

## RETURN TO IN-PERSON INSTRUCTION SAFETY PLAN – PHASE 4

This plan will be implemented when the school district has the authority from the Illinois State Board of Education (ISBE) in consultation with the Illinois Department of Public Health (IDPH) to open schools for in-person instruction with enhanced safety precautions. This plan will be amended to comply with any additional specific safety requirements for in-person instruction.

This plan is designed to limit the mixing of students, provide appropriate social distancing, allow for contact tracing and maximize in-person instruction.

### General Safety Precautions

- Limit the mixing of students and staff
- Maximize the distance between students and staff
- Prohibit visitors from schools unless required by law
- Provide additional protections for students who have pre-existing conditions and vulnerable employees
- Implement a system for self-reporting coronavirus systems and/or possible exposure to coronavirus
- Implement enhanced daily sanitizing protocols for all schools and buses

### Specific Plan Components

<b>Modified Physical Spaces and Space Utilization</b>	<ol style="list-style-type: none"><li><b>1. The maximum allowable distance between students will be maintained in relation to the physical size of each space, which may not always be 6 ft. apart.</b><ul style="list-style-type: none"><li>• Non-essential furniture and equipment will be removed from classrooms to maximize distance between students.</li><li>• Students will have assigned seating.</li><li>• Some classes may be temporarily relocated to large areas like gyms and media centers to maximize social distancing.</li><li>• Only classroom teachers, administrators and required support personnel will be allowed access to the classroom.</li></ul></li><li><b>2. Plexiglas and desktop barriers will be utilized when and where their use is appropriate.</b><ul style="list-style-type: none"><li>• Main offices will be equipped with barriers to shield staff from visitors that are required to enter buildings.</li><li>• Barriers may be used in classrooms during individual or small group instruction when social distancing cannot be maintained.</li><li>• Barriers may be used to provide services to students for whom wearing a face covering may cause harm (medical, social, emotional).</li><li>• Speech teachers and other support specialists working in close contact with students will be provided barriers.</li></ul></li><li><b>3. Sharing of items among students will be minimized.</b></li></ol>
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- Student belongings will be kept separately in individually labeled storage containers or other appropriate self-contained places.
  - When necessary, additional classroom supplies will be purchased to minimize sharing of high-touch materials (i.e., art supplies, manipulatives) to a single student or groups of students at a time. If shared, materials will be disinfected between uses.
  - Each student will have their own technology device to eliminate sharing.
  - Younger students will be discouraged from bringing personal items to school.
- 4. Student movements will be limited to assigned restrooms, designated lunchrooms, designated recess areas and specialized instructional areas.**
- Each classroom will be assigned a designated restroom for classroom restroom breaks. All individual student restroom use will be tracked and logged.
  - All specials (art, music, physical education, media, etc.) may take place within the classroom.
  - Groups of 50 or less will be assigned to a designated area to eat lunch.
  - Students will be escorted to recess in small groups and assigned designated areas in groups of 50 or less.
- 5. Most communal areas will be closed.**
- Playground equipment, media centers, computer labs, gyms and other communal areas with the exception of designated lunchrooms and recess areas will be closed. These areas may be utilized when deemed safe and appropriate by an administrator.
- 6. Fresh air ventilation will be increased in classrooms.**
- Classroom windows may be opened to increase ventilation when weather permits.
  - Outside air ventilation will be increased throughout building HVAC systems.
  - HEPA air filters will be installed in HVAC units.
  - New air purification equipment will be installed in classrooms.
- 7. All assemblies and large gatherings will be cancelled.**
- Large communal spaces will be closed and large gatherings in excess of 50 will be prohibited.
- 8. Lunch will not be served.**
- Students will be provided a snack break during shortened school days.
- 9. Access to Nurse's Office will be limited based on symptoms and students exhibiting COVID-19 symptoms will be isolated.**
- Staff will follow new protocols for determining which medical needs warrant a visit to the nurse's office.
  - Classrooms will be provided first aid supplies to allow teachers to attend to minor health/medical needs (i.e. band aides, etc.).
  - Students and staff with COVID-19 symptoms will be isolated in a quarantine setting until safe removal from school.
- 10. Hallways, staircases and building entrances/exits will be designated one-way, where possible.**
- Wall and floor signage will provide visual reminders of designated traffic flow and social distancing.
- 11. The use of student lockers and cubbies may be prohibited.**

