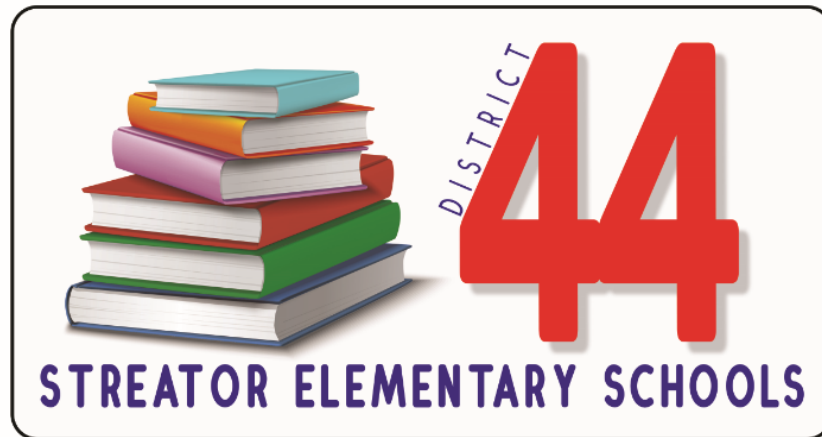


# STAFF/STUDENT RETURN TO SCHOOL PLAN 2020-2021



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## **District Return to School Committee**

The District Return to School Committee was responsible for creation of the plan to ensure the safety and wellbeing of our students and staff taking into consideration input from surveys administered to staff and parents. The committee was made up of administration, union leadership, transportation and food services staff. This plan is subject to change as these guidelines evolve.

### **I. Wellness**

#### **Staff & Student Protection Plan**

Streator Elementary Schools is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While this plan specifies guidelines for our staff, everyone's health and safety is dependent on each individual. Each staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

Each building principal will be responsible for submitting their initial individual plans to the Superintendent prior to August 5 for review and approval. Every effort must be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within each building as feasible.

#### **Physical Distancing**

Streator Elementary School students and staff are encouraged to maintain physical distancing (6 feet separation) throughout the school day as much as possible. Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas and the main office. Student mixing must be reduced to a minimum. Students will remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Students must use one classroom, one entrance to the building, one restroom, and one hallway to the extent possible. Every effort must be taken to create "bubbles" within each building for each classroom and grade level. This bubbling within the schools will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. This will also control the spread of COVID19 to a specific grade level or classroom. Building staff will review their student pick up and drop off procedures to maintain physical distancing.

#### **Face Coverings and P.P.E.**

We understand that physical distancing will not be possible for all circumstances. Staff will be required to properly wear a nose and mouth covering mask in all areas. This requirement is subject to change as these guidelines evolve. When walking to the restroom, in hallways, on a school bus, in common areas or outside of your classroom or work area, you must wear your face covering. Signage will be placed in areas requiring the use of face coverings. Gloves or other PPE must be used as needed when assisting students requires close contact. Streator Elementary Schools will provide (2) masks to employees. Employees may also use their own approved face covering.

### **Hand Hygiene**

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must hand sanitize upon entering the classroom each time. Hand sanitizer will be provided by the District. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students.

### **Training**

Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing should be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety.

### **Health Screening**

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 must remain home.

- |  |   |
|--|---|
| <input type="checkbox"/> Fever or chills   | <input type="checkbox"/> Headache   |
| <input type="checkbox"/> Cough   | <input type="checkbox"/> New loss of taste or smell   |
| <input type="checkbox"/> Shortness of breath or difficulty breathing                   | <input type="checkbox"/> Sore throat  |
| <input type="checkbox"/> Fatigue   | <input type="checkbox"/> Nausea or vomiting   |
| <input type="checkbox"/> A measured temperature of 100.4 degrees Fahrenheit or greater | <input type="checkbox"/> Known close contact with a person who has been diagnosed with COVID-19 |

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area, following the building procedure. Students will wear a mask and will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work.

Staff who has had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine. Staff will self-certify at the beginning of the year and will have temperatures taken upon entrance to the building each day.

### **Visitor Plan**

Visitors must be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening which includes a temperature check. Visitors will remain in the main office or other designated area for

the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to maintain physical distancing and student bubbling. This will be in addition to the normal sign in procedures.

All visitors entering the building must be asked the following questions:

**1. Has individual washed their hands or used alcohol-based hand sanitizer on entry?**

Yes

No – please ask them to do so

**2. Ask the individual if they have any of the following symptoms?**

- Cough
- Fever
- Muscle Pain
- Shortness of breath
- Loss of taste or smell
- If YES, restrict them from entering the building
- If NO to all, continue to step #3

**3. Check temperature, looking for a fever of 100.4 or higher**

- If YES, restrict them from entering the building
- If NO to all, continue to step #4

**4. Allow entry to the building and remind the individual to:**

- Wash their hands or use hand sanitizer throughout their time in the building
- DO NOT shake hands with, touch or hug individuals during their visit

### **General Classroom Guidance**

The following guidelines must be considered for each location.

