



2020

# Return to School Plan

Return to School Committee  
Galatia Public Schools

**This draft of the plan was approved at the July 23, 2020 board of education meeting. The dynamic nature of COVID-19 has made planning for school and other events very challenging. It is entirely possible the plan being presented will need to be modified as guidance changes.**

**Additionally, the IHSA and SIJHSAA have not given definitive, approved guidance on fall sports and will not discuss winter sports at this point. We have received some guidance on conditioning and what precautions coaches should take if they plan on conditioning. We understand extracurricular activities are an integral part of students educational experience, but we will follow the guidance of all governing bodies including the two major sports organizations, IDPH, ISBE, CDC and other governmental entities**

**We have put together a smaller FAQ page for parents about the reopening. The FAQ plan takes this larger plan approved by Egyptian Health Department and reduces it to basic questions we anticipate parents are going to ask. The FAQ can be found on our website.**

Galatia Public Schools 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 Galatia Public Schools deployment of remote learning was swift and adequate, it reinforced that in person student learning cannot be duplicated with remote meetings or video conferencing. 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.

Galatia Public Schools Superintendent, Mr. Shain Crank, formed a Return to School or RTS committee to review available information, discuss options and develop a reopening plan compliant with the phase 4 guidelines for Galatia Public Schools. This plan was developed with collaboration from administrative staff, teachers, various union leadership, the Regional Office of Education, and the Egyptian Health Department

The committee identified six areas of need. These areas were **Wellness, Human Resources, Technology, Instruction, Operations,** and **Finance**. The committee determined the district's need within each of these areas.. Out of these policies and plans, the committee developed a comprehensive 3 stage plan for the return to in person learning for the 2020 – 2021 school year. The following document outlines the details of this plan for each of the six areas.\*



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\*Galatia CUSD #1 developed this plan as a result of guidance given to Illinois Public Schools on June 23, 2020 from the Illinois State Board of Education and the Illinois Department of public health.

## **I. Wellness**

The committee was responsible for creation of the different policies and plans to ensure the safety and wellbeing of our students and staff. The COVID-19 Staff & Student Protection Plan included 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 visitors policy. The following plan was developed with guidance from the CDC, ISBE, IDPH, district legal council and the Egyptian Health Department. This plan is subject to change as these guidelines evolve.

### **Staff & Student Protection Plan**

Galatia Public Schools 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.

#### **Social Distancing**

Galatia Public Schools students and staff are encouraged to maintain social distancing (6 feet separation) throughout the school day. Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other district owned areas. Social distancing applies to all areas including the classroom, common areas, and the main office. Student mixing should be reduced to a minimum. Students should remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Students should use one classroom, one entrance to the building, one restroom, and one hallway. Every effort must be taken to create "bubbles" within each building for each classroom and grade level. This bubbling within the schools will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. This will also control the spread of COVID-19 to a specific grade level or classroom. Building staff should review their student pick up and drop off procedures in an attempt to maintain social distancing.

#### **Face Coverings and P.P.E.**

Galatia Public Schools does understand that social distancing will not be possible for all circumstances. Staff will be required to properly wear a nose and mouth covering in all areas. The following is taken directly from the guidance given to districts by ISBE "All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times 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 distancing is maintained. It is recommended that schools and districts update policies to require wearing a face covering while on school grounds and handle violations in the same manner as other policy violations. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Ensure that the face covering fully covers the mouth and nose, and that the covering fits snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each

use. Districts may wish to maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. For additional information, visit CDC: Coronavirus Disease 2019 (COVID-19)-Cloth Face Covers. Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. 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. See <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf> and <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>. “

Students are REQUIRED to have a mask to board a bus or enter a district building. There will be no exceptions to this rule.

### **Hand Hygiene**

Frequent hand washing and hand sanitizing is 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 should avoid touching their mouth, eyes or nose as much as possible. Staff and students should hand sanitizer upon entering the classroom each and every time. 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 should be done before and after contact with students.

### **Training**

Each staff member will be required to complete safety training related to our social distancing, face covering and hand hygiene procedures. Each building will provide training to staff 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 workstations should they choose to do so.

### **Health Screenings**

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 should remain home.

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

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms should report to the designated area in each building, following the building procedure 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 should

self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work.

