

Mt. Zion School District Safety Plan for COVID-19

2020-2021

Table of Contents

Introduction	4
Summary	5-6
Phase 1-5 Overview	6-7
Planning	7-8
Communication with Families	8
Signs and Messages	8
Survey	8
Blended Remote Learning Days	9
Student Attendance	9
Staff Attendance	9
Calendar	9
Projected Class Schedule	10
Back-to-School Events	10
Identifying and Addressing Student Academic Needs	10-12
Special Education	12-13
Grading	13
Instructional Coaches	13
Technology	14
Health and Safety Guidance	14
Sick Student or Staff Member	15-16
Hand Hygiene	16-17
Face Coverings	17
Social Distancing	17
Symptom Screenings	17-18
Cleaning and Disinfection	18

Procedures by Area	18
Classrooms	18
Shared Objects	18
Driver's Education Behind-the-Wheel Instruction	18-19
Music-Related Courses During the School Day	19
Traffic Flow, Hallways, and Lockers	19-20
Restrooms	20
Drinking Fountains	20
Cafeteria/Food Service	20-21
Administrative Offices and Staff Workspaces/Lounge	21
Student Transportation	22
Physical Education, Gymnasiums, and Locker Rooms	22
Mental Health	23
BASAP	23
Library Areas	23
Health Offices	23-24
Extracurriculars	24
Playgrounds	24
Auditorium/Multi-Purpose Rooms	24
Career and Technical Education and Dual Credit	24
Work Program	24
Field Trips	24

Introduction

Please understand that Mt. Zion School District #3, the Board of Education and Administrative Team understands the sensitivity and polarization that currently exists with this issue. In our District, our students are at an age where they are generally least susceptible to (but not immune from) contracting COVID-19. However, students could come from families where a family member is in a high-risk category to contract COVID-19. We also have teachers, staff, and administrators that are in age groups that are more susceptible to contracting COVID-19. In some cases, much more susceptible. As with the students, some teachers, staff, or administrators may care for or be around family members that are in a high-risk category for contraction of COVID-19. The safety aspects that have to be considered are a far greater scope than just within our buildings.

We have provided students with remote learning opportunities and continuity of education. However, no amount of technology can replicate the effect of face-to-face interactions and instruction between teachers and students.

The COVID-19 crisis shook our structures of teaching and learning to the core, but we now have an opportunity to emerge stronger and to make lasting changes in the ways we support, teach, connect with and value each of the students in our care. This is not “business as usual” but rather the convergence of a new reality in educational excellence.

Educators have a powerful influence on children; parents, however, largely remain students’ most powerful influences. When educators and parents send children differing messages, the resulting confusion can create discord for the learning process. Perhaps now, more than ever, educators and parents should be “on the same page” as partners in sending a uniform message to children about returning to school. As such, the District requests that parents help to prepare students for returning to school by investing time to “preview and practice” the social distancing guidelines and expectations with their children. Parents can stress the importance of wearing a face covering, for example, by explaining it as a courtesy for others to prevent the spread of infection. Parents can practice having children wear a face covering at home and increase the time the face covering is on over the days leading up to the first day of school.

Given the unprecedented nature of COVID-19 and the continuously changing guidelines and recommendations, any or all aspects of this plan may be revised or modified at any time.

Plan Summary

Daily HS/JH Schedule

- Building opens at 7:30
- Students should be picked up no later than 2:20

Elementary Schedule

- Student drop off 8:00 - 8:40
- Student school day 8:40 - 2:35
- Student pick up 2:35 - 2:50

42 min classes	HS	JH
7:15 - 7:57	Early Bird	Early Bird
8:00 - 8:42	1	1
8:46 - 9:28	2	2
9:32 - 10:14	3	3
10:18 - 11:00	4	4
11:04 - 11:46	5a lunch/class	5
11:50 - 12:32	5b lunch/class	6
12:36 - 1:18	6	JH lunch
1:22 - 2:04	7	7

Remote learning - Course work would be provided, and in phases 2, 3, and 4 teachers will record all relevant classroom instruction for students who are at home. In phases 2 and 3 teachers are providing the daily recorded relevant core instruction for students while all students remain at home. Teachers will also utilize live video conferencing (example: google meets) for instruction and interaction with students at least once a week. In phase 4, students may be in the room, while providing the recorded relevant core instruction for those students not at school via Google Classroom (or an age-appropriate alternative). Teachers will ensure videos are available to students each day when relevant core instruction takes place.

Face coverings - The state requires all individuals in our school buildings to wear face coverings at all times unless they provide a doctor's note (family medical doctor/primary care provider). Face coverings do not need to be worn outside if the social distance is maintained.

