

2020-21

Return to School Plan

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NCOE 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 NCOE Schools deployment of learning materials and establishment of student 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.

NCOE District Superintendent Mr. Matt Vollman in conjunction with building administrators met to review available information, discuss options and develop a re-opening plan compliant with the phase 4 guidelines for the NCOE School District. This plan was developed with collaboration from administrative staff, teachers, various union leadership, the Regional Office of Education, the American Academy of Pediatrics and other community stakeholders.

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I. Staff & Student Protection Plan

NCOE School District 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.

Each building principal will be responsible for implementing the district guidelines within their building. Every effort should be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within each building as feasible.

Social Distancing

NCOE School District students and staff are encouraged to maintain social distancing (6 feet separation) throughout the school day as much as possible. Block style scheduling will be utilized when possible to reduce student interaction. Outdoor classroom instruction will be encouraged when possible. Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other common 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.

Face Coverings and P.P.E.

NCOE School District 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. Signage will be placed in areas requiring the use of face coverings. Gloves or other PPE should be used as needed when assisting students requires close contact. You may use your own approved face covering. NCOE School District requires that all students wear face masks except when eating or taking approved breaks outdoors while social distancing is maintained.

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 sanitize 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, following the building procedure. Students 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 who has had 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.

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. A temperature check may be required. 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. This should be in addition to the normal sign in procedures. All visitors could be asked a series of health questions in regards to COVID19 and required to follow safety procedures.

Upon entry to the building remind the visitor to:

- Wash their hands or use hand sanitizer throughout their time in the building
- NOT shake hands with, touch or hug individuals during their visit
- NOT leave the designated office area

General Classroom Guidance through all stages

The following guidelines should be considered for each location:

PreK to 5th 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
- Classroom breaks 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
- Building staff should review their student arrival and dismissal procedures

6th grade to 12th 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
- Building staff should review their student arrival and dismissal procedures

Hallways, Main Office and Common Areas

- Six feet social distancing, when possible
- Face coverings will be required for staff and students
- Areas will be clearly marked to indicate safe distancing for students
- Health screens may 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, when possible
- A meal procedure plan should be developed.
- 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 and student face coverings required (if not eating)

Restrooms

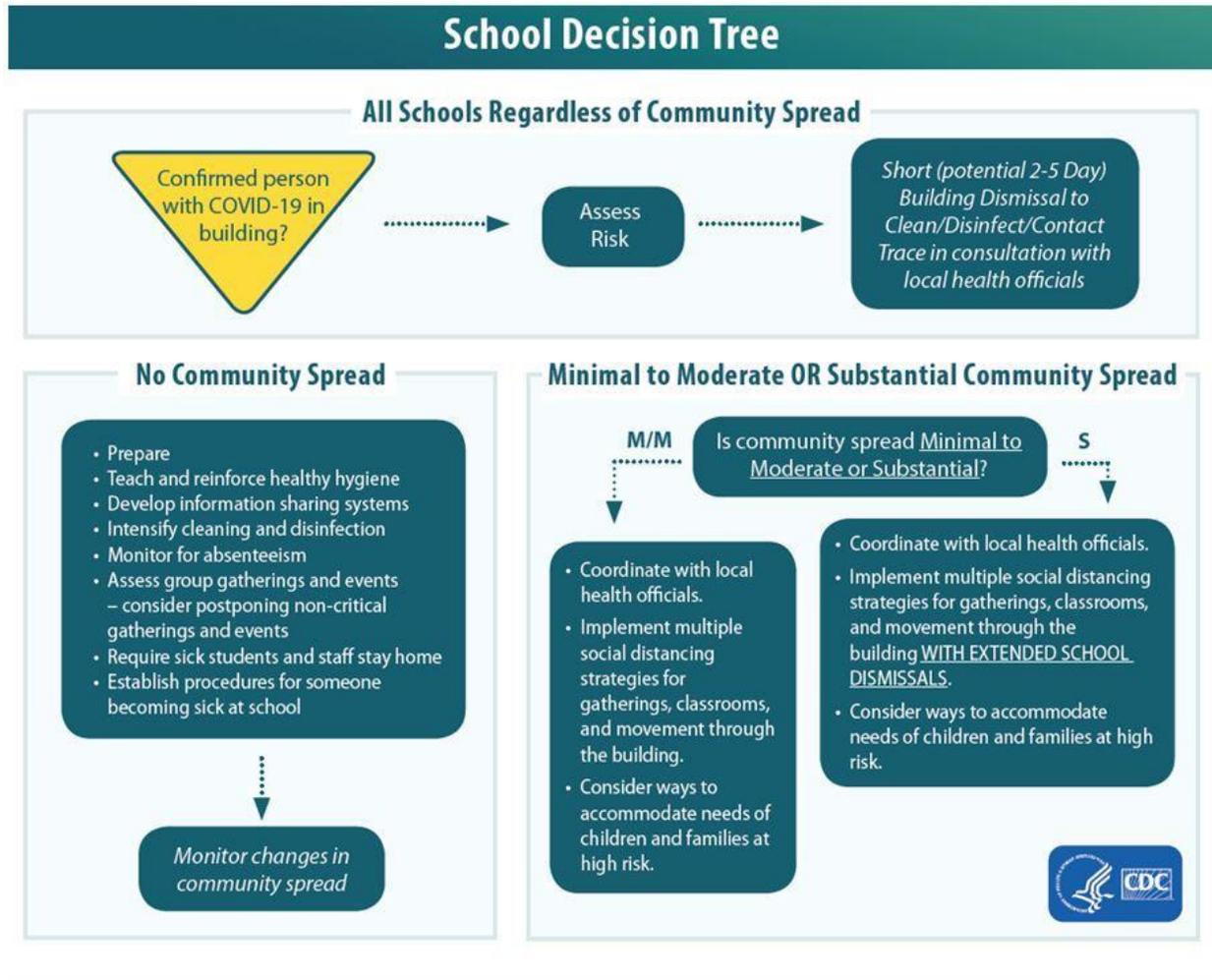
- Six feet social distancing, when possible
- Face coverings will be required for staff
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings
- Restroom and handwashing breaks should be scheduled and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

