

# Sandwich CUSD#430 Procedures and Protocol 2020-2021

## **Procedures & Protocols**

The Procedures and Protocols committee examined the different policies and plans to ensure the safety and wellbeing of our students and staff. The committee addressed areas including but not limited to personal protection equipment or PPE, proper hand washing, physical distancing for different circumstances, social distancing and classroom re-configuration, wellness checks, sanitation plans, and transportation and foods service procedures and protocols. The following plan was developed with guidance from the CDC, the IDPH, and the ISBE. This plan is subject to change as these guidelines evolve.

### **Student & Staff Protection Plan**

Each student and staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

### **Physical Distancing**

Students and staff are encouraged to maintain physical distancing (3-6 feet separation) throughout the school day. Maintaining 6 feet remains the safest distance, but schools can operate at no less than 3 feet in order to provide in-person learning. Physical distancing applies to all areas including the classroom, playground, common areas, bus stops, and all offices. Student movement will be limited. Building staff will review their students pick up and drop off procedures to maintain physical distancing.

### **Face Coverings and PPE**

The District does understand that physical distancing will not be possible for all circumstances. **Staff/Students will be required to properly wear a nose and mouth face covering in all areas. Face coverings should comply with Illinois Department of Public Health guidelines, covering the nose and mouth and fitting snugly against the sides of face.** This requirement is subject to change as these guidelines evolve. When walking to the restroom, in hallways, on a school bus, in common areas or outside of your classroom or work area you must always wear your face covering. Students or staff who are insubordinate regarding the wearing of masks will be required to leave campus. Those with medical concerns will be addressed on an individual basis. Cloth face coverings should be washed daily, and disposable coverings should only be used once. This recommendation is subject to change as these guidelines evolve.

### **Hand Hygiene**

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members and students must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must hand sanitize upon entering the classroom each time. Hand

sanitizer will be provided by the District. If assisting a student requires close contact, hand washing or sanitizing must be done before and after contact with students.

### **Training**

Professional Development for staff members will be provided related to our physical distancing, face covering and hand hygiene procedures. Hand hygiene and physical distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations.

### **Cleaning and Disinfection**

The District's custodial staff will follow the established cleaning procedures for building cleaning and disinfection. If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection. Bathrooms will be cleaned several times throughout the day and nightly. Limited numbers of students will be permitted in the restroom at the same time; those waiting to enter will line up in accordance with social distancing guidelines. Cleaning and sanitization will follow CDC guidelines, including frequent cleaning of high touch points. Staff members will be responsible for wiping down these areas. If a staff member is unable to do this, they will let their administrators know and other arrangements will be made. Thorough cleaning will occur each evening. Electrostatic sanitizing sprayers have been purchased to assist with sanitization. EPA approved disinfecting products will be used to disinfect hard surfaces throughout the day and after school. Hand sanitizer will be available in all classrooms and in common areas of the buildings. Schools will be reinforcing frequent handwashing by students and staff. Reminders for proper handwashing, social distancing and the use of face coverings will be posted throughout each school building.

### **Health Screenings/Daily Self Certification**

Only students and staff who are healthy should report for in-person learning. Complete this checklist each morning and report your child's information before your child leaves for school. If you answer "yes" to any of the following questions please keep your child home and contact their school. Symptoms include:

- Fever (100.4 degrees F or higher)
  - New onset of moderate to severe headache
  - Shortness of breath
  - New cough
  - Sore throat
  - Vomiting
  - Diarrhea
  - New loss of sense of taste or smell
  - Fatigue from unknown cause
  - Muscle or body aches from unknown cause
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- Has had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19 diagnosis within a 24 hour period.
  - Traveled outside of the country within the last 14 days.

## **Process for Picking Up Students That Become Sick During the School Day**

Any student or staff member who begins to exhibit any COVID-19 like symptom will be escorted to a designated room that has been pre-determined in each building. Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up.

A phone call will be made by the school nurse or designated school personal to advise parents/guardians that their child will be going home for the day. Students waiting to be picked up or evaluated will not be left alone and will be supervised while maintaining necessary precautions. Parents/Guardians will let the school know their approximate time of arrival, the car they will be driving, and have an ID ready to present to staff. A staff member (nurse, health aide, administrator), will walk the student to the car and explain next steps to family members.