	<ul style="list-style-type: none"> <li>• All students are encouraged to utilize a backpack daily.</li> <li>• Washable personal student items/apparel will be taken home daily.</li> <li>• If lockers and cubbies are utilized, additional safety precautions liked staggered locker times will be implemented.</li> </ul> <p><b>12. Widespread safety signage will be posted.</b></p> <ul style="list-style-type: none"> <li>• Signage will be posted throughout buildings to remind students and staff of mandatory safety procedures.</li> </ul> <p><b>13. Traditional water fountains will be shut off.</b></p> <ul style="list-style-type: none"> <li>• Each school is equipped with reusable water bottle fillers. Students will be trained on the appropriate use of water bottle fillers.</li> <li>• Students will be encouraged to bring a water bottle to school.</li> <li>• Disposal cups will be available for students without a reusable water bottle.</li> </ul> <p><b>14. Restroom use will be designated by class and all restroom use will be tracked and logged.</b></p> <ul style="list-style-type: none"> <li>• Each classroom will be assigned a designated restroom.</li> <li>• Individual restroom use will be tracked and logged.</li> </ul>
<p><b>Access to School Buildings and Administrative Offices</b></p>	<p><b>1. Visitors will be prohibited during the school day to the greatest extent possible.</b></p> <ul style="list-style-type: none"> <li>• Nonessential visitors and activities involving external groups or organizations will be restricted.</li> <li>• Allowable visitors will be restricted to the main office.</li> <li>• Drop boxes will be available in main office vestibules for material drop-off.</li> </ul> <p><b>2. Mandatory IEP and 504 meetings will continue to be held remotely to the greatest extent possible.</b></p> <ul style="list-style-type: none"> <li>• In-person meetings will occur as required by state and/or federal law.</li> </ul> <p><b>3. Parent-teacher conferences, curriculum nights and back to school events will be held remotely.</b></p> <ul style="list-style-type: none"> <li>• Conferences and back to school events will be held via Zoom, pre-recorded messaging or conference call.</li> </ul> <p><b>4. In-person meetings at school and district offices will be by appointment only.</b></p> <ul style="list-style-type: none"> <li>• Only meetings required to be held in person will be scheduled. All other meetings will occur via Zoom or by telephone.</li> </ul>
<p><b>Academic and Co-curricular Programs</b></p>	<p><b>1. All field trips will be canceled.</b></p> <ul style="list-style-type: none"> <li>• To minimize student movements and the mixing of students, all field trips will be canceled.</li> </ul> <p><b>2. Extracurricular activities will be limited to those that can maintain social distancing, limit mixing of students and support proper hand hygiene.</b></p> <ul style="list-style-type: none"> <li>• Some or all extracurricular activities will be suspended.</li> </ul> <p><b>3. Band Classes</b></p> <ul style="list-style-type: none"> <li>• The playing of instruments on school grounds will be suspended during Phase 4. The band director will work with building administrators to identify safe and appropriate band lessons for students. More information regarding band will be sent to band parents prior to the start of school.</li> </ul> <p><b>4. Music Classes</b></p> <ul style="list-style-type: none"> <li>• Music teachers will work with building principals to identify safe and appropriate music education for students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Music instruction will be provided to students in their classroom.</li> </ul> <p><b>5. P.E. Classes</b></p> <ul style="list-style-type: none"> <li>• Gyms will be closed for physical education use during Phase 4.</li> <li>• Wellness activities may be provided to students in their classroom.</li> <li>• When deemed appropriate by the building administrator, physical education activities may occur outdoors when weather permits.</li> <li>• Sharing of equipment is prohibited.</li> </ul> <p><b>6. Art Classes</b></p> <ul style="list-style-type: none"> <li>• Art classes will minimize the need for utilizing shared materials to the greatest extent possible.</li> <li>• Art instruction will be provided to students in their classroom.</li> </ul> <p><b>7. Athletics</b></p> <ul style="list-style-type: none"> <li>• Athletics will only resume when recommended by the Illinois Elementary School Association, approved by ISBE, IDPH and local school conferences.</li> </ul> <p><b>8. Homebound Instruction</b></p> <ul style="list-style-type: none"> <li>• Homebound services will be provided to students who are unable to attend school due to a medical condition certified by a licensed physician that indicates the students will or is anticipated, due to the student’s medical condition, to be out of school for a minimum of 10 days or an ongoing intermittent basis.</li> </ul> <p><b>9. Preschool enrollment will be limited.</b></p> <ul style="list-style-type: none"> <li>• At-risk Preschool will be limited to only those students currently enrolled until we reach Phase 5.</li> <li>• Special education Preschool will initially be limited to those already enrolled and or identified through special education evaluations.</li> </ul>
<b>Student Attendance</b>	<p><b>1. Attendance will be taken daily during in-person instruction.</b></p> <ul style="list-style-type: none"> <li>• Students who are sick should not attend school.</li> <li>• Attendance personnel will request specific symptom reporting when parents report absences.</li> <li>• Any known confirmed COVID-19 diagnoses and COVID-19 exposure must be reported if it is the reason for the student’s absence.</li> </ul> <p><b>2. Electronic attendance reminders and attendance letters will be suspended.</b></p> <ul style="list-style-type: none"> <li>• To reduce any pressure parents may feel regarding daily attendance, reminders and encouragements to attend school daily will be suspended.</li> <li>• It is essential that symptomatic students do not enter school buildings.</li> </ul>
<b>Health and Safety Protocols</b>	<p><b>1. All staff, students and visitors to the school will be required to wear face masks at all times when in school buildings with the exception of eating or drinking. Face shields may be used as recommended by IDPH.</b></p> <ul style="list-style-type: none"> <li>• Parents are encouraged to purchase washable reusable masks for their student(s) that is likable and comfortable. Students are more likely to wear their mask if it meets their personal preference. Students may use face shields if recommended by IDPH.</li> </ul>

