



Harvard
Community Unit School **District 50**

“Return to Learn”

CUSD 50 Return to School Guidelines

Educational excellence and lifelong learning for all .

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Summary:

August 1, 2020

Dear District 50 Parents and Guardians,

Throughout the summer, District 50 Administrators and Staff closely monitored the guidance given to school districts by the Illinois State Board of Education (ISBE) and the Restore Illinois Plan. Our hope all along was to find a way for our students and staff to be reunited back in our schools. That goal has proven to be very challenging.

Multiple groups collaborated to design this Return to Learn Plan that fits the needs of District 50. District 50 will continue to follow ISBE guidance and recommendations from the Illinois Department of Public Health (IDPH).

Two important conditions were kept as priorities throughout the process:

- Keeping staff and students healthy and safe
- Providing the best and safest possible education for our students

Due to the fluid nature of the recommendations and health conditions, the type of learning delivery style offered to students may vary throughout the year. It's anticipated that during the school year, the District may need to move back and forth between remote learning and a hybrid model. We hope to return fully to classrooms when conditions allow. Any changes to the instructional delivery model will be shared with families via email, D50 website, and social media accounts well in advance of the changes.

District 50's Return to Learn plan respects that, despite all the safety precautions that the District will observe, some people may not feel comfortable returning to live instruction in any form if provided. Since families may be hesitant to return for any number of reasons, a 100% virtual option will be offered for the first semester.

After thousands of hours of thought and hundreds of survey responses from parents and staff, we expect to start the new school year by resuming remote learning for the first semester. Until very recently there was optimism for a hybrid model for at least some of our students, but no longer in good faith can I be certain that in-person instruction at any size can be done safely and effectively for our students and staff given current regulations and guidance.

Remote learning will be a large portion of the instructional design this year. This fall's version of remote learning will be much different than the spring version. Instruction of new material will occur and grades will be issued. Every student will need their computer – it will be a school supply just as essential as notebook paper and a pencil. The ability to connect to WiFi is also necessary for remote learning. Keep in mind, the District can provide families WiFi hotspots for use during remote learning.

I will leave you with one of my favorite quotes that couldn't be more perfect for this moment:

The only thing we can do is play on the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes.

--Charles Swindoll

Thank you for your support, understanding, and patience. I'm confident in our students, our families, our employees, and our community. As you will see during the start of the school year, our dedication to Harvard, our students, and the District has never been stronger.

Sincerely,

A handwritten signature in black ink, appearing to read "Corey Tafoya". The signature is written in a cursive, flowing style.

Dr. Corey Tafoya

Instruction

The Return to Learn Instructional Team crafted this section through a collaboration of teachers, counselors and administrators. The following instruction-based considerations resulted from a review of the remote instruction provided in the spring and the summer of 2020, an examination of results from several parent and staff surveys, the guidance provided by the Illinois State Board of Education and the support of the Harvard CUSD 50 Board of Education.

Instruction in General

Daily instruction will follow the ISBE requirement of five hours of instruction. This will mirror a typical school day by combining direct instruction with related activities that support that instruction. The school year will begin with a review of remote instruction expectations. Teachers will ensure that students have their assigned devices, that each is in working order, and that students have internet access prior to beginning instruction on the Harvard Community Unit School District 50 platforms. After acclimating students to learning systems such as Zoom, Clever, and Google Classroom, academic instruction will begin. Students will be expected to have their instructional supplies - including their device - with them every day.

Learning will be a combination of synchronous (at the same time) and asynchronous (completed independently) instruction.

- Each class can expect synchronous learning every day.
- Synchronous lessons will be posted to Google Classrooms for students who may be absent.
- Daily participation by students is required in each class. Attendance will be recorded.
- Teachers will post a weekly team schedule of learning activities, due dates, and expectations/outcomes.
- Similar to the regular school year, students may be required to complete homework beyond the scheduled class periods.
- Timely completion of work and make-up work is expected and will be required.

Buildings will provide grade level schedules; grade-level teams will provide general schedule information, and classroom teachers will provide specific daily schedules (weekly) through Google Classroom. The special services teams and Dual Language teams will be working with all staff in all five buildings to best meet the needs of children with disabilities and our English Language Learners.

