



Return to School 2020

Pinckneyville Community High School #101

www.pchspanthers.com

Tel: 618-357-5013
600 East Water St.
Pinckneyville, IL 62274



Pinckneyville Community High School #101 **Return to School Plan for the 2020-2021 School Year**

PCHS has developed a Return to School plan for the 2020 – 2021 school year. The COVID-19 pandemic resulted in the immediate early closure of schools across the United States including all of Illinois’ Schools. As a result of the closures, schools in Illinois developed remote learning opportunities for students and families. Many of these remote learning opportunities relied on the use of technology for remote video learning and for communication between student and teacher.

While PCHS’ establishment of student remote learning was swift and adequate, it reinforced that in-person student learning cannot be duplicated with remote meetings/video conferencing and/or paper packets of work. The value of in-person student and teacher interaction is key to student success and learning. The State of Illinois recognizes this fact and allows for students to return to in person learning during phases 3 & 4 of the Restore Illinois Plan adopted by Governor J.B. Pritzker. This plan further states that Illinois schools must follow approved safety guidance from the IDPH for re-opening.

PCHS Superintendent, Keith Hagene and PCHS Principal, Tony Wilson, have worked with Department Chairs, Student Services and Maintenance Staff to review available information gathered from staff, parents, union leadership, the Regional Office of Education, Perry County Health Department, ISBE, CDC, the State of Illinois government and multiple legal entities. We used information to discuss options and develop a reopening plan compliant with the **Phase 4 guidelines**.

It is general consensus that there are four primary areas of need when returning to school in the fall. These areas are ***Wellness, Instruction, Operations, and Finance***. PCHS’s needs within each of these areas were considered. PCHS developed a comprehensive plan for the return to in person learning for the 2020 – 2021 school year.

This set of guidelines and protocols was developed following July 23, 2020 guidance from the Illinois State Board of Education and in consideration of Governor Pritzker’s 5 Phase Outline, CDC and local health department recommendations. Pending further guidance/directives from the State of Illinois, ISBE, CDC, **the contents of the Return-to-School document are subject to change.*

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Return to School Plan for the 2020-2021 School Year

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I. Wellness

PCHS has developed policies and plans to ensure the safety and wellbeing of our students and staff. Plans include areas related to personal protection equipment or PPE, proper hand washing, social distancing for different circumstances, wellness checks, a sick student & staff policy, a recommended sanitation plan and a building visitor policy. The following plan was developed with guidance from the CDC, IDPH and ISBE. **This plan is subject to change as these guidelines evolve.**

Staff & Student Protection Plan

PCHS is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff, students, and buildings to follow, everyone's health and safety is dependent on each individual. Each staff member should ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

Every effort will be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within the building as feasible.

Social Distancing

PCHS students and staff are encouraged to maintain social distancing (6 feet of separation when possible) throughout the school day.

Social distancing applies to all areas including the classroom, common areas and the main office. Student mixing will be reduced to a minimum. Students will remain with their classrooms during each period to reduce mixing of students/staff within the building as much as possible. Students will use designated entrances to the building, designated restrooms, and single file, spaced hallway lanes.

Every effort will be taken to create "zone" within the building for each classroom. This zoning will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location by specifying and assigning restrooms, water fountains for bottle refills, and educational material locations. This will also control the spread of COVID-19 to a specific classroom.

Face Coverings and P.P.E.

PCHS understands that social distancing will not be possible for all circumstances. Staff/students will be required to properly wear a face covering in all areas.

- When walking to the restroom, in hallways, on a school bus, in common areas or outside of the classroom or work area staff/students must wear a face covering.
- Signage will be placed in areas requiring the use of face coverings.
- Gloves or other PPE will be used as needed in performing tasks that require close contact.
- PCHS will provide at least one washable mask for each staff member. Staff/students may also use an approved personal face covering.
- PCHS will maintain an inventory and provide approved, disposable masks to individuals as needed. ISBE guidelines require that all staff/students wear a face covering at all times.
- For students that cannot wear a face covering due to health issues/inability to understand the requirement, staff will consult with parents of each student to develop an individualized plan.
- Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other common areas.

