

Sullivan Community Unit School District No. 300

725 N Main Street, Sullivan, Illinois 61951 • Phone 217/728-8341 • Fax 217/728-4139

SUPERINTENDENT

Ted
Walk

HIGH SCHOOL PRINCIPAL

Dan
Allen
217/728-8311

MIDDLE SCHOOL PRINCIPAL

Nathan
Ogle
217/728-8381

ELEMENTARY PRINCIPAL

Heather
Ethell
217/728-2321

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To All Employees:

Sullivan Community Unit School District #300 has reviewed all applicable Orders by the Governor of Illinois and has determined that our operations will resume in accordance with those Orders.

We are asking employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 in our office and facilities, we all must play our part.

As set forth below, Sullivan School District has instituted various housekeeping, social distancing, and other best practices for our office and facilities. All employees must follow these. In addition, employees are expected to report if they are experiencing signs or symptoms of COVID-19, as described below.

Re-opening Procedures

- Our educational institution will consider re-opening in accordance with CDC guidelines. **These Guidelines can be seen in Appendix A.**

Employee Communications

- Employees will be provided guidance on policy updates in response to COVID-19, should they have questions. This may include federal legislation, such as the Families First Coronavirus Response Act, or State or local orders.
- If you have questions regarding the nature or scope of this letter, please do not hesitate to contact Ted Walk at 217-728-8341.

Role Evaluations

- Employees will be notified if there are changes to their duties, as a result of changes in the workplace due to COVID-19. This may include requirements for having certain employees perform remote work or changes to standard operating procedures.

Preventative Measures for Employees

- Employees must avoid physical contact with co-workers and work to maintain personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited, with meetings being conducted by telephone, if possible.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at one time to less than ten (10) people. Break areas, such as lunchrooms, will not be made available until the State of Illinois' restrictions have been loosened.
- Employees will be directed by their supervisor as to proper protocols for entering and exiting facilities and proper protocols for clocking in/out for their work shifts.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Become familiar with symptoms of COVID-19, which could include coughing, fever, shortness of breath.
- If you develop a fever or symptoms of respiratory illness, you are expected to not come to work and contact your healthcare provider right away. Same goes, if you come into close contact with someone showing these symptoms.

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- Employees will comply with current mandates that educational institutions are required to wear face-coverings when not able to maintain six-feet of social distancing. Sullivan School District will provide face-coverings to affected employees, as well as follow new requirements that maximize social distancing and prioritize the well-being of employees.

General Work Site Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, tools, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface. **Please see Appendix B, which follows CDC Guidelines on Cleaning and Disinfecting.**
 - **School Buses will be required to follow specific, separate CDC standards, which can be provided separately from this notice.**
- Clean shared spaces, such as our lobbies, employee bathrooms and break/lunchroom areas, at least once per day.
- Avoid using other employees' work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Work tools and equipment that may have been idle should be inspected prior to use, to ensure it is in working order and that employees who use the equipment are up-to-date on any safety training measures.
- Third-party access to the work site will be restricted. Prior approval will be needed for access, whether it be community members, vendors, delivery drivers, etc.
- The following will be made available, upon request, while on the work site:
 - **Gloves:** Gloves should be worn at all times while on-site. The type of gloves worn should be appropriate to the task. Gloves should not be shared if at all possible.
 - **Eye protection:** Eye protection should be worn at all times while on-site.

Contingency Plans

- In the event future outbreaks occur, we will provide guidance on how to address increased absenteeism, cross-training of employees, and interruptions to our supply chain.
- Employee Training will be provided to update employees on these new policies and procedures. Refresher training will be provided often to reinforce these preventative measures.

Pre-Shift Screening & Temperature Taking

- Per EEOC-approval, our work site will notify staff if pre-shift screening is implemented. This screening may include a verbal or written questionnaire of employees or temperature taking.
 - Sample questions employees may be asked could include:
 - Have you had any COVID-19 symptoms in the past 48 hours?
 - Have you had contact with a person with COVID-19?
 - Have you had close contact with a person experiencing COVID-19 symptoms?
 - Do you have a fever higher than 100.4 degrees?
 - Should temperature taking be enacted, we will follow these steps:
 - Proper PPE will be provided for the screener, that complies with CDC guidelines.
 - We will allow self-administering of temperature taking, if possible.
 - We will determine that an elevated temperature to be one above 100.4 degrees.

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- We as the employer will document this in compliance with ADA confidentiality rules and store this information in a separate, confidential medical file.

Responses to Confirmed COVID-19 Cases in the Work Site

- Should an employee contract COVID-19, we will work to address the following:
 - Confirm the case and timing.
 - Isolate areas where the affected employee came into contact with and perform contract tracing by focusing on the 48-hour period prior to symptom onset.
 - Determine if any co-workers had close, personal contact with the affected employee and send the co-worker(s) home for self-isolation for 14 days.
 - Confidentiality will be maintained, during this process to follow ADA, EEOC & CDC directives to avoid giving the identity of the affected employee out, unless the affected employee consents to this.
- Affected employees may be permitted to return to work, based on the following standards:
 - Option 1 – Symptoms have subsided – examples could be that an affected employee has not had a fever for 72 hours, their respiratory symptoms have improved, or at least 10 days have passed since symptoms first appeared.
 - Option 2 – affected employees have had 2 COVID-19 tests conducted and have received two negative test results from a physician, that are at least 24 hours apart.

Appendix A

CDC Guidance for Schools During the COVID-19 Pandemic

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and **employees wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, disinfection**, and ventilation
- ✓ Encourage **social distancing** through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ALL YES

ANY NO



ALL YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES

ANY NO



OPEN AND MONITOR



cdc.gov/coronavirus

Appendix B

CDC Guidance for Cleaning and Disinfecting & Making a Plan to Clean and Disinfect

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE FOR MORE INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.

Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

