

Returning to School Plan SY 2020-2021

Based on the Guidance from
ISBE, IDPH, & CDC



Pembroke Community Consolidated School District #259

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DRAFT

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Summary

Since the coronavirus pandemic began, the Pembroke CCSD #259 has been working on its Roadmap to Reopening for the 2020-21 school year. The district prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state's five-phase reopening plan, [Restore Illinois](#).

In addition, over the summer the district administered a survey to all parents in the district, in which they could provide feedback about the reopening of school. District leaders also met with PTO representative focus groups in order to gain additional feedback.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. While school will look very different, the district's commitment to providing a first-class education to our students remains the same.

Note: protocols outlined in this guide are subject to change as guidelines evolve.

RESTORE ILLINOIS				
A Public Health Approach To Safely Reopen Our State				
Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.	Non-essential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.	Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and social distancing are the norm.	Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.	The economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.

Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in space are permitted. This means:

- Most students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning.
- Staff is on site as required.
- The district follows IHSA and IESA guidelines for athletics.

Phase 4: Revitalization

During this phase, social distancing guidelines are in place. Gatherings of 50 people or more in a space are permitted. This means:

- All students and staff are on site, with the option of Distance Learning for some.
- The district follows IHSA and IESA guidelines for athletics.

Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place. The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus. Pembroke CCSD #259 has divided these protocols into seven categories

Health & Wellness
Instruction
Transportation

Operation
Human Resources
Communications

Remote Learning Plan

Health & Wellness

Social & Physical Distancing

Pembroke CCSD #259 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).

Students will remain with their classrooms in order to reduce mixing grade levels within the building as much as possible. The District will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing. Break times will be staggered to minimize eating with masks off near others.

PPE and Face Coverings

Pembroke understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. All individuals in the school building must wear face coverings at all times, unless they are younger than two 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 distance is maintained. The District will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. 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. Gloves or other PPE must be used as needed when assisting students requiring close contact. **Pembroke CCSD #259 will also provide one (1) reusable mask to students and employees. Employees and students may use their own face covering.**

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Students and 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. Students and staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. There will be signage throughout the building reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another

person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Training

Each staff member will be required to complete safety training related to Pembroke CCSD #259's physical distancing, face covering, and hand hygiene procedures. The Administration will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate 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 as needed.

Health Screenings

Only students and staff who are healthy should report for in-person learning. It is important to note, students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well. Students and staff with any of the following symptoms of COVID-19 must remain home:

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

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the Quarantine Room and follow all building procedures. Administration will be notified immediately.

Students will be provided a face covering and 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 must self-monitor and return to school according to the IDPH guidelines. A doctor's will be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify their building Principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine. The student will not be allowed to return to school without a doctor's note and a negative COVID-19 test.

Visitors

Visitors must be restricted to authorized personnel only. Higher discretion will be given while inviting visitors to schools. Visitors to any District property must always wear an appropriate and approved face covering 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 to maintain physical distancing. This will be in addition to the normal sign in procedures.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
 - a. Cough
 - b. Shortness of breath
 - c. **OR**at least TWO of these symptoms
 - i. Fever
 - ii. Shaking with chills
 - iii. Headache
 - iv. Loss of taste or smell
 - v. Muscle Pain
 - vi. Sore Throat
 - vii. Vomiting
 - viii. Diarrhea

If YES, **restrict them from entering the building**
If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 or higher If YES, **restrict them from entering the building**
If NO to all, continue to step #4
4. Allow entry to the building and remind the individual to:
 - a. Wash their hands or use hand sanitizer throughout their time in the building
 - b. DO NOT shake hands with, touch or hug individuals during their visit

Pre-Kindergarten (PK) Classroom Guidance

- All classroom areas will be clearly marked to show where to sit, stand or line-up for six feet spacing, if possible
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Clearly marked common areas to show where to stand or line-up for six feet spacing
- Scheduled/coordinated restroom and hand washing breaks throughout the day

- Scheduled/coordinated recess by classroom to minimize student mixing
- All students must sanitize their hands whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff will review and monitor student pick up and drop each day

