

Oakwood High School RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



2020 - 2021

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1 -- INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

2 -- EMPLOYEE AND STUDENT SAFETY

Health and Safety While in the Building

All persons will be required to wear face masks while in the building. Face masks must also be worn outside if unable to properly social distance. Students will have to provide their own masks.

Other safety practices to follow:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

VISITOR RESTRICTIONS

Oakwood High School will not allow normal visitation to our building. Guests will have to state to the secretary their reason for visiting before being allowed to enter.

-- Student drop-offs/pick-ups will be handled at the entry. Visitors dropping off supplies will also be addressed at the entry.

-- Visitors to the building must always wear appropriate and approved face covering and report to the office for a wellness screening which includes a temperature check.

SELF CERTIFICATION

Parents are required to perform a self-certification on their child each day before sending them to school.

Staff members are required to perform a self-certification on themselves every morning prior to their arrival at work.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. OHS employees, students, parents, and visitors should practice staying approximately six (6) feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 6 feet. One-way traffic patterns will be strictly observed during the passing periods. During class hours, students and staff can travel by the shortest route. Students should NOT walk outside except during the passing periods without permission of a staff member.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

CLASSROOM ARRANGEMENTS

Classroom sizes will be limited to ensure optimal social distancing. Excess furniture will be removed from the classrooms to help provide space for desks. All desks will face the same direction.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

OUTSIDE THE BUILDING

Students do not have to wear their masks when they are outside the building unless they are unable to maintain social distancing.

Teachers are encouraged to open windows to increase fresh air flow in the classrooms.

Teachers are encouraged to take their classes outside when appropriate to increase social distancing. Open air classrooms will be set up around the campus for teachers to use.

Due to the new traffic pattern, students will need to go outside to pass between hallways. Students should keep moving toward their classes, but can take their masks off while they are outside as long as they are properly social-distanced.

FOOD DELIVERY

Bringing or sharing refreshments during classes is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to OHS.

TRAVEL RESTRICTIONS

Oakwood will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Illinois Department of Health, ISBE, and the Superintendent. There will be no field trips until further notice.

WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. OHS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The OHS custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– OHS will be monitoring the number of employees in the office while the risk of infection exists and begins to diminish. Students and visitors will use the office window instead of entering through the door.

Conference Rooms – Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors.

Teacher's Lounge – Care should be shown for use of these areas. Particular attention and cleaning should be paid to shared appliances such as copy machines, coffee machines, refrigerators, and microwaves.

3 -- LOGISTICS

ATTENDANCE DAYS

Purple Cohort

- Last Name A-L
- Monday and Thursday in-person
- 1:40 Dismissal

- Tuesday and Friday at home
 - Students need to check in for attendance on Teacher Ease on all days
 - Teachers will be available for assistance from 2:00-3:15 p.m. daily

White Cohort

- Last Name M-Z
- Tuesday and Friday in-person
- 1:40 Dismissal
- Monday and Thursday at home
 - Students need to check in for attendance on Teacher Ease on all days
 - Teachers will be available for assistance from 2:00-3:15 p.m. daily

Wednesdays

- All students will use remote learning
- Teachers may be presenting lessons on line or communicating with students who need assistance
- Teachers may schedule an in-person meeting with an individual student. Meetings may last no more than 45 minutes.

IN-PERSON 1:40 DISMISSAL SCHEDULE

Homeroom	--	7:55 - 8:20
1st Hour	--	8:24 - 9:02
2nd Hour	--	9:06 - 9:44
3rd Hour	--	9:48 - 10:25
4th Hour	--	10:29 - 11:06
5A Class	--	11:10 - 11:48
5A Lunch	--	11:06 - 11:36
5B Class	--	11:40 - 12:18
5B Lunch	--	11:48 - 12:18
6th Hour	--	12:22 - 12:59
7th Hour	--	1:03 - 1:40

TRAFFIC PATTERN -- STUDENT ARRIVAL

By Bus -- Students will enter the Front Door and proceed to their Homeroom, following the traffic pattern. Students may have their temperature randomly checked. If the buses arrive after school has already started, they will proceed to the current class hour.

By Car -- Students will enter through the East Lobby and proceed to the Cafeteria hallway, while maintaining social distance from the student in front of them and then proceed to their Homeroom, following the traffic pattern. Students will have their temperature checked before entering the building.

Arriving Late -- Students arriving late will enter through the Front Door. Students will have their temperature checked before entering the building.

TRAFFIC PATTERN -- STUDENT DISMISSAL

To The Bus -- Students dismissal may be staggered to help with social distancing. Students will follow the traffic pattern to the front entrance where they will exit the school and board the bus.

To A Car or Practice -- Students dismissal may be staggered to help with social distancing. Students will follow the traffic pattern to the East Lobby where they will exit the school.

RESTROOM USAGE DURING THE WORK DAY

Maximum capacity will be established for the facility that allows for social distancing. The maximum capacity sign will be posted at the entrance.