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff/students 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/students should avoid touching their mouth, eyes or nose as much as possible. Staff/students should use hand sanitizer upon entering the building and classroom each and every time.

If assisting a student requires close contact, hand washing or sanitizing will be done before and after contact with each student.

Training

Each staff member will be required to complete safety training related to social distancing, face covering and hand hygiene procedures. PCHS will provide general training to all staff and also provide training for staff members that is specific to their unique circumstances. Hand hygiene and social distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstation. All training will be provided and documented by the school nurse and staff.

Health Screening

Only students and staff who are healthy should report for in-person learning. In order to attend school, all students must be screened daily by their parents for symptoms of COVID-19 and other criteria. All staff must also screen themselves for this criteria prior to reporting to work. By attending school, all student and staff are certifying that they meet the following criteria:

- They do not have a temperature over 100.0°F.
- They are not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever.
- They have not had close contact or cared for someone with COVID-19 within the past 14 days.
- They have not returned from travel outside the United States or on a cruise ship or riverboat within the past 14 days.
- They have not been directed to self-quarantine by a healthcare provider.
- They have not been directed to self-quarantine by the county or State Department of Public Health.
- They do not have any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath/ difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

Students and staff who exhibit symptoms or do not otherwise meet the above criteria will not be allowed into the school building. If a student does not meet this criteria, parents should notify the school of the child's absence.

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Employees who do not meet these criteria will not be permitted to return to work until the employee provides the District a statement from a physician that he/she is cleared to return to work. The District will reimburse employees for the actual cost of obtaining the statement from a physician, such as the cost of an out of pocket co-pay for the office visit.

If staff/student certify they meet the above requirements, upon arrival to a PCHS building, he/she will submit to a temperature check each day.

Any staff member who begins to exhibit a high fever associated with COVID-19 like symptoms will report to his/her supervisor and make arrangements to leave the building as soon as possible.

Any student who begins to exhibit a high fever associated with COVID-19 like symptoms will be escorted to a designated isolation area, following the building procedure, until arrangements can be made for student pickup.

Staff and parents of students should monitor symptoms and return to school/work according to the IDPH guidelines. A doctor's note may be required for staff returning to work.

Staff who have had contact with someone who is positive for COVID-19 should notify their building principal immediately.

Students who are suspected to have COVID-19, whether they are tested or not, should follow the IDPH guidelines for self-monitoring and self-quarantine, including quarantining until at least 72 hours have elapsed from the resolution of a fever, without fever reducing medication, and 10 days have elapsed since symptoms first appeared.

Visitor Policy

Visitors will be restricted to administration authorized personnel by appointment only. Vendors and walk-in visitors without making an appointment through either the district or high school offices prior to arrival will not be allowed to enter the building.

Visitors with approved appointments must report to the main building entrance prior to their appointment time, complete a self-assessment and certify that they meet the same criteria required for PCHS staff and students. The criteria requirements will be listed on each building entrance using posted signage of symptoms. Visitors will indicate they meet the criteria and submit to a temperature check prior to admission. Visitors must wash hands/use hand sanitizer upon entry and wear an approved face covering at all times. Visitors will only have access to specified areas approved by administration. (office/designated meeting room)

All U.S. Postal Service, UPS, and FedEx parcel deliveries will be restricted to the District Office vestibule.

Cafeteria supplies will be limited to the Kitchen delivery door. Drivers and kitchen staff will follow PPE protocols at all times.