Lockers/backpacks - Lockers may be unavailable during the 2020-2021 school year. Junior High and High School students will be allowed to carry any type of backpack to and from classes. Grades Pre-K through 6th will take backpacks into the classroom until alternate plans are communicated by the administration.

Meals - Students will eat a school sack lunch or lunch from home at multiple locations in the building. Breakfast and lunch will be available to all students in all phases. In phase 4, options for purchase will be limited and locations to eat will be modified based on the building and number of students. Menus will still be posted on the website. Remote learning students can pick up pre-ordered meals at the Junior High back door at designated times. Please contact the food service director to sign up for this service.

Transportation - Students'/families' ability to change their bus pick up / drop off will be limited to keep buses from carrying over 50 individuals. Families need to provide an AM address and PM address and special circumstances need to be approved by the transportation director. Students will need a face mask to get on the bus.

Extra-Curriculars - We will follow the guidelines of state associations and the Illinois Department of Public Health (IDPH).

If a school has a positive case from its staff or students, a remote planning day and/or remote learning days will go into effect for at least that school, for a minimum of 24 hours in order to clean the affected areas.

Phase 1 Overview

Due to strict stay at home guidelines, teachers will be providing remote learning from home. The district will provide the best educational experience we can, even though we are in this most threatening phase of the pandemic.

Phase 2 - 3 Overview

In phases 2 and 3 teachers are providing the recorded relevant core instruction for students while all students remain at home. Teachers will also utilize live video conferencing (example: google meets) for instruction and interaction with students at least once a week. Teachers will be working from their classrooms, so the district can provide the best educational opportunities through a remote learning environment. Gatherings of 10 or less prohibit us from having students at school.

Grades 7-12 teachers and K-6 Specialists, will prepare and provide an instructional video of not less than 15 minutes for each subject matter on those days when relevant core instruction takes place. Grades K-6 classroom teachers will prepare and provide instructional videos of not less than a total of 60 minutes each day when relevant core instruction takes place. Teachers can team up, make videos together and both use them. Weekly, an instructional video can be a question and answer session about instructional content.

Phase 4 Overview

In-person instruction will be implemented as regions transition to Phase 4. Districts must follow IDPH guidelines, which provide the following:

- Use of appropriate personal protective equipment (PPE), including face coverings;
- Gatherings in one space (area of 30 feet) be limited to no more than 50 individuals;

- Social distancing be observed, as much as possible;
- Schools will conduct symptom screenings and temperature checks or individuals self-certify that they are free of symptoms; and
- Increased schoolwide cleaning and disinfection.

All public and nonpublic schools in Illinois serving Pre-K through 12th-grade students must follow these guidelines. **It is important to note that these requirements are subject to changes by the administration pursuant to updated public health guidance and changing public health conditions.**

In-person education will be canceled for at least 24 hours if any positive cases are confirmed in our schools. Remote planning and/or remote learning days will be used so the days will not need to be made up at the end of the year.

Phase 5 Overview

Phase 5 requires that a vaccine be developed to prevent additional spread of COVID-19, a treatment option readily available that ensures health care capacity is no longer a concern, or no new cases reported over a sustained period.

Planning

PA 101-0643 requires that school districts adopt a plan approved by the district superintendent.

PA 101-0643 requires our plan to address the following:

- Accessibility of the remote instruction to all students enrolled in the district;
- When applicable, a requirement that the educational activities reflect the Illinois Learning Standards;
- Means for students to confer with an educator, as necessary;
- The unique needs of students in special populations, including, but not limited to, students eligible for special education under Article 14; students who are English Learners, as defined in Section 14C-2; students experiencing homelessness under the Education for Homeless Children Act [105 ILCS 45]; or vulnerable student populations;
- How the district will take attendance and monitor and verify each student's remote participation; and
- Transitions from remote learning to on-site learning upon the State Superintendent's declaration that Remote Learning Days and Blended Remote Learning Days are no longer deemed necessary.

Ensuring all students have access to remote instruction, as required above, includes ensuring all students have the necessary technology, training, support, and internet connectivity to engage in the instruction the school is providing and to meet the school's expectations regarding grades. Accessibility also includes regular communication with teachers, such as via text, email, phone call, or an online learning platform.

PA 101-0643 requires that “The district superintendent shall periodically review and amend its Remote and Blended Remote Learning Day Plan, as needed, to ensure the plan meets the needs of all students.” Dated versions of this document will be updated on our website and shared with parents as needed with highlighted changes made during the previous month.