Student Attendance

Our students' overall well-being is always the highest priority for D50. Daily attendance and engagement of students is expected whether students are participating in classes in-person or remotely. Daily attendance is expected during remote learning. Parents are expected to call the school office in the event of absence.

D50 teachers/certified staff should make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely. Teachers and Building Administrators will be in contact with parents of students who do not attend or engage in online learning, just as they would during in-person learning.

The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we acknowledge that this method is not always available or practical under COVID-19 conditions. Teachers will consider the following to collect attendance data and count a student as present when the one-to-one daily connection is not available/practical:

- Zoom meetings and /or "check-ins."
- Wellness checks coupled with a question on student engagement/participation in lessons. (Entrance / exit slips - summarize your activities today, what was your favorite thing you completed today, what left you with more questions, what can you not wait to share with others, how will this help you in your future plans, etc.)
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.

- Packet collection (in rare, specialized circumstances) with specific, timely feedback provided by school personnel.
- Something that demonstrates interaction between teacher and student.

Assessment and Grading

D50 will prioritize assessments, such as MAP and Fastbridge in literacy and math, that provide teachers with critical information to help identify points of focus in specific standards for individual and /or groups of students. Prioritized assessments decrease the amount of teaching/learning time lost to assessments. Information from these assessments will be used to determine larger student learning gaps and target specific areas of review needed for the grade level or content area. Data gathered can be used to modify the anticipated standards-aligned curriculum units to better meet student needs. Assessments are teacher-friendly and accompanied by access to relevant instructional resources and supports to fill gaps. These reintegration assessments will not be used in identifying changes in services for students with IEPs or 504 Plans or for English Learners; rather, they will provide more targeted instructional direction.

The College Board SAT suite of assessments (SAT, PSAT, NMSQT) has been administered annually to 8th - 11th graders. At this point, these assessments must be taken in person. D50 continues to work on how this could be accomplished under current conditions. The 2020 ACCESS scores will be used as a point of data for English Learners because the ACCESS testing was completed prior to the implementation of remote learning in the spring of 2020. Further, teachers will utilize the ECRISS portal to review where students “should have been” in assessment levels had the fourth quarter not been lost.

Formative assessments will be utilized in all grade levels and content areas. These team-developed formative assessments provide the teacher with real-time feedback on how students’ mastery of learning targets and standards is progressing. This information will direct the team on what instructional strategies are most effective, what additional instruction needs to take place, and with whom, and what extension instruction can be provided for students who have already shown they’ve mastered the

topic. Formative assessments can also serve as a means of tracking attendance through interaction between teachers and students.

The ISBE recommendation in the spring that grading “do no harm” to students looked to accommodate the different physical, mental, economic, technological, and social-emotional experiences of students, most of whom had little experience with online or remote instruction. D50 will return to grading by first providing feedback on student work, giving students an opportunity to rework or redo the assignment and then provide grades for completion of assignments, assessments, and other classroom instructional work. Grades should reflect progress on mastery of teacher team-identified standards and learning targets, providing a clear path to improvement for the students. D50 will work to ensure that students have access to all the necessary tools, technology, and teacher-provided supports at school and at home to complete all assignments, take assessments, and complete projects in a timely manner. This includes ensuring that all students have devices and, moreso, connectivity opportunities at their homes.

Remote Learning

Defined by D50 as online learning completed at home with teachers and students in separate locations, remote learning is the District’s model of instruction for the first semester of 2020. Students previously enrolled in D50 already have a computer. New students, including Pre-K students and Kindergarten students, will be issued devices for class use before school starts. Pre-K students will be issued iPads while Kindergarten - 12th grade students will utilize Chromebooks. Hotspots have been provided to many families. Those in need of internet access are encouraged to complete the [request form](#) on the D50 website to have a hotspot issued to them for pick up at the Central Office.

Technology is an integral part of that process. Staff will teach/reteach students how to maintain their devices, provide guidelines for basic device function, online etiquette, internet safety, as well as problem-solving techniques that can be utilized if the student has technical difficulties during remote learning. D50 will provide and maintain a support desk for troubleshooting and ultimately solving technology-based barriers to

learning and will provide instructions for accessing technology assistance. Tech skills can be taught and reinforced during face-to-face instruction as well as recorded lessons via Google Classroom through brief instructional videos or written instructions (“cheatsheets”) to students and families to facilitate troubleshooting at home.