General Classroom Guidance through all stages

The following guidelines will be considered:

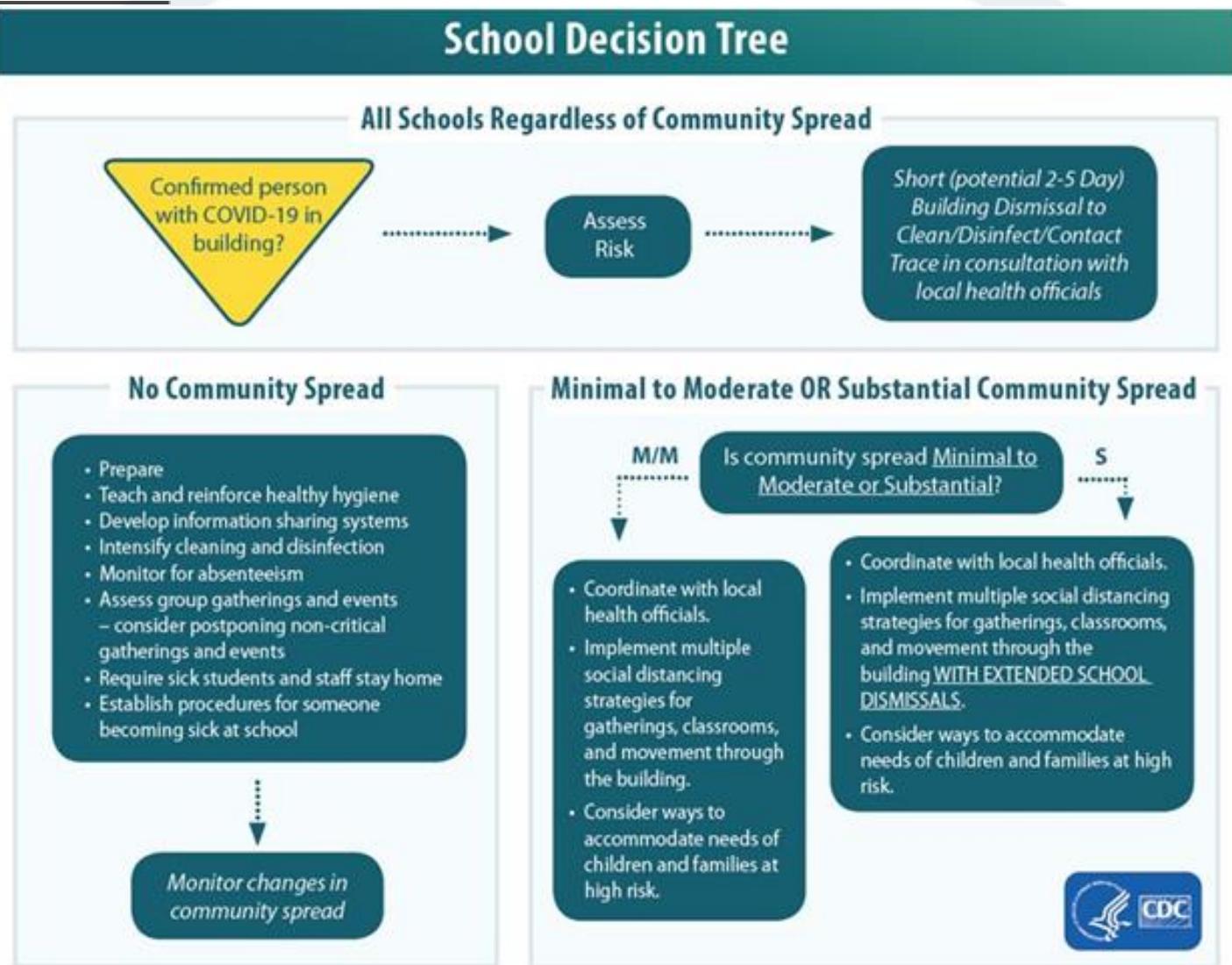
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Windows will remain open for increased ventilation as much as possible.
- School supplies will not be shared between students.
- Classrooms will be deep cleaned daily. Hard surface cleaning will take place throughout the day.
- Staff will review student arrival/dismissal procedures.
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas.
- High touch areas will be cleaned throughout the day
- Symptom self-assessments will be required for staff and visitors.
- Face coverings will be required at all times.
- Only authorized personnel will have access to classrooms.

