



## Pembroke Community Consolidated School District #259

4120 S. Wheeler Road  
Hopkins Park, IL 60944  
(815) 944-5448  
[www.psd259.org](http://www.psd259.org)

Dr. Marcus Alexander  
*Superintendent*

Mr. Kevin Johns  
*Principal*

### School Reopening Logistical Procedures As of January 8, 2021

- a. Student Instructional Schedule
  - i. Student Return Date: January 19, 2021
  - ii. Student School Schedule: 8:00 AM – 1:15 PM (January 19<sup>th</sup>- January 29<sup>th</sup>)
  - iii. Student School Schedule: 8:00 AM – 3:15 PM (February 1<sup>st</sup>- moving forward)
- b. Facilities
  - i. Entry/Exit Procedures
    - All students will enter and exit the building through the South Doors
    - In the mornings, students will go to their designated holding facilities for breakfast
      - a. PreK- Classroom #39
      - b. Kindergarten- Main Cafeteria
      - c. 1<sup>st</sup> Grade- Satellite Cafeteria #1 (Room #41)
      - d. 2<sup>nd</sup> Grade- Satellite Cafeteria #2 (Room #42)
      - e. 3<sup>rd</sup>-8<sup>th</sup> Grade- Gymnasium
    - In the afternoon for dismissal, teachers will dismiss student promptly as to minimize congregating in the hallways while waiting for the buses
    - No student will be allowed to enter through the Main Doors (front entrance) of the school
  - ii. Cleaning/Sanitization Schedule
    - The building will be cleaned frequently throughout the school day
    - All restrooms will be cleaned and sanitized hourly
    - Each cafeteria area will be cleaned and sanitized after each rotation of breakfast and lunch
    - Each classroom will be cleaned and sanitized on a daily basis
    - Each classroom will be provided a supply of the follow:
      - a. Disposable face masks
      - b. Lysol/Clorox Wipes
      - c. Hand Sanitizer
  - iii. Parents/Visitors
    - All Parents and Visitor must enter into the building through the Front Door and stop at the Main Office
    - Parents/Visitors will not be permitted past the Main Office without Administrative approval
    - If allowed past the Main Office, parents must have their temperatures taken
  - iv. Signage/Posted Health & Safety Directions
    - Throughout the building there will be signs directing the following:
      - a. “Maintain 6 Feet Social Distancing”
      - b. “Face-Mask Required”
      - c. “Wash Your Hand”

- c. Transportation
  - i. Student Bus Routes
    - Bus transportation for all students will be provided by Cardinal Bus Lines, Inc.
    - Parents will receive a call from Cardinal Bus Lines, Inc. to confirm student drop-off/pick-up times and location
    - All students riding the bus will enter and exit the building through the South Doors
    - Buses are expected to drop off students in the morning no later than 7:40 AM
    - Students will not be allowed to enter onto the bus in the afternoons until 3:15 PM
  - ii. Drop-off Lanes
    - There will be a lane designated for drop-offs and pick-ups of Car Riders at the South end of the building
    - There will be a bus lane for all students that take the bus also on the South end of the building
    - School staff will monitor entry and dismissal
- d. Health Services
  - i. Daily Temperature Checks
    - Upon arrival to the building, students will have their temperatures taken prior to being allowed to enter into the building.
    - All students will have their temperatures taken again during the middle of the day
    - Students that have fevers will be taken to the Isolation Room and a parent will be contacted immediately (see “COVID-19 Health Protocol”)
  - ii. COVID-19 Testing for Students
    - Based on the Center for Disease Control and the Illinois Department of Public Health all students that enter into the building may be subjected to a COVID-19 Rapid Test if there is a concern for exposure
    - Each parent will be provided a copy of the “COVID-19 Testing: Informed Consent Form” (yellow paper) to authorize the School Nurse to provide the test
    - Please see that attached “COVID-19 Health Protocol” (purple paper) for further details on isolation, testing, and reentry.
  - iii. Isolation Room (Room #40)
    - Any student that is displaying symptoms/signs or has been exposed will be immediately sent to the Isolation Room for further evaluation by the School Nurse
    - This room will be cleaned and sanitized frequently throughout the day
- e. Food Service
  - Students will receive a hot “Breakfast Bag” upon entry into their designated Cafeteria areas
  - All students will receive a lunch in a “covered” container upon entry into their designated Cafeteria areas
  - Students will be provided water bottles to drink from throughout the day as to avoid using the school’s water fountains

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