## **Quarantine Guidelines**

If any question or symptom is present on the Daily Self Certification, student must remain home. Parent/guardian must notify student's school. School nurse or designated personnel will contact parent/guardian to discuss options and confirm date for return to in-person school.

School nurses will collaborate with local health departments and follow the current guidance provided by the Illinois Department of Public Health to determine when students and staff may return to in-person school. <https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

## **Visitor Plan**

Only students and staff should be present inside the Sandwich CUSD #430 school buildings. Visitors must be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening. All visitors entering the buildings will be required to verify they are free of COVID-19 symptoms. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. All communications/engagements that can be done through electronic communication or phone should do so to limit the number of individuals inside the school buildings.

All visitors entering the building will be asked to complete the Self Certification.

## **General Classroom Guidance**

The following guidelines must be considered for each location. The face covering requirement is subject to change as guidelines evolve:

### **Pre-Kindergarten classrooms**

- Classroom areas must be clearly marked to show where to sit, stand or line-up for proper social distancing.
- Students will remain with the same classroom group throughout the day. Services will take place in the classroom when feasible
- Common areas must be clearly marked to show where to stand or line-up for 3-6 foot spacing.
- Windows must remain open for increased ventilation as much as possible.
- Restroom and hand washing breaks must be scheduled and coordinated throughout the day.
- Recess must be scheduled and coordinated by classroom to minimize student interactions between classes.
- Hand sanitizing must occur whenever anyone enters the classroom.
- Classrooms will be cleaned after each use or at least daily.
- Building staff must review their student pick up and drop off procedures.

### **Kindergarten to 5<sup>th</sup> grade classrooms**

- Seating must be arranged to ensure proper social distancing and must all face the same direction if feasible.
- Common areas and tables must be clearly marked to show where to sit, stand, or line-up for 3-6 foot spacing.
- Windows must remain open for increased ventilation as much as possible.
- Students will remain with the same classroom group throughout the day. If possible, teachers will change classrooms rather than students during passing time.
- Restroom and hand washing breaks must be scheduled and coordinated throughout the day.
- Recess must be scheduled and coordinated by grade level to minimize student interactions between classes.
- Hand sanitizing must occur whenever anyone enters the classroom.
- School supplies must not be shared between students or staff.
- Classrooms will be cleaned daily.

## **6<sup>th</sup> grade to 12<sup>th</sup> grade classrooms**

- Seating must be arranged to ensure proper social distancing and must all face the same direction if feasible.
- Common areas and tables must be clearly marked to show where to sit, stand, or line-up for 3-6 foot spacing.
- Windows must remain open for increased ventilation as much as possible.
- Staggered transition times and schedules must be reviewed.
- Coordinate between schools when common areas are shared.
- Hand washing must be encouraged throughout the day.
- Activities must be scheduled and coordinated by grade level/subject areas to minimize student interactions between classes.
- Hand sanitizing must occur whenever anyone enters the classroom.
- School supplies must not be shared between students or staff.
- Classrooms will be cleaned daily.
- Building staff must review their student arrival and dismissal procedures.

## **Hallways, Main Office, and Common Areas**

- 3-6 feet physical distancing is required.
- Face coverings will be required for staff and students.
- Areas will be clearly marked to indicate safe distancing for students.
- Lockers will not be used. Students can carry materials in a bag/backpack.
- Clearly visible signage will remind everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas.
- Playground equipment will be made unavailable for use.
- Only authorized personnel will have access to buildings. Visitors, as approved by administration, will be restricted to a main office area. Clearly visible signage at each entryway will direct visitors.
- Students will be restricted to specific areas as identified by the building principal.
- High touch areas will be cleaned throughout the day.

## **Cafeteria**

- Six feet physical distancing is required and students should be arranged so they are not directly facing each other.
- A meal procedure plan must be developed.
- Cafeteria must be cleaned in between uses.
- Areas will be clearly marked to indicate safe distancing for students.
- Clearly visible signage will remind everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas.
- Staff and student face coverings are required (if not eating or drinking). Quiet voices will be encouraged while eating, to reduce potential transmission.

### **Restrooms**

- 3-6 feet physical distancing is required.
- Face coverings will be required for staff and students.
- Areas will be clearly marked to indicate safe distancing for students.
- Clearly visible signage will remind everyone of physical distancing and face coverings.
- Restroom and handwashing breaks must be scheduled and coordinated as feasible.
- High touch areas will be cleaned throughout the day.
- Restrooms must be assigned to student groups as feasible.

### **Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools should select outdoor PE activities that allow physical distancing. If physical education must be taught inside, consider using separate partitions in open spaces or utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited.

Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., must be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand sanitization after the use of each piece of equipment.

Schools will eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

### **Music/Fine Arts/Explore-Related Courses**

There is documented evidence of substantial spreading of COVID-19 during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Indoor rehearsals are discouraged. Consider moving music and band-related courses outside. It is recommended that music and band classes be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. Where possible, use separate partitions in open spaces; utilize markings on the classroom floor/wall/practice field.

Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. 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 masks during play time needed, but only if necessary. Conductors should face students from more than 10 feet away from the first row of singers/band members. Students should provide their own equipment for class and sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, and National Association for Music Education instrument cleaning).

### **Driver's Education Behind-the-Wheel**

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 sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

### **Shared Objects**

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls etc., must be cleaned before and after use. Items that must be shared or communally used, 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. Do not use items like play food, dishes, and utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual use. Machine washable cloth toys must be used by one individual at a time and cleaned in between uses or not be used at all.



## **Transportation Plan**

### **Bus Transportation**

In compliance with the Illinois State Board of Education guidelines, no more than 50 total individuals will be on a bus at one time. Drivers and monitors will have their temperature taken and will be required to certify that they are free of any COVID-19 symptoms at the beginning of each shift. Drivers and bus aides who have a temperature greater than 100.4 degrees Fahrenheit, or who have any COVID-19 symptoms, will be immediately sent home and will not be allowed to work. Prior to boarding the bus each day, students will be required to self-certify that they are free of COVID-19 symptoms and do not have a temperature above 100.4 degrees Fahrenheit. All students, bus aides and drivers will wear a mask while on the bus. Students will have assigned seats, based upon the order they will load/unload the bus, to minimize students walking past others. No more than two persons will be permitted in each seat, per the state guidelines, and efforts will be made to assign siblings together. Any items brought on the bus must fit in, and be properly stowed in, the student's backpack, and remain in the backpack throughout the route. Food and drinks are prohibited on the school busses. Parents/Guardians of students eligible for bus transportation services should indicate if they plan to use the service so they may be assigned to a route.

### **Building Entry Locations**

#### **Parent Drop Off**

Elementary buildings will have staff members present at parent drop off locations to assist in welcoming students and flow of traffic/students. Parents are not to walk students into the building in an effort to eliminate the number of people in our buildings.

Middle school and high school students will enter their buildings through the designated entrances and proceed to their first period class immediately while adhering to safety and hygiene guidelines.

#### **Bus Riders**

Buses will release student's one bus at a time to ensure spacing as students enter the building. Buses start the unloading process as soon as they arrive on campus.

Supervising staff members will ensure that social distancing takes place as students precede into the designated entryway.

### **Late Drop Off**

Students will be retrieved from their parents/guardians vehicles by office personnel, eliminating the need for parents/guardians to enter the building to sign students in.

Procedure: Parent/Guardian calls the school upon arrival and identifies that they are there to drop of their student. The staff member will let the student into the school, to make sure the required self-certification symptom screening has been done along with any other guidelines. If the symptom screening has not been completed, the student(s)/ parent will be given a questionnaire to complete at the front office.

### **School Closure Plan**

The District must be prepared for a short-term closure, regardless of community spread, **if an infected person has been in a school building**. If this happens, the CDC recommends the following procedures regardless of the level of community spread:

- **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in a school, the District will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.
- The District will notify the DeKalb County Health department of the positive case of COVID-19.
- The two entities will collaborate to confirm the positive COVID-19 case and to what degree the District's Positive Case Plan will be implemented.

### **School Closure**

The school, grade level or classroom will be dismissed for 2-5 days. This initial short-term dismissal allows time for the District and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Meals will be offered as "grab-and-go" bagged lunches from a location to be determined for families affected by the school closure.

### **Communication Plan**

The District will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- Schools are not expected to make decisions about dismissal or canceling events on their own. The District along with the DeKalb County Health Department recommendations for the scope (e.g., a single school, multiple schools, or the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- During any school dismissal, full virtual learning will continue for all students M-F as scheduled. In such a circumstance, the District will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in- person learning.

### **Extending the School Closure**

Temporarily dismissing PK-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the DeKalb County Health Department.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), the District may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the DeKalb County Health Department.

- Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school