CAFETERIA AND MEAL PERIODS

OHS will provide two lunch periods. Due to capacity constraints, only 50 students will be allowed in the cafeteria (six feet apart) at lunch time. Other students will be allowed to eat in the gym, courtyards, or other commons areas as designated by the administration.

STUDENT LOCKERS

Students will be assigned a locker for personal items but will be discouraged from frequent visits to help ensure social distancing in the hallways. Book bags must be left in lockers. If a student would like to use a bag to carry items to classes, clear backpacks will be for sale in the office.

4 -- TECHNOLOGY

CHROMEBOOKS

A device and web access will be required for both blended and all remote learning options. The district will provide a device for every student. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. All district-issued devices are filtered and monitored by technology staff whether at home or at school. The Chromebook User Guidelines Agreement is available at the following link: <https://5il.co/i8j0>

- Students should make sure that their device is sufficiently charged before coming to school. Students will be encouraged to bring their charger with them to school although plug-ins for chargers will be minimal.
- Chromebooks or other electronic devices should NOT be shared.
- Each student will be responsible for cleaning and disinfecting his/her device.
- Students will be responsible for the care and maintenance of the device. Students will be responsible for paying for Chromebooks that are broken or need repairs.
- Whether the Chromebook is being used in school or out, students must follow the district's Acceptable Use Policy as stated in the OHS handbook.

There will be 2 classrooms of computer labs in use at OHS. The desk, mouse, and keyboard will be cleaned and sanitized between each student use.

5 -- INSTRUCTION

GRADING POLICY

To receive credit for the courses for this school year students are expected to complete all assignments, assessments, and projects in a timely manner. This will include both in-person and remote learning. The grading policy is located on our [district's webpage](#).

ATTENDANCE

ALL students should log-in to Teacher Ease for attendance every school day. During in-person learning, attendance will be taken in each class by the teacher.

SYNCHRONOUS LEARNING

Students who have signed up for remote learning and students who are not in-person on that particular day will be expected to be on-line at the same time as their class to follow along. Teachers have some leeway to create the communication model that works best for their class.

Teachers may schedule on-line class meetings on Wednesdays or at other times when it is convenient.

Students who signed up for remote learning must remain as remote learners until the end of the semester.

COLLEGE EXPRESS

OHS will continue to work with DACC to offer a College Express program for eligible juniors and seniors as in the past. However, due to transportation issues, students will have to provide their own transportation to and from DACC.

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 training
- Complete hand hygiene with soap and 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.

PHYSICAL EDUCATION, GYMNASIUMS, AND LOCKER ROOMS

Whenever feasible and weather permitting, we will select outdoor PE activities that allow physical distancing. If physical education must be taught inside, we will utilize proper social distancing in the gymnasium. The locker room may be used, but students should change clothes in shifts.

MUSIC-RELATED COURSES

Indoor rehearsals are discouraged. When weather permits, both band and chorus will be moved outside. Conductors should remain 10 feet away from the first row of singers/band members.

6 -- COMMUNICATION

STUDENT/TEACHER COMMUNICATION

Students should check their school email (xxxx@student.oakwood76.org) at least once a day. Students should also communicate with their teacher through Teacher Ease or Google Classroom. Some teachers may have an alternative site for communication.

SCHOOL COMMUNICATION

- The administration will send home daily announcements via email, Facebook, and Twitter.
- Teachers will send home regular announcements via email or Google Classroom. Announcements should include weekly lessons and activities.

7 -- EXTRA-CURRICULAR ACTIVITIES

- The IHSA/IDPH has provided an avenue to continue conducting extracurricular activities during this school year.
- All activities will follow the guidance provided by the IHSA, IDPH, and other state and federal agencies.
- All IHSA rules still apply to include academic eligibility.
- Students may participate in extracurricular activities provided they are registered in remote or in person learning and maintain academic eligibility.
- Coaches/sponsors will conduct activities following the phases and risk levels provided in the All Sports Policy of the Restore Illinois Plan.

8 -- STAFF RESPONSIBILITIES

- Staff should follow the duties and expectations that are delineated in their job description.
- Teachers will be required to provide instruction to students using both in-person and remote models.
- Teachers will provide 15 minutes of SEL daily.
- Teachers will make regular efforts to communicate with students and parents.
- All staff members must wear face masks at all times while in the buildings in order to comply with current IDPH/ISBE guidelines. Staff members will be responsible to provide their own face coverings.
- Staff will be required to self-certify that they are free of the signs and symptoms listed on the symptoms checklist every morning prior to their arrival to work. Staff temperatures will also be taken prior to entering the building.
 - If you answer YES to any of the questions on the checklist, **STAY HOME**, contact your Principal to report your absence and contact your physician to report the information.
- If a staff member stays home or goes home sick; to return to work they must follow the posted guidelines.
- Staff members (non-custodial) must be out of the buildings by 5 p.m. unless they have permission of the building administrator. Staff members may access the buildings on weekends.

OHS RETURN TO SCHOOL PLAN

-- Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment. If staff members use the building on weekends, they are responsible for cleaning those areas.