Galesburg CUSD #205
Student & Staff Safety Protocol

Updated: November 23, 2020

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

Screening and Isolation

General

All students and staff are required to wear a face mask and are required to complete the COVID-19 health screening prior to getting on a bus or entering a district facility.

Prevention

- Face coverings are to be worn by all individuals at all times, even when social distance is maintained. The only exceptions are when a person is eating, during band, outside with a social distance of 6ft is able to be maintained, while napping in their designated location under close monitoring, or if teachers and staff are alone in their classroom or offices with the doors closed.
    - Face coverings must have two or more layers of breathable fabric, be dry, cover your nose and mouth, and fit securely under your chin and against the side of your face. Neck gaiters are not allowed.
    - Face coverings should not contain messages or images that would distract from the educational environment of the school.
    - Individuals should wash or sanitize their hands before applying/removing face covering.
    - Face coverings are to be laundered daily with laundry detergent or bleach solution in the warmest water setting appropriate for the cloth.

    - Cloth face coverings for students and staff will be provided by the district and laundered daily for those who do not choose to wear their own.
    - Individuals who have a condition or medical contraindication that prevent them from wearing a face covering are required to provide documentation from their physician and a release to exchange medical information form completed to allow communication between the Health Services Coordinator and provider. Individuals that may wear a face shield in lieu of a face covering must strictly adhere to social distancing.
    - Teachers will monitor students and refer to the nurse if symptoms are present.
- Outreach workers making home visits will be required to wear masks and maintain a minimum of 6 feet of distance at all times. Outreach workers should remain outside at all times when communicating with families/students.
- Gloves are to be worn by staff when receiving, distributing and handling objects (i.e. mail, paperwork, etc.).
- If an employee or student removes their mask, they are to be given two warnings by their direct supervisor or their teacher. If they still refuse, the building administrator needs to be informed and appropriate discipline will be applied.

Screening

Parents/guardians and employees who have signed the COVID-19 Release form, certify that their child(ren) or themselves, if an employee, do not meet COVID-19 exclusion criteria and do not need to undergo the in-person symptom screening, but will have their temperature checked with a non-contact thermometer upon building/bus entry at the beginning of their work/school day. Staff will complete the electronic Daily Close Contact Log at the end of their in-person work day.

All visitors entering the building will have their temperature checked with a non-contact thermometer and will undergo a COVID-19 health screening.

- Upon arrival to the school, persons will check in with the building nurse and/or designated employee at the designated building entrance for the temperature check and health screening. When the health screening is conducted and criteria for entrance is met, the person will have a sticker (dated and signed by screener) placed on their visitor-badge to allow entrance. When leaving for the day, persons will check out with the building nurse and/or designated employee at the same location they checked in for that day. Persons will return their stickers and any close contacts that occurred within the district for the day will be required to be reported and documented.
- If a person answers yes to any of the screening questions and/or has a temperature greater than 100.4 degrees Fahrenheit, the Health Services Coordinator, building nurse and

building principal will need to be notified. For the Central Office, the Superintendent and Assistant Superintendent will need to be notified as well.

Isolation

Students and staff who are positive for COVID-19, display one or more symptoms of COVID-19 and/or who have been a recent close contact are prohibited from coming to school. Parents/guardians are to notify the school as quickly as possible with any confirmed or probable COVID-19 cases. Parents/guardians are to notify the school if any of the below exclusion criteria are met. Symptoms of COVID-19 based on CDC guidance are as follows:

- **Fever (100.4∘F and above) or chills**
- **New cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue from unknown cause**
- **Muscle or body aches**
- **New onset of moderate to severe headache**
- **New loss of taste or smell**
- **Sore throat**
- **New congestion or runny nose**
- **Nausea, vomiting, or diarrhea**
- **Abdominal pain from unknown cause**