The State Superintendent has determined that days of instruction during a public health emergency must include at least 5 clock hours. Remote and Blended Remote Learning Plans must ensure that at least 5 clock hours of a combination of instruction and school work for each student participating in Remote or Blended Remote Learning Days occurs. Schools and districts should include as much face-to-face or synchronous instruction as possible. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the 5 clock hour expectation. Learning activities may include, but are not limited to: in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins. If using non-interactive platforms, students must have a means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

Communication with Families

The district understands it is imperative that communication with students and families becomes even more consistent and frequent during this school year. We will provide families with ample opportunities to ask questions. Parents should ensure Skyward contact information is correct so communications are received.

Signs and Messages

The Centers for Disease Control and Prevention (CDC) recommends posting signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures (e.g., proper handwashing and appropriate face coverings). We will place signage outside of main entryways noting:

- That persons may not enter the building if they have any currently known symptoms of COVID-19, such as 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;
- 6- foot distance from others must be maintained as much as possible;
- Use of appropriate personal protective equipment (PPE), including face coverings;
- Shaking hands or engaging in any other physical contact should be avoided when possible.

Survey

The district will conduct surveys as needed to help make decisions about the educational environment. The information gathered will help the school to provide appropriate support to students and families.

Blended Remote Learning Days

The state strongly encouraged districts to provide in-person instruction to students. However, the school district may choose to implement Blended Remote Learning Days, which are authorized by PA 101-0643. During these days, schools and districts may utilize hybrid models of in-person and remote instruction. This situation continues to change and while we plan to have all students at school, we realize students may be learning at home for a partial day or full-time.

Parents should contact their principal if they want to discuss or sign up for remote learning, but please understand there are rules regarding the videos. The unauthorized copying, recording, or manipulation of these videos will not be tolerated and will be addressed by the administration through board policy and the student handbook regulations. See pages 26-27 of the student handbook for additional information regarding consequences.

Student Attendance

Daily attendance and engagement of students should be expected whether students are participating in classes in-person or remotely. Districts, schools, and teachers should make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely. The districts will discontinue practices or rewards that encourage perfect attendance or would discourage individuals from staying at home when they are ill. For example, the attendance section of the High School exam waiver policy will not be implemented.

Staff Attendance

Schools should endeavor to support staff attendance by providing sufficient planning and collaboration time and support, communicating frequently, and engaging staff in planning processes and decision-making.

The school district is prepared to mitigate the effects of potential increases in teacher absenteeism with the following considerations: limiting in-district teacher meetings during the school day, limiting teacher conferences outside the district that occur during the school day, and using current staff to cover classrooms in emergency situations.

Calendar

The calendar we plan to implement at the beginning of the school year is on the school website. Changes will be made as needed. Up to five remote planning days can be used as needed during the school year and students will not be in attendance when/if the district uses those planning days. Student attendance on school days may also be modified if we revert back to previous phases. We understand changes are difficult for families, but we will provide notifications of any calendar changes as soon as possible.

Projected Class Schedule

Daily HS/JH Schedule

- Building opens at 7:30
- Students should be picked up no later than 2:20

Elementary Schedule

- Student drop off 8:00 - 8:40
- Student school day 8:40 - 2:35
- Student pick up 2:35 - 2:50

42 min classes	HS	JH
7:15 - 7:57	Early Bird	Early Bird
8:00 - 8:42	1	1
8:46 - 9:28	2	2
9:32 - 10:14	3	3
10:18 - 11:00	4	4
11:04 - 11:46	5a lunch/class	5
11:50 - 12:32	5b lunch/class	6
12:36 - 1:18	6	JH lunch
1:22 - 2:04	7	7

Back-to-School Events

In-person orientations will not be able to take place in phases 1-4. The district is prepared to have back-to-school K-6 orientations through a digital platform. Other events such as grandparent days, school assemblies, open houses, homecoming activities, etc. will not be able to be held during phases 1-4. Additional information concerning school events will be communicated to the families.

Identifying and Addressing Student Academic Needs

Educators met at the conclusion of the last school year and will meet again this year, as needed, to address the gaps in the curriculum due to the pandemic.

Teachers have and will continue to identify the standards that were not covered during remote learning. When making determinations to fill in learning gaps, the district considered the following questions:

- Which standards were missed or partially covered?
- What are the aligned standards at the current grade level?

- What are the skills required to master the missed or partially covered standards?
- Will the standard stand-alone in instruction or can it be layered in the current grade-level standard?
- What is the timeline in which the standard will be covered?

Each student will have had a unique remote learning experience. Students will enter the 2020-21 school year with various levels of mastery of prior coursework. For this reason, we may consider assessing students in each content area to inform teachers of current student achievement and needs. Reintegration assessments can be teacher-developed “quick checks” to help inform vertical articulation and help teachers identify focus areas in specific standards for individual students. The recommendation to assess is not meant to replace existing screening or placement assessments that schools and districts normally administer at the local level.