Kindergarten-Grade 5 Classroom Guidance

- Classrooms seating will be arranged seating six feet apart, if possible, and face the same direction as feasible. It is recommended that teachers will provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- All classroom areas will be clearly marked to show where to sit, stand or line-up for six feet spacing, if possible
- Students will remain with the same classroom group throughout the day
- Scheduled/coordinated restroom and handwashing breaks throughout the day
- Scheduled/coordinated recess by grade level to minimize mixing student groups
- All students must sanitize their hands whenever anyone enters the classroom
- Students will be encouraged not to share school supplies between students or staff
- Classrooms will be cleaned after each use or at least daily

Grades 6–8 Classroom Guidance

- Classrooms seating will be arranged seating six feet apart, if possible, and face the same direction as feasible. It is recommended that teachers will provide assigned seating for students and require students to remain in these seats to the greatest extent possible
- All classroom areas will be clearly marked to show where to sit, stand or line-up for six feet spacing, if possible
- Transition times will be stagger in order to minimal student physical contact
- Encourage hand washing throughout the day.
- Scheduled/coordinated activities by grade level to minimize student mixing
- All students must sanitize their hands whenever anyone enters the classroom
- Students will be encouraged not to share school supplies between students or staff
- Classrooms will be cleaned after each use or at least daily

Hallways, Main Office, and Common Areas

- All personnel are asked to maintain six feet physical distancing when possible
- Face coverings are required for all staff, students, and visitors while in the school building
- All offices and common areas will be clearly marked to show where to sit, stand or line-up for six feet spacing, if possible
- There will be visible signage displayed to reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Access to the school building will be limited to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway)
- Upon entry into the building all visitors will have a health screening performed on them
- Students will be restricted to specific areas of the school as identified by the building Principal
- All high-touch/common areas will be cleaned throughout the day

Cafeteria

- All personnel are asked to maintain six feet physical distancing when possible
- Student and staff will be trained on proper cafeteria procedures, and will be monitored daily by school personnel
- The cafeteria will be cleaned in between uses
- All cafeteria will be clearly marked to show where to sit, stand or line-up for six feet spacing, if possible
- Student and staff will be required to wear a face covering in the cafeteria unless they are eating

Restrooms

- Maintain six feet physical distancing
- Required face coverings for staff and students at all times
- All areas will be clearly marked to indicate safe distancing for students
- Visible signage will be displayed to reminding everyone of physical distancing and face coverings
- Scheduled/coordinated restroom and handwashing breaks when possible
- All high-touch/common areas will be cleaned throughout the day

Shared Objects

Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, iPads, 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 each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the 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 child 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.

Preparing for When a Student or Staff Member Becomes Sick

Pembroke CCSD #259 will communicate with families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

Pembroke CCSD #259 will use a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the Principal's Office following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, call 911.

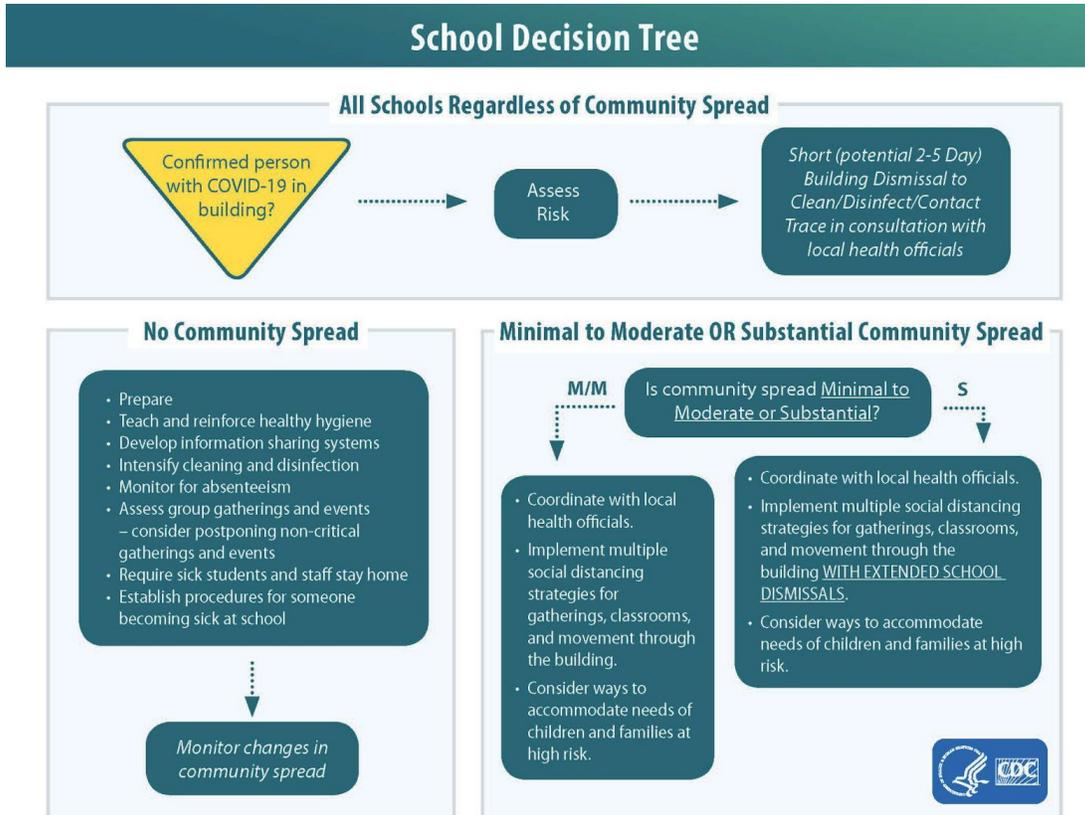
When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precautions. **Students should never be left alone and must always be supervised while maintaining necessary precautions.**