Restrooms

- Six feet social distancing required when possible
- Restroom and hand washing breaks will be scheduled and coordinated as feasible
- Face coverings will be required at all times.
- Areas will be clearly marked to indicate safe distancing for staff and students.
- High touch areas will be cleaned throughout the day

School Closure Plan

PCHS must be prepared for a 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.



Coordination with local health officials

Once learning of a COVID-19 case in someone who has been in a school, PCHS will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- The PCHS Superintendent or Principal will notify the appropriate Perry County Health department of the positive case of COVID-19.
- These entities will collaborate to confirm the positive COVID-19 case and to what degree the PCHS Positive Case Plan will be implemented.

School Dismissal

The school or classroom will potentially be dismissed for 2-5 days. This initial short-term dismissal allows time for PCHS and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Schools are not expected to make decisions about dismissal on their own. PCHS, along with the Perry County Health Department's recommendations for the scope and duration of school dismissal will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- During any school dismissal, remote learning will continue for all students as scheduled.

Communication Plan

PCHS will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community will align with the communication plan in the school's emergency operations plan.
- In such a circumstance, PCHS will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in-person learning.

Cleaning and Disinfection in event of COVID positive case.

PCHS custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Areas used by the individuals with COVID-19 will be closed off. PCHS staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area. If possible, PCHS will wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

Extending the school dismissal

Temporarily dismissing schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Perry County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), PCHS buildings/classrooms may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Perry County Health Department.
- Administrators will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

School Personnel

This set of guidelines and protocols was developed following June 23, 2020 guidance from the Illinois State Board of Education and in consideration of Governor Pritzker's 5 Phase Outline, CDC and local health department recommendations. Pending further guidance/directives from the state of Illinois, ISBE, CDC, the contents of the Return-to-School document are subject to change

The Pinckneyville High School Education Association will be instrumental in developing any semblance of a workable in-person instruction in the fall. Both parties will need to be cooperative, collaborative, flexible, and creative in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IAASE and others as it surveys the landscape about returning to school in the fall of 2020.

Staff Return Plan

The way and manner employees would be expected to conduct instruction in the fall of 2020 will be dictated by executive and legislative guidance from the government. Dependent upon which “Phase” the state is in at any given time, staff may be asked to

- continue to operate in the “Remote Learning” capacity as was implemented during the Spring 2020 shut-down across the nation. (In the event of a resurgence of COVID-19 incidents)
- return to a typical work day/week as prior to the COVID-19 pandemic
- Work a blended schedule as determined by PCHS dependent upon State/ISBE/CDC guidance. PCHS administrators will make those decisions as more information becomes available or based on experience. PCHS’s non-teaching staff will continue to function in their roles either as essential employees or functioning fully upon resumption of normal work hours. The District will make every effort to follow all CDC, IDPH, and Local DPH guidelines regarding PCHS employees who fall under one or more of the “High-Risk” categories for susceptibility to COVID-19.
 - People 65 years and older
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with chronic kidney disease undergoing dialysis
 - People who are immunocompromised
 - People with liver disease
 - People with diabetes

An employee’s request for a special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) must be sent in writing to the PCHS Principal and Superintendent for review/consideration in the same way that medical leave requests are made. Absences tied to COVID-19 concerns must be accompanied by a physician’s note. Eligible employees will be entitled to any COVID- 19 related federal, State, and locally mandated leaves or accommodations. Otherwise, employees are expected to use their accrued benefit time for their absence from work (Sick time, vacation time, personal, etc.).

- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV/AIDS, prolonged use of corticosteroids and other immune weakening medications.

Work from Home (Full Remote Learning Model)

If the District determines that it is both necessary and appropriate for an employee to work from home, the employee will be informed about the accommodation in writing. The employee and the principal will take steps to plan the scope of work that can be performed from home. If a

decision is made to continue Remote Learning in the fall 2020 or beyond, the following Student Privacy Policy guidelines will be observed by teachers in regard to instructing students virtually.