#### **Pre-Kindergarten (PK) classrooms**

- Classroom areas must be clearly marked to show where to sit, stand or line-up with social distancing as much as possible
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas must be clearly marked to show where to stand or line-up for 6 foot spacing
- Windows must remain open for increased ventilation as much as possible
- Restroom and hand washing breaks must be scheduled and coordinated throughout the day
- Recess must be scheduled and coordinated by classroom to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff must review their student pick up and drop off procedures
- Do not share school supplies between students or staff

#### **Kindergarten to 8<sup>th</sup> grade classrooms**

- Seating must socially distance as feasible and must all be facing the same direction as feasible
- Clearly mark common areas and tables to show where to sit, stand or line-up for 6 foot spacing
- Students will remain with the same classroom group throughout the day; teachers will change classrooms rather than students during passing time

- ☐ Schedule restroom and hand washing breaks to be coordinated throughout the day
- ☐ Schedule and coordinate recess by grade level to minimize student mixing
- ☐ Hand sanitizing must occur whenever anyone enters the classroom.
- ☐ Sharing of school supplies between students or staff is not permitted
- ☐ Daily cleaning of classrooms
- ☐ Stagger transition times and review schedules
- ☐ Schedule/coordinate activities by grade level to minimize student mixing

### **Hallways, Main Office, and Common Areas**

- ☐ Six feet physical distancing when possible
- ☐ Require face coverings for staff and students
- ☐ Perform health screens for visitors
- ☐ Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas
- ☐ Playground equipment will be made available for use and cleaned after each use
- ☐ Provide access to building by Authorized personnel only. Visitors will be as needed only and will be restricted to a main office area (Clearly visible signage at each entryway)
- ☐ Restrict students to specific areas as identified by the building principal
- ☐ Clean high touch areas throughout the day

### **Cafeteria**

- ☐ Maintain six feet physical distancing
- ☐ Develop a meal procedure plan and incorporate this into final plan submitted to Superintendent
- ☐ Clean cafeteria between uses
- ☐ Clearly mark areas to indicate safe distancing for students
- ☐ Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas

- ☐ Face coverings required for staff and students (if not eating)

### **Restrooms**

- ☐ Six feet physical distancing
- ☐ Face coverings will be required for staff and students
- ☐ Clearly mark areas to indicate safe distancing for students
- ☐ Display clearly visible signage reminding everyone of physical distancing and face coverings
- ☐ Schedule and coordinate restroom and handwashing breaks as feasible
- ☐ Clean high touch areas throughout the day
- ☐ Assign restrooms to student groups as feasible