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days.

Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

School Closure Plan (guidance from CDC)



Pembroke CCSD #259 must be prepared for a possible 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.

Instruction

Pembroke CCSD #259 has developed an instructional plan to allow for a return to in person learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

Required Physicals

Due to the effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, Pembroke CCSD #259 is changing the compliance requirements date for physicals and immunizations to October 15, 2020. Although Pembroke CCSD #259 will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

Safety Education for Students

Students will be receiving grade level appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school. Each classroom teacher should develop a plan for providing students with building specific safety measures to follow with an explanation as to why these measures are important.

Student Who are Medically Fragile or at Higher Risk

The administration will work closely with school nurse and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Pembroke CCSD #259 will consider continuing Distance Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.

Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.

- The number of students per classroom and ability to maintain six-foot distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student’s needs on an individualized basis.

For staff working with students who are present for in person learning, Pembroke CCSD #259 will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

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Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student’s emotional health who may have been or continue to be impacted by COVID-19. Students will also have access to school-based Social Workers, Psychologists, Mental Health Counselors and the School Nurse. The District will implement an SEL Surveys to be completed by students in grades 3rd through 8th. Students who may be identify for needing additional support or interventions will be referred Administration. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During Phase 4, this will include utilizing outdoor spaces when possible. Instrumental music teachers will work with students in smaller sectional groups while additionally using clear partitions when needed. Students will need to wear face coverings if singing indoors. Students must wear face coverings It is permissible for band members to remove their mask during the time they are playing, but only if necessary.

Physical Education, Gymnasiums, Playgrounds, and Locker Rooms

Physical activity can support students’ overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, teachers should select outdoor PE activities that allow physical distancing. If physical education must be taught inside proper considerations for social distancing will be considered by utilizing markings on the

gymnasium floor/wall/field to maintain distance between participants. Handshaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical 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. Playgrounds will be sanitized after use. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment. Students will be prohibited from utilizing the locker rooms, and will not be allowed to change clothing.

Extracurriculars

Extracurricular activities will follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the IESA. The decision to have spectators at sporting events will be made by Administration on a case by case basis.

Special Needs

Pembroke CCSD #259 understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Special Education Department is developing plans and procedures to address the various unique challenges the blended model creates. The Student Services Team will remain in contact with special needs families throughout the summer and will be ready for the 2020-2021 school year.

Pembroke CCSD #259 must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams will update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

Transportation

Pembroke CCSD #259 is working closely with Cardinal Bus Company to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face covering, no more than 50 individuals will be on a bus at one time, and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses... when possible.” No more than 50 individuals may be on a vehicle at any given time during Phase 4. The District will provide visual guides to ensure that students comply with expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations.

All IDOT inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high touch areas will also be sanitized between routes. Sanitizing products will meet the EPA criteria and be used according to manufacturers’ guidelines.

Operations

Food Services

Additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan.