- It is permissible for a teacher to take student records home, including students' personally identifiable information (PII), for the purpose of preparing and instructing students remotely. However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is NOT disclosed during the lesson. However, as a precaution, letting non-students observe should be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII. And, if the recorded class contains PII, then the teacher MUST obtain appropriate written consent, electronically or otherwise, before sharing the recording; such recording can ONLY be shared with students who are enrolled in the teacher's class.
- It is permissible for a teacher to conduct a "Parent-student" conference virtually while the teacher's spouse is in the same room provided no PII is disclosed. If PII must be discussed during the virtual conference, then the teacher MUST either (a) Move away from his/her spouse to hold such discussion, or (b) Obtain prior consent from the parent/guardian in writing prior to holding the conference.

Staffing Levels

The staffing pattern in the schools in the fall of 2020 will depend on whether the State government and/or ISBE permits in-person instruction to occur. Furthermore, if permitted to occur, it will also depend on the guidelines that are provided or the requirements that are imposed including social distancing and personal protective equipment.

If the government permits in-person instruction to take place, then this will dictate student-teacher- Paraprofessional ratios.

PCHS will monitor staffing levels within the 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 review options and make a decision.

Teacher Evaluation

PCHS and PHEA will review, discuss, and bargain the potential impact of any learning model that PCHS adopts.

II. Instruction

PCHS has developed an instruction plan to allow for a return to in-person learning for our students.

Parents electing to “opt out” of in-person learning, or provide home school instruction for their student(s) will do so with the understanding that it is for the entire fall 2020 semester. The district must be notified of a decision not to return students to PCHS by August 7, 2020. The district will re-evaluate the plans in November for the spring semester.

General Information related to COVID issues:

Required Physicals: Due to effects of the recent social distancing and shelter in place mandates, for the 2020-2021 school year, PCHS is changing the Compliance Requirements date for physicals and immunizations. Traditionally, the State of Illinois has mandated that these be submitted no later than October 15th. Although we will follow the dates set by the State of Illinois, we encourage you to obtain these requirements at the earliest possible date.

Clerical staff and nurses will be keeping track of families who are not in compliance as is normal procedure.

Safety Education for Students: Students will be receiving appropriate education and guidance for proper social distancing, the use of PPE and proper hand hygiene during the orientation sessions and again during the first two (2) weeks of school. All training and education efforts attendees will be documented and maintained by PCHS offices.

Social and Emotional Learning: SEL supports will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed by the social worker in conjunction with the school’s counselors. We will continue to implement SEL curriculum with the addition of an intentional focus on student’s emotional health which may have been impacted by COVID-19. Other SEL supports will be developed to add supports to our students as needed.

PCHS will continue to provide communications with staff to encourage health, wellness, and self-care.

Physical Education, Gymnasiums, and Locker Rooms: Physical activity can support students’ overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, PCHS will select outdoor PE activities that allow social distancing. If physical education must be taught inside, PCHS will consider using separation in open spaces, utilizing markings on the floor/walls to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited.

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. Students and staff will wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students will perform hand hygiene after the use of each piece of equipment.

Technology

While PCHS believes the availability of computer devices along with access to the internet are important to student remote learning, we also are well aware that barriers exist which may preclude the use of technology for remote instruction including the following:

- There are remote areas within the boundaries of our district where reliable internet is not available.
- Many of our students/families do not have internet access in their homes. They live in areas where it is not feasible to set up remote hotspots.
- In some cases, the nature of the student's disability is not conducive to the use of a device or internet for remote instruction.

During periods when in person instruction is not an option, PCHS will work to provide students with jet packs and/or hot spot devices, ChromeBooks as available, and provide instruction through a combination of paper packets along with frequent contact from staff via documented phone calls.

Instructional Options:

During phases 3 & 4 of the Restore Illinois plan, school districts will be allowed to return to in-person learning following approved IDPH guidelines. PCHS has adopted a three (3) stage plan for reopening for in-person learning.

PCHS is developing three possible instructional scenarios dependent upon Illinois phases and ISBE Guidance. PCHS will review updated guidelines and make decisions about which model will be implemented (Traditional Learning Model, Blended Learning Model, or Full Remote Learning Model on a semester basis in response to ISBE/CDC directives or until ISBE requires full, in person school attendance.