Zoom will be the tool utilized for remote live instruction. Class Dojo will be the platform utilized by ECE and Pre-K teachers, while Google Classroom will be the platform utilized by all D50 K-12 teachers. Each function as a means of communication with families and students regarding assignments, check-ins, assignment submission, and class communications. Parents will be provided the opportunity to receive weekly reports on their child(ren)’s work. Activity links will be provided in Google Classroom for students to access during remote learning.

Student Services

D50 understands and is fully aware of the impact COVID 19 has had on all students, and in particular, our students with special needs. As appropriate, IEP teams will meet to determine whether any amendments to IEPs are necessary to address current levels of a student’s performance and educational needs. In addition to following CDC and IDPH safety and health guidelines, D50 will continue to meet and follow regulations of the IEP process in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504.

True co-teaching efforts may be hampered in a remote instruction setting. Zoom provides breakout rooms that can be utilized by a collaborating teacher to further instruct students with specific needs or reteaching material as indicated by formative assessments. Regularly scheduled small group instruction can also utilize the Zoom breakout rooms.

English Learner Services and Dual Language Programming

Students eligible for English Language Services will continue to receive services through their elected language support models of dual language programming, ESL coursework, or transitional program of instruction. The district will continue to support all English

Learners and their families to ensure students have equitable access to both language and content standards and objectives while providing a supportive and nurturing environment for language learning.

Students enrolled in dual language programming in PreK will continue to follow a 90/10 model of instruction. Grades K-5 will continue to follow the 50/50 utilizing flexibility in daily exposure of both languages or alternating days with explicit preparation for bridging activities. Harvard Junior High and Harvard High School will also provide English Learners with appropriate support with continued ESL coursework and resources in place. Intervention and enrichment opportunities for ELs and for Native English speakers enrolled in Dual Language will continue throughout the district utilizing small groups and one-on-one support with language teachers.

Instructional Calendar / Schedules

The D50 calendar will remain the same for the 2020-21 school year with some modifications to start the year with Remote Learning Orientation. The first day of school will be August 19, 2020 as scheduled. On that day, modified versions of the traditional Meet and Greets events to meet their 2020-21 teachers will be provided to orient families to Remote Learning. August 20 and 21 students will not have remote learning, but will be professional development days to allow teachers time to finalize preparations for the first semester, including additional Meet and Greet times.

Our goal is to move to a hybrid model of instruction when it is safe to do so. This model will consist of students attending school in person following a [Cohort A and Cohort B \(by geographical location\) schedule](#). Cohort A students will attend school live, in-person on Mondays and Tuesdays; Cohort B students will attend school live, in-person on Thursdays and Fridays. When not in live attendance, cohorts will work on remote learning activities posted in Google Classroom. Teachers will meet with the at-home cohort through a morning meeting to ensure students know the expectations for the day. At-home students will have remote instruction through live ZOOM small group instruction, live Zoom interventions and enrichment, and live Zoom specials throughout the day. Students may submit questions through email and Google

Classroom as needed. Teachers will respond to the at-home cohort within 24 hours. The entire district will implement remote instruction on Wednesdays to provide opportunity for deep cleaning of D50 facilities during that time. Live Zoom instruction will be provided as outlined above on Wednesdays as well, in addition to students working independently on class projects and activities in Google Classroom.

Specific building and grade level information and schedules will be provided to families prior to the first day of school.

Health and Wellness

Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and employees. Teachers will continue to implement the SEL curriculum, including supplementary resources with an intentional focus on student's emotional health who may have been, or continue to be, impacted by COVID-19. Students will also have continued support with social workers, psychologists, and counselors at school through both in-person and remote learning. Surveys will continue to be conducted for all students and employees, and problem-solving teams will continue to identify students who may need additional support or interventions. Students with IEPs that include Social Emotional Learning goals will continue to receive these supports and services.