Meals will be individually plated or packaged as grab and go items. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected. Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. 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:

- Countertops
- Desktops
- Door handles
- Water fountains
- Handrails
- Light switches
- 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 high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

Building and Grounds may adjust personnel schedules to meet reopening 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:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation
- Limit the number of individuals allowed in at one time
- Use plastic barriers around staff desks and between student care areas or curtains and the implementation of two separate entrances to the health office space to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms, in offices that have two doors
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space
- Disinfect a space after it is occupied by a student and deep clean daily
- Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves)
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection and allow for separation
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms.

In certain situations, students may need to stay in place for an in-person evaluation by the school nurse

- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus

*Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting

*Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus or public transportation for the return home

*In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff

Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not September 1st
- Please make sure all emergency contact information is up to date
- All students should stay home if they are sick, with any illness symptoms
- The CDC recommends child six (6) months of age and older get **vaccinated every flu** season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child is
 - Is a close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, **nonebulizertreatmentswillbegivenatschoolduringthepandemic**. Asthma action plans should reflect the use of asthma inhalers and spacers.
- Please send your child with extra clothing in case a change is necessary as there will be no clothing stored in the nurse's office.

What to expect if there is a confirmed case in school

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19

Returning to school after having had coronavirus:

- Please call the school nurse prior to returning to school

- Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have two negative Covid-19 tests in a row, with testing done at least 24 hours apart.
- As new guidance emerges, **guidelines may change without notice.**

Human Resources

The contents of the Roadmap to Reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem solving. Pembroke CCSD #259 will generate guidelines and protocols which will be required for all employees. Pembroke CCSD #259 will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) is provided to the Office of the Superintendent for review and consideration.

Absences that are related 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.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

Staffing Level

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 consider all options to support student learning.

Every effort shall be made to ensure substitute teachers 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.

Teacher Evaluation

The District and the collective bargaining units will meet to review, discuss, and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

Illness and Diagnoses Monitoring

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The district will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

The District will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Mental Health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19. Access to Mental Health Counselors and supports are readily available as possible and communicated to students and staff. Employee Assistance Programs (EAP) are also available. EAP counselors are available 24/7 to answer employee's questions, provide counseling or assist with useful appropriate resources. All Pembroke CCSD #259 Employees can call [800.456.6327](tel:800.456.6327) anytime!

Communications

Communication Methods

Throughout the 2020-21 school year, Pembroke CCSD #259 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- District's website www.psd259.org
- Phone and text alerts
- Newsletters
- Social Media [Facebook](#)

NOTE: All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in [Skyward](#).

QUICK CONTACTS:

Who do I contact if...

- I have questions/concerns about Distance Learning:
 - First point of contact is the Teacher; second point of contact is Principal. The Main Office phone number is 815-944-5448.
- My student tests positive for COVID-19: School Nurse Coleman @ 815-944-5448 ext. 367
- I am a staff member who tests positive for COVID-19: Superintendent Alexander @ ext. 362
- I have questions/concerns about transportation: Mr. Pope @ ext. 364
- My student needs tech support during Distance Learning: The Main Office phone number is 815-944-5448.

Returning to School Plan

The Board of Education and District Administrative Understands the risk associated with students returning to school in August in light of the growing number of cases and deaths related to COVID-19 across the State of Illinois. As a result, the contents of the Returning to School Plan has worked to capture all components of necessary precautions and process that must be implemented for either face-to-face instruction or Remote Learning. The below plan will outline the options that Pembroke CCSD #259 will exercise as options for students and staff to safely return to school in August of 2020.

PLEASE NOTE: Parents will be provided definitive guidance on which of the below Instructional Models we will utilize to return to school no later than August 1, 2020.

Full Face-to-Face Instruction Model		
<p>Logistics</p> <ul style="list-style-type: none"> ○ Students will return to school on August 12, 2020 for normal instruction ○ School hours will be from 8:00 AM – 3:15 PM for all students ○ Students will have limited movement while in the building ○ Student will have Gym, Music, and Instructional Technology in the classroom ○ Students will be spaced out in the lunchroom or satellite lunchroom in order to ensure social distancing. 	<p>Health & Safety</p> <ul style="list-style-type: none"> ○ Student will be required to have their temperatures take prior to entering the school building or school bus. Student will also have their temperatures take throughout the day ○ Students will be required to wear face mask throughout the entire day 	<p>Instruction</p> <ul style="list-style-type: none"> ○ Teachers will provide students “normal” instruction in all subject areas throughout the school day ○ Each student will be provided a Chromebook during the first week of school ○ Students will be provided extensive training on Google Classroom and each of the curriculum programs during the first week of school

