

COVID-19 Processes

DAILY SCHEDULES

<p>Morning Schedule:</p> <p>Arrival: 8:20 - 8:30am</p> <p>Dismissal 11:00-11:10am</p>	<p>Afternoon Schedule:</p> <p>Arrival: 12:10 - 12:20pm</p> <p>Dismissal: 2:50-3:00pm</p>
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ARRIVAL PROCEDURES

Student Arrival:

Rules:

- 50 people can be in one space.

Students will enter:

Door 1	3rd and 4th Grade	*4th grade will enter first
Door 4	1st and 5th Grade	*1st will enter first
Door 5	2nd Grade	
Door 6/7	Kindergarten	

30 feet or 10 yards must separate 50 people from the next 50 people.

- Self-Certification must be done before entry, otherwise a teacher will certify the child.
- 50 people can be near doors.
 - People will enter doors one at a time.
 - 6 feet physical distance between people entering.
 - Use the dots.
- 50 people in the hallways.
- Currently no lockers will be used
- Limit all visitors/interactions with outsiders as much as possible
- Playground Rules:
 - The playground will be closed by 8:00 AM.
 - Playground is closed during lunch for Park District children.
 - The playground will remain closed until 4:00.
- Car/Bus students will proceed to the assigned door of grade level.

DROP OFF PROCEDURE (CARS)

We are hopeful that we can make drop off and pick up SAFE and EFFICIENT. Please adhere to the following procedures which are necessary for optimal student safety. Please abide the following guidelines and directions by staff members that are assisting in this process. Practice makes perfect, and we will work through any issues during the first week or so.

1. All families must use the Rodenburg entrance using the zipper method when entering the drop off/pick up lines.
 - Vehicles may enter the driveway from either direction.
 - Pull as far forward as you are able.
2. We will be using a weekly "Student Health Certification Card" that parents will complete/sign daily at home and tuck into the student's plastic pouch and clip to his or her backpack.
 - **If unsigned, the teacher will evaluate and certify the child.**
 - **The teacher will contact the office, and the office will contact the parents/guardians.**
3. Please place a sign in the Front Window / Dashboard of your car with the following information: (this will be used to assist staff members with drop off and pick up)
 - your student's last name
 - grade level
4. If you arrive after 8:30am or 12:20pm you may need to go to the front entrance of the school, ring the bell and identify if the child has been certified and late check-in.
5. After your student(s) leave your car, please immediately exit the school lot. Exiting the lot is a right turn only. Please watch for staff members and students at all times.

No parking is allowed in front of the school, on either side of Rodenburg or in the school lot.

DROP OFF PROCEDURE (WALKERS)

Parents are asked not to walk their child up to the entrance door. Parents may remain physically distanced from the door and students.

At 8:20 or 12:20, the entry process starts.

1. Self-Certification is checked by teachers. (Every lineup spot will need walkie talkie)

Kindergarten	Will go directly to their rooms	Doors 6 & 7	
1st Grade	Will line up on the basketball court furthest from Door 4	Door 4	Will enter at 8:20 for am and 12:15 for pm
5th Grade	Will line up on the basketball court closest to Door 4.	Door 4	Will enter at 8:25 for am and 12:10 for pm
2nd Grade	Will line up on the South side of the building	Door 5	
3rd Grade	Will line up in front of Door 1	Door 1	Will enter immediately and turn down the LMC Hallway, through the Kindergarten hallway at 8:20
4th Grade	Will line up in front of Door 1	Door 1	Will enter Door 1 at 8:25

2. Bus students will go directly to their assigned door and entrance.(SAME AS WALKERS?)
3. Park district students will remain in the gym/MPR until a directive is given.

ENTERING THE CLASSROOM

1. Each student will report to their classroom via the closest path. Students will hang up coats, backpack, etc onto their chair as directed by their teacher.
2. All items needed in the classroom will be brought to the students' desks. Individual student bins will be provided by the school that stay at school.
3. Students will use the bathroom sinks or hand sanitizer to properly clean their hands.

There are no shared supplies this school year!

ENTERING THE HALLWAY

1. Each teacher will work with their team to schedule time in the hallway in order to avoid overlapping groups of students as much as possible.
2. Hallways will be divided so those traveling in opposite directions will have separate sides of the hallway to use. Please coordinate when you exit your room.
3. Please utilize the dots for students to walk and exit.

WATER BOTTLE

1. Water fountains will not be available at this time.
2. The bottle fillers are available.
 - Students may refill their water bottle at the bottle fillers.
 - We will have small disposable cups available for those that forget their bottle.
3. We are asking that each student bring his/her own water bottle to drink from for the school day.
 - We ask that all students use a non-spill water bottle that has a folding straw or pop top to help eliminate spills.
 - Students will bring their bottle home each day for cleaning.

DISMISSAL PROCEDURES

Student Dismissal:

Rules:

1. 50 people in hallways.
2. No lockers, at this time.
3. 50 people can be near doors.
4. Families should be beyond the dots.
 - People will exit doors one at a time.
 - 6 feet distance between people exiting.
 - If you do not see the child's parents, please move the child to the side and have the next child exit.
 - If the child is in grade 3, 4 or 5, they may exit and pick up a younger sibling.
 - Families may also establish pick up locations. (**This needs to be communicated in writing from the parent or guardian**)
5. No parents can greet us at the doors. 50 people can be in one space.
6. Parents will meet students at arrival zones, beyond the last dot.
7. Families must communicate in writing if another family will pick up their child. This written communication needs to go to the teacher and office for coordination purposes.
8. Transportation accommodations can be made up to 10:30 for am and 2:30 for pm sessions.. We cannot guarantee any accommodations after 10:30/2:30.
9. Playground is closed until 4:00.
 - Roselle Park District may use it as soon as possible. This would allow for a mask break for those students who could remain at school until 6 PM.

END OF DAY DISMISSAL

Classes will exit in groups of 50. Please advise, we prefer you stay in your car and we will walk your child to you. If you prefer to walk, please see the parent meet up spaces.

Kindergarten	Will exit out of Doors 6 & 7	Parent Meetup: Dover Drive (No parking on Dover Drive)
1st and 5th Grade	Will exit out to the basketball courts Door 4	Parent Meetup: 5th Grade beyond the tent 1st Closest to the tent and building
2nd Grade	Will exit out of Door 5	Parent Meetup: Dover Drive
3rd and 4th Grade	Will exit out of Door 1	Parent Meetup: 3 rd grade and 4 th grade exit out door 1 Parent meetup: In front of the fence, doors 10/11.

10. Park district students will remain in the gym/MPR until a directive is given.

11. Car pick-ups-Indented drive closest to the school is for primary students. The parking lot will be changed to having an indented drive pick up for intermediate students. A picture will be included.

STUDENTS THAT ARE ILL (DURING THE SCHOOL DAY)

1. If a student develops symptoms of being sick during the school day, the student will be sent to an COVID Quarantine Room (room 145) after the nurse is called to the classroom to check on the child.
2. The quarantine room is where the school nurse will monitor him/her until someone can come and pick up the student.
3. The school office will contact the parents who are asked to pick up the student or arrange for emergency pick up within 30 minutes.
4. Parents will go to door #4 for pick up.

COVID-like symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, headache, new loss of taste or smell, sore throat, new congestion or runny nose, nausea or vomiting and diarrhea, abdominal pain from an unknown cause, fatigue from an unknown cause, muscle or body aches.

Medical evaluation and testing are strongly recommended for ALL persons with COVID-like symptoms.

POSITIVE COVID-19 TESTS/CASES

If a student or staff member has tested positive, District 20 will report the required information to the DuPage County Health Department and follow all guidelines given as to contact tracing, isolation and/or quarantine requirements.

1. The sick individual will stay home at least ten calendar days from the onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.
2. If the sick student is a confirmed case (tests positive) or a probable case (has COVID-like symptoms and has had exposure to a known case), the local health department conducting contact tracing will place household members, including all siblings, in quarantine for 14 calendar days.
3. The health department can also provide guidance on how to safely quarantine and isolate within a household.

RETURNING TO SCHOOL POST ILLNESS

1. All students and staff sent home with COVID-like symptoms should be diagnostically tested.
2. Students and staff should remain home from school until they receive test results or an alternative diagnosis from a physician is provided in writing.
3. Students and staff diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed.
 - At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours.
4. Students and staff with COVID-like symptoms **who do not get tested** for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Inclement Weather

For arrival, we will bring grade levels into the building from their entrance door and start the arrival procedures in the hallway.

- K will enter doors 6/7 and go directly to their classrooms
- 1st will enter door 4 and remain in the hallway outside their classrooms.
- 2nd grade will enter door 5 and remain in the hallway outside their classrooms.
- 3rd grade will enter door 1 and remain in the kindergarten hallway.
- 4th grade will enter door 1 and remain in the main hallway.
- 5th grade will enter door 4, proceed up the stairs and remain in the hallway outside their classroom.

For dismissal:

- K walkers will exit door 6/7. K car riders will proceed to the gym and students will be radio announced when to exit door 3 (gym exterior door). Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.
- 1st grade car riders and walkers will proceed to the gym and any additional students will line up in the main hallway. Students will be radio announced when to exit door 3 (gym exterior door). Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.
- 2nd grade car riders and walkers will proceed to the gym and any additional students will line up in the main hallway. Students will be radio announced when to exit door 3 (gym exterior door). Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.
- 3rd grade car riders and walkers will proceed toward door 4 (1st grade exit). Walkers and riders will remain on the first available dot until radio is announced to exit door 4. Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.
- 4th grade car riders and walkers will proceed toward door 4 (1st grade exit). Walkers and riders will remain on the first available dot until radio is announced to exit door 4. Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.
- 5th grade car riders and walkers will proceed toward door 4 (1st grade exit). Walkers and riders will remain on the first available dot until radio is announced to exit door 4. Bussers will internally line up in the LMC and any additional rider will line up in the kindergarten hallway.