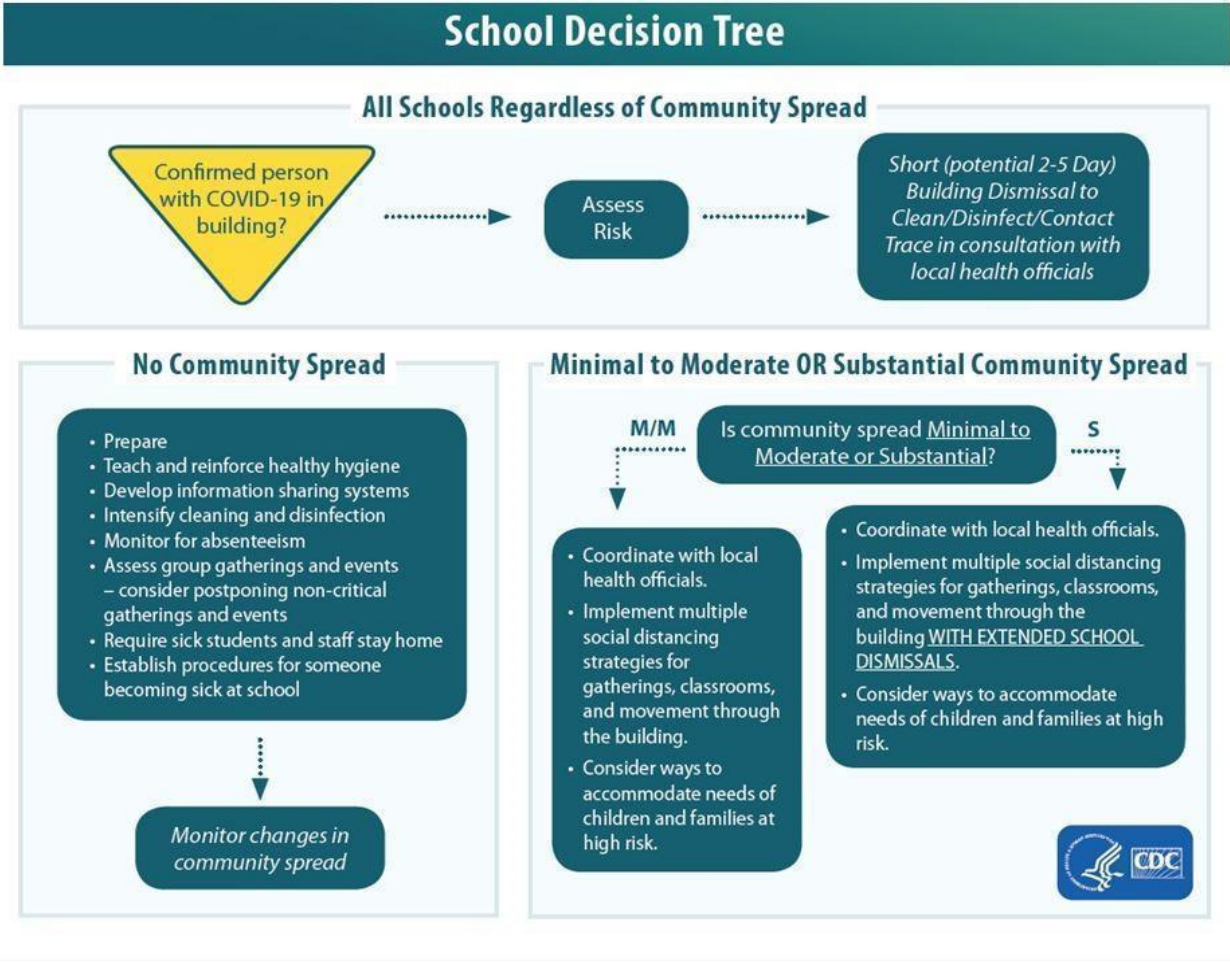
### **Shared Objects**

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., must be cleaned before and after use. Items that must be shared or communally used, must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual use. Machine washable cloth toys must be used by one individual at a time and cleaned in between uses or not be used at all.

### **School Closure Plan**

Streator Elementary Schools must be prepared for a short-term closure, regardless of community spread, **if an infected person has been in a school building**. If this happens, the CDC recommends the following procedures regardless of the level of community spread.





**Coordinate with local health officials**

Once learning of a COVID-19 case in someone who has been in a school, Streator Schools will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- The School Superintendent will notify the LaSalle County Health Department of the positive case of COVID-19
- The two entities will collaborate to confirm the positive COVID-19 case and to what degree the Streator Elementary Schools Positive Case Plan will be implemented.

**School Dismissal for a Positive Case (Schools Positive Case Plan)**

The school, grade level or classroom will be dismissed. This initial short-term dismissal allows time for the school and the local health officials to gain a better understanding of the COVID19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Schools are not expected to make decisions about dismissal or canceling events on their own. Streator Elementary Schools along with the LaSalle County Health Department recommendations for the scope (e.g., a single school, multiple schools, or the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.
- During any school dismissal, full virtual learning will continue for all students as scheduled.
- Meals will be offered as “grab-and-go” bagged lunches from a location to be determined for families affected by the school closure.
- The Superintendent is the only person authorized to decide to close the school.

**Communication Plan**

Streator Elementary Schools will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community will align with the communication plan in the school’s emergency operations plan.
- In such a circumstance, the District will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in person learning
- Dismissals due to Covid-19 will be placed on District Facebook page and communicated through School Messenger by the Superintendent

**Cleaning and Disinfection**

District custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 and wait if practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open

outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection.

### **Extending the school dismissal**

Temporarily dismissing PK-8 schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the LaSalle County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), Streator Elementary Schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the LaSalle County Health Department.
- Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school.

### **School-Sponsored Events/Activities**

Student and parent activities will be limited to groups of 50 or more in one space. Events, such as concerts, parades, backpack night activities, etc. are cancelled until further notice.

## **II. Human Resources**

This set of guidelines and protocols is being developed as a preliminary resource, and as such are subject to change when additional formal guidance or mandates are issued by the proper authorities.

District and labor unions will need to be cooperative, collaborative, flexible, and creative in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others as it surveys the landscape about returning to school in the fall of 2020.

### **Staff Return Plan**

The way and manner employees would be expected to conduct District business in the fall of 2020 will be dictated by executive and legislative guidance from the State of Illinois and Illinois State Board of Education. It is entirely possible that teachers and staff, at some point during the year, may be asked to continue to operate in the Remote Learning Mode as it was implemented during the Spring 2020 shutdown of schools. The District will make every effort to follow all CDC

and IDPH guidelines regarding district employees who fall under one or more of the “High-Risk” categories for susceptibility to COVID-19 as displayed in the Table below:

- People 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with liver disease
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)

An employee’s request for a special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) must be sent to the Superintendent for review and consideration. Absences that are tied to COVID-19 concerns must be accompanied by a physician’s note, or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, State, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.).