Shared Objects

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, 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.

School Closure Plan

The NCOE School District 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 building, the NCOE School District will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- The NCOE Superintendent’s Office 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 NCOE School District dismissal 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 the NCOE School District 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 or canceling events on their own. The NCOE School District 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 after-school programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) may 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, full remote learning will continue for all students M-F as scheduled.
- Meals will be offered as "grab-and-go" bagged lunches from a location to be determined for families affected by the school closure.

Communication Plan

The NCOE School District 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, the NCOE School District 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

NCOE School District 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 the School Dismissal

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), NCOE School District 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. Staff Return Plan

The NCOE School District will make every effort to follow all CDC, IDPH, and PCDPH 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)

An employee’s request for a special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) has to be sent to the District Office for review and consideration in the same way that time off requests are made in writing. 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 NCOE School District determines that it is both necessary and appropriate for an employee to work from home, 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 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’ personal information is NOT disclosed during the lesson. However, as a precaution, letting non-students observe should be discouraged given the likelihood that personal information may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing personal information 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 personal information. And, if the recorded class contains personal information, 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. If personal information must be discussed during the virtual conference, then the teacher MUST either (a) Move away from his/her household members 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 NCOE School 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, which means it would be difficult to isolate any one location as the source of the contagion.

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* ratios –this will involve conversations with the teachers' union regarding (1) class size at the primary grades and (2) course scheduling at the secondary levels. This also could potentially exacerbate the teacher shortage and vacancy problems that NCOE and other districts had been grappling with for several years now.

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

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will review options and make a decision.

Teacher Evaluation

The NCOE School District and the labor union will need to review, discuss, and bargain the potential impact of any learning model that the district adopts.

Travel Requests

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

III. Technology

We believe that device availability along with access to the internet are key to student remote learning. Therefore, technology will play a vital role in student success. Under phases 3 and 4 of the Restore Illinois plan, student remote learning will be an integral part of the return to school plan for our students. Restricted in person learning will be allowed during phase 3 and as a result most learning would be through remote means. As the State of Illinois enters phase 4, more in person learning will be allowed. We understand that families may elect for complete remote learning rather than return to in person learning.

Devices & Web Access

Beginning on August 3, 2020, parents will be allowed to register students online. Parents will indicate whether they will need a device provided to them on remote learning days or if they will supply their own device during this time. Parents will also indicate whether or not they have internet access in their home. A device and web access may be required for both blended and all remote learning options. Parents will need to maintain this device and web access for student access to lessons, personalized learning, and assignment retrieval. In the event of a COVID-19 related closure, paper packets may be made available as needed.