Physical Distancing

Harvard Community Unit School District 50 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and employees in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout District buildings, and employees will provide verbal reminders of keeping safe distances in areas where students may congregate or line up (cafeterias, hallways, and other common areas). Students will remain with their daily cohorts to reduce mixing grade levels within the building as much as possible. The District will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and employee safety. Students and employees should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Face Coverings and Personal Protective Equipment (PPE)

There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. [form linked here](#) **Face coverings must be worn at all times in all D50 buildings, even when social distancing is maintained.** All individuals in district 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.

Each building will maintain a supply of disposable face coverings in the event that a student, employee, or visitor does not have one for use. D50 will provide one reusable cloth face covering for each student and employee. Students and employees may use their own face covering.

D50 requires a doctor's note indicating when a student or employee is unable to wear a face-covering within a district building or when utilizing district transportation due to an identified/documentated health condition. D50 will communicate with the family or employee and make a reasonable accommodation in regard to their inability to wear a face covering.

Hand Washing and Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Students and employees must wash 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 that contains at least 60% alcohol may be used. Hand sanitizer will be placed in common areas throughout each school building. Each building will have signage reminding everyone of the need for proper hand hygiene in the appropriate areas.

It is recommended that hand hygiene is performed upon arrival to and departure from school, after blowing one's nose, coughing or sneezing, following restroom use, before food preparation or before/after eating, before/after routine care for another person, after contact with a person who is sick, upon return from the playground/outdoors, and following glove removal. Students and employees must wash their hands and/or use hand sanitizer upon entering the classroom each time. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with the student(s). Students and employees should avoid touching their mouth, eyes, or nose as much as possible.

Hygiene Training for Students and Employees

Each employee will be required to complete training related to D50's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to employees that is specific to their unique circumstances. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

Students will be receiving grade-level appropriate education and guidance for proper physical distancing, use of face coverings, and hand-hygiene during the first two weeks of in-person instruction.

Statement on Self-Certification and Verification (Students and Employees)

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, Joint Guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) requires that every student, employee, and visitor undergo a daily symptom screening prior to entering any Harvard CUSD 50 building. Parents/guardians will be conducting a symptom screening prior to their student(s) departing for school. Every employee will be conducting a symptom screening prior to arriving at work. Reporting will be consistent with the parameters outlined in the "COVID-19 Self-Certification and Verification Form". **The form must be completed and submitted daily to D50 prior to any student or employee utilizing District transportation or entering any District building.**

The daily symptom screening will be completed and submitted in the following ways:

- Students: Electronic, via their PowerSchool account; **or** on a paper form.
- Employees: Electronic, via PowerSchool

Daily Self-Certification and Verification (Students and Employees)

Only students and employees who are healthy should report for in-person learning. As outlined in the above section, the "Daily Self-Certification and Verification Form" must be completed and submitted on a daily basis.

Any students or employees with any of the following symptoms of COVID-19 must remain home:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius
- 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 and/or vomiting
- Diarrhea
- Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH).

Specific symptom reporting is necessary when reporting absences for both students and employees. For contact tracing purposes information will be documented, monitored and shared with the District Nurse, Health Services Aide, other District personnel, and the local health department, as necessary. In accordance with joint guidance from ISBE and IDPH, students and employees who are sick should not return to school until they have met the criteria to return (see “Return to School/Work Flowchart”).

COVID-19 Inquiry Protocol

D50 has developed a “COVID-19 Inquiry Protocol” that will be followed in response to a report by a parent/guardian, employee or visitor of COVID-19 symptoms, a positive COVID-19 test, being suspected of having COVID-19, or close contact (defined below) with someone who tested positive for COVID-19 or is suspected of having COVID-19.

For COVID-19, the Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes

starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."

Parents/guardians must contact the Health Services Aide in the Health Services Office at their child(ren)'s building to report any of the above symptoms or suspected contact. The Health Services Aide will complete the "COVID-19 Inquiry Protocol" over the phone with the parent/guardian.

D50 employees must contact the District Nurse to report any of the above symptoms or suspected contact. The District Nurse will complete the "COVID-19 Inquiry Protocol" over the phone with the employee.

Upon completion of the COVID-19 Inquiry Protocol, D50 will communicate and give guidance to the parent/guardian or employee to follow the "Return to School/Work Flowchart".