The American Federation of Teachers recommends that “An extensive review of all assessment programs should be conducted to prioritize assessments that provide teachers with critical information and to decrease the amount of teaching/learning time lost to assessments. Ideally, diagnostics should be teacher-friendly and accompanied by access to relevant instructional resources and supports to fill gaps.” Consider test stress and burnout in scheduling assessments. Information from reintegration assessments should be used to determine student learning gaps and target individual student needs. Additionally, data can be used to modify the anticipated curriculum and inform instruction to support students. These reintegration assessments should not be determinants in identifying changes in services for students with IEPs or 504 Plans or for English Learners. Note that assessments may need to be modified or accommodations made as necessary for students to engage in them.

As educators, we have an opportunity to leverage our current situation around what we want our students to know and be able to do. Teacher collective efficacy is necessary to address learning loss and develop an instructional plan moving each grade level, teacher, and student forward with his/her learning. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers should use targeted interventions and differentiated instruction to help individual students reach their learning goals. The upcoming school year will not pick up where the previous year left off. Employing a curriculum grounded in best practices and pedagogy is more essential now than ever. The district will provide to the best of our ability the resources and opportunities to meet the needs of their students in their classrooms, whether virtual or in person. Teachers will assess individual student learning and deficits within their classes by administering assessments and working closely with teachers at previous and subsequent grade levels to determine the standards that may need review. The knowledge gained through these activities will enable teachers to design supports to meet students’ individual needs. Individualized supports can include, but are not limited to, tutoring, extended school year, and technology. While advancing student learning, schools should develop plans to bring students up to grade level. They must provide time for students to address incompletes while not falling further behind. Students must have the opportunity to recover from skill deficits that resulted from remote learning. The creation of a curriculum in remote learning should be grounded in best

practices/pedagogy so that it will be utilized in both remote and in-person learning environments.

Some regression during remote learning is expected. Consider the following suggestions to address the loss of academic skills and knowledge during the school closure:

- During the first several weeks of school, prioritize a strong review and infusion of the critical standards and key skills that were not addressed or mastered from the previous year, as necessary;
- Provide and/or expand intervention time within the school day to help fill learning gaps for individual students;
- Incorporate before-, during, and after- school tutoring programs if they do not currently exist; and
- Meet (virtually, if possible) with students' families to have evidence-based discussions regarding a student's skill levels and academic and social-emotional needs, how the school will support the student's individualized goals and needs, and how families can support the student at home.

Special Education

We remain responsible for ensuring that special education students receive a free appropriate public education. Our plans address the unique needs of students eligible for special education services on a case-by-case basis. The district is providing appropriate training for faculty and staff, when applicable. We will adhere to timelines for annual IEP meetings and required evaluations. All students must receive education in their least restrictive environment, according to federal and state laws. Faculty and staff may be able to work in person with students if appropriate safety measures are in place. Additional guidance may be provided on special education services. In-person instruction should be prioritized for English Learners.

The risk of infectious disease exposure may be much higher for staff providing care for medically fragile students. The district provides appropriate PPE for continuous wear and during procedures (e.g., gowns and face shields during aerosolizing procedures). 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 will be used in conjunction with appropriate hand hygiene and standard precautions.

For related services such as OT/PT, speech, and social work, we will consider telehealth visits, if possible. Limit the number of therapists in the therapy room if onsite visits are needed or consider an alternative space for movement. Face coverings must be worn by the staff and social distance must be maintained, when possible. To the greatest extent possible, materials must be cleaned and sanitized between uses with enough time to let the material properly dry. In-person instruction at home is allowed for medically homebound students.

Special education at alternate locations will follow that location's schedule and safety plan/procedures.

Aspire students will be cleaning touch surfaces, filling lunch sacks, filling soap dispensers, etc. as work experience instead of going to job sites.

Grading

ISBE's original requirement for grading during remote learning considered the sudden, drastic, and unexpected impact of the COVID-19 pandemic on all districts and the necessity of beginning the suspension of in-person instruction with the non-instructional Act of God Days. Students and districts needed every available flexibility regarding grading in order to navigate these uncharted waters without deepening existing inequities and without knowing when in-person instruction might resume. The state's recommendation last year that grading "do no harm" to students sought to accommodate the vastly different physical, mental, economic, technological, and social-emotional experiences of Illinois' two million students, most of whom were engaging in remote school day learning for the first time.

