

**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
General Classroom Procedures through All Stages

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Teachers must assign student seating and require students to remain in these seats to the greatest extent possible. Teachers should develop a marked path of travel, as well as procedures, inside the classroom to ensure student social distancing as students enter and exit the classroom. Only supervisors and staff who are required for instruction are allowed to be in classrooms.

The following guidelines must be considered for each location:

- Seating must be arranged 6 feet apart and be facing the same direction as possible
- Common areas and tables must be clearly marked where to sit, stand or line-up for 6 foot spacing
- Windows should remain open as much as possible for increased ventilation
- Hand sanitizing must occur whenever anyone enters the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily between sessions and overnight
- Building administration and security will review student pick up and drop off procedures
- Hand washing must be encouraged throughout the day
- Health screenings will take place for visitors
- Clearly visible signage will be reminding the community of social distancing and wearing face coverings
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day

**Cafeteria**

Under current ISBE and IDPH return to school guidelines, no more than 50 people may gather in a space. This prohibits the schools from serving meals on site. For meals information please see the “Food Service” section of this document.

**Restrooms**

- Face coverings will be required for all
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing, hygiene and face coverings
- Some fixtures may be disabled to adhere to social distancing requirements
- High touch areas will be cleaned throughout the day

**Shared Objects**

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., must be cleaned before and after use. Items that are used by multiple students such as keyboards, lab equipment, and student classroom tools, must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after use of books or library material is recommended.

