

# Nippersink SD 2 and Richmond-Burton CHSD 157



## Road Map to Reopen

Our Guide to Reopening School

Based on Guidance From ISBE, IDPH, and CDC

Board Approved 08/19/2020  
Revised 09/28/2020

## Table of Contents

	Page
<b>Introduction</b>	<b>4</b>
<b>3 Types of Schedule</b>	<b>4</b>
<b>School Schedule Starting August 24th</b>	<b>4</b>
Hybrid Schedule	5
<b>Health and Wellness</b>	<b>6</b>
Social and Physical Distancing	7
PPE and Face Coverings	7
Hygiene	7
Training	8
Health Screenings	8
Visitors	9
ECE Classroom Guidance	10
Kindergarten-5th Grade Classroom Guidance	10
Grades 6-8 Classroom Guidance	10
Grades 9-12 Classroom Guidance	11
Hallways, Main Offices, and Common Areas	11
Cafeteria	11
Restrooms	12
Shared Objects	12
When a Student or Staff member Becomes Sick	12
School Closure Plan	13
<b>Instruction</b>	<b>14</b>
Safety Education for Students	15
Medically Fragile or High-Risk Students	15
Social and Emotional Learning (SEL)	16
Music-Related Courses	16
Driver's Education Behind the Wheel	16

## Table of Contents (Continued)

	<b>Page</b>
<b>Instruction (Continued)</b>	
PE, Gymnasiums, Playgrounds, & Locker Rooms	<b>17</b>
Extracurriculars	<b>17</b>
Distance Learning Systems	<b>17</b>
<b>Transportation</b>	<b>17</b>
<b>Operations</b>	<b>18</b>
Food Services	<b>18</b>
Facilities - Enhanced Cleaning Procedures	<b>19</b>
Health Offices	<b>20</b>
Recommendations for Families	<b>21</b>

## Introduction

It is our goal to educate all students during the COVID-19 pandemic in a manner that allows for as much in-person learning as possible. Nippersink SD 2 and Richmond-Burton CHSD 157 continue to follow all guidelines set forth by the IDPH, ISBE, and CDC in order to ensure our students and staff have a safe and healthy environment to return to this fall. This plan outlines all the safety measures taking place in addition to the new protocols, procedures, and enhanced cleaning plans designed to keep our students and staff safe.

The COVID-19 pandemic is a very fluid situation and both Districts must be prepared to change our delivery of instruction at any point. This guide to reopening schools will outline the specifics of what to expect during an in-person learning model, hybrid learning model, and a full remote learning model, which we use for the first quarter.

If you have direct questions regarding a policy or any other concerns, please contact your student's principal. Your student's principal will be able to give you the latest information and rationale for specific policies or decisions that have been made.

## 3 Types of Schedules

**in-person** - Learning that is conducted 100% within the school in a traditional face to face instructional delivery model. Students and staff would be expected to attend school each day.

**Hybrid** - Students would attend school on certain days and work remotely from home online other days. This allows the District to lower the number of students in a building or on a bus, and would allow for greater flexibility in the implementation of safety protocols.

**Remote Learning-** During remote learning students cannot attend school. All learning is done online.

## Hybrid Attendance Schedule for RB, NMS, SGE, RGS

Re-start school as outlined in the hybrid plans for each school

**Length of day:**

RB - 8:00 am to 1:45

NMS - 7:45 to 1:25

RGS and SGE - 9:00 to 11:45 (in-person hybrid)

12:30 to 3:15 (non-attendance days for hybrid and full remote students in the p.m.)

**Attendance:**

A - L attend Monday and Thursday

M- Z attend Tuesday and Friday

Wednesday – Full Remote for Everyone/ Schools Deep Cleaned

**Gradual starts:**

Kindergarten - October 13 A-L; October 15 N-Z; October 16 - Remote

K - 2 - October 19 to 23 - A-L (Monday and Thursday) and M-Z (Tuesday and Friday)

K - 5 - October 26 - A-L (Monday and Thursday) and M-Z (Tuesday and Friday)

6th - October 19 to 23 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

9th - October 19 to 23 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

6th - 8th - October 26 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

9th - 12th - October 26 - A - L (Monday and Thursday) and M-Z (Tuesday and Friday)

### Hybrid Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
In-Person	<b>A-L</b>	<b>M-Z</b>	Remote Learning-All Students	<b>A-L</b>	<b>M-Z</b>
Remote Learning	<b>M-Z</b>	<b>A-L</b>		<b>M-Z</b>	<b>A-L</b>

- **Full In-Person Learning** (Can only take place after meeting public health requirements from ISBE/IDPH/CDC as outlined in the Roadmap to Reopen Schools)

It remains both districts' goal to return to full in person learning as soon as we can do so in a manner that is safe for staff and students. We understand and acknowledge the heavy

burden remote learning can place on our families. Therefore, we will continue to look for alternative options to safely engage students in small groups in person when applicable to all ISBE/IDPH guidelines.

## Health and Wellness

### *Social & Physical Distancing*

Nippersink SD 2 and Richmond-Burton CHSD 157 have developed procedures to ensure six feet of physical distance from others. 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 distancing in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias). We 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.

### *PPE and Face Coverings*

Both District 2 and District 157 understand 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. **In accordance with IDPH and ISBE mandates, ALL individuals in school buildings 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.** If a medical reason prevents a student or staff member from wearing a face covering, the proper medical documentation from a licensed physician will be required. Face shields will be required for those medically exempt from wearing face coverings. 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. Both Districts 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 requires close contact. 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. 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 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. 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 must be done before and after contact with the student. 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 restrooms, hallways, and all common areas.

### ***Training***

Each staff member will be required to complete safety training related to both Districts' physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to its unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students 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 will have their temperature taken daily before they can board a bus or enter the school building. A staff member or student displaying any of the COVID-19 symptoms listed below or if they have a fever of 100.4 or higher will be sent home. Both Districts are currently working on a plan so parents will be able to self-certify that their child is fever free and free of COVID-19 symptoms. This self-certification would allow the staff member or student to bypass the daily health screening when boarding a bus or entering the school. More information on this will be made available by your student's principal in August.

Students and staff with any of the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Fever and/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 designated area on campus, following the building procedure. And will be required to inform the school nurse.

Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks up the student, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. Students and staff who are sick must 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 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.

### **Visitors**

Visitors must be restricted to authorized personnel only. Visitors to any building 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. 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***

- Students will remain with the same classroom group, when possible, throughout the day.
- Services will take place in the classroom when feasible
- Clearly mark common areas to show where to stand or line-up for six feet spacing
- Maximize school's ventilation systems
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Schedule/coordinate recess by classroom to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Clean classrooms after each use or at least daily
- Building staff must review student pick up and drop off procedures and notify parents
- Require face coverings for staff and students

### ***Kindergarten-Grade 5 Classroom Guidance***

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Schedule/coordinate restroom and handwashing breaks throughout the day
- Schedule/coordinate recess by grade level to minimize mixing student groups
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily
- Require face coverings for staff and students

### ***Grades 6–8 Classroom Guidance***

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily
- Require face coverings for staff and students

### ***Grades 9–12 Classroom Guidance***

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level, when possible, to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily
- Building staff must review student arrival and dismissal procedures
- Require face coverings for staff and students

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

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings 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)
- Restrict students to specific areas as identified by the building principal
- Clean high touch areas throughout the day

### ***Cafeteria***

- Maintain six feet physical distancing when possible
- Develop a meal procedure plan (Each building principal will complete this for their school)
- Clean cafeteria in between uses
- Clearly mark areas to indicate safe distancing for students
- Require staff and student face coverings (if not eating)

### ***Restrooms***

- Maintain six feet physical distancing
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and handwashing breaks when possible
- Clean high touch areas/restrooms throughout the day

- Assign restrooms to student groups when possible

### ***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***

Nippersink SD 2 and Richmond-Burton CHSD 157 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. 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. The identity of any individual who test positive for COVID-19 will remain confidential and will not be released to the public.

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 school principal 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.

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,

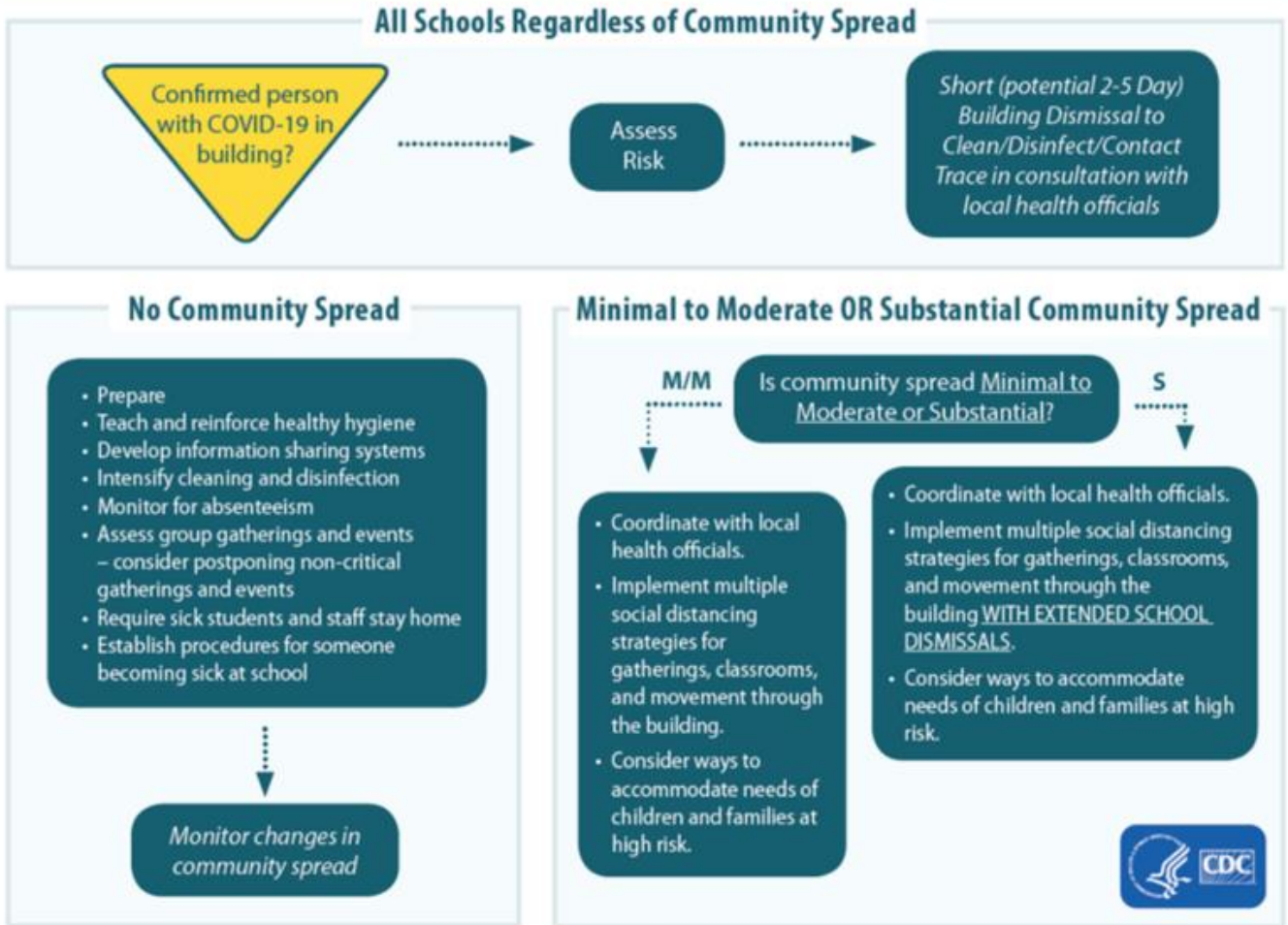
bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection.