All public-school district employees are eligible for paid EPSLA leave. The law provides up to two weeks of job protected leave if:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) The employee has been advised by a health care provide to self-quarantine due to concerns related to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to an order as described in (1), or who has been advised as described in (2);
- (5) The employee is caring for a son or daughter whose school or place of care has been closed or whose childcare provider is unavailable due to COVID-19 related reasons; or

- (6) The employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

For reasons (1), (2), and (3), the employee is entitled to be compensated for the employee's regular rate of pay (up to \$511 per day). For reasons (4), (5), and (6), the employee is entitled to two-thirds of their regular rate of pay (up to \$200 per day). EPSLA leave is intended to be used in addition to sick leave already provided by the District.

### **Employees Unable to Report to Work for Lack of Child Care**

The Emergency Family and Medical Leave Expansion Act (EFMLEA) applies to all school employees who have worked at the District at least 30 calendar days. The law provides up to 12 weeks of job-protected leave because an employee is unable to work or telework to care for a son or daughter if the child's school or place of care has been closed to if the child's regular child care provider is unavailable due to a public health emergency. The first two weeks (10 days) of EFMLEA leave is unpaid and the remainder must be paid at two-thirds of the employee's regular rate of pay (capped at \$200 per day). Unlike EPSLA leave, the employee must first use any employer-provided leave during the period of EFMLEA leave. Additionally, you may substitute paid EPSLA leave for the first 10 days of unpaid EFMLEA leave.

You must provide supporting documentation for leave requested under either scenario, including but not limited to, a Doctor's note, the name of the health care provider who advised a self-quarantine due to COVID-19, and the name of the school or child care provider which is closed.

### **Work from Home**

If the District determines that it is both necessary and appropriate for an employee to work from home, the employee will be informed about the accommodation in writing. The employee and his/her supervisor will take steps to plan the scope of work that can be performed from home, including ensuring that technology or other devices necessary for telecommuting are provided. If a decision is made to continue remote learning in the fall 2020 or beyond, the following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.

- It is permissible for a teacher to take student records home, including students' personally identifiable information, (or PII), for the purpose of preparing and instructing students online. However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is NOT disclosed during the lesson. However, as a precaution, letting nonstudents observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.

- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII. And, if the recorded class contains PII, then the teacher MUST obtain appropriate written consent, electronically or otherwise, before sharing the recording; such recording can ONLY be shared with students who are enrolled in the teacher's class.
- It is permissible for a teacher to conduct a “Parent-Student” conference virtually while the teacher’s significant other is in the same room provided no PII is disclosed. If PII must be discussed during the virtual conference, then the teacher MUST either (a) Move away from his/her spouse to hold such discussion, or (b) Obtain prior consent from the parent/guardian in writing prior to holding the conference.

### **Liability Exposure for COVID-19 Related Issues**

The District will consult extensively with its Legal Counsel regarding all potential claims about the pandemic. Liability claims are currently estimated to be low because the COVID-19 contagion is not easily attributable to any one environment or source. The average person interacts with the public in their personal, social, family, and work lives and which means it would be difficult to isolate any one location as the source of the contagion.

### **Remote Teacher Attendance Guidelines**

Remote teachers who need to use paid time off (sick, personal, bereavement) are still expected to put time into the Skyward system as normal. If you are unable to come to the school building to instruct your remote learners or attend building required meetings, you will be required to use the leave listed above. If you are absent you are still expected to do the same preparation as normal for your classroom by uploading information into google classroom, providing assignments, etc. Then you should share your google classroom information with your sub assigned by the administration. If you sub in a classroom during your prep time, you will be compensated as is normal practice. This does not pertain to COVID-related absences.

### **Staffing Levels**

Every effort shall be made to ensure subs are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. Efforts will be made to have internal subs used before external subs. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

The District will monitor staffing levels within each building to ensure optimal operations for teaching and learning. If staffing levels drop below the ability for the building to maintain optimal operations, the District will review options and decide.

### **Teacher Evaluation**

The District and the labor union will need to review, discuss, and bargain the potential impact to the teacher evaluation system of any learning model that the district adopts.

### **Travel Requests/Return from Travel**

District sponsored travel will be limited. All travel will align with current IDPH, ISBE and CDC guidelines. Staff and students returning from travel to states or countries with high rates of COVID-19 may be subject to quarantine for a 14-day period pending IDPH guidelines and recommendations.

### **Outside Employment**

Any staff member who has additional, outside employment in another location that quarantines its staff will need to self-report to the administration and follow quarantine requirements.