If a Student or Employee Becomes Sick During the School Day

Any student or employee who begins to exhibit any COVID-19 like symptoms during the school day must report to the supervised quarantine area within the building. It is important that parents/guardians maintain updated emergency contact information.

Students will continue to wear their face covering and remain in the supervised quarantine area until a parent/guardian picks the student up, or authorized transportation is arranged. **It is imperative that the parent/guardian make arrangements to pick-up their child as soon as possible when they are contacted due to their child becoming sick during the school day.**

Employees who begin to exhibit any COVID-19 like symptoms must inform the building Health Services Aide. The Health Services Aide will notify the building administrator to have the employee's job duties covered immediately. As soon as the employee is relieved of their duties, they should immediately leave the building, if able to do so. If the employee cannot transport themselves, they will remain in the supervised quarantine area until they are able to or other transportation is arranged.

The COVID-19 Inquiry Protocol will be completed over the phone following either of the above-mentioned instances.

Required Physicals and Immunizations

D50 will continue to follow compliance requirements for physicals and immunizations which are due October 15, 2020. The Health Services Aide at each building will monitor those students who are not in compliance by October 15, 2020, and follow the typical compliance protocol (see District Parent-Student Handbook, section 5.10 Immunization, Health, Eye and Dental Examination).

Physical and immunization compliance is required of all district students whether they are in Remote or In-Person Learning.

Students Needing Medications During the School Day

All procedures will be followed as outlined in the District Parent-Student Handbook, section 5.20 Student Medication.

The only exception to this will be for students with asthma. Per ISBE guidance, it is recommended that nebulizer treatments be administered at home. Parents/guardians should consult with health care providers for alternate asthma medication delivery systems. Asthma action plans should reflect the use of asthma inhalers and spacers.

District Nurse and Health Services Aides Contact Information

- District Registered Nurse
 - Noemi Zamudio (815-943-4022, ext. 2146)
- Washington School
 - Maria Latterell (815-943-6367, ext. 2603)
- Richard D. Crosby Elementary School
 - Laura Montemayor (815-943-6125, ext. 2557)
 - Selena Aleman (815-943-6125, ext. 2557)
- Jefferson Elementary School
 - Robin Smith (815-943-6464, ext. 2404)

- Harvard Junior High School
 - Nicole Pierce (815-943-6466, ext. 2306)
- Harvard High School
 - April Trepanier (815-943-6461, ext. 2207)

Operations and Facilities

Facilities

All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including countertops, desktops, door handles, handrails, light switches, and restroom fixtures.

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA-approved cleaner will be used for disinfection along with 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 high-touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected should not be used.

Harvard Community Unit School District 50 Building and Grounds Department may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high-traffic/common areas, including entryways, foyers, hallways, main offices, restrooms, and stairwells.

D50 will post signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures.

Back to School Events

Back-to-School events will be scheduled virtually. Each building will provide families with specific dates and times of their back to school events.

Transportation

D50 is working closely with Durham School Services to ensure procedures are in compliance with all applicable expectations under State and Federal guidelines. All individuals on a bus must wear a face covering and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks through self-certification before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation.

Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

All Illinois Department of Transportation (IDOT) inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high-touch areas will also be sanitized between routes. Sanitizing products will meet the Environmental Protection Agency (EPA) criteria and be used according to manufacturers' guidelines.

Breakfast and Lunch Procedures

Daily food delivery for remote learning will be provided to any family who wants breakfast and lunch. Details on the delivery will be shared in the coming weeks.

Access to serving areas will be staggered where possible to promote physical distancing during In-Person learning. Groups will be limited to the maximum gathering size per the Restore Illinois Plan. Meals will be individually plated or packaged as

grab-and-go items. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected.

Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

Classroom Arrangements

Teachers will provide assigned seating for students and require students to remain in seats to the greatest extent possible. Each building will develop a marked path of travel inside the classroom to maintain physical distancing from the entry point to their assigned seat. Desks will be arranged with six feet of distance in all directions between desks. All desks will face in the same direction.

Common Areas

More than 50 individuals will be prohibited from gathering in one space.