For all students this year our schools will return to traditional grades for completion of assignments, assessments, and other classroom instructional strategies (A-100-90, B-89-80, C-79-70, D-69-60, F-59-0). The district will ensure that students have all the necessary tools and teacher support at school and at home to complete all assignments, take assessments, and complete projects in a timely manner. Assignments for all students should be turned in according to the current policy. Remote learning assignments are due by 11:59 PM on the day it was due in class. Students in grades 7-12 should contact teachers directly if they have issues getting assignments turned in on time (for example internet issues). Parents should call in sick students when remote learning if they are ill for attendance purposes. Assignments for ill students will be graded according to the current policy. Per the School Code, grading policies are the exclusive responsibilities of local districts.

Instructional Coaches

A district instructional coach can provide meaningful support via one-on-one coaching, weekly/monthly check-ins, and someone to call in the case of needing extra support. Online video support can be considered, but is not required, where the teachers video themselves and another teacher watches and gives feedback and support. The process will look different from teacher-to-teacher. The instructional coaching process should not be time-consuming or work-intensive, but be reflective in nature.

We must take this opportunity to honor and leverage our teacher leaders without overwhelming them with additional tasks/responsibilities. Providing opportunities for teachers to grow and contribute professionally serves to enhance engagement and motivation toward accomplishing goals aligned with the district vision. With assistance from administrators, instructional coaches will work with other teachers to utilize research-based methods, best practices, and data analysis to improve student learning.

In addition to using local district staff as supportive resources, we will also collaborate with other school districts and use state associations for additional guidance and support.

Technology

We have made every effort to provide students and families with the technology devices necessary to successfully participate in remote learning. We are prepared for a return to full remote instruction in the event of a resurgence of the virus.

Some students and families may still lack internet access at home despite our districts' best efforts. We will consider providing students who have a device -- but not internet access -- with other means to receive instruction. We will implement a system to provide students with the necessary videos, worksheets, and other resources to complete their work at home, turn in their assignments, and obtain new work.

During in-person instruction, teachers will incorporate activities that help familiarize students with the technology devices and programs they will utilize during remote learning. Individual technology devices can also be useful in the classroom, given the restrictions in Phase 4 on sharing items such as pencils. The teachers will utilize the meaningful integration of technology tools during daily instruction to facilitate learning and provide students with opportunities to become familiar with the features of online programs and technology devices.

Information will be provided to students on how to maintain their devices, guidelines for basic device function, internet safety, as well as problem-solving techniques that can be utilized if the student has technology difficulties during remote learning. These skills will be taught and reinforced during face-to-face instruction.

Considerations are given to students to ensure those who are learning remotely are prepared to use different technology programs. Video conferencing programs will provide synchronous training on programs, which would enable students and families to ask questions and receive feedback in real-time. Including interactive experiences by having students actively use the online program will increase motivation, engagement, and student understanding of the program. Teachers should consider recording synchronous sessions to use later as asynchronous training tools.

Students and parents will have access to regular technology support, whether through an email address, online form, or video bank, including teaching students how to troubleshoot common technology problems.

Health and Safety Guidance

To the greatest extent possible, the districts will prepare staff and students to prevent the spread of COVID-19. All employees will be trained on health and safety protocols, as stated in this document that are related to COVID-19 prior to resuming in-person instruction.

Sick Student or Staff Member

Student or staff member shows symptoms (example fever over 100.4): The individual must stay home for at least 24 hours, until they are fever or symptom-free for 24 hours without medication. Returning to school or work is also at the discretion of the school nurse.

It is recommended by IDPH and the CDC that students or staff members in close contact (within 6 ft. for more than 15 continuous minutes) of someone positive for COVID-19 will stay home for 14 calendar days. The health department will notify the school of the date the student or staff member is able to return.

Students or staff members who are positive for COVID-19 will stay home until released by the health department. The health department will notify the school of the date the student or staff member is able to return.

The school district will be working closely with the health department during these situations.

School will be closed when the IDPH notifies us that we need to close.

The school district is prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member participating in allowable activities. Schools 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 work in order 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 should 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. 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 nurse or building administrator (if a nurse is unavailable) following quarantine.

Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population. Individuals who are sick should 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.

Schools hosting allowable activities should designate a safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students should never be left alone and must always be supervised while maintaining necessary precautions.

Illness and Diagnoses Monitoring - Schools will institute a tracking process 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 the resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking should take place prior to a return to the classroom. Schools should communicate this process to all members of the school community prior to the resumption of in-person learning. This communication should be translated into the languages appropriate for the communities served. Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through a 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. Districts should maintain a current list of community testing sites to share with staff, families, and students. Districts must be prepared to offer assistance to local health departments when contact tracing is needed after a confirmed case of COVID-19 is identified. This may include activities such as identifying the individual's assigned areas and movement throughout the building. 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.

Any students with seasonal allergies, runny nose, etc. will be discussed between nurse and parent on a case by case basis.