Possible Case Identification

- Students who are ill will be separated and should be picked up within 30 minutes and no later than 1 hour from the time the district contacted the student's parent/guardian.
- Students will be removed from possible infected areas so disinfection can occur.
- Communication will be provided to parents/guardians and staff members who came in contact with a COVID-19 positive individual. The Knox County Health Department will be in communication with each close contact.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

Exclusion from School

Once a person is excluded from the school environment, they may return if they satisfy the following guidelines:

- **Probable case:** A probable case is someone with COVID-like symptoms without testing who was exposed to a confirmed case. Persons who have experienced symptoms, have not been tested, but have been exposed to a confirmed case may return to school if the following conditions are met:
    - Fever-free for at least 24 hours without the use of fever-reducing medication; and
    - Improvement of symptoms for 24 hours; and

- Have isolated for a minimum of 10 days after symptoms onset.
  **'Release from Isolation' letter issued by the Local Health Department and provided to the parent/guardian or the individual OR a notification via phone by the LHD to the Health Services Coordinator is required prior to return to school.*

- **Positive test with symptoms:** Persons who have experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
  - Fever-free for at least 24 hours without the use of fever-reducing medication; and
  - Improvement of symptoms for 24 hours; and
  - Have isolated for a minimum of 10 days after symptoms onset.
    **'Release from Isolation' letter issued by the Local Health Department and provided to the parent/guardian or the individual OR a notification via phone by the LHD to the Health Services Coordinator is required prior to return to school.*
- **Positive test without symptoms:** Persons who have not had symptoms, but test positive for COVID-19 may return when they have completed 10 calendar days without symptoms and have been released by a healthcare provider. If symptoms develop, follow the above guidelines for "Tested with symptoms".
  **'Release from Isolation' letter issued by the Local Health Department and provided to the parent/guardian or the individual OR a notification via phone by the LHD to the Health Services Coordinator required prior to return to school.*
- **Untested with symptoms without alternative diagnosis:** Persons who experience symptoms, have not been tested, and have not received clinical evaluation from a healthcare provider may return if the following conditions are met:
  - Fever-free for at least 24 hours without the use of fever-reducing medication; and
  - Improvement/resolution of symptoms for 24 hours; and
  - Have isolated for a minimum of 10 days after symptom onset.

  ** For staff who want to use Emergency Paid Sick Leave, a positive COVID-19 test or a note from a healthcare provider advising quarantine is required to be submitted.*
  **For students, a note from the parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved is required to be submitted prior to return to school.*
- **Untested with symptoms with an alternative diagnosis:** Persons who experience symptoms, have not been tested, but have received an alternative diagnosis from a healthcare provider may return if the following conditions are met:
  - Fever-free for at least 24 hours without the use of fever-reducing medication; and
  - Free of vomiting and diarrhea for at least 24 hours without the use of antidiarrheal/antiemetic medication; and
  - Improvement/resolution of symptoms for 24 hours; and
  - Have submitted a doctor's note with alternative diagnosis.

**Healthcare provider's note with an alternative diagnosis is required prior to return to school.*

- **Negative test with symptoms:** Persons who experience symptoms, have tested negative for COVID-19 (the negative COVID-19 test must be from a specimen collected 48 hours prior to or after symptom onset), may return if the following conditions are met:
    - Fever-free for at least 24 hours without the use of fever-reducing medication; and
    - Free of vomiting and diarrhea for at least 24 hours without the use of antidiarrheal/antiemetic medication; and
    - Improvement of symptoms for 24 hours; and
    - Have submitted a copy of the negative COVID-19 test result <u>OR</u> a doctor's note indicating the negative test result.