Staff having contact with someone who is positive for COVID-19 should notify their building principal or supervisor immediately.

Students who have had contact with someone who is positive for COVID-19 should follow the IDPH guidelines for self-monitoring and self-quarantine.

### Daily Screenings

**THE DOORS TO BOTH THE ELEMENTARY AND THE HIGH SCHOOL WILL NOT OPEN UNTIL 7:45.** Each student will have their temperature taken and then proceed to their classroom or first hour class. A grab and go breakfast will be provided for students to eat in their classroom if they desire one. **Because of the availability of staff and health screeners, we will not unlock the doors until 7:45.**

### Visitor Policy

Visitors should be restricted to authorized personnel only. Visitors to any building must wear an appropriate and approved face covering at all times 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 as to maintain social distancing and student bubbling. This should be in addition to the normal sign in procedures.

**Teachers and one guest may conduct classroom parties, and other events. This is being done to prevent the potential spread of , comply with IDPH best practices, and to further assist in the keeping of social distancing.**

### **General Classroom Guidance through all stages**

The following guidelines should be considered for each location:

#### **Pre-Kindergarten (PK) classrooms**

- Classroom areas should be clearly marked to show where to sit, stand or line-up for 6 foot spacing as feasible to the greatest extent feasible.
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas should be clearly marked to show where to stand or line-up for 6 foot spacing as much as possible
- Windows should remain open for increased ventilation as much as possible
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by classroom to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff should review their student pick up and drop off procedures

#### **Kindergarten to 8<sup>th</sup> grade classrooms**

- Seating should be arranged 6 feet apart and should all be facing the same direction as feasible
- Common areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Students will remain with the same classroom group throughout the day, teachers will change classrooms rather than students during passing time
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned daily

#### **9<sup>th</sup> grade to 12<sup>th</sup> grade classrooms**

- Seating should be arranged 6 feet apart and should all be facing the same direction as feasible
- Common areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Staggered transitions times and schedules should be reviewed
- Hand washing should be encouraged throughout the day
- Activities should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned daily

- Coordination between schools
- Building staff should review their student arrival and dismissal procedures

#### **Hallways, Main Office and Common Areas**

- Six feet social distancing to the greatest extent possible
- Face coverings will be required for staff
- Areas will be clearly marked to indicate safe distancing for students
- Health screens will take place for visitors
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Playground equipment should be made unavailable for use
- Only Authorized personnel will have access to buildings. Visitors will be as needed only – and will be restricted to a main office area (Clearly visible signage at each entryway)
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day

#### **Cafeteria**

- Six feet social distancing
- Cafeteria should be cleaned in between use
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Staff face coverings required (if not eating)

#### **Restrooms**

- Six feet social distancing
- Face coverings will be required for staff
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings
- Restroom and handwashing breaks should be scheduled and coordinated as feasible
- High touch areas will be cleaned throughout the day
- Restrooms should be assigned to student groups as feasible

IN all classrooms, hand sanitizer and cleaning solution will be available. Students will eat lunch in their classrooms to prevent a gathering of over 50 people in the cafeteria or gym.

