

Richmond Grade School

Road Map to Reopen

Our Guide to Reopening School

Based on Guidance From ISBE, IDPH, and CDC

January 2021

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Introduction

It is our goal to educate all students during the COVID-19 pandemic in a manner that allows for as much in-person learning as possible. Nippersink SD 2 continues to follow all guidelines set forth by the IDPH, ISBE, and CDC in order to ensure our students and staff have a safe and healthy environment to return to this fall. This plan outlines all the safety measures taking place in addition to the new protocols, procedures, and enhanced cleaning plans designed to keep our students and staff safe.

The COVID-19 pandemic is a very fluid situation and both Districts must be prepared to change our delivery of instruction at any point. This guide to reopening RGS will outline the specifics of what to expect during an in-person learning model and hybrid learning model.

Schedule - January 2021

HYBRID MODEL

The hybrid schedule allows for students' social/emotional and academic deficiencies to be addressed when transitioning from remote learning to in-person learning. Moving to a hybrid instructional delivery will allow students the time to reacclimate to school, learn new safety procedures, and reconnect with teachers and friends in a smaller, less crowded environment. During this time, students will receive additional information and clarity related to student and staff expectations that go along with remote lessons and assignments. We believe that having a hybrid model that includes both in-person and remote instruction supports a smoother transition if schools are required to abruptly close and return to a remote learning model.

REMOTE LEARNING OPTION

Parents/Guardians not wanting to send their student(s) back to in-person learning, may choose to opt into full remote learning. **If a parent/guardian chooses the remote learning option, they must commit to it through at least the third quarter before a change back to in-person learning can be made.**

RETURN TO SCHOOL SCHEDULE

- January 4 - 13 Full-remote instruction for all students.
- January 14 - 15 NO SCHOOL STUDENTS
- January 14 - 15 Teachers report to school for Remote Planning Days
- January 19 Hybrid Model begins for all grade levels

Hybrid School Hours **8:45-2:30**

This plan will operate on an alternating A/B schedule. Students will attend school in-person every other day.

- **GROUP A** students were previously known as “Monday/Thursday” students.
- **GROUP B** students were previously known as “Tuesday/Friday” students.
- Full remote students will be broken down into GROUP A or GROUP B.
 - They will “attend” school with the group they are assigned.
 - This will be determined after January 7th and parents will be notified.
- Full remote students will be live-streamed into the classroom. Classroom teachers will instruct in-person and full-remote students simultaneously.
- When students are on their off day and not being instructed by their teacher, they will be given work to complete and will work on Specials assignments. *Teachers will hold office hours from 2:30-3:00 for these students.
- **Live Specials will be available Monday - Thursday.** Specials teachers will have office hours daily.
- A calendar will be provided for you to track if it is an A Day or a B Day.

Specials Schedule

*If you have any questions reading the Specials schedule, please do not hesitate to contact the office so we can help you to better understand it.

- Students will have the ability to participate in live Specials zooms **two** days a week (either M/T or W/Th depending on when they are NOT being instructed by their classroom teacher).
- Lessons will still be pre-recorded so if a student is unable to attend the live zoom, they can complete the lesson as they have been doing up to this point.
- **OFFICE HOURS:** Specials teachers will hold office hours Monday - Thursday from 1:30-2:30 for any students who had questions with their assignments. They will also have time on Fridays from 8:45-9:15.
- *****Should a Specials teacher get pulled to sub in a classroom, their live zoom will be canceled for the day and students should utilize the pre-recorded video.**

M/T	Computers	Art	Library	PE	Music	Spanish/Enrichment
8:45-9:45	K	2nd	1st (8:45-9:15)	3rd	5th	4th (8:45-9:15) / (9:15-9:45)
10:00-11:00	1st	K	2nd(10:00-10:30)	4th	3rd	5th (10:00-10:30) / (10:30-11:00)
11:15-12:15	2nd	1st	K (11:15-11:45)	5th	4th	3rd (11:15-11:45) / (11:45-12:15)
W/TH	Computers	Art	Library	PE	Music	Spanish/Enrichment
8:45-9:45	3rd	5th	4th (8:45-9:15)	K	2nd	1st (8:45-9:15) / (9:15-9:45)
10:00-11:00	4th	3rd	5th (10:00-10:30)	1st	K	2nd (10:00-10:30) / (10:30-11:00)
11:15-12:15	5th	4th	3rd (11:15-11:45)	2nd	1st	K (11:15-11:45) / -

Health and Wellness

SOCIAL DISTANCING

- Social distancing of six feet should be observed as often as possible.
- Signage will be posted throughout the building as indicators of safe distances.
- Teachers are encouraged to take students outside as often as possible to instruct or give students a break from wearing their masks as long as appropriate social distancing is practiced.
- Parents are encouraged to ensure their child can tie shoes and zip their own coats so that social distancing can be maintained as much as possible.