Scenario 1) – Traditional Learning Model – with phase 4 restrictions

If guidelines related to social distancing maintain current Phase 4 recommendations, all students will attend school in person. PCHS will ensure that all programs/classrooms/staff adhere to required ISBE/State/CDC guidelines in relation to COVID-19. Social Distancing of students will be required to the extent feasible.

PCHS will develop our own unique social distancing plans for our building based on classroom locations and traffic patterns. All staff/students are expected to appropriately use face coverings as required by ISBE. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias and other common areas will be cleaned throughout the day.

Scenario 2) – Blended Learning Model

As allowed by ISBE guidelines, a blended learning model may be implemented by PCHS programs which places student and staff safety as a priority. The blended model will incorporate remote learning activities, in content areas that more readily allow for remote learning instructional styles, and in-person learning as allowed at recommended levels. The intent of the blended model is to allow students in person while maintaining CDC and IDPH guidelines for social distancing through a reduced number of students in the building.

By reducing student numbers, social distancing will have the best opportunity for success. This can reduce the risk of an increase in the spread of COVID-19 to students and adults throughout the community. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias, and other common areas will be cleaned throughout the day. Attendance procedure for remote learning days? (may go in another section) Participation was an issue for many students this last spring.

Scenario 3) - Full Remote Learning Model

If there is a resurgence in COVID-19, either statewide, region-wide, community wide, PCHS may choose to implement full remote learning for all students as required by state/ISBE/CDC guidelines.

Other Considerations During Full Remote Learning or Blended Learning Days:

PCHS Administrators and/or the school nurse will contact parents of any student with known underlying medical conditions to discuss if in-person instruction is advisable. With doctor note, PCHS will provide full remote instruction as developed collaboratively between the school counselors, school nurse and parent.

- Community Based Education experiences will be suspended during Blended Instruction
- Secondary Transition Experiences – School to Work, Co-Op training/employment may be allowed if experiences or employment circumstances meet ISBE/CDC requirements.
- Remote Learning Assessment: When students are in full remote learning, teachers will develop student assessments.
- Student Evaluation/Assessments, which may include special education evaluations, state assessments and/or district benchmarking assessments may take place in person with adherence with Illinois/ISBE/CDC guidelines.
- Student/Parent/Teacher meetings will be conducted remotely while social distancing is required due to limited space. Parents/guardians may choose to attend in person or remotely.
- Student IEPs will not be modified in response to COVID related changes in instruction. PCHS Case

Managers will contact parents to discuss a proposed individualized remote/blended learning plan (IRLP) for each student based on their particular circumstances and educational needs. The IRLP will be attached to the IEP that would be in place during full in-person instruction.

Liability Exposure for COVID-19 Related Issues: PCHS will consult extensively with Prairie State Insurance Cooperative and its legal counsel regarding any and all potential claims about the pandemic. Liability claims are currently estimated to be low because the COVID-19 contagion is not easily attributable to any one environment or source. The average person interacts with the general public in their personal, social, family, and work lives which means it would be difficult to isolate any one location as the source of the contagion.

Proposed Schedule for Fall 2020-2021

The first day of school will be determined by the official calendar.

Students are scheduled to return on August 17, 2020 for full day in-person instruction.

Tentative Daily Schedule for Return to School

Monday - Friday (5 Days)

Warning Bell	7:50
Daily Announcements.....	8:00
1st Period	8:02 – 8:42
2nd Period	8:46 – 9:24
3rd Period	9:28 – 10:05

4th Period	10:09 – 10:46
5th Period/Lunch A.....	10:50 – 11:27
5th Period/Lunch B.....	11:31 – 12:08
6th Period.....	12:12 – 12:49
7th Period.....	12:53 – 1:30
8th Period.....	1:34 – 2:00

All non bus-riders will be dismissed at 1:34pm

All bus riders who board at PJHS and students walking home will be dismissed at 1:45pm

All other students will be dismissed at 2:00pm. Buses will leave PCHS at 2:05pm

Staff: All PCHS employees will work a standard workday. Supervisors will schedule staff to perform work related tasks either in person or remotely as needed for programming and in response to changes in state/ISBE/CDC guidelines.