Hand Hygiene

The district encourages frequent and proper handwashing. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used. Hand sanitizing will be encouraged as students enter or leave the classroom. Hands should be washed often with soap and water for 20 seconds. Additionally, staff preparing food in the cafeteria/kitchen should always wash their hands with soap and water. The IDPH Food Service Sanitation Code does not allow persons who work in school cafeteria programs to use hand sanitizers as a substitute

for handwashing. We will educate staff and students on healthy hygiene and handwashing to prevent the spread of infection. Schools will post handwashing posters in the bathrooms, hallways, classrooms, and other areas, as appropriate.

Face Coverings

The state requires all individuals in our school buildings to wear face coverings at all times unless they provide a doctor's note (family doctor). Face masks are to be worn at all times in school buildings even when social distancing is maintained. Any masks deemed ineffective by the health officials or that causes a disruption to the educational environment will be not allowed during school. Donations of approved cloth masks are accepted for students who need one. Face coverings do not need to be worn outside if the social distance is maintained. Students are required to provide their own face covering. The District will have a limited supply of face coverings. A cloth mask will be provided by the state. The district encourages everyone to have an additional face-covering available, if needed. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. It is recommended that reusable face coverings be machine washed or washed by hand and allowed to dry completely after each use. Parents are also encouraged to write the students name on the mask so if they leave it somewhere it can be returned to them. Masks will be thrown away if found and the owner can not be clearly identified. Parents may also want to consider purchasing a lanyard to hold the masks when students are eating, drinking, etc. so they don't lay it down somewhere and forget it.

Students receiving speech services will be provided (by the district) with a face shield or clear mask to be used during speech instruction only.

Social Distancing

We have developed procedures to ensure a 6-foot physical distance from other persons as much as possible. In classrooms where 6-foot distancing may not be possible, students will be separated as much as the room allows. In hallways and other common areas, students will be encouraged and procedures will be set up to increase social distancing. The expectation pertains to students and staff members in all areas and settings to the greatest extent possible. We will post visual reminders throughout school buildings. Staff and students should abstain from physical contact, including, but not limited to: handshakes, high fives, hugs, etc. Staff break areas should be arranged to facilitate social distancing.

Using manipulatives and models can be critical in helping students internalize concepts that are abstract, such as the concepts students encounter in math and science classrooms. The use of digital manipulatives is encouraged, when possible.

Symptom Screenings

We will require self-certification and/or conduct temperature checks and symptom screenings for all staff, students, and visitors entering school buildings. Individuals who have a temperature greater than 100.4 degrees Fahrenheit or currently known symptoms of COVID-19, such as

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, may not enter buildings. Individuals who exhibit symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school.

Cleaning and Disinfection

Frequent cleaning and disinfection of desks and other objects on a daily basis is necessary to reduce exposure. Cloth toys or other cloth material items that cannot be disinfected should not be used. Cleaning supplies and disinfectant products will be available for regular use in all rooms and products will be safe for schools.

Procedures by Area

Classrooms

It is recommended that teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible. If possible, rearrange desks so that there is as much distance in all directions as feasible. Face desks in the same direction when possible. We will only allow the necessary staff in the classrooms. At this time, bringing any toys from home to school is discouraged. Consider labeling students' personal items and keeping them in a separate bag to ensure they remain separate from the belongings of other students.

Shared Objects

We will discourage the borrowing or sharing of items, when possible. Items will be cleaned as much as possible and hand sanitizing is encouraged on a regular basis. Chromebooks and library books will be cleaned before being issued to another student. Note that the use of liquid disinfectants is harmful to the library and archives materials and is not recommended.

Only individually store-prepackaged snacks will be allowed.

Students in PE will be required to sanitize before and after using shared objects. Shared objects will be cleaned on a regular basis.

Driver's Education Behind-the-Wheel Instruction

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:

- Allow only two students and one instructor per vehicle;
- Face coverings must be worn, unless medically contraindicated;
- Prohibit eating and drinking in the vehicle;
- Open the windows whenever possible;

- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle;
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving, and, at the minimum, upon completion. Hand sanitizers should be placed in each vehicle;
- Clean and disinfect the steering wheel, door handles, seat belt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session; and
- Conduct regular routine cleaning and disinfecting of the seats.

Music-Related Courses During the School Day

There is documented evidence of substantial spreading of the coronavirus during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. When possible we will move music and band-related courses to locations where greater social distancing is possible.

Students will wear masks while singing and avoid touching, choreography, and singing/playing in circles while indoors. Students may remove masks while singing outdoors while also adhering to six feet of social distancing. Students may participate in choreography outdoors; however, students will not make physical contact with one another during the activity.