## **III. Technology**

We believe that device availability along with access to the internet are key to student virtual learning. Therefore, Technology will play a vital role in student success.

### **Devices & Web Access**

Beginning on July 02, 2020, parents could register students online. Parents will also indicate whether they have internet access in their home during registration. Devices will be provided to all students (grades 2-8) to take home to complete remote/E-learning as needed. Students without web access may come to the building and download all information needed to complete assignments during the closure or before leaving school.

### **Device Distribution Plan**

Devices will be distributed to all students in grades 2-8 the week of August 17. Devices will be prepared and sanitized by the building principal or designee prior to distribution. These devices will be the responsibility of the student and parent until returned to the school. The parent will be financially responsible for any lost, damaged, or stolen devices, including the power. If a family leaves the District, all District property must be returned to the home school. Technical support will be provided by the technology department. Parents can also contact their home school with any questions regarding their device.

## **IV. Instruction**

### **Student Attendance**

Students will be assigned to attend on either "A", "B" or all "Remote" days. "A" days are on Monday and Thursday and "B" days are on Tuesday and Friday. Some special education students will attend all four days. There will be no students in the building on Wednesdays, but all teachers will participate in E-learning with their classes. Student attendance will be taken on Wednesdays. Principals will work with their staff to develop consistent guidelines for E-learning expectations.



### **Required School Physicals**

Due to effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, Streator Elementary School District is changing the Compliance Requirements date for physicals and immunizations. Traditionally, the State of Illinois has mandated that these be submitted no later than October 15<sup>th</sup>, but the District has required it to be done by the first day of school. This year only we will follow the October 15<sup>th</sup> date set by the State of Illinois, and we encourage you to obtain these requirements as soon as possible.

Clerical staff and nurses will be keeping track of families who are not in compliance as is normal procedure.

### **Required Sports Physicals**

Northlawn students wishing to participate in school-sponsored athletic teams must receive their sports physicals prior to the first day of practice.

### **Safety Education for Students**

Students will be receiving grade level appropriate education and guidance for proper physical distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

### **Social and Emotional Learning**

SEL supports will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed. We will continue to implement the SEL curriculum with the addition of an intentional focus on student's emotional health which may be impacted by COVID-19. Other SEL supports will be developed to add supports to our students as needed. Consistent surveys will be conducted with our students to identify those in need of support.

### **Music-Related Courses**

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures.

### **Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools should select outdoor PE activities that allow physical distancing. If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment.

Schools must consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

### **Student Non-Attendance**

Families choosing to not attend school in-person under the guidelines given by the District, ISBE and IDPH will be directed to the homeschool information on the Illinois State Board of Education website.

### **Other Programs**

All other programs will be reviewed for feasibility under schedule. These programs will be adjusted as needed to apply protection measures while fulfilling any grant or educational requirements.

All extra-curricular activities will follow the most current IDPH/ISBE guidelines.

Athletics will follow the guidelines provided by the IESA.

## **V. Operations**

### **Food Services**

The Food Services Department will provide breakfast and lunch for each student. Families may sign up to have meals delivered to locations throughout Streator on Wednesdays or at Northlawn Junior High School on Tuesday from 4:00 – 6:00.

### **Transportation**

The Transportation Department has played a critical role in the operations for many aspects of our student's education. Transportation has developed several safety protocols to keep our staff and students safe during the COVID-19 pandemic.

### **School Bus Sanitation**

The transportation sanitation plan will include disinfection of the school bus fleet. Schools buses will be disinfected at the end of routes as feasible and allowed to sit overnight for maximum disinfectant dwell time.

### **Physical Distancing During Transport**

Parents will be encouraged to transport their students to and from school. Following the CDC guidelines, school buses must modify seating layouts and create distance between children on school buses (g., seat children one child per row/families sit together,). As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses has been greatly

reduced. School buses must be allowed to have no more than 50 people on board. Students must always wear masks and refusal to do so will result in elimination of bus services for that student.

## Facilities

All custodial/maintenance staff play a critical role in adhering to school guidelines. The sanitation procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas.

### Daily Cleaning (Days with student attendance)

- Cleaning and disinfecting student desks/chairs daily
- Main touchpoints will be cleaned and disinfected (switches, handles, doors)
- Bathroom touchpoints will be cleaned and disinfected twice per day during student attendance
- Additional disinfecting throughout the school day to the following:
  - Push bars
  - Door handles
  - Soap Dispensers
  - Partition Doors (inside and outside of doors)
  - Toilet seats
  - Flush handles (urinals and toilets)
  - Hand dryer push buttons
  - All faucet handles in restrooms
  - All sink handles in classrooms, lounges, etc.
  - Handrails
  - Main office countertops

### After School Cleaning Process

- Deeper clean/disinfect to chairs and desks
- Deeper clean/disinfect to all classroom countertops, lounge tables, lounge counter tops, sinks, toilets, urinals
- Deeper clean to all dispensers, partition walls, restroom doors, office doors, etc.

