



Alden-Hebron School District 19

STRIVING FOR EXCELLENCE. TOGETHER.

Alden-Hebron School District 19 Roadmap for Return to School – Fall 2020-2021

Based on Guidance from
ISBE, IDPH, & CDC



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Summary

Since the coronavirus pandemic began, the Alden-Hebron School District has been working on its Roadmap to Return to School for the 2020-21 school year. The district prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state’s five-phase reopening plan, Restore Illinois. In addition, over the summer the district administered a survey to all parents in the district, in which they could provide feedback about the remote learning that took place during the Spring of 2020. This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. It is important to note, during any phase in which students and staff are on campus, no one will be penalized for missing school and we encourage those who are not feeling well to stay home. While school will look very different, the district’s commitment to providing a first class education to our students remains the same.

Note: protocols outlined in this guide are subject to change as guidelines evolve.

RESTORE ILLINOIS				
A Public Health Approach To Safely Reopen Our State				
Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Phase 1 – Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

View the 2020-21 Remote Learning guidelines on page 17.

Phase 2 – Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

View the 2020-21 Remote Learning guidelines on page 17.

Phase 3 – Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in space are permitted. This means:

- Most students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning.
- Staff is on site as required.
- The district follows IHSA and IESA guidelines for athletics.

View the 2020-21 Remote Learning guidelines on page 17.



Phase 4 – Revitalization

During this phase, social distancing guidelines are in place. Gatherings of 50 people or more in a space are permitted.

Instructional Model Options for Phase 4

Hybrid/Blended Learning: A combination of in person-instruction on select and consistent days of the week, with required face coverings and social distancing to the greatest extent possible and remote learning on days not in person.

Hybrid/Plus: If you are a family that needs your students age 13 and under and/or IEP/504 students to have supervision, District 19 will provide a remote learning space within our buildings on your students non in person instructional days from 7:40-2:00pm.

Remote Learning: All instruction through the use of a consistent district-wide learning platform (Google Classroom and Google Meets) facilitated by the teacher/teachers.

The district follows IHSA and IESA guidelines for athletics.

Phase 5 – Restored

During this phase, school resumes as “normal” with new public health guidelines in place.

On-Campus Protocols (Phase 4)

The health and well-being of our students and staff is a top priority. For this reason, during Phases 4 there will be strict protocols in place when students and staff are on campus. Alden-Hebron School District 19 has divided these protocols into six categories:

- **Health & Wellness**
- **Instruction**
- **Transportation**
- **Operations**
- **Human Resources**
- **Communications**



Health and Wellness

Social & Physical Distancing

Alden-Hebron School District 19 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias). Students will remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. District 19 will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing. Break times will be staggered to minimize eating with masks off near others.

PPE and Face Coverings

Alden-Hebron School District 19 understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. 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. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distance is maintained. Teachers and students may use face shields in lieu of masks when educationally needed. District 19 will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering. Gloves or other PPE must be used as needed when assisting students requires close contact. District 19 will provide (2) reusable masks to students and employees. Employees and students may use their own face covering.

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 that contains at least 60% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must wash hands or use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in classrooms and common areas throughout each school building. 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. 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 and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Training

Each staff member will be required to complete safety training related to District 19's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

Health Screenings

Only students and staff who are healthy should report for in-person learning. **It is important to note, students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well.** Students and staff with any of the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

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. Please inform the school nurse.

Students will be provided a face covering 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.

Visitors

Visitors must be restricted to authorized personnel only. Higher discretion will be given while inviting visitors to schools. 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 to maintain physical distancing. This will be in addition to the normal sign in procedures.

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

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
 - a. Cough
 - b. Shortness of breath
 - c. **OR** at least TWO of these symptoms
 - i. Fever
 - ii. Shaking with chills
 - iii. Headache
 - iv. Loss of taste or smell
 - v. Muscle Pain
 - vi. Sore Throat
 - vii. Vomiting
 - viii. Diarrhea

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

Pre-Kindergarten (PK) Classroom Guidance

- Clearly mark classroom areas to show where to sit, stand or line-up for six feet spacing, if possible
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Clearly mark common areas to show where to stand or line-up for six feet spacing
- Maximize school's ventilation systems
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Schedule/coordinate recess by classroom to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Clean classrooms after each use or at least daily
- Building staff must review student pick up and drop off procedures

Kindergarten-Grade 5 Classroom Guidance

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is required teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Maximize school's ventilation systems
- Students will remain with the same classroom group throughout the day
- Schedule/coordinate restroom and handwashing breaks throughout the day
- Schedule/coordinate recess by grade level to minimize mixing student groups
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily

Grades 6–8 Classroom Guidance

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is required teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Maximize school's ventilation systems
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily

Grades 9–12 Classroom Guidance

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is required teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Maximize school’s ventilation systems
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
 - Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily
- Building staff must review student arrival and dismissal procedures

Hallways, Main Office, and Common Areas

- 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 visible 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
- Lockers will not be used at the MS/HS

Cafeteria

- Maintain six feet physical distancing when possible
- Develop a meal procedure plan
- Clean cafeteria in between uses
- Clearly mark areas to indicate safe distancing for students
- Require staff and student face coverings (if not eating)

Restrooms

- 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

Shared Objects

Students and employees are restricted from borrowing or sharing of 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, iPads, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the 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 child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Preparing for When a Student or Staff Member Becomes Sick

Alden-Hebron School District 19 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. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. 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.

Alden-Hebron School District 19 will use a symptom checklist for families and staff to determine if they are well enough to attend that day. 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 Tiffany Elswick, Assistant Superintendent, 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. If emergency services are necessary, call 911.

When interacting with students or staff who may be sick, the school nurse 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.**

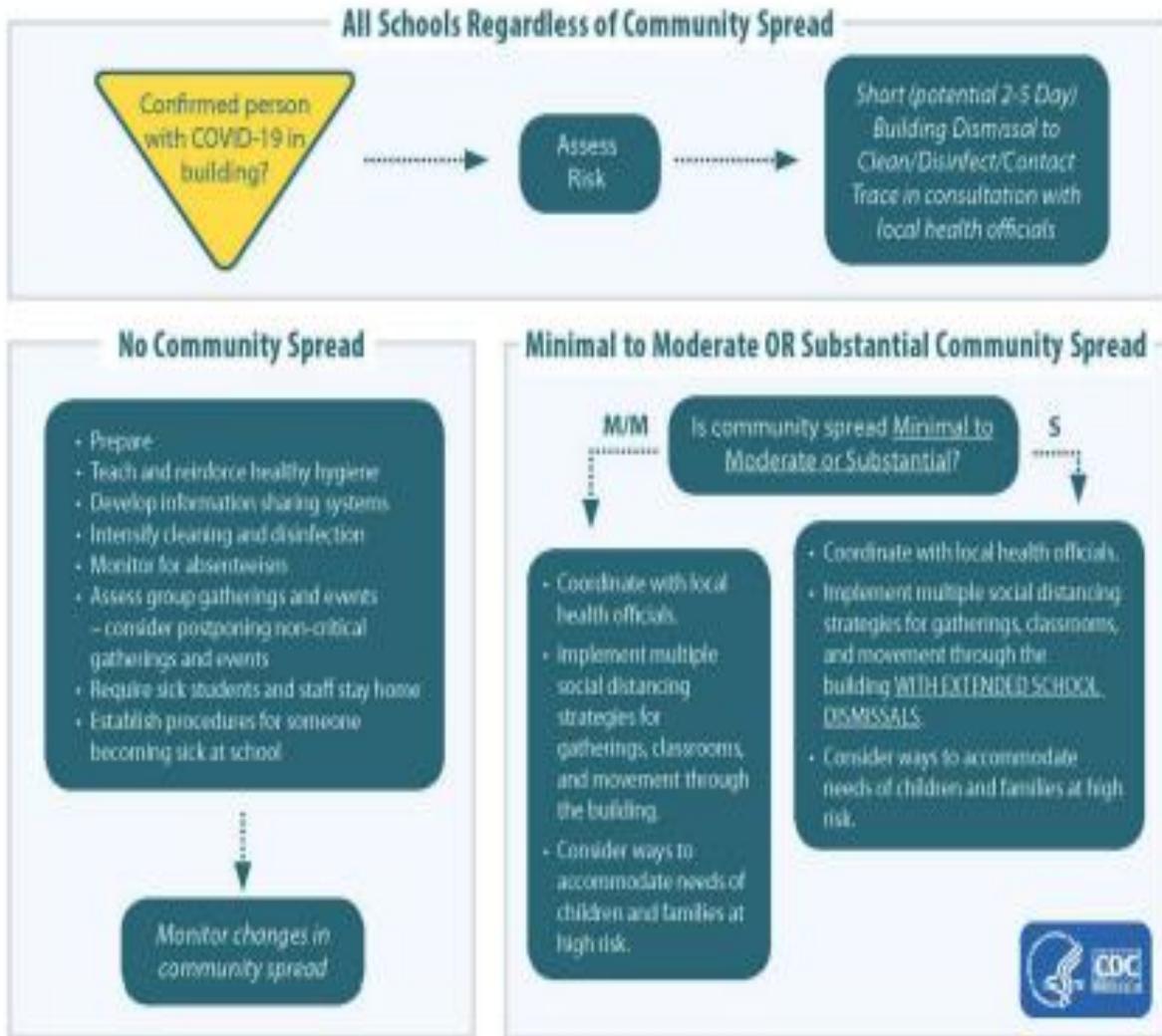
Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, 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 (guidance from CDC)

Alden-Hebron School District 19 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.

School Decision Tree



Instruction

Alden-Hebron School District 19 has developed an instructional plan to allow for a return to in person learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

Required Physicals

Alden-Hebron School District 19 will continue to follow the compliance requirements date for physicals and immunizations of October 15, 2020. Although District 19 will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as

possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

Safety Education for Students

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

Student Who are Medically Fragile or at Higher Risk

The administration will work closely with the school nurse and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Alden-Hebron School District 19 will consider continuing Remote Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.

Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-foot distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in person learning, Alden-Hebron School District 19 will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with 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 to social workers. Problem solving teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing outdoor spaces when possible. Students will need to wear face coverings if singing indoors. When possible, outdoor and open spaces will be used. It is permissible for band members to remove their mask during the time they are playing, but only if necessary. Instruments should not be shared at any time.

Driver's Education Behind-the-Wheel

- In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:
 - Require only two students and one instructor per vehicle
 - Require face coverings
 - Prohibit eating and drink in the vehicle
 - Do not make any unnecessary stops during the training
 - Complete hand hygiene with soap and water or hand sanitizer, before and after driving
 - Clean and disinfect steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
 - Conduct regular routine cleaning and disinfecting of seats

Physical Education, Gymnasiums, Playgrounds, 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. Handshaking, 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. Weight Room equipment must be cleaned and sanitized before and after each class. Playground equipment that is to be used will be monitored, and the number of students using each piece of equipment will be limited. 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. MS/HS has eliminated the use of locker rooms, by allowing students to participate in activities without changing clothing.

Extracurriculars

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, 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.

Special Needs

Alden-Hebron School District 19 understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Student Services Department is developing plans and procedures to address the various unique challenges. The Student Services team will remain in contact with special needs families and will be ready for the 2020-2021 school year.

Alden-Hebron School District 19 must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams should update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

Career and Technical Education (CTE)/Dual Credit

Lake County Tech Campus and MCC students will follow guidelines from Lake County Tech Campus and MCC.

Remote Learning

We understand some families may not feel comfortable sending their children to school. All will have the opportunity to indicate if they would like to opt out of in person learning and choose to remain home for all Remote Learning. **Any family that chooses to enroll in the all Remote Learning option will do so for the entire grading period (PK - 12 semester, Aug. – Dec.). Families will be allowed to change to in-person learning at the end of this grading period. Please keep in mind, if an elementary or middle school student opts out of in person learning, the student's Remote Learning teacher may not be that student's classroom teacher(s).** Families will have until **Monday, July 27, 2020** to choose their instructional model.

Remote Learning Systems

Students will use Google Classroom and Student Information System (PowerSchool) for learning, grading and attendance while enrolled in remote learning. Students/Families who enroll in remote learning will receive daily communications and check-ins with updates on deadlines and important announcements.

See Alden-Hebron School District #19 Remote Learning Plan for Fall 2020-2021 Document

Transportation

Alden-Hebron School District 19 is working 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, no more than 50 individuals will be on a bus at one time, 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 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one-time during Phase 3. No more than 50 individuals may be on a vehicle at any one-time during Phase 4. District 19 will provide visual guides to ensure that students comply with expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations.

All 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 EPA criteria and be used according to manufacturers’ guidelines.

Operations

Food Services

Additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. 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. 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. Mealtimes expectations will be shared with students and staff.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light switches
- Restroom fixtures

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 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 must not be used.

Building and Grounds 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. High

Traffic Areas:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

After-Care and Other Programs

Visitors and the use of school facilities by external parties will be discouraged as much as possible, but some programs, such as childcare, are critical to the community. After Care Childcare programs in schools, will follow the IDPH and DCFS guidance for childcare facilities. Childcare may be available for families that need it in Phases 4. Childcare programs in schools will be required to follow all infection control measures that are used during the school day (e.g., social distancing when possible, face coverings, cleaning, and sanitation).

Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink/water supply for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Use plastic barriers and/or curtains around staff desks and between student care areas to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
- Disinfect a space after it is occupied by a student and deep clean daily.
- Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated.
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

*Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting.

*Parents, guardians, or other authorized individuals should pick up ill students within an 1 (one) hour; students should not be allowed to utilize the school bus for the return home.

*In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff.

Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th.
- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child is
 - Is in close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, **no nebulizer treatments will be given at school during the pandemic.** Asthma action plans should reflect the use of asthma inhalers and spacers.
- Please send your child with extra clothing in case a change is necessary as there will be no clothing stored in the nurse's office.

What to expect if there is a confirmed case in school:

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19.

Returning to school after having had coronavirus:

- Please call the school nurse prior to returning to school.
- Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have proof of two negative Covid-19 tests in a row, with testing done at least 24 hours apart.
- As new guidance emerges, **guidelines may change.**

Human Resources

The contents of the Roadmap to Reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem solving. District 19 will generate guidelines and protocols which will be required for all employees. District 19 will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) is provided to the Assistant Superintendent, Tiffany Elswick, for review and consideration.

Absences that are related 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.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning.

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

Teacher Evaluation

The district and the collective bargaining units will need to review, discuss, and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

Illness and Diagnoses Monitoring

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The district will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

Districts should inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Mental Health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19. Access to school counselors and supports are readily available as possible and communicated to students.

Communications

Communication Methods

Throughout the 2020-21 school year, Alden-Hebron School District 19 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- Alden-Hebron School District 19 Website
- Phone and text alerts
- Alden-Hebron School District 19 e-newsletters
- Alden-Hebron School District 19 social media (Facebook, Twitter, district App)

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in PowerSchool.

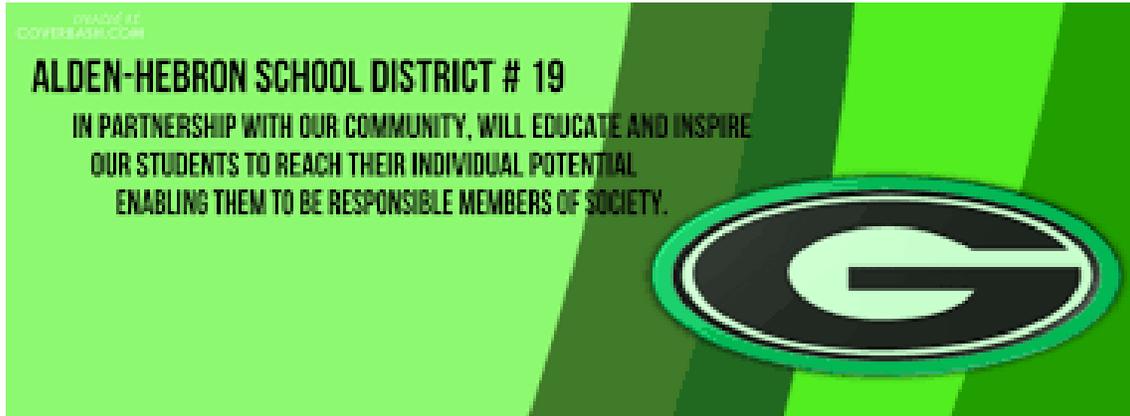
QUICK CONTACTS:

Who do I contact if...

- I have questions/concerns about Remote Learning:
 - **Birth to Three and Preschool:** First point of contact is the teacher, second point of contact is early childhood supervisor.
 - **Elementary:** First point of contact is the teacher, second point of contact is principal.
 - **Middle/High School:** First point of contact is the teacher; second point of contact is the Principal.

- My student tests positive for COVID-19: School Nurse for District 19, Bria Spiniolas, ext. 1522.
- I am a staff member who tests positive for COVID-19: Tiffany Elswick, Assistant Superintendent ext. 1523.
- I have questions/concerns about transportation: Cyndie Erckfritz, ext. 1523.
- My student needs tech support during Remote Learning: Tech support is available for District 19 devices and systems: Scott LeBaron, ext. 1333.

OUR MISSION:



Alden-Hebron School District #19 Board of Education

Mike Norton, President
Shannon Combs, Secretary
Penny Smith
Brandon Berg

Ken Winkelman, Vice President
Andy Madsen
Kate Johnson

Dr. Debbie Ehlenburg, Interim Superintendent
Tiffany Elswick, Assistant Superintendent/Elementary Principal
Tim Hayunga, MS/HS Principal
Katie Beck, Student Services Coordinator/Early Childhood Supervisor

Teresa Eick George, HS Teacher
Leannette Kolnick, MS Teacher

Jacob Behrens, HS Teacher
Colleen Geils, Media Specialist

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