	<ul style="list-style-type: none"> <li>• Teachers will be provided face masks. The district is exploring options for procuring one face shield for each student. Teachers may use face shields if recommended by IDPH.</li> <li>• A limited supply of disposable and/or reusable face masks will be available in the event a student or staff member does not have one to use.</li> <li>• School staff will work directly with parents of students for whom wearing a face mask may cause harm.</li> <li>• Teachers will be encouraged to take outdoor breaks where students are not required to wear a face mask if they maintain appropriate social distancing.</li> </ul> <p><b>2. Daily temperature checks and symptom surveys are required for daily access to school buildings.</b></p> <ul style="list-style-type: none"> <li>• Parents will be required to fill out a temperature check and symptom survey form prior to their student(s) boarding school buses and entering school buildings.</li> <li>• Students riding the bus will be required to hand the form to the bus driver prior to boarding.</li> <li>• Car riders must present their form to school staff upon exiting their car.</li> <li>• All other students must present their form to school staff prior to entering the building.</li> <li>• Upon arrival at school, students will be randomly screened for fever using touchless thermometers. Staff will be assigned at school entrances randomly screening the maximum number of students as possible.</li> <li>• Staff will be required to complete online temperature check and symptom survey forms prior to arriving at work.</li> <li>• Students with a temperature of 100.4 degrees Fahrenheit or greater will be quarantined in an isolation room until they can be picked up from school. Staff with a temperature of 100.4 degrees Fahrenheit will be sent home.</li> <li>• Parents and guardians are expected to pick up students within one hour of notification of quarantine.</li> <li>• Parents must provide their school with at least three emergency contacts in addition to themselves.</li> </ul> <p><b>3. Students and staff will receive training/education on how to prevent the spread of infectious disease.</b></p> <ul style="list-style-type: none"> <li>• Training/education will include but is not limited to proper handwashing, covering coughs and sneezes, appropriate utilization of face coverings, and identification of infectious disease symptoms.</li> </ul> <p><b>4. Frequent and proper handwashing will be encouraged throughout the school day.</b></p> <ul style="list-style-type: none"> <li>• Handwashing will be performed upon arrival to and departure from school, after blowing one’s nose, coughing, or sneezing; following restroom use; before and after eating; upon return from recess.</li> <li>• Classrooms with sinks will be stocked with soap.</li> <li>• Hand sanitizer with at least 60% alcohol will be available for use under the supervision of staff.</li> <li>• Parents will be encouraged to have their student(s) wash or sanitize their hands before arriving at bus stops or exiting cars in the car-rider line.</li> </ul>
<p><b>Responding to Infectious Disease Symptoms (COVID-19)</b></p>	<p><b>1. Any infectious disease symptom observed during the school day will be addressed immediately.</b></p> <ul style="list-style-type: none"> <li>• School nurses will be available to assess students as needed.</li> <li>• Only one student will be allowed in the nurse’s office at a single time.</li> <li>• Nurses will sanitize offices between visitors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students suspected of having COVID-19 will be quarantined and monitored in an isolation room until parents/guardians pick them up from school.</li> <li>• Students should be picked up within one hour of notification from school nurse.</li> <li>• If symptoms of an infectious disease (COVID-19) are present in an individual, nurses will follow the attached IDPH Exclusion Chart.</li> </ul> <ol style="list-style-type: none"> <li>2. <b>Areas of the school used by an individual with a confirmed or probable case will be closed off.</b> <ul style="list-style-type: none"> <li>• Areas will not reopen until after they have been cleaned and disinfected following CDC and IDPH guidelines.</li> </ul> </li> <li>3. <b>Contact tracing will be performed pursuant to IDPH guidelines.</b> <ul style="list-style-type: none"> <li>• See attached IDPH Exclusion Chart for contact tracing requirements.</li> </ul> </li> <li>4. <b>Symptomatic staff and students may not return to school unless they have met CCDPH and/or IDPH guidelines.</b> <ul style="list-style-type: none"> <li>• See attached IDPH Exclusion Chart for return to school requirements.</li> </ul> </li> </ol>
<b>Responding to Confirmed Cases of Infectious Disease (COVID-19)</b>	<ol style="list-style-type: none"> <li>1. <b>Staff members with a confirmed case of COVID-19 will be required to report their diagnosis to their administrator.</b></li> <li>2. <b>Parents/guardians of a student with a confirmed case of COVID-19 must report a COVID-19 diagnosis.</b></li> <li>3. <b>Local health officials will be notified of any known confirmed case of COVID-19.</b> <ul style="list-style-type: none"> <li>• The school district will notify the Cook County Department of Public Health of any known confirmed cases of COVID-19 within any school or district administration building.</li> </ul> </li> <li>4. <b>The school district will coordinate with local health officials to determine if and to what extent the school must be closed.</b> <ul style="list-style-type: none"> <li>• The school district will follow recommendations from local and/or state health officials’ regarding the scope of school closures, i.e. single classroom quarantine, multiple classroom quarantine, single school closure, multiple school closures, entire district closure and the duration of those closures (days, weeks).</li> <li>• Interruptions to school will be handled on a case by case basis working collaboratively with the local health department.</li> </ul> </li> <li>5. <b>Schools will communicate to their respective staffs and school communities any known confirmed cases of COVID-19</b> <ul style="list-style-type: none"> <li>• Building principals will notify their staff and school communities of known confirmed cases of COVID-19 via the school district’s electronic notification system.</li> </ul> </li> <li>6. <b>Individual classrooms, identified areas within a school or entire school buildings will be cleaned and disinfected thoroughly prior to re-opening.</b> <ul style="list-style-type: none"> <li>• Any area used by a staff member or student or staff member with a confirmed case of COVID-19 will be immediately closed off until proper cleaning and disinfecting procedures have been completed.</li> <li>• The school district will follow all CDC, CCDPH, IDPH and ISBE recommendations for sanitizing schools prior to re-opening.</li> <li>• Portable UV light units may be deployed to sterilize surfaces or entire rooms.</li> </ul> </li> </ol>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. <b>Bus capacity will be limited to 50 occupants.</b></li> </ol>