- Cafeterias
 - Maintain six feet physical distancing when possible.
 - Follow the meal procedure.
 - Clean cafeteria between uses.
 - Clearly mark areas to indicate safe distancing for students.
 - Require staff and student face coverings (when not eating).
- Restrooms
 - One child at a time in the bathroom
 - Maintain six feet physical distancing.
 - Require face coverings 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/coordinate restroom and handwashing breaks when possible.
- Clean high-touch areas throughout the day.
- Assign restrooms to student groups when possible.
- Hallways and Main Office
 - Maintain six feet physical distancing when possible.
 - Require face coverings for staff and students.
 - Clearly mark areas to indicate safe distancing for students.
 - Perform health screenings for visitors.
 - Display signage reminding everyone of physical distancing and face-covering usage at entryways, hallways, classrooms, and common areas.
 - Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the 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.
- Health Services Offices
 - The Health Office in each school building will be maintained for well-care only.
 - The supervised quarantine area in each school building will be designated for sick students and employees.
 - Maintain six feet of physical distancing by limiting the number of individuals in the office when possible.
 - Require face coverings for students and employees.
 - Disinfection of the area after it is occupied by a student.
 - Separate students that have become sick during the day in the supervised quarantine area.
 - Extra clothing will no longer be stored or provided by the Health Services Office. Parents/guardians must send extra clothing daily for their child(ren) if a change of clothing may be necessary.

- Recess
 - Elementary students will continue to have recess throughout the day.
 - Use of playground equipment will be prohibited.
 - Maintain six feet of physical distancing.
 - Masks recommended if social distancing is not possible.
- Lockers
 - Lockers in all buildings are prohibited.
 - Locker rooms are closed throughout the day and can not be used for restrooms, changing or locker use.
 - Students should use a backpack to organize their materials and supplies.
- Drinking Fountains
 - Students and employees are encouraged to bring their own reusable or disposable water bottles for use during In-Person Learning days.
 - Drinking fountains are only allowed to refill water bottles.

Handwashing and Hand Sanitizer

D50 will ensure the availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc for all grade levels and in all common areas of the building. Cloth towels should not be used. Each building will be supplied with a mobile podium hand sanitizer in each building. All classrooms will have bottles of hand sanitizer easily available.

Lockers

Lockers will be prohibited in all buildings. Students will need to use a backpack for the organization of their supplies.

Student Supplies

D50 discourages the borrowing or sharing of any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. The use of digital manipulatives will be encouraged, when possible. District 50 will ensure to the greatest extent possible that students have access to their own set of non-digital

manipulatives or that a shared set is sanitized between uses.

Materials that must be shared or communally used must be cleaned after each use, and individuals must perform hand hygiene between use. Electronics, including, but not limited to: shared iPad devices, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Using hand sanitizer before and after the use of books or library material is recommended.

Volunteers

Volunteers will be prohibited with the exception of Board Approved Volunteer Coaches for athletics. Approved volunteers must wear appropriate and approved face covering and report directly to the main office for wellness screening, including a temperature check. Volunteers must report directly to their assigned location while maintaining physical distancing.

Visitors

Visitors will be limited to authorized personnel only. Anyone entering a District building must always wear a face covering and maintain six feet of physical distance from other persons as much as possible. **If a visitor is authorized to enter a school building, they must report immediately to the main office to complete a symptom screening and temperature check.** Visitors will remain in the main office or in a designated area for the duration of the scheduled visit and will not have general access to the building. These new visitor procedures will be in addition to the typical [D50 visitor sign-in procedures](#).

The symptom screening will consist of a temperature check, and the visitor will be asked to complete the [Visitor COVID-19 Self-Certification and Verification Form](#).

Outside User Groups

External groups or organizations will not be allowed for the start of the 20-21 school year. Any groups (if allowed as conditions change) must be restricted to the main office area. The district offices will keep accurate records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.

REACH After-School Programming

D50's REACH After-School Programming will be offered to students during the hybrid instructional model at both Richard D. Crosby Elementary School and Jefferson Elementary School. Please contact Courtney Fedejelem, Director of Extended Day Programming and Enrichment, at cfejedelem@cusd50.org or 815-943-4022 extension 2144.

Extracurricular Activities

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of face coverings, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the [IHSA](#) and the [IESA](#).