Full Remote Learning Instruction

Logistics

- Students Remote Learning Orientation will take place from August 17th-24th, 2020.
- Official Instruction for all students will begin on August 24, 2020 through the Google Classroom
 - Daily student instruction will be conducted on Monday through Friday from 8:30 AM – 1: 30 PM.
 - Instruction for all students will be Monday through Fri

Health & Safety

- As students will be participating in learning at home, there are minimal health and safety risk
- Students that have tested positive or exposed to COVID-19 should notify the School Nurse immediately

Instruction

- Teacher will reach out to students and their parents (during the week of August 10th) to schedule a time within the week to come into the school to receive their Chromebooks, hotspots, and school supplies.
 - Students and parents will be trained on Google Classroom and the curriculum that will be utilized during Remote Learning
- Each teacher will provide the student a daily schedule of meeting times and instructional expectations.
- Student will log into Google Classroom for daily instruction as directed by the Teacher
- Student attendance will be taken each school day by the Teacher
- Students will be provided direct instruction from the teacher or will be provided lessons through pre-recorded videos from the Teacher
- Student will be required to submit assignments and assessment as directed through the Google Drive

Hybrid Instruction (Face-to-Face and Remote Instruction Combined)

<u>Logistics</u>	<u>Health & Safety</u>	<u>Instruction</u>
<p>While in the Building: Student will participate in Face-to-Face instruction two (2) days per week</p> <ul style="list-style-type: none"> ○ Students will report to school on Tuesdays and Thursdays from 8:00 AM – 3:15 PM ○ Students will have limited movement while in the building ○ Student will have Gym, Music, and Instructional Technology in the classroom ○ Students will be spaced out in the lunchroom or satellite lunchroom in order to ensure social distancing <p>While at home:</p> <ul style="list-style-type: none"> ○ Students will participate in Remote Learning (from home) three (3) days per week: Monday, Wednesday, and Friday <ul style="list-style-type: none"> ○ Student instruction will go from 8:30 AM – 1:30 PM ○ Each teacher will provide the student a daily schedule of meeting times and instructional expectations 	<p>While in the Building:</p> <ul style="list-style-type: none"> ○ Student will be required to have their temperatures take prior to entering the school building or school bus. Student will also have their temperatures take throughout the day ○ Students will be required to wear face mask throughout the entire day <p>While at home:</p> <ul style="list-style-type: none"> ○ As students will be participating in learning at home, there are minimal health and safety risk ○ Students that have tested positive or exposed to COVID-19 should notify the School Nurse immediately 	<p>While in the building:</p> <ul style="list-style-type: none"> ○ Teachers will provide students “normal” instruction in all subject areas throughout the school day ○ Students will be provided extensive training on Google Classroom and each of the curriculum programs during the first week of school <p>While at home:</p> <ul style="list-style-type: none"> ○ Student will log into Google Classroom for daily instruction as directed by the Teacher ○ Student attendance will be taken each school day by the Teacher ○ Students will be provided direct instruction from the teacher or will be provided lessons through pre-recorded videos from the Teacher for each subject area ○ Student will be required to submit assignments and assessment as directed through the Google Classroom

Return to School Committee

Mr. Ira Sneed, Board President

Dr. Marcus Alexander, Superintendent of School

Mr. Kevin Johns, Principal

Mrs. Paula Grimes, Director of Special Education

Mr. Royal Pope, Director of Operations

Ms. Angela Robinson, Director of Food Service

Ms. Susan Hanford, Special Education Teacher

Ms. Christine Foster, Middle School Teacher

Mrs. Cherise Ostrowski, Middle School Teacher

Mrs. Katherine Kiger, Elementary Teacher

Ms. Sarah Foley, Elementary Teacher

Mr. Grant Sparenberg, Music Teacher

Ms. Janine Loftus, Instructional Technology Teacher

Dr. Patricia Starks-Howard, Instructional Interventionist

Ms. Bonique Coleman, School Nurse

Ms. Felecia Woodard, Paraprofessional & Parent