Device Distribution Plan

If a student utilizes a school issued device for remote learning at home, these devices will be the responsibility of the parent until returned back to the school. The parent will be financially responsible for any lost, damaged or stolen devices, including the power cords. Devices will remain at school and will only be sent home on planned remote learning days. Devices are not intended to be taken back and forth between home and school on a regular basis. NCOE School District will communicate the device return date to parents. If a family leaves the district, all district property should be returned to the school. Technical support will be provided by the district. Parents can contact their home school with any questions regarding their device.

IV. Instruction

During Phase 3 of the Governor's Restore Illinois Plan, school districts were allowed to begin in person learning following guidelines from the IDPH, ISBE and the local health department. NCOE School District has developed an instruction plan to allow for a return to in person learning for our students. This plan includes options for school schedules and in person learning, along with options for parents to enroll in remote learning. Online Student registration begins on August 3, 2020. The first day of school is scheduled on August 20, 2020 for all NCOE District Schools.

Required Physicals

Due to effects of the recent social distancing and shelter in place mandates, for the 2020-2021 school year, NCOE School District 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. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

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. We will continue to implement SEL curriculum with the addition of an intentional focus on student's emotional health which may be impacted by COVID-19. Other SEL supports will be developed to add supports to our students as needed.

Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 3, this should include utilizing outdoor spaces and limiting the number of students participating in these classes.

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, seatbelt 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, social distance guidelines will be emphasized. 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. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class. 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.

Special Needs

The NCOE School District understands the impact that COVID-19 has had on our most vulnerable student population. As a result, NCOE is developing plans and procedures to address the various unique challenges the blended model creates.

Remote Learning

Beginning on August 3, 2020, parents will be allowed to register students online. Parents will 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 remote learning option will do so for the entire grading period or nine (9) weeks. 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 remote learning option, they may need to have an internet capable device for their student(s) to use. If the family does not have a device, one can be checked out from the student's home school as per our device distribution plan. The family must confirm that an appropriate internet connection is available for students to access with their district device.

All families will indicate if they have a personal device necessary for remote learning should the need for a school closure arise. If a family does not have a device, they will be allowed to check a device out as per our device distribution plan.

Remote Learning/Assessment

A district approved Remote Learning Program will be used to provide student assessment and grading. Students will use a district approved platform for learning, grading, and for attendance purposes while enrolled in all remote learning.

Students/Families who enroll in remote learning will receive daily communications and check-ins with updates on deadlines, important announcements, and the Restore Illinois phase status. Remote 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 guidelines. The NCOE School District 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 IDPH. Social distancing of students in the classroom, hallway, cafeteria and common areas would be strongly recommended. Each school would be responsible for developing their own unique social distancing plans for their building. Face coverings for all staff would be required as specified by the ISBE guidelines. 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.

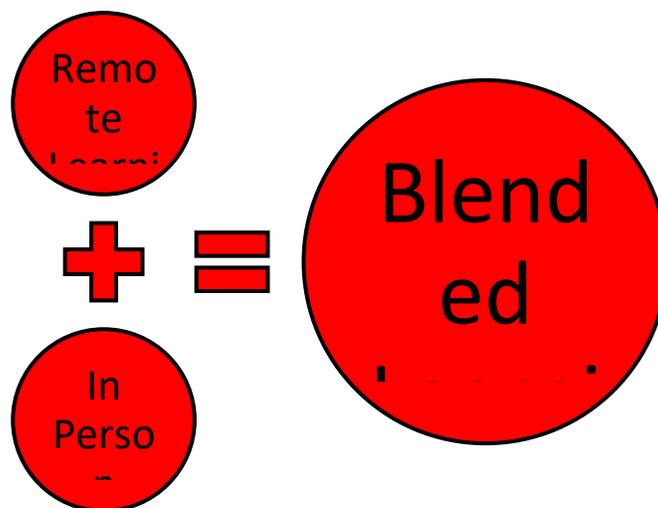
All students would be in attendance for school Monday through Friday for in person learning. Families will have the option of choosing a 9 week full remote learning schedule during registration on August 3.

Operations such as transportation and food services would be provided consistent with the traditional education model. The windows will remain open for increased ventilation throughout the school year. The school buses will be disinfected twice daily: once before the morning route and once before the afternoon route. Meals will be made available for students enrolled in all remote learning based on USDA approval.

Athletics will follow the guidelines provided by the IHSA.