      **Proof of a negative COVID-19 test result <u>OR</u> a healthcare provider's note indicating the negative test result is required to be submitted prior to return to school.*

      NOTE: If a staff/student is a close contact to a confirmed case, the school is experiencing an outbreak, or the LHD is requiring validation due to community transmission levels, documentation of a negative RT-PCR COVID-19 test result is needed. In other situations, a negative RT-PCR, rapid molecular (rapid PCR) or negative antigen test is acceptable.
- **Asymptomatic close contacts to a positive or probable case:** A probable case is someone with COVID-like symptoms without testing who was exposed to a confirmed case. A close contact is defined as:
    - Being within 6 feet of a person (with or without a face covering) who is probable or positive for COVID-19 for a cumulative total of at least 15 minutes during the infectious period.
    - Living in the same household as a person with COVID-19.
    - Having direct physical contact with secretions from a person with COVID-19 (i.e. kissing, sharing utensils, being coughed on).

  Persons who are a close contact must be quarantined for 14 days after the last/most recent contact with the positive case. Monitor symptoms and if a close contact develops symptoms, they should follow the guidelines for "Untested with symptoms and without alternative diagnosis".

  **Persons who remain asymptomatic throughout the 14 calendar days of quarantine do not need a healthcare provider's note to return to school.*
- **Household Contacts:**
    - **Living with an individual who tested positive:** Siblings or other individuals living in the same household as an individual who is positive for COVID-19 will be excluded from the school environment until 14 days after the case is released from isolation or 14 days after the date of last exposure if the positive case can

isolate from others within the home (not sharing bathrooms, etc). Monitor symptoms and if a household contact develops symptoms, they should follow the guidelines for "Untested with symptoms and without alternative diagnosis".

    - **Living with an individual who has symptoms:** Siblings or other individuals living in the same household as an individual who has symptoms of COVID-19, must be quarantined until an alternative diagnosis is made or a negative result is received. If the individual who has symptoms tests positive or is epidemiologically linked to a known case, siblings or other individuals living in the same household will be excluded from the school environment until 14 days after the case is released from isolation.
      NOTE: Individuals who have been cleared by the LHD for release from isolation may return to school even if other household members are in isolation or quarantine in the home.

- **Attendance in Large Gatherings greater than 10 people:** Persons who have attended a large social gathering of greater than 10 people (these are people who do not reside within your household) in which social distancing and/or face coverings weren't adhered to, are to stay home and monitor their health for 14 calendar days from the date of the large gathering.
- **Recent Travel:** Persons who have traveled internationally in the past 14 calendar days are to stay home and monitor their health for 14 calendar days from the date of their return. Persons who have traveled in the past 14 days to an area within the United States identified as higher-risk by IDPH, are to stay home and monitor their health for 14 calendar days from the date of their return if two or more of the below conditions are met:
    - Have traveled to a county in Illinois or another state that is identified as higher-risk per IDPH.
    - Have attended large social gatherings of greater than 10 people like a wedding, funeral, party, sporting event, concert, or parade.
    - Have been in crowds such as airports, bars, bus/train stations, restaurants, or movie theatres.
    - Have traveled on a cruise ship or river boat.

<u>Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.</u> Students and staff must check in with the school nurse or Health Services Coordinator prior to returning to school in order to confirm they have met the criteria for leaving self-isolation.

** For staff who want to use Emergency Paid Sick Leave, a positive COVID-19 test or a note from a healthcare provider advising quarantine is required to be submitted.*

Campus Visitors

General

Campuses will utilize virtual meeting options to limit campus visitors when possible. All visitors must be approved by the building principal prior to their arrival. All visitors who enter the building will be required to wear a face covering.

Visitor Screening/PPE Requirements

- Face coverings are required for all individuals who enter the building.
- Individuals proceeding beyond the reception area will be subject to the following:
    - All visitors will be subject to screening by way of a symptom screening form.
    - Non-contact thermometers will be used for temperature screening.
    - Visitors and staff will maintain social distancing for meetings when virtual meetings are not possible.

Cleaning, Disinfecting and Hand Sanitizing

General

Frequent cleaning, disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

- Alcohol-based hand sanitizers will be available for use. Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of CUSD #205-approved hand sanitizer:
    - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
    - Thorough hand washing at minimum upon return from outdoors, before eating, after eating, and following restroom breaks.