	<ul style="list-style-type: none"> <li>• Bus riders will practice social distancing to the greatest extent possible.</li> </ul> <ol style="list-style-type: none"> <li><b>2. All students will be assigned a seat.</b> <ul style="list-style-type: none"> <li>• Siblings or students residing together in the same home may be assigned seats without social distancing.</li> </ul> </li> <li><b>3. Students will be encouraged to practice social distancing at bus stops.</b> <ul style="list-style-type: none"> <li>• Students will receive education on maintaining social distancing at bus stops.</li> <li>• Parents will be encouraged to monitor their student(s) social distancing practices at bus stops.</li> </ul> </li> <li><b>4. To address reduced bus capacity, parents may be encouraged to transport their student(s) to school.</b> <ul style="list-style-type: none"> <li>• Significant limitations on bus capacity may make it impossible for the school district to transport all students for whom transportation is available.</li> <li>• Families should notify the Transportation Department immediately if they do not intend to have their student(s) ride the bus.</li> </ul> </li> <li><b>5. Bus drivers and students will be required to wear mask while occupying the bus.</b> <ul style="list-style-type: none"> <li>• Any other employee assigned to assist on a bus route will also be required to wear a face mask.</li> <li>• School staff will work directly with parents of students for whom wearing a face covering may cause harm.</li> <li>• Students without a face mask will not be allowed to board a bus.</li> </ul> </li> <li><b>6. Windows will be open as weather permits.</b> <ul style="list-style-type: none"> <li>• To increase fresh air flow during operation, bus windows will be open as weather permits.</li> </ul> </li> <li><b>7. Buses will be sanitized between bus routes to the greatest extent possible.</b> <ul style="list-style-type: none"> <li>• High touch areas will be sanitized between each route.</li> <li>• Buses will be fully disinfected at least twice daily between routes.</li> <li>• Parents are encouraged to have students sanitize hands prior to arriving at the bus stop.</li> </ul> </li> </ol>
<p><b>Cleaning and Disinfecting Protocols</b></p>	<ol style="list-style-type: none"> <li><b>1. The school district will follow all recommendations from CDC, IDPH and ISBE for cleaning, sanitizing and disinfecting buses, equipment, classrooms and buildings.</b> <ul style="list-style-type: none"> <li>• The school district will utilize cleaning products that are known to combat COVID-19 and are approved by the EPA for safe use in school.</li> <li>• Many of the school district’s cleaning products are Clorox (bleached) based.</li> </ul> </li> <li><b>2. Cordless electrostatic sprayers for quick and effective infection control will be utilized as recommended.</b> <ul style="list-style-type: none"> <li>• Sprayers will be used when students are not present on buses or within school buildings.</li> <li>• Sprayers reduce the amount of time required to disinfect an area.</li> <li>• Sprayers will not replace other effective cleaning practices such as wiping down high touch surfaces.</li> </ul> </li> <li><b>3. Portable UV light units may be deployed to sterilize surfaces or entire rooms.</b> <ul style="list-style-type: none"> <li>• Portable ultraviolet light units may be used to sterile classrooms and/or restrooms when those spaces are unoccupied and no students or staff (except trained Operations staff) are present in the building.</li> </ul> </li> <li><b>4. Classrooms and restrooms will be sanitized throughout the day.</b> <ul style="list-style-type: none"> <li>• Frequently touched classroom surfaces and restroom s will be cleaned and sanitized during the school day.</li> </ul> </li> </ol>