Option 2) – Blended Learning Model

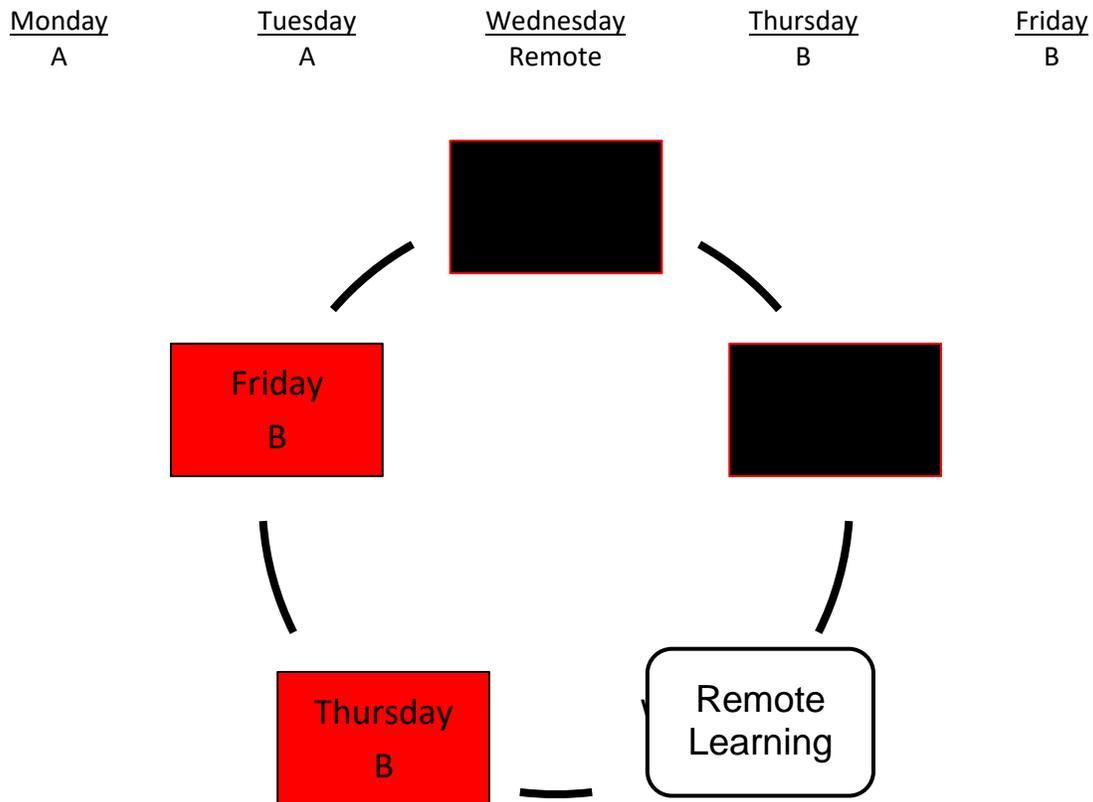
The NCOE School District has developed a blended learning model which places student and staff safety as a priority. The intent of the blended model is to allow students in person instruction while maintaining CDC and IDPH guidelines for social distancing through a reduced number of students in each 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. Each school would be responsible for developing their own unique social distancing plans for their building. Face coverings for all staff and students would be required. 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.



Students will follow an A/B style schedule Monday through Friday with a Remote Learning Day for all on Wednesday. Students on the A schedule will attend school in person on Mondays and Tuesdays.

Students on the B schedule will attend in person on Thursdays and Fridays. This will include special education inclusion students. Families will be assigned the same schedule for student continuity across schools. The A/B schedule has been developed to provide a reduction in the number of students in our buildings to allow social distancing and other safety systems an opportunity to be successful while still offering in person learning. When assigning the A/B schedule, family ID and address will be used to ensure students at the same address will be scheduled on the same days across the district. This process will make sure that families are not divided on the A/B schedule.

In Person Blended Learning Schedule



Other Programs

All other programs will be reviewed for feasibility under the modified schedule. These programs will be adjusted as needed to apply protection measures while fulfilling any grant or educational requirements.

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

Athletics will follow the guidelines provided by the IHSA.

V. Operations

Food Services

The following plan outlines meal distribution for remote learning times. 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 not be in attendance.