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)***

Nippersink SD 2 and Richmond-Burton CHSD 157 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.

# School Decision Tree



## Instruction

Nippersink SD 2 and Richmond-Burton CHSD 157 have 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.

## ***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 school has developed a plan for providing students with building specific safety measures to follow with an explanation as to why these measures are important.

## ***Students Who are Medically Fragile or at Higher Risk***

The Administration will work closely with school nurses and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Nippersink SD 2 and Richmond-Burton CHSD 157 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, Nippersink SD 2 and Richmond-Burton CHSD 157 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.

Nippersink SD 2 and Richmond-Burton CHSD 157 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, occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

### ***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 continued support to social workers, psychologists, and counselors at school. Surveys will be conducted for students in grades 3-12 to get more feedback on their SEL needs. Our teachers and staff teams will continue to identify students who may need additional support or interventions. 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. It is permissible for band members to remove their mask during the time they are playing, but only if necessary. The school principal and music teachers will develop a plan according to the guidelines set by the IDPH/CDC/ and ISBE.

### ***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:
  - Require only two students and one instructor per vehicle
  - Require face coverings
  - Prohibit eating and drink in the vehicle
  - Do not make any unnecessary stops during the training
  - Complete hand hygiene with soap and water or hand sanitizer, before and after driving
  - Clean and disinfect steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
  - Conduct regular routine cleaning and disinfecting of seats

### ***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, schools should select outdoor PE activities that allow physical distancing. If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Handshaking, 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., must be cleaned and sanitized before and after each class. 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. Schools must consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing

### ***Extracurriculars***

Extracurricular activities must 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 10 individuals during Phase 3 and 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 IDPH, ISBE, and the Governor of Illinois. The IHSA has turned over control of fall athletic decisions on whether we will have athletics or not to these agencies.

### ***Distance Learning Systems***

Students will use the District Learning Management Systems (LMS) and Student Information System 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, and important announcements. Grades 6-12 will use Schoology as the official LMS and grades K-5 will be using Google Classroom as their LMS. Students will spend the first two weeks of school with added focus on learning how to use Schoology and Google Classroom. The focused training will help students should we need to move back into a remote learning environment at some point during the year. Both Districts will also provide additional information for parents on Schoology and Google Classroom in August in order to support the parents role in remote learning.

## **Transportation**

Nippersink SD 2 and Richmond-Burton CHSD 157 are working closely with our transportation department to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. **When possible this year, we ask that you drive your student(s) to school. This will help both Districts reduce the number of students on each bus and allow for greater social distancing.** 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, through self-certification, 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 10 individuals may be on a vehicle at any one-time during Phase 3. No more than 50 individuals may be on a vehicle at any one-time during Phase 4. Nippersink SD 2 and Richmond-Burton CHSD 157 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 to allow students to eat with the required social distancing. 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 with products that meet EPA criteria. 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 - Enhanced Cleaning***

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

- Bottle fillers
- 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.
- Limit the number of individuals allowed in at one time.
- 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.
- 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 everyone six 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, no nebulizer treatments will be given at school during the pandemic. 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 ten 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.