### Detailed Cleaning (days with no student attendance)

- All touchpoints in the building will be cleaned and disinfected
- Deep cleaning to restrooms throughout the facility
- Additional deep cleaning and disinfecting will be done in classrooms
- Conduct a thorough cleaning of all surfaces discussed to remove any and all disinfectant residue off all surfaces

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

#### High Traffic Areas

- Hallways
- Stairwells
- Foyers
- Entry ways
- Restrooms
- Main offices

#### Low Traffic Areas

- Gym
- Cafeteria
- Auditorium
- Weight Rooms
- Playground equipment

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All supply requests should be sent through the building principal.

#### **School Calendar**

The District is allowed five remote planning days which count as student attendance days. The calendar will be revised to allow for a remote planning day on Wednesday, August 19 and Monday, January 4. The

remaining three remote planning days will be scheduled as needed, and parents and staff will receive as much advance notification as possible for these days.

# Appendix

## A

## **SOP for Return to School Checklist for Principals**

This Standard Operating Procedure has been designed to be used with the Return to School (RTS) Principal Checklist. This procedure will take you through the checklist step-by-step and assist in identifying any areas in your building that need preparation/procedure prior to students and staff returning to school in the fall. You are asked to prepare your building and complete the checklist by implementing all steps and processes necessary to meet the guidelines and returning this to the Superintendent no later than August 5. Before submitting to the Superintendent, you are asked to include the union co-presidents in reviewing the document for their approval. With the tools provided, you will be able to assure that your building is ready for students and meets or exceeds all health and safety expectations this fall.

### **A. Getting Prepared**

Please begin this process by establishing your own RTS building committee. This committee must include all stakeholders within your building. Please include custodians, teachers, secretaries, nurse, cafeteria, transportation, support personnel and parents in your building committee.

Address any questions you may have with your Superintendent

You will want consistent communication with your building staff and students and their families prior to the start of school to ensure everyone will be familiar and comfortable with the health and safety expectations and guidelines following the July 13 board meeting. The first draft of this plan will also be shared with staff after July 13. Parents will be notified first by the Superintendent following the July 13 meeting of the District plan and then building principal will communicate building specifics.

### **B. Signage and PPE**

Ensure you have all signage and supplies needed to meet or exceed the health and safety guidelines prior to students and staff returning to your building.

Make sure all building staff is aware of PPE expectations and procedures. Create action steps to follow should a staff member forget to bring their face covering. You may want to consider having extra face coverings available for such cases and how to get the mask to your staff prior to building entry. In some special cases, additional or specialized PPE may be needed, such as special needs classrooms. Please coordinate these specialized PPE requests with Heidi Schultz.

Be sure that orders for PPE are placed through the standard requisition process. Please have PPE available and on hand for visitors and staff as applicable.

### **C. Student Registration**

Keeping track of student numbers will be especially important this year. Ensure that your secretarial staff consistently checks on those who have not yet completed online registration. Students not enrolled by August 3 should be dropped after making a connection with the family.

### **D. Building Arrival and Dismissal**

As mentioned in the RTS Playbook, attempting to maintain physical distancing (at least 6-feet between staff and/or students) is an important step to help keep your staff and students safe. In order to do so, you will need to complete several steps throughout your building, starting with all entrance/exit points.

For this area, you will need to identify which classrooms or grade levels will be entering/leaving your building and which doors they will be using to do so. If certain doors are only to be used by certain grade levels or classes, this will need to be clearly indicated at each entrance/exit. You will also need to clearly mark the areas outside your building where students will be waiting prior to the start of school. Doorstops must be used to keep doors propped open if possible, to discourage unnecessary touching of these high-use surfaces. In addition, signage will need to be posted at each door to direct visitors where to go and what to expect (Visitor Policy). Signage with PPE and Health Procedures will also need to be posted at each entry/exit door. You are also encouraged to review your student pick-up and drop off procedure to ensure the physical distancing and health guidelines can be met with your current process and update/change it as necessary.

Depending on your building needs, you may want to assign staff to monitor students prior to entering the building to encourage physical distancing.

### **E. Hallways and Passing Times**

Your building hallways and high traffic areas will need special consideration in preparation for student return as many mitigation options are not achievable here.

It is recommended that you create a hallway roadmap or plan to determine the path(s) each class or grade level will take to the various location students may need to travel to (bathroom, office, cafeteria, etc.). Hallways must be clearly marked with direction of travel, if applicable as well as clearly indicated 6-foot spacing on hallway floors outside bathrooms, building doors and other waiting areas to show students and staff where to wait.



Throughout your hallways, signage reminding everyone of physical distancing and face coverings usage will need to be posted and clearly visible.