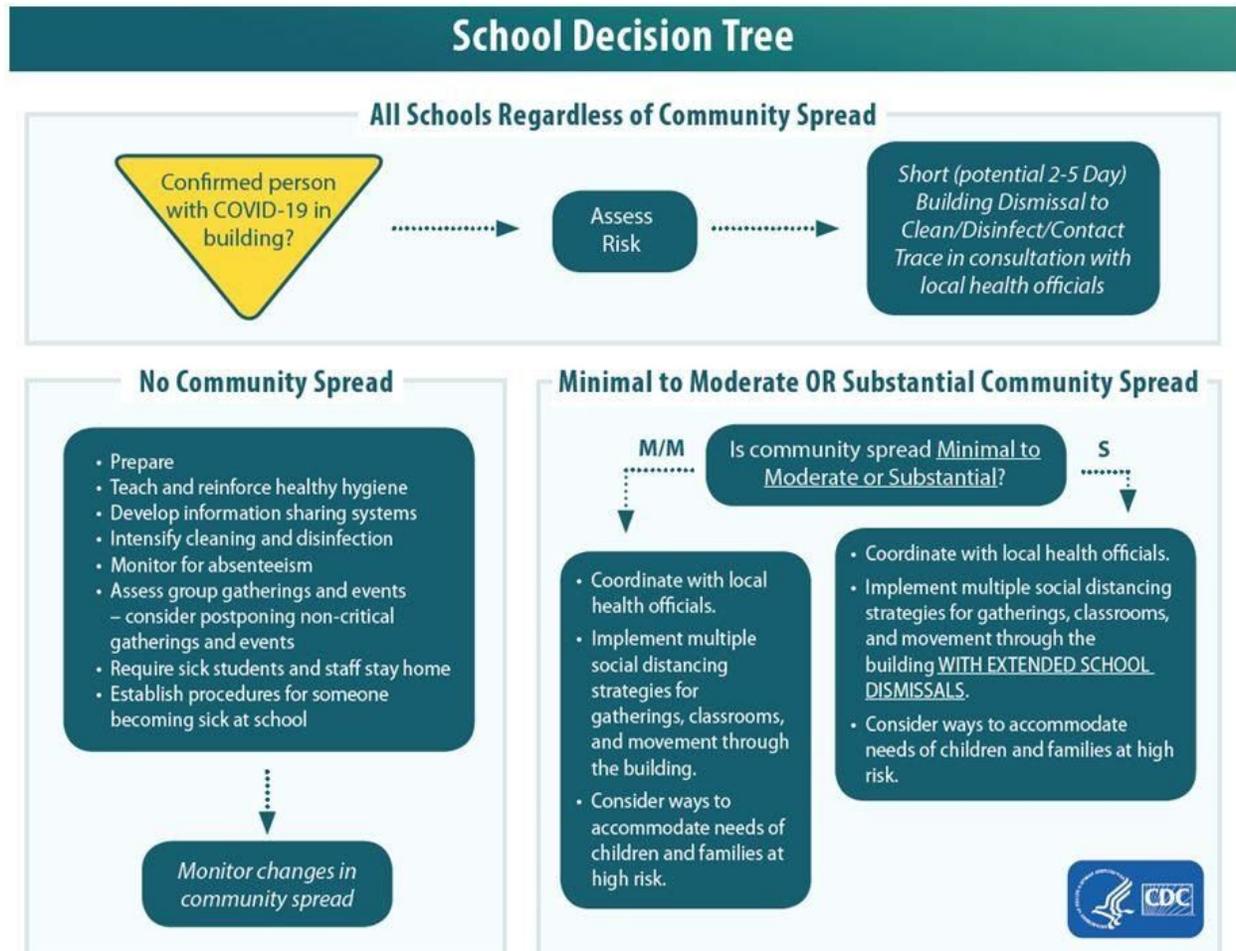
#### **Shared Objects**

Students and staff are discouraged from borrowing or sharing any items. The CDC, ISBE, and IDPH recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, 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 use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after 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 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.

### School Closure Plan

Galatia Public Schools 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.



#### **Coordinate with local health officials**

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

- The Galatia School Administrators will notify the Egyptian Health department of the positive case of COVID-19
- The two entities will collaborate to confirm the positive COVID-19 case and to what degree the Galatia Public Schools Positive Case Plan will be implemented.

### **School Dismissal**

The school, grade level or classroom will be dismissed for 2-5 days. This initial short-term dismissal allows time for Galatia Public Schools 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.

- Galatia Public Schools along with the Egyptian Health Department recommendations for the scope (e.g., a single school, multiple schools, or the full district) and duration of school dismissals 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, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- 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, the district's remote learning plan will then be implemented.
- Meals will be offered as "grab-and-go" bagged lunches from a location to be determined for families affected by the school closure.

### **Cleaning and Disinfection**

Galatia Public Schools custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should 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 should be cleaned using a detergent or soap and water prior to disinfection.

### **Extending school dismissals.**

Temporarily dismissing PK-12 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 Egyptian 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), Galatia Public Schools 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 Egyptian Health Department.

- Administrators should 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.

## II. Human Resources

### Staff Return Plan

The way and manner employees would be expected to conduct district business in the fall of 2020 will be dictated by executive and legislative guidance from the government. Current guidance appears to be permissive of either in-person and/or virtual operation. Teachers should take direction from school administrators who will be working with local and state health officials. The District's non-teaching staff would 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 Egyptian Health Department guidelines regarding district employees who fall under one or more of the "High-Risk" categories for susceptibility to COVID-19 as displayed in the Table below:

- People 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with liver disease
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)

Absences that are tied 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.).