Daily Campus Cleaning

- Each classroom that is in use, offices in use, and designated restrooms will be disinfected at least one time per day. Classrooms with students present will be cleaned after each group leaves the classroom.

- All high touch areas will be disinfected multiple times per day (i.e. door handles, copy machines, stair railings, etc.)
    - Office staff should wipe off printers, copiers, postal machines, and other machines that are regularly used by more than one person after each use.
    - Custodians will be cleaning high touch areas and designated bathrooms throughout the day. A list of available bathrooms will be provided to staff upon entering the building.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours with additional PPE available, as needed.
- Disinfectant wipes will be available to staff to sanitize working surfaces, shared objects after each use and during breaks in instruction.
- Cleaning and disinfection products should not be used by children or near children.
- Students may not share supplies or materials in the classroom.
- Staff will limit the use of shared supplies when possible.

Additional Cleaning Measures for COVID-19 Positive Cases on Campus

- As soon as a supervisor becomes aware of a student or staff member that may have COVID-19, all areas possibly infected will be closed immediately.
- Custodians will allow up to 24 hours before beginning cleaning and disinfection, if possible.
- Outside doors and windows should be opened to increase air circulation in that area, if possible.
- Disinfectants that are recommended for use of the virus that causes COVID-19 and are EPA-registered will be used.
- Custodians will be required to wear the following personal protective equipment: N95 face mask, eye protection with face shield or goggles, gown, and gloves.

Work and Learning Environments

Building Access

- Building access will be allowed during the GEA contractual workday for GEA employees, and the SEIU contractual day for food service and custodial/maintenance.
- Prior to September 8, 2020, building hours and access will be 8:00 a.m. - 4:00 p.m.

- On and after September 8, 2020, building hours and access will be Monday - Friday, 8:00 a.m. - 4:00 p.m. for grades K-6 and 7:30 a.m. - 3:30 p.m. for grades 7-12.
- All persons entering the buildings initially or for re-entry entering must do so at the following designated locations:
    - Lincoln Education Center: Main Front Doors (Harrison Street)
    - King School: Main Front Entrance (Farnham Street)
    - Silas School: Main Front Entrance (Fifer Street)
    - Steele School: Main Front Entrance (Main Street)
    - Lombard School: Main Front Entrance (Knox Street)
    - Churchill School: Main Front Entrance (Maple Street)
    - GHS: Main Front Entrance of GHS (Fremont Street)
    - GHS North: Main Front Entrance of GHS North (Fremont Street)
- All persons exiting the building throughout the day may use any door.When checking out at the end of the work or school day, persons must check out with the designated employee they checked in with as outlined in the screening procedures.

Classroom Configuration

- Desks or tables will be socially distanced as much as instructionally possible.
- Elimination of communal supplies will be done when possible. Shared supplies will be sanitized between use.
- Shared non-essential items from the classroom will be removed (blankets, pillows, etc)
- Each room will promote no-touch entry between classes.

Band/Music

- Persons playing instruments in orchestra, band, or general music settings, singing in choir or other lessons, dancing, participating in color guard, or teaching are required to wear a face mask.
- Students who play wind instruments are to use face coverings with a slit.
- A minimum of 6 feet side-to-side is to be maintained between singers and/or instrumentalists. For larger instruments that have an increased likelihood to create a higher quantity and size of liquid droplets and aerosols, a minimum distance of 9 feet front-to-back is required.
- Avoid sharing instruments, sheet music, music stands, and other commonly shared equipment. Music reeds and mouthpieces are to not be shared.
- Instruments are to be fitted with bell covers consisting of a minimum of two layers of dense fabric. Bell covers should be made of a non-stretchy material with a MERV-13 rating to protect against bacteria and virus particles.
- Instruments and equipment should be cleaned daily following manufacturer’s instructions.