	<p><b>5. Frequently touched surfaces will be cleaned and sanitized frequently throughout the day.</b></p> <ul style="list-style-type: none"><li>• Frequently touched surfaces including but not limited to doorknobs and stair railings will be cleaned and sanitized throughout the school day.</li></ul> <p><b>6. All schools and the district office will be disinfected nightly.</b></p> <ul style="list-style-type: none"><li>• Sanitation procedures per recommendations from CDC and IDPH will be followed nightly to disinfect schools prior to use the next day.</li></ul>



# COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if ANY of the following symptoms<sup>2</sup> are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

**Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.**

Status	A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	B. Symptomatic individual with a negative COVID-19 diagnostic test <i>(Negative COVID-19 diagnostic tests must be from a specimen collected up to 48 hours prior to symptom onset or after and is valid for only the date the specimen was collected.)</i>	C. Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test	D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	E. Asymptomatic individual who is a close contact <sup>6</sup> to a confirmed or probable COVID-19 case
Evaluated by Healthcare Provider	YES / NO	YES / NO	YES	NO	NA
Return to School Guidance	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. <i>If COVID-19 illness develops, use the ten-day isolation period<sup>3</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.</i>
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>5</sup>	NA
Documentation Required to Return to School	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD	Negative COVID-19 test result OR healthcare provider's note indicating the negative test result	Healthcare provider's note with alternative diagnosis	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved	Release from Quarantine letter (if received from their LHD) provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD

1 Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the [Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19](#).

2 New onset of a symptom not attributed to allergies or a pre-existing condition.

3 Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.

4 If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

5 Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.

6 Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.