### Work from Home

If the District determines that it is both necessary and appropriate employees to work from home, the employee will be informed about the accommodation in writing. The employee and his/her supervisor will take steps to plan the scope of work that can be performed from home, including ensuring that technology or other devices necessary for telecommuting are provided. If a decision is made to continue RLDs in the fall 2020 or beyond, the following Student Privacy Policy guidelines must 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 or PII, for the purpose of preparing and instructing students online. 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.

### **Liability Exposure for COVID-19 Related Issues**

The District will consult extensively with 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 and which means it would be difficult to isolate any one location as the source of the contagion.

### **Travel Requests**

District sponsored travel will be limited. All travel will align with current IDPH, ISBE and CDC guidelines.

## **III. Instruction**

### **Required Physicals**

Due to effects of the recent social distancing and shelter in place mandates, for the 2020-2021 school year, Galatia Public Schools 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 grade level appropriate education and guidance for proper social distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school.

### **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:

- Only two students and one instructor per vehicle
- Face coverings must be worn
- Eating and drink are prohibited in the vehicle
- Windows must be open whenever possible
- Do not make any unnecessary stops during the training
- Complete hand hygiene with soap & water or hand sanitizer, before and after driving
- Clean and disinfect the 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 the seats

### **Physical Education, Gymnasiums, 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 social distancing. If physical education must be taught inside, markings on the gymnasium floor/wall/field to maintain distance between participants will be provided. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize social 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. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff should wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students should perform hand hygiene after the use of each piece of equipment.

Schools should consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

### **Virtual Learning**

Beginning at registration, 2020, parents will be allowed to indicate whether they will be attending in-person learning or remain home for all remote learning. Any family that chooses to enroll in the all virtual learning option will do so for the entire grading period or nine (9) weeks and will not be for extra-curricular activities. Families will be allowed to change to in-person learning at the end of the nine (9) week period only. In order for a family to enroll in the all virtual learning option, they will need to have an internet capable device for their student(s) to use or have access to one outside the school building. The family must confirm an appropriate internet connection is available and they have access to a device for students to access the online learning. The district will make every effort to upload and provide documents to the greatest extent possible. All work will be graded on a traditional scale and **WILL NOT** be pass or fail. Finally, some form of attendance must be taken each day for every student who elects to participate in remote learning. The district is looking at multiple options for attendance for students who are remote learning.

### **Virtual Learning Assessment**

A district approved online program will be used to provide student assessment and grading. Students will use this platform for learning, grading and for attendance purposes while enrolled in all virtual learning.

Students/Families who enroll in virtual learning will receive daily communications and check-ins with updates on deadlines, and important announcements. Virtual learning families will also have access to meals as per our meal distribution plan.\*

*\*Pending approval from the USDA*

### **In-Person Learning**

During phases 3 & 4 of the Restore Illinois plan, school districts will be allowed to return to in-person learning following approved IDPH and ISBE guidelines.

The Galatia Public Schools Return to School Committee has developed two (2) options to return to in-person learning for consideration.

#### **Option 1) – Traditional Learning Model – with phase 4 restrictions**

This option would mirror our traditional learning model while following the guidelines outlined by the Return to School Subcommittee, ISBE, IDPH, and school attorneys. Social Distancing of students in the classroom, hallway, cafeteria and common areas will be strongly recommended. Face coverings for all staff would be required as specified by the Egyptian Health Department, IDPH, CDC, ISBE, and district legal council. 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.

Operations such as transportation and food services would be provided consistent with the traditional Education Model. The capacity of the school bus would be restricted under phase 4 and this may impact ridership eligibility (example: increased ineligibility area from 1.5 miles or closer to the school). Students with transportation as a related service and McKinney-Vento students would take priority. The school buses will be disinfected each evening and between the morning and afternoon routes. Meals will be made available for students enrolled in all virtual learning based on USDA approval.

Athletics will follow the guidelines provided by the IHSA, SIJHAA, and IDPH limitations.