- Rehearsals are to be limited to 30 minutes of playing, singing, or dancing with a break of at least five minutes afterwards to allow the droplets and aerosols to disperse. While outdoors, multiple groups of 10 must be 30 feet apart with strict social distancing adherence.
- Indoor rehearsal rooms are to be vacated for at least one air exchange prior to the next use of the room, but three air exchanges are recommended.

Common Areas

In order to provide the safest environment possible, while promoting disease prevention and mitigation, the following guidelines will be implemented:

Mail Room/Copy Machines

- Mail will be delivered to your classroom upon request. Items will be left outside of your classroom/office door.
- Gloves are to be worn by staff when receiving, distributing and handling objects (i.e. mail, paperwork, etc.).
- If photocopies are needed within schools, a request is to be sent to your building principal and the office staff will make the copies and deliver them in a contact-free manner.
- Office staff should wipe off printers, copiers, postal machines, and other machines that are regularly used by more than one person after each use.

Meeting Spaces

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person and are approved by the administrator, the following will be done:
    - Facial coverings worn at all times
    - Social distancing of at least 6 feet
    - Limit the sharing of materials/supplies
    - Custodians will be notified that a meeting space was used for sanitation purposes

Teacher Workrooms/Lounges

- Teacher workrooms and lounges will not be available for use.

Elevators

- Only students and staff with a physical impairment or the need to move large/heavy equipment will be able to use the elevator.
- No more than 2 people will ride in the elevator at the same time.
- Masks will be worn when on the elevator.

Restrooms

- All individuals must wash their hands after restroom use.
- Increased disinfecting will occur throughout the school day.

Arrival

- Students will go directly to the first period class or designated location upon arrival.

Dismissal

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Transportation

General

All students and staff are required to wear a face mask and are required to complete the COVID-19 health screening prior to bus and/or school entrance.

- Students will be seated a minimum one empty seat apart from each other, when possible.
- No more than 50 individuals on a bus at one time during Phase 4 and no more than 10 individuals on a bus at one time during Phase 3.
- The windows of the bus will be opened to the line for air circulation, when temperatures are above 50 degrees Fahrenheit. Running of the AC and fans may also be utilized.
- Hand sanitizer will be at the front of the bus for students and staff entering the bus and as needed.
- First student is responsible for cleaning and disinfecting all seats and high touch areas when the busses are unloaded.
- If during the route, a student removes their mask or moves from their assigned seat, they are to be given two warnings. If they still refuse, the school needs to be informed when the bus arrives at the school. The student should be written up on a bus incident report and given to the school and Paulette Earp. There is no need to pull the bus over for either of these instances.

Food Service

General

All parents/guardians who want their student(s) to receive meals provided by the school district, are encouraged to complete the questionnaire when registering.

Meal Preparation and Delivery

- Meal distribution will be available from 11:30 a.m. to 1:00 p.m.

- When a meal is picked up, the student(s) will receive the meal for that day and breakfast for the following day. Parents/guardians and immediate family members of the student(s) may pick up meals in a student's absence.
- Gloves and masks are required to be worn at all times by all staff preparing and distributing meals.
- Menus can be viewed from the district website.
- For those who require special dietary accommodations due to medical conditions, allergies, etc., a note from their healthcare provider indicating a need for special dietary accommodations must be submitted to the Central Office.

Training

Staff

- All staff are required to complete the COVID-19 return-to-participation online training prior to reporting to work for the school year.
- Designated staff are required to complete the COVID-19 in-person thermometer prior to conducting temperature screens.
- Designated staff are required to complete training on confidentiality of medical information for all students and staff.
- All staff are required to thoroughly read the Galesburg CUSD #205 Health Protocol and will sign off on receipt and understanding upon entry of the district building.

Students

- All student athletes are required to complete the COVID-19 return-to-participation training prior to reporting to athletics for the school year.
- All parents/guardians of students that will be attending in-person instruction are required to thoroughly read the Galesburg CUSD#205 Health Protocol and will sign off on receipt and understanding prior to entry of the district building.