Students attending PCHS: All students attending the PCHS building will start the 2020-21 school year on a “traditional” schedule. Each student will attend school in person five (5) days each week. The class schedule will be modified to allow for a balance of maximum classroom instruction and transition time, while providing necessary time for staff to address routine and deep cleaning needs.

Students may be dropped off/picked up between 7:30 a.m. and 2:30 p.m. with expectation that students will be in attendance for at least 5 hours of instruction.

III. Operations

Facilities

All 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. Building custodians and cleaning personnel will conduct daily cleaning and disinfection. Custodial staff schedules will be adjusted to provide increased availability during times when students and staff are present.

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 common areas will be cleaned throughout the day. Soft surfaces such as entry-way rugs will be disinfected daily. Items such as throw rugs, pillows, other cloth material items that cannot be disinfected will be removed from classrooms.

PCHS may adjust personnel schedules to meet the return to school needs. Cleaning schedules and recording documents 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.

- Hallways
- Stairwells
- Foyers
- Entry ways
- Restrooms
- Main offices
- Gym
- Locker Rooms
- Weight Rooms
- Cafeteria
- Auditorium
- Pre-K Playground equipment

A detailed sanitation regiment will occur during times when students are not present in various areas throughout the facility with extensive deep cleaning of restrooms and other common areas. Our custodial staff will support food service operations with trash collecting and cleaning after in-classroom meal consumption.

Sanitation, hygiene and PPE supplies will be ordered and stocked for the start of the year. All subsequent supply requests will use the requisition procedure.

Food Services - Food services will be provided consistent with Illinois/ISBE guidelines.

We are anticipating that the USDA will allow for us to provide meals to students for the days they will be in person attendance. The daily class schedule will be modified to incorporate two (2) lunch periods to reduce student traffic in the cafeteria area. Dining areas will be in place to minimize the number of students in each designated space. To promote distancing during meals and to address cleaning and sanitation requirements, the cafeteria and west one-half of the auxiliary gym have been zoned to accommodate a maximum of fifty (50) students per designated area. Students will be assigned to the areas by grade level and lunch period.

Arrangements for additional tables used to establish outside dining areas have been made and students will be allowed to eat in designated outdoor areas, weather permitting. Supervision, cleaning and sanitation schedules and distancing recommendations will be developed and implemented.

Students and Families will be encouraged to utilize pre-paid meal plans through the TeacherEase Parent Portal. Student ID barcodes will be implemented during dining times to minimize congestion at checkout registers and help eliminate person to person cash exchanges.

- Blended Learning Days

The following plan outlines meal distribution for option #2 or the blended learning model. This distribution plan is dependent on approval from the U.S Department of Agriculture or USDA. Currently, the USDA is allowing non-congregate meals during the summer months.

- Students attending **A** schedule will take home Wednesday/Thursday/Friday meals on Tuesday.
- Students attending **B** schedule will take home Monday/Tuesday/Wednesday meals on Friday.

NOTE: These specific meal plans will be reviewed and adjusted as we need to at that time.

Transportation

Transportation to and home from school is a cooperative effort between PCHS and the feeder schools. Each district will ensure that transportation used for students adhere to required ISBE/CDC guidelines for student transportation and vehicle cleaning and disinfecting. The district will provide necessary PPE and cleaning supplies and equipment for the driver employed by PCHS. Drivers will receive appropriate training for cleaning and sanitation. Each bus will be cleaned at the conclusion of each use. All hard surfaces and all high contact areas will be cleaned with the recommended and provided disinfectant products.

Communications

The purpose and how that relates to the return to school in the fall. Our current communications will follow these items:

- Regular PCHS Administration update meetings.
- Regular email to PCHS staff.
- Communication to parents/guardians by email, text messaging, recorded voice messages and/or USPS as required.
- Complete “Return to School” (RTS) plan will be posted on our website and updated as needed during the Return to School transition period.