In high traffic areas, creation of a hallway usage schedule may be beneficial to avoid any unnecessary congestion; this may include but is not limited to scheduled restroom breaks, travel to/from cafeteria, playground etc.).

If hallways in your building are completely off-limits, they must also be clearly marked and/or cordoned off.

Locker usage must be avoided if possible. If lockers must be used, they must be assigned with as much distance between students as possible.

### **F. Office Area**

Your building's office may be a high-traffic area even with a reduced number of students in your building. Staff, students, and visitors may be coming through this area at various points of the school day.

You may need to rearrange your main office area so that office staff is able to work at least 6-feet apart from each other. Waiting areas for students and visitors must be clearly marked to encourage physical distancing. Signage reminding everyone of physical distancing guidelines and face coverings usage must be posted.

The Visitor Policy and Health Screening Procedure must be posted in an area highly visible as visitors enter the office, such as the entry door. You will need to determine which office staff member(s) will be performing the Health Screening and take each visitors temperature with the no-touch thermometer. The thermometer, PPE and Health Questionnaire must be stored in an area that is easily accessible for your office staff.

### **G. Cafeteria**

You along with the Building Return to School Team will need to determine if and how your cafeteria will be used during phase 4 of the Governor's Restore Illinois Plan. Any decisions, changes or alterations to your meal distribution plan must be coordinated with the Food Services Team. The Food Services Leadership Team must be involved and consulted during this planning phase.

Several factors will need to be considered, including the availability of staff to deliver meals to each classroom. If staff is not available to deliver meals, alternate options will need to be put in place; classes can travel to the cafeteria for a Grab and Go lunch and take it back to the classroom (A lunch schedule and hallway usage plan will need to be created) or meals can be

eaten in the cafeteria as long as physical distancing can be maintained. To accommodate this, additional lunch schedules may need to be implemented.

If the cafeteria will be used in any way, areas will need to be clearly marked to show students and staff where to wait, stand or sit, including the lunch line, lunch tables, and trash cans and outside the cafeteria doors, if applicable.

Signage reminding everyone of physical distancing and face coverings usage will need to be posted throughout the room.

#### **H. Classrooms**

Classroom set-up will differ from building to building and maybe even from room to room. We do encourage you to incorporate as many health guidelines as possible to create “student bubbles” to ensure the health and safety of all students and staff.

To avoid student mixing as much as possible, students need to remain with the same classroom group throughout the day, if possible, with teachers changing classrooms during passing time. This will support student ‘bubbling’ and increase your staff and student safety efforts.

Classroom areas will need to be clearly marked to let students know where to sit, stand or wait with 6-foot spacing; off-limit areas must be clearly marked as such. Students’ desks must be set up 6 feet apart and facing the same direction. If tables are being used instead of desks, they must be clearly marked to indicate where students can or cannot sit.

If a classroom does not have its own bathroom, a bathroom schedule will need to be created to avoid congestion in the hallways and bathrooms. The same applies to recess which must be limited to one grade level on the playground at a time.

Classrooms must have hand sanitizer available at each door and students must be encouraged to use hand sanitizer each time they enter the room. Signage reminding everyone of handwashing and –sanitizing expectations must be posted throughout the classroom. If a sink is present in the classroom, a sign reminding students of proper handwashing techniques must be posted near it. Students must also be reminded not to share school supplies

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures.

If meals will be eaten in the classroom, a delivery or pick-up plan will need to be developed in coordination with the Food Services Department. Meals can be delivered to classrooms by cafeteria (or other designated) staff or, if not enough staff is available, it can be picked up and taken back to the classroom. In that case, you can either have a staff person retrieve the meals from the cafeteria or the class can travel to the cafeteria and take their meals back to the

classroom (Grab 'N Go). With the latter option, creation of a lunch schedule is especially important to avoid overcrowding of the hallways and cafeteria. Each building principal will need to meet with the Food Services Team to develop a building specific plan and schedule. Your custodial staff will need to be involved in this planning process to ensure proper cleaning after mealtime.

### **I. Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools must select outdoor PE activities that allow physical distancing. If physical education must be taught inside, utilize markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment.

Schools must consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

### **J. Restrooms**

Your buildings' restrooms will be one of your high-traffic areas. The area immediately outside the door must be clearly marked to show students where to wait or stand with 6-foot spacing, including sinks if necessary.

Signage reminding everyone of proper handwashing techniques, physical distancing and face coverings usage must be clearly posted. Enough hand soap and paper towels need to be available at all times.

### **K. Common Areas**

Face coverings are required for staff in all areas. If you are utilizing other Common Areas throughout your building, remember to prepare them for student use prior to the start of school.

As with the other areas, they will need to be clearly marked to show students where to sit, stand or wait with 6-foot spacing. Signage reminding everyone of physical distancing and face coverings usage must be posted throughout the room.