PPE and FACE COVERINGS

In accordance with IDPH and ISBE mandates, ALL individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

- All individuals inside the building must wear an approved face mask.
- Masks may be removed while eating a snack.
- Masks do not need to be worn outside as long as social distancing is practiced.
- Any student refusing to wear a mask will be sent home.
- Classrooms will have emergency masks for any student who does not have one with them from home or if theirs breaks.
- Classrooms will have one box of gloves.

HYGIENE

Frequent hand washing and hand sanitizing are 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 should be used.

- Classrooms will have sanitizer pumps located by the door.
- Classrooms will have wipes to clean desks. 160 count...one wipe cleans three desks

HEALTH SCREENING

- Students and staff are encouraged to stay home when not feeling well.
- Any student or staff member who begins to show symptoms related to COVID-19 will report to a designated area until they are able to leave the building.
- Students in this area must be picked up by a parent or guardian, bus transportation home will not be permitted.
- Staff members who have had contact with someone who is positive for COVID-19 must notify the 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.

SYMPTOM CERTIFICATION

Each student attending the hybrid school model, must have a parent/guardian complete and turn in a daily COVID-Free Symptom Certification form. The form will be provided to the families prior to the start of the hybrid start date for each grade level. For those students entering a school bus, the form must be given to the bus driver. For those students being dropped off by car, the form must be given to one of the supervisors outside the school.

District #2 / District #157
COVID-FREE SYMPTOM CERTIFICATION

By signing this card, I certify that my child is safe to attend school and DOES NOT have any of the following COVID-19 Symptoms:

• Fever (Temperature of 100° or greater) or chills	• New loss of taste or smell
• Cough	• Sore throat
• Shortness of breath or difficulty breathing	• Nausea or vomiting
• Fatigue	• Muscle/body aches
• Headache	• Known close contact with a person who has been diagnosed with COVID-19

Date: _____

Student Name: _____

Guardian Signature _____

DESIGNATED QUARANTINED SPACE

- The nurse's office will be designated as the quarantine space for any student or staff member displaying symptoms.
- Teachers will be given bags with items to help students in their classrooms with non-Covid symptoms. Teachers can also call the nurse or the office to assist with these students.

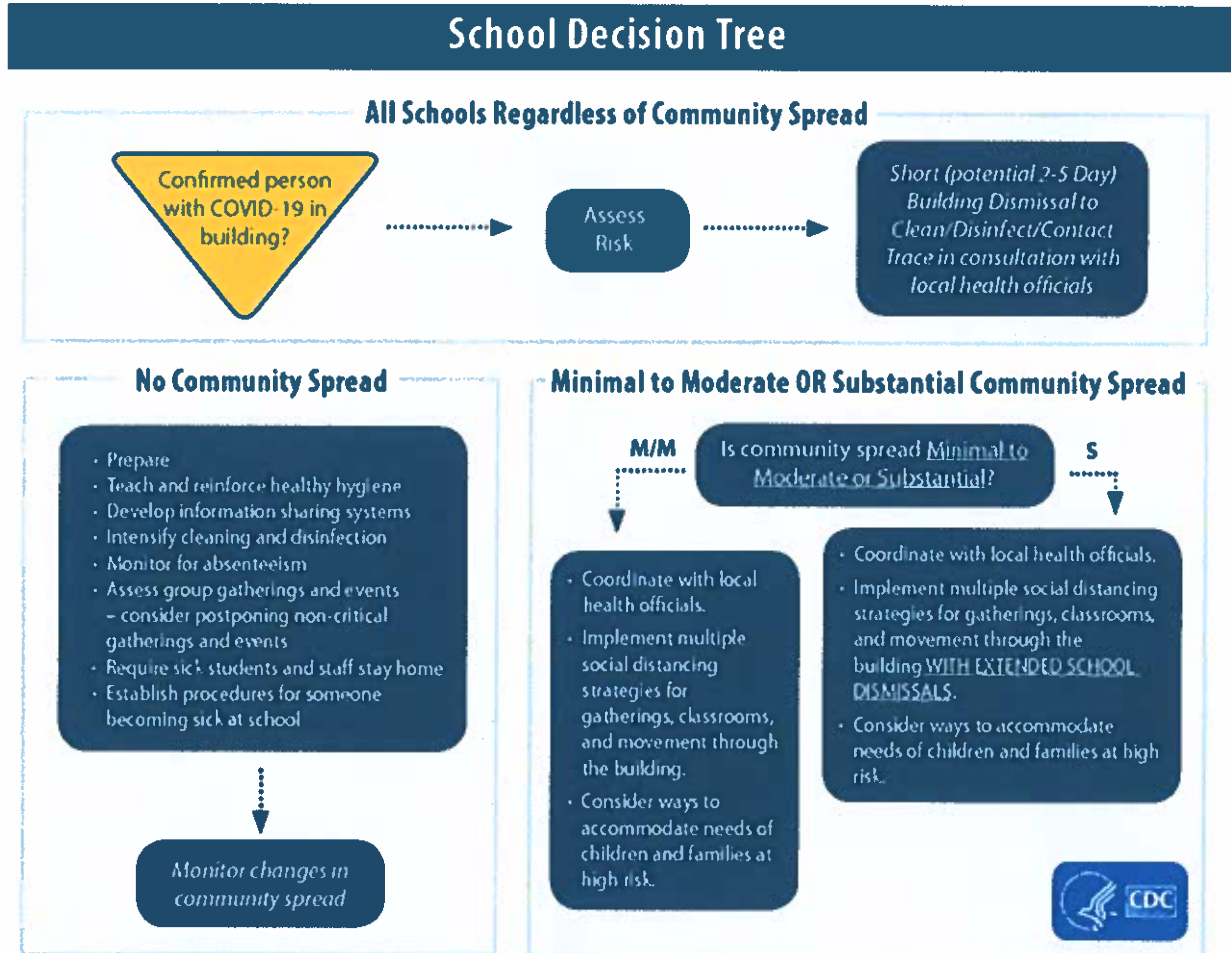
PREPARING FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

- Nippersink SD 2 will communicate with families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Currently, known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return. The identity of any individual who test positive for COVID-19 will remain confidential and will not be released to the public.
- CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the school principal following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home.
- When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precautions. Students should never be left alone and must always be supervised while maintaining necessary precautions.
- Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection.
- Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more

than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

SCHOOL CLOSURE PLAN

Nippersink SD 2 must be prepared for a possible 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.



Operations

MAIN OFFICE

- No more than two visitors (in addition to the two secretaries and principal) may be in the office at one time. Signage will be posted in the vestibule, as well as from the main hallway as a reminder.
- Markings on the floor will indicate where visitors may stand.

VISITORS/VOLUNTEERS

- Visitors will be asked to remain in the office or vestibule while the student they need comes to them.
- Visitors will not be permitted outside of the main office unless necessary and approved.
- All visitors must observe proper face covering protocols while waiting for their student.
- Volunteers will not be allowed to help in classrooms or assist in any area of the building.
- Outside groups may not use the RGS facilities.
- Delivery personnel will need to check in via the main office before entering the building.
- Upon entering the main office, visitors will be asked the following questions:
 - Has the individual washed their hands or used alcohol-based hand sanitizer upon entry?
 - Yes - Proceed to the next question
 - No - Please ask them to do so and then proceed to the next question
 - Ask the individual if they have any of the following symptoms:
 - Cough
 - Shortness of breath
 - OR at least TWO of these symptoms
 - Fever
 - Shaking with chills
 - Headache
 - Loss of taste or smell
 - Muscle pain
 - Sore throat
 - Vomiting
 - Diarrhea
 - If YES, RESTRICT them from entering the building
 - If NO to all, continue to the next step
- Check temperature
 - If 100.4 or higher RESTRICT them from entering the building
 - If 100.3 or lower, continue to the next step
- Allow entry to the building (if determined to be necessary) 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 visitors in the building

WATER FOUNTAINS

- Water fountains will be disabled except for the bottle refilling station.
- Students are encouraged to bring their own water bottle each day **LABELED CLEARLY WITH THEIR NAME.**

BIRTHDAY TREATS

- Students are only allowed to bring store-bought, individual pre-packaged items. (Cupcakes from the bakery are not permitted.)
- Items (including, but not limited to) such as trinkets, bookmarks, or pencils are allowable if they come in the wrapped packaging.

FIELD TRIPS

- Field trips are canceled until further notice.

CLASSROOM PARTIES

- Classroom parties are canceled until further notice.

HALL PASSES

- If a student is given a hall pass, it must be paper.

ATTENDANCE FOLDERS

- Grade level aides will bring attendance folders to the office rather than student runners.

CLASSROOM LIBRARIES

- Students will not be permitted to visit classroom libraries as this is a small, shared space in a normal setting. Teachers are encouraged to put together "book bags" for individual students, based on their interests, to keep in their desks and use throughout the week.
- Upon collection of handed out books, the teacher will set these books aside for at 72 hours before future use.

HOOKS

- Students will store coats/backpacks on hooks, but should be spaced out as much as possible.

Instruction

Teachers are encouraged to bring their classes outside for instruction whenever possible. If students are outside and socially distanced, they are able to remove their masks.

CLASSROOMS

- Common gathering areas are not permitted.
- Small group instruction is not permitted unless social distancing can be provided.
- Desks are recommended to be at least 6 feet apart. Students will distance 4-6 feet depending on the size of the classroom and the number of students.
- It is recommended that students all face the same direction. Rows are required.
- Students will be expected to remain seated unless otherwise directed by their teacher.
- Teachers/students will sanitize as needed throughout the day.
- Teachers/students will be asked to sanitize their hands upon entry of the classroom, and upon leaving. In addition, they will also be asked to sanitize before and after eating.
- Desks will be sanitized daily with wipes provided.

CLASSROOM MATERIALS

- Community supplies are not permitted.
- Each student will require their own supplies.
- Teachers are encouraged to put together individual manipulative bags for students to keep in their desk.
- Students will be assigned their own device, textbooks, and desk.
- If any materials are used by an individual student that do not belong to them, they will need to be sanitized before another individual may use them.

IEPs/504s

- IEPs/504s will be carried out per their requirements.
- Questions can be addressed with case managers.

SEL

While core subjects are essential, so is the delivery of SEL to our students. Teachers are encouraged to incorporate as many SEL activities as possible to build relationships with students and to acclimate students to this new and different environment.

LEARNING PLATFORM

All students in grades K-5 will utilize Google Classroom. All assignments, links, and meeting times will be provided through the student's Google account.

Procedures

ARRIVAL

Student entry into the building will begin at **8:30**.

- Students will NOT be permitted to wait inside the vestibule from **8:30-8:45**.
- Parents dropping off students will be asked to use the driveway that runs along the 4th/5th grade hallway. Upon entering, please stay as far over to the right side as possible. As you pull around back, loop with the parking lot perimeter and pull your vehicle up to the fence opening. A staff member will open the gym door when it is time for students to enter the building. Students should wait in your car until your vehicle is the first in line. This is to assist in social distancing and for the safety of our students. Once your child has exited your vehicle, you may continue out the same way you came in.
- Buses will stagger their drop off to help maintain social distancing.
- Students are to report directly to their classrooms and may not visit the office or other staff members.
- Students who arrive after **8:45** should report directly to the office through the main entrance. An adult will need to accompany them inside to sign them in as they will be considered tardy.

DISMISSAL

- Parents are not permitted to wait inside the vestibule for their students.
- Parents picking up students will be asked to use the driveway that runs along the 4th/5th grade hallway. Upon entering, please stay as far over to the right side as possible. As you pull around back, loop with the parking lot perimeter and pull your vehicle up to the fence opening. Students will line up socially distanced by classroom on the opposite side of the fence, but will not be released to you until a staff member calls for them to come to your car. This is to assist in social distancing and for the safety of our students. Once your child has entered your vehicle, you may continue out the same way you came in. You may also pull up to allow your child to buckle their belt as not to disturb the flow of traffic.
- Kindergarten will load buses first beginning around **2:20**.
- Car riders will be dismissed to the back of the school at **2:28**.
- Walkers will be dismissed at **2:28**.
- Walkers will be asked to use the exit closest to their classrooms as designated by their teacher.
- Bus riders will remain in their classrooms to wait for the bus to be called beginning at **2:30**.
- Two buses at a time will be called with about a minute of wait time in between to allow for students to socially distance as they exit the building.
- Bus riders will be asked to use the exit closest to their classrooms as designated by their teacher.
- Buses will be released from the parking lot when the building has been cleared.

ATTENDANCE

- Student attendance will be taken on their in-person **instructional days** for hybrid and remote students.
- If a student (hybrid or remote) must miss instructional time, parents are responsible for calling the office so their child can be marked as excused. **Failure to call the office will result in an unexcused absence.**

LUNCH/RECESS

- Each grade level will be assigned a lunch/recess time.
 - K: 10:45 Lunch/11:15 Recess
 - 1st: 10:45 Recess/11:15 Lunch
 - 2nd: 11:45 Lunch/12:15 Recess
 - 3rd: 11:45 Recess/12:15 Lunch
 - 4th: 12:45 Lunch/1:15 Recess
 - 5th: 12:45 Recess/1:15 Lunch
- Students may bring a snack to school to eat at a designed time.
- Students will eat in the cafeteria **UNLESS WE FIND WE ARE UNABLE TO SOCIALLY DISTANCE**. At this time our numbers support a group less than 50 and we should be able to spread out enough at the tables. Should this change, students will eat in their classrooms.
- Families may continue to order lunch for students to eat at school, or to have delivered.
- During recess students may **NOT** play on the equipment. Masks can be taken off as long as students are distancing from one another.

BATHROOMS

- Classes will take class bathroom breaks. If a student needs to use the bathroom at a different time, he or she will be able to do so. This is to ensure that proper social distancing occurs and that groups of students do not congregate in the bathrooms.
- A schedule will be created for teachers to sign up for bathroom time slots. Bathrooms will be sanitized after each classroom restroom break..

PAVILION USAGE

- A schedule will be created for teachers to block time in the pavilion. The pavilion will be sanitized after each time slot.

LIBRARY BOOK CHECKOUT & RETURN

- Books can continue to be checked out as they have been since the start of the school year.
- If a hybrid student checks out a book, Mrs. Okayama will deliver it to the student's classroom.
- If a remote student checks out a book, it will be placed on the cart in the vestibule for parents to pick up.
- Returning books:
 - Each classroom will have a designated spot or tub near their classroom door. Mrs. Okayama will collect books that have been returned.
 - Remote students can return their books to the tub in the vestibule.
 - Books will be kept off the shelves for at least 72 hours before making them available for others to check out.

HALLWAYS

- Movement in the hallways should be limited.
- Hallway traffic will move on the right side of the hallway in the direction you are going.

SENSORY MOTOR PATHWAYS

- Only one student at a time (per pathway) is permitted.
- An aide or teacher must accompany the student using the pathway to ensure the student can socially distance from anyone else in the hallway.
- Hands should not be used in any part of the pathways. Students should participate with their feet only.


STUDENT MISBEHAVIOR

- If a staff member wants to send a student to the office due to behavior, they will need to call the office to ensure space is available. A plan will be made to determine when the student can be seen.
- Students should never be sent without contacting the office first.



January 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 	2
3	4 Full Remote Learning	5 Full Remote Learning	6 Full Remote Learning	7 Full Remote Learning	8 Full Remote Learning	9
10	11 Full Remote Learning	12 Full Remote Learning	13 Full Remote Learning	14 NO SCHOOL Teacher Institute Day	15 NO SCHOOL Teacher Institute Day	16
17	18 NO SCHOOL MLK Jr. Day	19 A	20 B	21 A	22 B	23
24	25 A	26 B	27 A	28 B	29 A	30
31						



February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 B	2 A	3 B	4 A	5 B	6
7	8 A	9 B	10 A	11 B	12 NO SCHOOL Teacher Institute Day	13
14	15 NO SCHOOL President's Day	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A	25 B	26 A	27
28						

Notes:



March 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 B	2 A	3 B	4 A	5 B	6
7	8 A	9 B	10 A	11 B	12 A	13
14	15 B	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A	25 B	26 A	27
28	29 NO SCHOOL Spring Break	30 NO SCHOOL Spring Break	31 NO SCHOOL Spring Break			

Notes:



April 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NO SCHOOL Spring Break	2 NO SCHOOL Spring Break	3
4	5 NO SCHOOL Spring Break	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15 A	16 B	17
18	19 A	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B	29 A	30 B	

Notes:



May 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 A	4 B	5 A	6 B	7 A	8
9	10 B	11 A	12 B	13 A	14 B	15
16	17 A	18 B	19 A	20 B	21 A	22
23	24 B	25 A	26 B	27 A	28	29
30	31					

Notes: