

DISTRICT 110 PLANNING DOCUMENT

2020-2021 COVID (IN PERSON / REMOTE LEARNING)

[Executive Order 2020-40](#), filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3.

- In-person instruction is strongly encouraged in Phase 4; this does not signify a return to pre-pandemic operations
- Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary

During Phase 4, IDPH guidelines will:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
 - Prohibit more than 50 individuals from gathering in one space;
 - Require social distancing be observed, as much as possible;
 - Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
 - Require an increase in schoolwide cleaning and disinfection.
- All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.
 - Schools and districts should also prepare for a return to remote instruction in the event of a resurgence of the virus or a second wave of it in the fall.
 - Schools and districts can now utilize “**Remote**” and “**Blended Remote Learning Days**”
 - Schools and districts are encouraged to provide completely in-person instruction for all students in Phase 4, provided that the school is able to comply with capacity limits and implement social distancing measures.

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Classrooms (ISBE)	<ul style="list-style-type: none"> ● Provide assigned seating for students and require students to remain in these seats to the greatest extent possible ● Develop a marked path of travel inside the classroom to maintain social distancing from the entry point of the classroom to 36 the student's assigned seat ● Rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction if possible. ● Open windows if possible ● Limit who is in classrooms to those required for instruction ● Build in time for hygiene ● Assign computers and utilize keyboard covers 	<ul style="list-style-type: none"> ● Communicate to teachers protocols for social distancing in classrooms ● Provide time and supplies to set up classrooms ● Communicate with parents of younger students to discourage their children from bringing any toys from home to school ● Encourage parents to label student personal items
Classrooms (District)	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● Face masks/ shields to be worn ● Sanitize/ wash Hands upon entering and exiting classroom ● Regularly clean surfaces, routine at the end of the class period before transition ● Assigned seats for all students 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● Face masks/ shields to be worn ● Sanitize/ wash Hands upon entering and exiting classroom ● Regularly clean surfaces, routine at the end of the class period before transition ● Assigned seats for all students

	<ul style="list-style-type: none"> ● No flexible seating or grouped seating. Individual desks should be placed in rows, facing forward. ● Allow for 6ft of distance as much as possible ● Create directional markings for flow through classroom. ● Refrain from using shared supplies. If necessary, disinfect between uses ● Utilize first aide kits in class for minor injuries, scrapes and bruises. ● Stream lessons using Google Meet for students who need to access remotely. ● Utilize Google Classroom platform for lessons. ● Rotate students between content area classrooms ● Extended homeroom period (1st hr.) for lockers, attendance, chromebook checks, log-ins, and character education/ SEL 	<ul style="list-style-type: none"> ● No flexible seating or grouped seating. Individual desks should be placed in rows, facing forward. ● Allow for 6ft of distance as much as possible ● Create directional markings for flow through classroom. ● Refrain from using shared supplies. If necessary, disinfect between uses ● Utilize first aide kits in class for minor injuries, scrapes and bruises. ● Stream lessons using Google Meet for students who need to access remotely. ● Utilize Google Classroom platform for lessons. ● Homeroom period (1st hr.) for student prep, check in, and SEL monitoring.
<p>Traffic Flow, Hallways, and Lockers (ISBE)</p>	<ul style="list-style-type: none"> ● Face coverings must be worn at all times. ● Adhere to social distancing requirements and IDPH limitations on gathering sizes when possible ● Limit number of persons within hallways at any given time to the greatest extent possible. ● Limit required movement of students between classes. 	<ul style="list-style-type: none"> ● Develop protocols ● Consider passing periods in schedules ● Place signage and markings where appropriate

	<ul style="list-style-type: none"> ● <u>Consider</u> having staff rotate through classes rather than requiring movement/mixing of student groups. ● Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time. ● Hallways could have marked one-way paths and certain staircases could be designated one-way only, as possible. ● Place floor markings to delineate 6-foot distance between students in locations where they line up. ● Remove furniture or other items that may encourage congregating in certain areas. 	
<p>Traffic Flow, Hallways, and Lockers (District)</p>	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● One way direction of traffic flow; back wing will be downstairs from the landing, up the back stairs, and exit the landing. Horseshoe will be entering by the office and exit by room 10 ● Signage and floor markings will indicate direction ● Extended passing periods ● No water fountains; bottles acceptable ● No student congregating, supervision by staff to promote movement 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● One way, directional in hallway as possible ● Split hallway with midline tape ● Signage and floor markings promoting social distancing ● No water fountains; bottles acceptable ● No student congregating, supervision by staff to promote movement ● Limit of 2-3 students in the restroom at one time

	<ul style="list-style-type: none"> ● Limit of 2-3 students in the restroom at one time ● Locker assignments alternate by homeroom to promote spacing. One or two classes use lockers at one time 	
<p>Cafeterias/Food Service (ISBE)</p>	<ul style="list-style-type: none"> ● No more than 10 individuals during Phase 3 and no more than 50 individuals during Phase 4, if possible ● Alternate scheduling or add meal service times to adhere to capacity limits. ● Consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented. 	<ul style="list-style-type: none"> ● Develop a meal plan protocol ● Determine allergy free areas ● Develop cleaning protocol
<p>Cafeteria / Food Service (District)</p>	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● Sanitize/ wash Hands upon entering and exiting cafeteria ● Utilize normal tables with 3-4 students seated at each, socially distanced. ● Utilize additional tables with 3-4 students seated at each, on the stage and perimeter of cafeteria ● Students will use the kitchen service line, staying distanced as they proceed through ● Assigned seating for all students, grouped by classroom cohorts as possible. ● Use of disposable trays and utensils 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● Sanitize/ wash Hands upon entering and exiting cafeteria ● Utilize normal tables with 3-4 students seated at each, socially distanced. ● Students will be served at their tables with individually prepared meals ● Assigned seating for all students, grouped by classroom cohorts as possible. ● Use of disposable trays and utensils ● No joint use service (salad bars) and condiments provided individually ● Breakfast served “grab and go” with students eating in the classroom.

	<ul style="list-style-type: none"> • No joint use service (salad bars) and condiments provided individually • Breakfast served “grab and go” with students eating in the classroom. 	
<p>Administrative Offices and Staff Workspaces/Lounges (ISBE)</p>	<ul style="list-style-type: none"> • Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another, when possible. • Consider installing physical barriers within main offices, as needed. • Provide cleaning materials and hand washing supplies • Provide each employee with a personal supply of office supplies • Maintain a regular cleaning and disinfection schedule of frequently touched items 	<ul style="list-style-type: none"> • Relocate workstations to 6 feet apart of separate with plastic shields • Order office supplies • Develop cleaning protocols
<p>Administrative Offices and Staff Workspaces/Lounges (District)</p>	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> • Sanitize/ wash Hands upon entering and exiting office and staff areas • Transactions conducted through the safety window, maintaining social distance • No visitors in the offices • Encourage payment and form submission be done on-line • Limit student personal items allowed in the offices (lunch drop off) • No sick students in the offices; use isolation rooms or nurse’s office • Regularly clean commonly used surfaces 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> • Sanitize/ wash Hands upon entering and exiting office and staff areas • Transactions conducted through the safety window, maintaining social distance • No visitors in the offices • Encourage payment and form submission be done on-line • Limit student personal items allowed in the offices (lunch drop off) • No sick students in the offices; use isolation rooms or nurse’s office • Regularly clean commonly used surfaces

<p>Visitors and external groups (ISBE & District)</p>	<ul style="list-style-type: none"> ● Limit any nonessential visitors, volunteers, and activities involving external groups or organizations, as possible ● Restrict where visitors can go in the building. ● Hand hygiene for visitors ● Maintain accurate records of visitors ● Consider outside drop off for items 	<ul style="list-style-type: none"> ● Develop and communicate protocols
<p>Physical Education, Gymnasiums, and Locker Rooms (ISBE)</p>	<ul style="list-style-type: none"> ● No more than 10 individuals may be in one space at any one time during Phase 3. No more than 50 individuals may be in one space at any one time during Phase 4. ● Maintain social distancing of 6 feet ● Try to be outdoors or separated if indoors ● Consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing ● Any shared equipment must be cleaned between each student use and disinfected at the end of each class. ● perform hand hygiene at the start and end of each class period, after using equipment, or when hands are visibly dirty 	<ul style="list-style-type: none"> ● Work with Physical Education and Athletic staff to develop protocols
<p>Physical Education, Gymnasiums, and Locker Rooms (District)</p>	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● Sanitize / wash hands upon entry and exit of the gym ● Maintain 6ft of distance as possible ● No contact games/ activities 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● Sanitize / wash hands upon entry and exit of the gym ● Maintain 6ft of distance as possible ● No contact games/ activities

	<ul style="list-style-type: none"> ● No use (very limited) of shared equipment. If shared equipment is used it will be cleaned between use. ● Masks worn as possible, depending on the activity 	<ul style="list-style-type: none"> ● No use (very limited) of shared equipment. If shared equipment is used it will be cleaned between use. ● Masks worn as possible, depending on the activity
Student Transportation (ISBE & District)	<ul style="list-style-type: none"> ● All individuals on a bus must wear a face covering ● No more than 50 individuals should be on a bus at one time ● Social distancing must be maintained to the greatest extent possible. ● Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus. ● Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene and perform symptom checks ● Sanitization should be completed daily or between use on all vehicles used for student transportation 	<ul style="list-style-type: none"> ● Develop protocols and communicate to students and families ● Evaluate bus routes to maintain 50 per bus - add routes as necessary ● Review Appendix F for Bus Driver PPE ● Protocols for symptom checks ● Place signage on buses ● Develop seating charts ● Develop cleaning protocols
Recess / Playground (District)	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● Sanitize / wash hands before and after recess ● No contact games ● No shared equipment ● Limit groups of students on outdoor equipment ● Equipment will be cleaned on a routine basis ● Cleaning supplies will be available for student staff use at recess as needed 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● Sanitize / wash hands before and after recess ● No contact games ● No shared equipment ● Limit groups of students on outdoor equipment ● Equipment will be cleaned on a routine basis ● Cleaning supplies will be available for student staff use at recess as needed

	<ul style="list-style-type: none"> ● Students remain “grouped” by class as much as possible by designating areas. 	<ul style="list-style-type: none"> ● Students remain “grouped” by class as much as possible by designating areas.
Arrival / Dismissal	<p style="text-align: center;"><u>Grant Middle School</u></p> <ul style="list-style-type: none"> ● All students will be screened upon entering the building; temp under 100.4 required ● Any student testing above 100.4 will be isolated and sent home ● Isolation rooms will be established separate from the nurse’s office (likely ISS rooms) ● Use both sets of foyer doors for entry ● Sanitize upon entry ● Possible staggering of bus drop off and walker/ car arrival ● Students will report to their classrooms and dismissal will be from classrooms in the afternoon. 	<p style="text-align: center;"><u>Illini Elementary</u></p> <ul style="list-style-type: none"> ● All students will be screened upon entering the building; temp under 100.4 required ● Any student testing above 100.4 will be isolated and sent home ● Isolation rooms will be established separate from the nurse’s office (likely ISS rooms) ● Two points of entry; under canopy and side door of multipurpose room ● Sanitize upon entry ● Students report to cafeteria or classrooms ● Possible staggering of bus drop off and walker/ car arrival ● Students will report to their classrooms in the morning and dismissal will be from classrooms in the afternoon.
Districts will develop sanitation procedures per recommendations of the CDC, IDPH, and local health departments.	<ul style="list-style-type: none"> ● Clean visibly dirty areas ● Clean frequently touched areas ● Cloth toys or other cloth material items that cannot be disinfected should not be used ● Determine means to sanitize soft surfaces, such as carpeted areas, rugs and curtains ● The district will adjust/ increase staff 	<ul style="list-style-type: none"> ● Outline cleaning protocols and schedules ● Order appropriate cleaning materials ● Order PPE for cleaning ●

	<p>to ensure routine cleaning of the building throughout the day and a thorough cleaning each night.</p> <ul style="list-style-type: none"> • Classroom staff will have cleaning supplies available for routine cleaning of classrooms and to address ‘as needed’ situations immediately. 	
<p>Health and Safety Protocols IDPH Guidance</p> <p>District will follow this guidance</p>		
<p>Preparing for When a Student or Staff Member Becomes Sick</p>	<ul style="list-style-type: none"> • 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. • Collect symptom reports when absences are reported • 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. • 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 for symptoms for 14 days. • Students and staff can be checked by a health care professional and be 	<ul style="list-style-type: none"> • Distribute symptom checklist for families and staff to use to determine if they are well enough to attend that day. • Develop process and location to isolate anyone showing symptoms Outline protocols for cleaning areas used by a sick person

	<p>cleared to return to school.</p> <ul style="list-style-type: none"> ● Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine. 	
Hand Hygiene	<ul style="list-style-type: none"> ● Encourage frequent and proper handwashing ● Ensure 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 ● Review protocols in guidance document (page 32) 	<ul style="list-style-type: none"> ● Order supplies and distribute ● Post signage ●
Face Coverings	<ul style="list-style-type: none"> ● Everyone must wear a face covering at all time unless unless they are younger than 2 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 ● Maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. 	<ul style="list-style-type: none"> ● Determine if school is ordering face coverings and type (masks, cloth coverings, shields) and quantities for students, staff, and visitors <p>Update policies to require the wearing a face covering while on school grounds and handle violations in the same manner as other policy violations</p>
Social Distancing	<ul style="list-style-type: none"> ● Districts should develop procedures 	<ul style="list-style-type: none"> ● Post visual reminders throughout

	<p>to ensure 6-foot physical distance from other persons as much as possible in all areas</p> <ul style="list-style-type: none"> ● Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. 	<p>school buildings and lay down tape or other indicators of safe distances in areas where students congregate or line up</p> <ul style="list-style-type: none"> ● Consider social distancing when building schedules
Symptom Screenings	<ul style="list-style-type: none"> ● Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19, such as 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, may not enter buildings. 	<ul style="list-style-type: none"> ● Develop process for temperature and symptom screenings upon arrival or self-certification
Personal Protective Equipment	<ul style="list-style-type: none"> ● Ensure that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, based on exposure risk. 	<ul style="list-style-type: none"> ● Order PPE ● Provide training to staff prior to the start of student attendance on the proper use and disposal of PPE.

Other Items:

- It is expected that students will follow IDPH and CDC guidelines for the use of PPE (face coverings) and submit to screening procedures in order to attend school on an in-person basis. The district will not take adverse disciplinary action (write ups, detention, suspension) for

students who do not wear face coverings or maintain social distancing. Staff will promote, remind, and redirect students to follow guidelines. In the event a student refuses or is unable to comply with guidelines, a parent conference will be held and the student may be recommended for a remote learning program.

- The District will provide technology for all students in the event of the need to return to a remote learning platform. Student fees are being adjusted to reflect a technology fee for all students to cover the cost of maintenance, replacement, and service of technology. Students in grades 5th through 8th will be issued a Chrome Book for their individual use which they will transport to and from school daily. Students/ parents are responsible for the cost of replacement if the Chrome Book is lost and also responsible for any repair costs deemed to be not due to normal use. Students in grades PreK through 4th grade will be issued a Chrome Book for individual use that will be transported on an as needed basis, with the abundance of use being in the classroom.
- Parents will not be allowed to enter the school buildings as in the past in an effort to limit possible exposures and infections.
- Staff will self-check for fever and symptoms on a daily basis. Staff will be required to do a temp check upon entering the building and will log the results daily. Staff are highly encouraged to self-check at home, allowing enough time for a substitute to be secured if needed. A self-certification form will be required for all staff to complete.
- Parents will be required to self-certify that their child is non-symptomatic and safe to be at school. A self-certification form will be required for all students who attend in person classes.
- The district will provide a remote school option for students. The remote option will also be available students who may contract or come in contact with a person testing positive for COVID and there is a requirement for self-quarantine. The number of students requiring remote access learning will determine class assignments and there may be a need to adjust class assignments if/when numbers fluctuate.

The current plan for remote access to learning, a blended model while in person instruction is being conducted, is that students who need to be taught remotely will have the ability to access and participate in class through a live stream method. Students will be required to log in to the Google Meet during their normal class periods. This will allow student to keep pace with in person learning and to interact with the teacher and classmates in real time. Resources (readings, worksheets, etc) will be provided through Google Class. All assignments done in a remote format shall be completed in a timely manner and will be assessed using the District's standard grading policies and will count towards a student's cumulative grade.

- Upon registration, parents will need to declare if their child will need to participate in school remotely or if they will be in-person. The District will require parent's to provide medical statements from a doctor indicating that the student qualifies for a remote learning option. Remote learning/ in person choice will be done for the duration of the school term to ensure there is consistency in attendance, procedures, seating, etc., for the management of health standards and protection.