#### **L. Student Services**

Your special needs students will need to receive services when they return to your building. Determine which services can be provided in the classroom and designate and clearly mark those areas. If you determine that not all services can be provided in the classrooms, designate a room or rooms and create a schedule. A cleaning procedure and/or schedule for these rooms will need to be developed. Signage to remind everyone of physical distancing and face coverings usage will need to be posted here as well.

#### **M. Sick Student/Staff**

You will need to designate an area in your building as the Sick Student/Staff Quarantine Area and it will need to be clearly marked as such. Any sick persons must wait in this quarantine area until they can go home. If you have a sick student, a staff member must be supervising the student until they are able to leave. Action steps need to be set in place in case a parent/guardian is not reachable or able to pick-up their student.

Hand sanitizer and/or PPE must be available in your quarantine area. Signage reminding everyone of physical distancing and face coverings usage must be posted.

**Once completed, submit the attached checklist, with details of your building plan, to your Superintendent for approval.**

Please mark each step as you complete it or indicate if not applicable along with notes on how this will work in each building.

**A. Building Arrival & Dismissal**

- Designate Entry & Exit doors for each grade level
- Create/post signage for each door to clearly indicate entry/exit usage by classroom, grade level or as determined by building principal to accommodate building
- Create/post signage to let visitors know where to go and what to expect (Health Screening) at each door
- Create/post signage with PPE and Health Procedures
- Clearly mark outside area to show students where to wait with 6-foot spacing
- Review student pick-up and drop-off procedures

Notes/Comments:

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**B. Hallways & Passing Time**

- Create roadmap for each classroom to determine navigation of building (to bathrooms, recess, office etc.)
- Communicate roadmap to teachers and other staff, as necessary
- Mark direction of travel on hallway floor, if applicable
- Clearly mark 6-ft spacing on hallway floor, as applicable (outside restrooms, building exits and other waiting areas) Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

- Create classroom/grade level specific schedule for hallway usage (scheduled restroom breaks, travel to cafeteria, playground etc.)
- Create/post signage for hallways that are completely off-limits

Notes/Comments:

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**C. Office Area**

- All staff at least 6 feet apart
- Clearly mark office area to encourage physical distancing for staff, students and/or visitors who need to come to the office
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage
- Create/post clearly visible signage with Visitor Policy and Health Screening Guidelines
- Determine which staff person will perform Health Screenings
- Determine storage location for no-touch thermometer, if applicable
- Clearly communicate health screening process and health questions to ask visitors to staff performing screenings.

Notes/Comments:

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**D. Cafeteria**

- Determine if Cafeteria will be used for meal consumption
- Clearly mark areas to show students where to wait, sit or stand with 6-foot spacing
- Lunch line, if applicable
- Lunch tables
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

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**E. Classrooms**

- Clearly mark areas to show students where to wait, sit or stand with 6-foot spacing
- Desks set apart facing the same direction
- Clearly mark tables to indicate where students can and can't sit
- Create a restroom schedule, if necessary
- Create a recess schedule, if necessary

- Ensure hand sanitizer is readily available at all classroom entrance doors
- Create/post signage for each classroom to reminding students of handwashing/-sanitizing process and expectations
- Create/post signage to remind students not to share school supplies, if applicable
- If meals will be eaten in classroom, create delivery or pick-up plan for each classroom or grade level
- If meals will be delivered to classroom, designate delivery staff and create schedule
- If meals will be picked up from cafeteria, designate person and create schedule

Notes/Comments:

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**F. Restrooms**

- Clearly mark areas to show students where to wait or stand with
- 6-foot spacing, including sinks if necessary
- Create/post clearly visible signage reminding everyone of handwashing procedure, physical distancing and face coverings usage
- Ensure hand washing supplies are readily available

Notes/Comments:

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**G. Common Areas**

- Clearly mark areas to show students where to wait, sit or stand with 6-foot spacing
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

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**H. Services**

- Determine which services can be provided in classrooms
- Designate and clearly mark area in classroom
- Determine which services can't be provided in classrooms
- Designate room(s)
- Create schedule
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

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**I. Sick Student/Staff Procedures**

- Clearly communicate Sick Student/Staff Procedure to staff
- Designate Sick Student/Staff Waiting Area
- Determine which staff member will be waiting with sick student until parent pick-up
- Ensure hand sanitizer and/or PPE is readily available in designated waiting area
- Create action steps if parent of sick student can't be reached or is unable to pick-up student
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

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**J. Signage and PPE**

- Ensure all necessary signage has been created and/or ordered and posted

- Ensure staff is aware of PPE procedure and expectations
- Have a plan if staff forgets to bring their face covering
- How will staff retrieve extra face covering/enter building w/o one?

Notes/Comments:

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