- Students attending **A** schedule will have meals available for pick-up Wednesday afternoon for Wednesday, Thursday & Friday meals. Wednesday breakfast will be taken home Tuesday.
- Students attending **B** schedule will have meals available for pick-up Monday afternoon for Monday, Tuesday and Wednesday meals. Monday breakfast will be taken home Friday.
- Grab & Go meals will be served for both breakfast and lunch.

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

Transportation

Transportation has played a critical role in the operations for many aspects of our student's education. The NCOE School District has developed several safety protocols to keep our staff and students safe during the COVID-19 pandemic.

School Bus Sanitation

The transportation sanitation plan will include disinfection of our school busses. A social distancing and PPE plan has been developed for our staff and students when at the bus garage and/or on a bus. Schools buses will be disinfected twice daily at the end of each route and allowed to sit for maximum disinfectant dwell time.

Social Distancing During Transport

Following the CDC guidelines, school bus drivers will modify seating layouts and create distance between children on school buses (g., seat children one child per row, skip rows) when possible not to exceed 50 individuals on the bus with facemasks.

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 of school in the fall. Our current communications will follow these items:

- Press releases/All Call communications from Superintendent
- App alerts/All Call communications from administration reminding families of upcoming events and deadlines
 - Beginning August 3th, school app alerts from building principals
 - Principal update meetings
- Complete Return to School Plan on district website

Teacherease

Beginning on August 3th, families will have the ability to update their address using online registration. Families who do not have the appropriate internet access or a device to update their address using the online registration can come to the school building to update their address.

We will be communicating the importance of updating addresses with families throughout the summer. The link for address updates will be provided on our district website. Additional communications will be made to families.

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 | | Low Traffic Areas | |
|--------------------|----------------|-------------------|--------------|
| ● Hallways | ● Entry ways | ● Gym | ● Auditorium |
| ● Stairwells | ● Restrooms | ● Locker Rooms | ● Playground |
| ● Foyers | ● Main offices | ● Weight Rooms | equipment |
| ● Cafeteria | | | |

On Wednesdays, a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas. Cleaning and buffing of areas, ground operations and ROE compliance duties will be occurring on those remote learning days. Wednesdays create an opportunity for staff training and updates as well. 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 stockpiled for employee access. All supply requests will use the requisition procedure to order masks, sanitizer, gloves and thermometers.

Signage for handwashing, social distancing and face coverings will be made available. Social distancing markings within classrooms will be done by designated building personnel.

VI. Finance

Development of a finance plan has resulted in the following additional expenses:

- A Face coverings for each employee/student
- 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
- Door Stops
- Gloves and other specialized PPE for special needs applications
- Disinfectant and cleaning supplies
- Disinfectant Wipes
- Painters tape for area markings
- Face coverings for building visitors
- Thermometers for fever checks

The district is covering additional costs created by the COVID-19 response with ESSER (Elementary and Secondary School Emergency Relief) funds. The district will utilize and seek other funding where possible to offset any additional costs.

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

COVID-19 Daily Self Checklist

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.

Criteria to Attend School-Checked Daily
My child does not have a temperature over 100.4F
My child is not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce the student's fever?
My child has not had close contact or cared for someone with COVID-19 within the past 14 days?
My child has not returned from travel outside the United States or on cruise ship or river boat within the past 14 days?
My child has not been directed to self-quarantine by a health care provider?
My child has not been directed to self-quarantine by the County or State Department of Public Health?
My child has not been experiencing 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

I hereby acknowledge that I have received a copy of this COVID-19 Daily Self Checklist. I understand that I am required to honestly and accurately complete this checklist for my child each day before sending my child to school.

PARENT/GUARDIAN NAME: _____ **DATE:** _____

COVID-19 Daily Self Checklist Employee Health Screen

Instructions:

- 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.
- During your absences, you will have the choice to use sick leave under the Emergency Paid Sick Leave Act ("EPSLA"), limited to a maximum of two weeks (80 hours, or a part-time employee's two-week equivalent) at full pay, or you may choose to use your District sick leave days. Please be aware the ESPLA sick leave expires on December 31, 2020. Please notify your supervisor of which sick leave you are electing.
- If you start feeling sick while at work or experiencing the symptoms listed below, report your symptoms to your supervisor immediately.

Question
I do not have a temperature over 100.4F
I am not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your 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 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 am not experiencing 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

I hereby acknowledge that I have received a copy of this COVID-19 Daily Self Checklist. I understand that I am required to honestly and accurately complete this checklist each day before reporting to work.

EMPLOYEE NAME: _____ DATE: _____