During band-related courses, students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Masks will be replaced during periods where students are not playing. Spit valves should not be emptied on the floor. It is recommended that students use a puppy pad (or similar) to catch the contents of the spit valve and discard it. Trombones should have an additional three feet of distancing due to the extended nature of the instrument.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, in addition to the masks, conductors are encouraged to wear glasses/goggles or install a plexiglass shield. At some grade levels, conductors may choose to provide virtual learning opportunities or record class rehearsals and share recordings with students.

After school activities for music will follow the IHSA and IDPH guidelines similar to other extracurricular activities.

Traffic Flow, Hallways, and Lockers

Face coverings must be worn at all times. The following hallway procedures adhere to social distancing requirements and IDPH limitations on gathering sizes, and will be used when possible:

- Limit the number of persons within hallways at any given time to the greatest extent possible;

- Provide hallway and bathroom supervision;
- Hallways will have marked one-way paths and certain staircases could be designated one-way only, as possible;
- Place floor markings to delineate 6-foot distance between students in locations where they line up, as possible;
- Remove some furniture or designate other items “do not use” if they may encourage congregation in certain areas;
- Limit the number of riders in elevators to one or two students with an additional adult (when a student needs continuous support or supervision);
- Suspend the use of lockers, but backpacks will be allowed to be carried into the classrooms. Administration may allow locker access on a staggered schedule, as appropriate; and
- The schools will avoid large gatherings before and after school. Principals will communicate specifics to parents when applicable.

Restrooms

We will encourage social distancing, as possible. Schools may consider scheduling restroom breaks and escorting individual classrooms to the restroom area to monitor social distancing, as appropriate. Appropriate sanitation of restrooms will be completed as scheduled. Signs will be posted to encourage hand hygiene procedures in the bathrooms, hallways, classrooms, and other areas, as appropriate. We will ensure the availability of supplies, such as soap and paper towels.

Drinking Fountains

We will eliminate the use of drinking fountains. However, we will allow the use of personal reusable water bottles. We will take steps to ensure that all drinking fountains are safe to use after a prolonged facility shutdown by cycling the water.

Cafeterias/Food Service

Schools will consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that it does not exceed that maximum gathering size per the Restore Illinois plan (no more than 50 individuals during Phase 4). We will modify lunch schedules to adhere to capacity limits. Especially at the younger grades, we will stagger the release of classrooms to the cafeteria to help ensure social distancing while students wait in line.

Meals will be individually plated. Ensure that students are served all items (grab and go sack lunch), including items such as milk and fresh fruits, rather than having students help themselves.

Areas where students consume meals should be thoroughly cleaned and disinfected regularly. Foodservice personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene will be required. Individuals should wash

their hands after removing their gloves or after directly handling foodservice items that have been used.

Hand hygiene should be performed prior to and after eating a meal or consuming any food items. Face coverings must be removed during eating, so it is important to ensure a 6-foot distance between individuals as much as possible. These safety procedures will also be followed for food consumed during times other than mealtimes, such as by preschool students. Signs will be posted in the building for mealtime expectations.

Administrative Offices and Staff Workspaces/Lounge

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations, as possible. Restrict any visitors (if allowed) to the main office area, when possible. Hand hygiene facilities or hand sanitizers should be readily available for visitors to use upon entry.

Anyone entering the school building will be subject to temperature screening and will need to complete a symptoms checklist questionnaire before entering the building. Keep accurate records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.

The district at times may use an outdoor drop-off to reduce the need for visitors to enter the school. We encourage electronic submission of documents and electronic payment of any fees. Any discipline meetings, IEP and 504 meetings, and other meetings between staff and visitors/families should be held remotely, to the greatest extent possible. However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held.

Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another, when possible. The schools are installing physical barriers within the main offices, as needed.

The school offices will provide readily accessible cleaning and disinfecting supplies, access to handwashing facilities or hand sanitizer, and gloves for employees, as appropriate. Office staff may assist custodial staff with cleaning frequently touched items in the office, which may include phones, desktops, copiers, door handles, etc.

We provide each employee with a personal supply of office supplies, such as staplers, tape dispensers, pens, and pencils, to eliminate transmission through shared items. Staff workrooms and lounges also must adhere to 6-foot distancing. Make cleaning supplies available and establish protocols for cleaning frequently touched items, such as copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc.

Student Transportation

We encourage families to provide transportation for students, when possible. We have created procedures to assure compliance with safety guidelines. All individuals on a bus must wear a face covering, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible. This will cause some changes to pick up and drop off times, which we will communicate with families. Families who allow their child to ride the bus are self-certifying their child is symptom-free before boarding a bus. Students are encouraged to sit with other students who live in the same household. Bus procedures may need to be updated throughout the school year, and appropriate notifications will be made.