#### **Option 2) - Remote learning**

Parents and students may choose to participate in the district's remote learning plan. If students are enrolled under this plan they will not be allowed to participate in extracurricular activities. This decision was made in collaboration with administration, the board of education, and district legal counsel. Additionally, students will not be allowed to reenter in person learning until a new nine weeks has started. Students must have a device and internet access or have the ability to access the internet. Attendance will be taken for students who participate in remote learning daily. Late work may result in grade deductions. Material will mirror or closely mirror work being done in the classroom. All work will be graded and be given a traditional grade and **will not be pass or fail**. Finally, as long as approved by the USDA and ISBE, we will offer pick up meals for students who are participating in remote learning.

#### **What students should choose remote learning?**

Students who have health issues or are immunosuppressed

Students who can not wear a mask all day

Students who if contracted COVID-19 may take the infection back to a family member who is immunosuppressed.

Any other issue related to COVID 19 risks.

## **Schedule**

**Students will not be allowed to enter the school until 7:45. Students will run on a 2:00 dismissal schedule.**

### **Career and Technical Education**

Students enrolled in a CTE program will attend their CTE classes in person at SIC following the SIC schedule.

### **Other Programs**

All other programs will be reviewed for feasibility. These programs will be adjusted as needed to apply protective measures while fulfilling any grant or educational requirements.

All extra-curricular activities will follow the most current IDPH/ISBE and IHSA/SIJHSAA guidelines.

## **IV. Operations**

### **Food Services**

The following plan outlines meal distribution for in person or remote learning models. 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. We are anticipating that the USDA will allow for us to provide meals to students for the days they will be in attendance.

- Students attending grade school will eat lunch in their classrooms daily. The cafeteria will not be in use. Grade school and high school lunches will have three lunch periods, not two and will utilize two spaces.
- Students attending remote learning will have the option of picking up a lunch at either the high school or the grade school.

Each building will design their own unique meal distribution plan for their location in conjunction with the Food Services Team and according to USDA and ISBE standards.

### **Transportation**

#### **School Bus Sanitation**

The transportation sanitation plan will include daily disinfection of our facilities and school bus fleet. Our facilities will be cleaned daily with emphasis on high touch surfaces. Schools buses will be disinfected between the morning and afternoon routes and at the end of the day routes.

**Social Distancing During Transport – Phase 4 Blended Model**

Following the CDC, ISBE, and IDPH guidelines, school buses should be allowed to have no more than 50\* students on board. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses may be reduced. We will be prioritizing students who have transportation written into their IEP and students classified under the McKinney-Vento law. These students will be routed first. With the blended model, the number of students attending school each day will be reduced. Therefore, we should be able to accommodate most all student transportation as per our normal routes..

72 passenger school bus with 12 rows of seating

Each **X** is one student



	1	2	3	4	5	6	7	8	9	10	11	12
Door	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X
	<i>Front</i>			<i>Center Aisle</i>						<i>Rear</i>		
Driver	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X

48 total students

\*Anticipating a 50-student capacity restriction on school buses for hase 4

## Communications

The purpose of our communication plan is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the return to school in the fall. Our current communications will follow these items:

- School website
- School app
- School all calls
- local media

## Facilities

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:

- Desktops
- Door handles
- Countertops
- Handrails
- Light switches
- Drinking fountains (if left on)
- 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 common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected should not be used.

Building and Grounds may be adjusting personnel schedules to meet the return to 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

- Hallways
- Stairwells
- Foyers
- Entry ways
- Restrooms
- Main offices

### Low Traffic Areas

- Gym
- Locker Rooms
- Weight Rooms
- Cafeteria
- Auditorium
- Playground equipment

Sanitation, hygiene and PPE supplies will be ordered and stockpiled for employee access. All supply requests will use the requisition procedure to order masks, sanitizer, gloves and thermometers.

## **V. Finance**

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

- **1 Face coverings for each employee**
- **Hand sanitizer for each classroom, main office and entryways**
- **Signage for social distancing, hand hygiene and face coverings for each building**
- **Visitor specific signage on the front door**
- **Gloves and other specialized PPE for special needs applications**
- **Disinfectant and cleaning supplies**
- **Disinfectant Wipes**
- **Painters tape for area markings**
- **Thermometers for fever checks**