

# Spring Grove Elementary School



## Road Map to Reopen Updated (January 2021)

Our Guide to Reopening School  
Based on Guidance From ISBE, IDPH, and CDC

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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. Spring Grove Elementary School 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 SGE is prepared to change our delivery of instruction at any point. This reopening guide will outline the specifics of what to expect during an in-person learning model, hybrid learning model, and a full remote learning model, should we need to go return to it at any time.

If you have direct questions regarding a policy or any other concerns, please contact your student's principal. Your student's principal will be able to give you the latest information and rationale for specific policies or decisions that have been made.

## **Back to School Schedule - Updated for January 2021**

### **Hybrid Schedule**

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 model 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. The following table outlines the daily schedules for Spring Grove Elementary School.

### **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 will be made.

# SGE Hybrid Schedule (Updated January 2021)

## Return to School Schedule

- **January 4 - 13** Full-remote instruction for all students
- **January 14 - 15** NO SCHOOL FOR 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 AM - 2:30 PM

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 were assigned.
- Full remote students will be live-streamed into the classroom. Classroom teachers will instruct in-person and full-remote students simultaneously.
- When hybrid students are at home, they will be given work to complete by their teacher 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 B Day.

**Note: Your commitment to remote learning is for the entire third quarter.**

## Early Childhood

- **Early Childhood Attendance Days:**  
Monday, Tuesday, Thursday, Friday
- **Self-Contained ECE Hours are (In-Person):**  
Morning: 8:45 AM - 11:30 AM  
Afternoon: 12:45 PM - 3:30 PM
- **Blended ECE (In-Person):**  
Morning: 8:45 AM - 11:30 AM  
Afternoon (Remote Students Only) - 12:45 PM - 3:30 PM

## 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 2:30-3:30 for any students who had questions with their assignments. They will also have time on Fridays from 9:00-9:30.
- *\*\*\*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	Music	PE	Spanish/Enrichment
8:55-9:55	K	2nd	1st	3rd	4th (9:25-9:55) / (8:45-9:15)
10:00-11:00	1st	K	2nd	4th	5th (10:30-11:00) / (10:00-10:30)
1:15-2:15	2nd	1st	K	5th	3rd (1:15 - 1:45) / (1:45 - 2:15)
W/TH	Computers	Art	Music	PE	Spanish/Enrichment
8:55-9:55	3rd	5th	4th	K	1st (9:25-9:55) / (8:45-9:15)
10:00-11:00	4th	3rd	5th	1st	2nd (10:30-11:00) / (10:00-10:30)
1:15-2:15	5th	4th	3rd	2nd	K (1:15 - 1:45)

**Note:** Library time will be assigned by the classroom teacher and librarian. Times will be communicated by them.

## 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.

### **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 lunch or 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 their 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.

### **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.

## **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.

## **DESIGNATED QUARANTINED SPACE**

- The back section of the nurse's office will be designated as the quarantine space for any student or staff member displaying symptoms. It will be partitioned off from the rest of the nurse's office.

## **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 tests 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

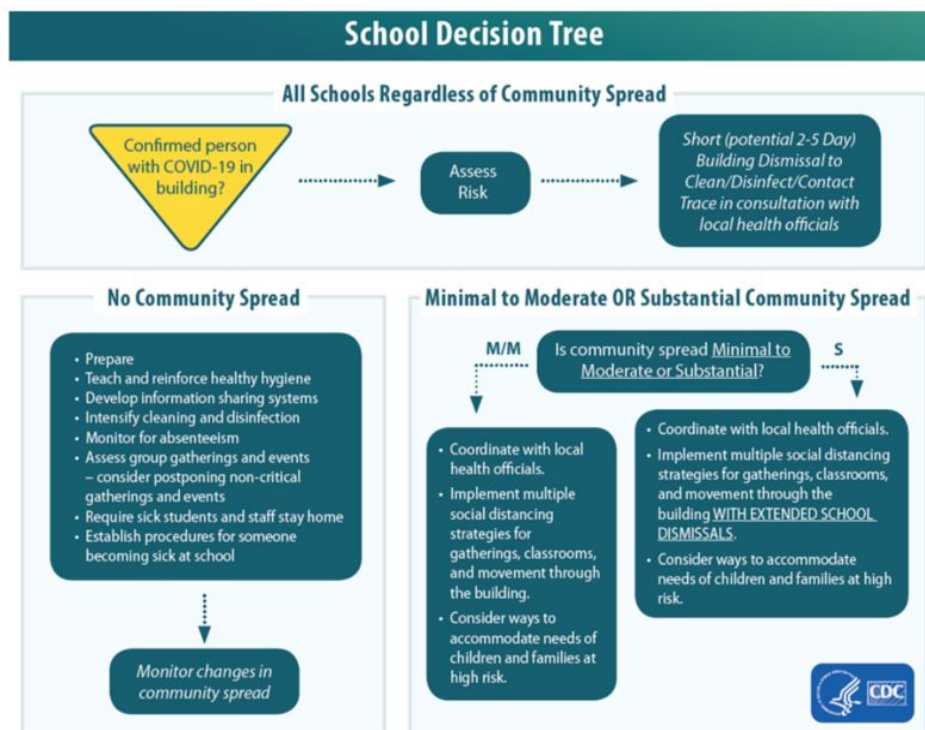


is sick. Ensure cleaning products are stored and used a safe distance away from children and staff. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection.

- 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 are 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 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 foyer, 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 foyer 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.
- 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.
- 5th-grade mobile will have a water cooler filling station for bottles

- Students are encouraged to bring their own water bottle each day.

### ***BIRTHDAY TREATS***

- Students are only allowed to bring store-bought, individual pre-packaged items.
- 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/CLASSROOM NOTES***

- A designated staff member will go to each classroom in the morning to collect notes and attendance folders.
- 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.**

### ***MORNING ANNOUNCEMENTS***

- All morning announcements will be done by the office staff until further notice.

### ***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 least 72hrs.

### ***HOOKS***

- Students will store coats/backpacks on hooks but should be spaced out as much as possible.
- No student items will be allowed to be stored in a locker.

## **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 devices, textbooks, and desk.
- If any materials are used by an individual student that does 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 Pre-K - 5th 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 AM**.

- Students will NOT be permitted to wait inside the foyer anytime.
- Your child may exit your vehicle on the right side at **8:30 AM** when you see a staff member open the door to the building. Parents must stay in their vehicle at all times (Please refer to the parent drop off/pick up document for specific instructions).
- ECE parents will drop off their children by the gym entrance door.

- 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, other students, or other staff members.
- Students who arrive after **8:45 AM** 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.
- The following doors will be used for specific grade levels.
  - Middle front door - Kindergarten & 1st Grade
  - Gym entrance door - ECE, 2nd Grade & 3rd Grade
  - Playground entrance door - 4th Grade
  - Mobile 3 (by the playground) - 5th Grade
  - Main Entrance - Student drop off

### ***ECE MORNING DISMISSAL***

- ECE students will dismiss at 11:30 AM and will be accompanied by staff members at all times.
- Parents who will be picking up their child may do so by the gym entrance door.

### ***DISMISSAL***

- Parents are not permitted to wait inside the foyer for their students. Parents picking up will be asked to remain in their cars or outside on the sidewalk (for those walking home).
- Kindergarten will load buses first beginning around 2:25 PM, or as buses arrive if they arrive later than that.
- Walkers and car riders will be dismissed at 2:25 PM.
- Bus riders will remain in their classrooms to wait for the bus to be called.
- 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.
- Students will be asked to use the exit that is assigned to them for the morning entrance. Staff will be monitoring students both inside and outside the school building.
- Buses will be released from the parking lot when the building has been cleared.

### ***LUNCH/RECESS (UPDATED)***

- Each grade level be assigned a lunch/recess time.
- Kindergarten/1st Grade Lunch @ 11:00 - 11:30 / Recess @ 11:30 - 12:00
- 2nd/3rd Grade Lunch @ 11:35 - 12:05 / Recess @ 12:05 - 12:35
- 4th/5th Grade Lunch @ 12:10 - 12:40 / Recess @ 12:40 - 1:10
- Students will eat in the cafeteria three students to a table socially distanced.
- 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.
- Students may bring a snack to eat at a designated time.

## **BATHROOMS**

- Classes will take class bathroom breaks. If a student needs to use the bathroom at a different time, he or she will need to have an aide take them. 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 by each classroom teacher that will be given to the office staff and the principal. Bathrooms will be sanitized after each classroom restroom break.

## **LIBRARY BOOK CHECKOUT & RETURN**

- Kindergarten, 1st & 2nd Grade Checkout
  - Students will pick books from a “book menu” or cart. Students may also put books on hold if able.
- 3rd, 4th, & 5th Grade Check Out
  - Students will put books on hold using Destiny and either Mrs. Richer or Mrs. Loitfellner will deliver them to the classrooms.
- Book Return
  - Books needing to be returned will be picked up from each classroom by either Mrs. Richer or Mrs. Loitfellner. For your convenience, there is a 24-hour library book drop off bin outside the main entrance of the school. All returned books will be quarantined for 72 hours before being checked in and put back into circulation.

## **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.
- Directional arrows will be placed on each side indicating movement in that direction.

## **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 students 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.