VI. Finance

Development of this plan has resulted in the following additional expenses:

- Face coverings (employees/students/visitors)
- Hand sanitizer/dispensers
- Additional equipment to maximize custodial staff cleaning time in high traffic areas and restrooms. (Cleaning Caddy and Electrostatic Disinfectant Dispensers)
- Signage (social distancing/hand hygiene/face coverings) for each building/classroom
- Visitor specific signage
- Plexi-dividers for building main offices
- Floor stickers/tape for area markings
- Gloves/special PPE for special needs applications
- Disinfectant and cleaning supplies
- Disinfectant Wipes for Itinerant staff as needed
- Thermometers for fever checks
- Additional ChromeBooks (Lead time)
- Connectivity access devices (Lead time)

PCHS will cover additional costs created by the COVID-19 response with funding through the ESSER (Elementary and Secondary School Emergency Relief) Grant.

The Elementary and Secondary Relief – Digital Equity Grant application period has been announced and the grant is being pursued by PCHS administration.

The district will continue to review its COVID-19 RTS response to ensure fiscal responsibility and sustainability.

COVID-19 Daily Self-Certification

Student Health Screen

Instructions:

- In accordance with the Illinois Department of Public Health and Illinois State Board of Education requirements, students must be screened each day for COVID-19 symptoms and other criteria prior to entering a school building.
- Parents must screen their child each day prior to sending their child to school.
- If your child does not meet all the following criteria, you must keep your child at home and notify the school of your child's absence.
 - **By sending your child to school, you are certifying you have screened your child and he/she meets all the following criteria to attend school.**

<ul style="list-style-type: none">• Criteria to Attend School – Checked Daily
<ul style="list-style-type: none">• My child does not have a temperature over 100.0F.
<ul style="list-style-type: none">• My child is not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever.
<ul style="list-style-type: none">• My child has not had close contact or cared for someone with COVID-19 within the past 14 days.
<ul style="list-style-type: none">• My child has not returned from travel outside the United States or on a cruise ship or river boat within the past 14 days.
<ul style="list-style-type: none">• My child has not been directed to self-quarantine by a health care provider.
<ul style="list-style-type: none">• My child has not been directed to self-quarantine by the County or State Department of Public Health.
<ul style="list-style-type: none">• My child does not have any of the following symptoms:
<ul style="list-style-type: none">• Chills
<ul style="list-style-type: none">• Cough
<ul style="list-style-type: none">• Shortness of breath or difficulty breathing
<ul style="list-style-type: none">• Fatigue
<ul style="list-style-type: none">• Muscle or body aches
<ul style="list-style-type: none">• Headache
<ul style="list-style-type: none">• New loss of taste or smell
<ul style="list-style-type: none">• Sore Throat
<ul style="list-style-type: none">• Congestion or runny nose
<ul style="list-style-type: none">• Nausea or vomiting
<ul style="list-style-type: none">• Diarrhea

Self-Certification

Employee Health Screen

- In accordance with the Illinois Department of Public Health and Illinois State Board of Education requirements, employees must be screened each day for COVID-19 symptoms and other criteria prior to entering a school building. You must screen yourself each day prior to reporting to work.
- If you do not meet all the following criteria, you must STAY HOME and immediately contact your supervisor. You will not be permitted to return to work until you provide the District a statement from a physician that you are cleared to return to work. The District will reimburse you for the actual cost of obtaining the statement from your physician, such as your out of pocket co-pay for the office visit.

Criteria to Report to Work – Checked Daily

I do not have a temperature over 100.0°F.

I am not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce a fever.

I have not had close contact or cared for someone with COVID-19 within the past 14 days.

I have not returned from travel outside the United States or on a cruise ship or river boat within the past 14 days.

I have not been directed to self-quarantine by a health care provider.

I have not been directed to self-quarantine by the County or State Department of Public Health.

I do not have any of the following symptoms:

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea