternate diagnoses should be considered, and exclusions based on usual practice. (Isolate until at least 24 hours fever-free without fever-reducing medicine)

Has Exposure Risk and/or Clinical Suspicion for COVID-19

Isolation  
COVID-19 Testing Recommended

### TESTING

PCR or antigen (Ag) testing is acceptable.

- If an Ag detection test is negative and there is a high clinical suspicion of COVID-19, confirm with PCR, ideally within 2 days of the initial Ag test.
- If RT-PCR testing is not available, clinical discretion can be used to recommend isolation.

Test result is only valid for the day of specimen collection.

<sup>1</sup> Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments. Available at <https://www.isbe.net/Documents/IDPH-Adaptive-Pause-Metrics.pdf> and CDC Indicators for Dynamic School Decision-Making available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>

#### Resources:

- COVID-19 Testing Overview <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
- Isolation and Quarantine: CDC <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

# APPENDIX E

# APPENDIX F

# APPENDIX G