Students arriving at school without wearing a mask will be held in a safe location until their parents pick them up.

Students'/families' ability to change their bus pick-up / drop-off will be limited to keep buses from carrying over 50 individuals. Families need to provide an AM address and PM address and special circumstances need to be approved by the transportation director. Students will need a face mask to get on the bus.

Drivers and monitors must wear PPE and perform regular hand hygiene. Drivers and monitors must undergo symptoms and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately.

All required IDOT inspections will occur. In addition, sanitization should be completed at least daily. Individuals will disinfect vehicles using only products that are approved for school use.

Physical Education, Gymnasiums and Locker Rooms

Physical activity can support students' overall health and well-being and help reduce stress and anxiety. No more than 50 individuals may be in one space at any one time during Phase 4. Activities must allow for a 6-foot distance between students as much as possible. Games and sport activities that require close guarding and any potential physical contact with another player must be avoided in order to comply with IDPH requirements. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing. Handshaking, high fives, or other physical contact should not take place.

The district will not use locker rooms for PE class, since we will not require students to change clothing. Students are encouraged to wear PE appropriate shoes to school, if they don't, students will need to bring appropriate shoes in their backpack. Students in PE will be required to sanitize before and after using shared objects. Shared objects will be cleaned on a regular basis.

Mental Health

Access to school counselors and supports should be as readily available as possible and communicated to students. The district has developed and implemented a mental health assessment team to provide support, as needed, to staff and students. We provide support services to staff members (e.g., employee assistance program). The district will focus our time, staff, and resources on addressing student social-emotional needs, as appropriate.

BASAP

BASAP will be closed in phases 1-3 for safety reasons due to the limited gathering requirement. In phase 4 the use of school facilities by external parties should be discouraged as much as possible, but programs, such as child care, are critical to the communities they serve. BASAP will follow guidance for licensed child care facilities and our other school district after school activities. BASAP will be required to follow all infection control measures that are used during the school day (e.g., social distancing when possible, face coverings, cleaning, and sanitation).

Library Areas

We may use the library space as a regular classroom if the school needs additional classroom space to adhere to capacity limits and social distancing requirements. The district could also stagger the use of the library and disinfect it in between use. We may also at times deliver library items to classrooms or have library staff visit classrooms.

Health Offices

We will provide a supervised space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students should not be left alone and must be supervised at all times while maintaining necessary precautions within the space. Judgment of nursing professionals or administrator/designee (in the absence of a nurse) must determine who should not be at school. Nursing documentation would be maintained for the record.

We will evaluate the current school health office space and determine where kids will wait for their parents. The space will be disinfected after it is occupied by a student and cleaned daily. Other students and staff should not access these locations, unless absolutely necessary. Students exhibiting COVID-19-like symptoms must wear a face-covering unless medically contraindicated. Do not use the area of the sick person until after cleaning and disinfecting.

We have supplied 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. Personal care aides working with medically fragile students should wear PPE (e.g., face shields, face masks, and gloves).

We will implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection; and allow for separation. We have provided staff with first aid supplies, such as bandages and gauze, in the classrooms so minor injuries can be addressed without going to the nurse. 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 to home.

Extracurriculars

Extracurricular activities must follow the IDPH and sports association requirements set forth for the school setting, which include gathering limitations, social distancing, appropriate use of PPE, and cleaning and disinfecting to prevent the spread of COVID-19.

Playgrounds

Playgrounds are closed during Phase 3. Playgrounds may be utilized during Phase 4; however, the district may not allow the use of all playground equipment. Playground equipment that is used, will be monitored. The schools will stagger playground times. To the greatest extent possible, the district will maintain appropriate cleaning of playground equipment. Students will be encouraged to use hand sanitizer before and after recess time. Masks are not required on the playground and social distancing is encouraged.

Auditorium/Multi-Purpose Rooms

To the greatest extent possible, schools will limit the number of individuals in one space to 10 or fewer during Phase 3 or 50 or fewer during Phase 4, and limit the mixing of different classes of students in the space at one time. We may consider using auditoriums/multi-purpose rooms as regular classroom spaces/lunchrooms, etc. to reduce the number of students and maximize social distancing. Ensure auditoriums and multi-purpose rooms that are used are cleaned and sanitized daily and in between groups as much as possible.

Career and Technical Education and Dual Credit

Tech Academy students will follow the Mt. Zion schedule and safety plan.

Work program

Students will follow the employer's safety plan.

Field Trips

Field trips will not take place until state and local officials have determined that it is safe to resume them. When safe to resume, we will allow minimal interaction of different groups of students. The district will consult IDPH guidelines for social distancing, capacity limits, hand hygiene, and PPE both at the field trip destination and during travel to and from the location are met.