



# Sandwich CUSD #430 Procedures and Protocol

## Procedures & Protocols

The Procedures and Protocols committee examined the different policies and plans to ensure the safety and wellbeing of our students and staff in response to COVID-19. The committee addressed areas including but not limited to personal protection equipment (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 CDC, IDPH, ISBE, and local health departments. 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 (6 feet separation) throughout the school day. Physical distancing applies to all areas including the classroom, 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 the face.** Appropriate face covering must be worn at all times in the classroom and when walking to the restroom, in hallways, on a school bus, in common areas or outside of the classroom or work area. 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. Students or staff who are unable to wear a face covering due to an underlying medical condition must present the school with a note from their healthcare provider.

### Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members and students must wash hands as often as possible with soap and water for at least 20 seconds. Although washing with soap and water is the preferred method, when not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students must avoid touching their mouth, eyes, nose, and mask as much as possible. Staff and students must wash their hands or use hand sanitizer each time they enter the classroom. If

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

### **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 high-touch 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 hand washing, social distancing and the use of face coverings will be posted throughout each school building.

### **Symptom Self-Certification**

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 must remain home. Symptoms include:

- Fever (100.4 degrees or higher, without the use of fever-reducing medication)
- Fatigue
- Muscle or body aches
- Headache
- Shortness of breath
- Sore throat
- New uncontrolled cough (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Congestion or runny nose
- New loss of sense of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain

Electronic self-certification will be conducted by all staff daily, prior to the start of the school day. Bus drivers will self certify each day in person when they report to the bus garage.

Parents/Guardians will complete electronic self-certification daily for their child prior to the start of the school day. This verifies the student is free of COVID-19 symptoms and has not had

known close contact (within 6 feet for at least 15 minutes) with a person with a suspected or confirmed COVID-19 diagnosis or traveled outside of the country within the last 14 days. The building nurse, administrator, or other designated personnel will contact the parent/guardian to gather further information as needed.

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

The student will be evaluated by school nurse, administrator, or other designated school personnel. If determined the student can return to class, the student will do so after parent/guardian notification, when applicable.

If determined the student is unable to return to class, the parent/guardian will immediately be notified and the student will be placed in the isolation room until the student exits the building.

If a student or staff member presents to school with any of the above-mentioned symptoms, they will need to go home until criteria for return to school is met. If presenting with one or more COVID-19 symptoms, follow up with a healthcare provider prior to returning to school is highly encouraged. Per IDPH, testing for COVID-19 is recommended.

Parents/guardians and staff are encouraged to contact their healthcare provider, Illinois COVID-19 hotline (1-800-889-3931), or their County Health Department for guidance regarding presenting symptoms and if testing is needed.

- DeKalb: (815) 748-2401
- Kendall: (630) 553-9100
- LaSalle: (815) 433-3366

Individuals who experience close contact (less than 6 feet away for greater than 15 minutes) exposure to someone with a suspected or confirmed COVID-19 diagnosis should report to the school administrator/nurse for quarantine guidelines and initiation of contact tracing.

- Any person(s) within the Sandwich School District who lives with the ill child and/or staff member will also be sent home for at least 14 days, and must fulfill the same requirements to return to school/work.

### **Isolation Room**

Staff or students found to be exhibiting one or more of the COVID-19 symptoms listed above will be separated from the general school population in a supervised isolation space, until exiting the building. In this space, the staff member or student will be expected to continue to maintain physical distancing and continue to wear their face mask.

PPE will be worn by the supervising staff member. This may include any/all of the following: Mask, face shield, eye protection/goggles, gloves, gown, bonnet, or shoe coverings.

A phone call will be made by the school nurse or designated school personnel to advise parents/ guardians that their child will be going home for the day. 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**

Students and staff may return to face to face learning after the following requirements have been met:

#### **If person has NOT been clinically evaluated by a healthcare provider:**

In accordance with guidelines from the IDPH and DeKalb County Health Department, the individual must stay home and continue monitoring symptoms until: **(all three requirements must be met)**

1. At least 14 days since the onset/presentation of symptoms; AND
2. All symptoms have improved; AND
3. At least 24 hours after fever has resolved without the use of fever-reducing medication

#### **\*\*\*\*\*Testing for COVID is recommended by IDPH**

If a person tested negative to COVID-19, the school nurse, administrator, or designated school personnel will notify the DeKalb County Health Department for guidance regarding re-entry to school.

#### **For other symptoms not associated with COVID-19 (ex. skin rash, pink eye)**

1. Return to school per school policies and IDPH guidelines for Communicable Disease in Schools

#### **If person tested positive or given clinical diagnosis of COVID-19:**

In accordance with guidelines from the IDPH and the DCHD, the individual must stay home until **(All three requirements must be met)**

1. At least 14 days since the onset/presentation of symptoms; AND
2. All symptoms have improved; AND
3. At least 24 hours after fever has resolved without the use of fever-reducing medication

#### **If person has been clinically evaluated by a healthcare provider and was given an alternate clinical diagnosis:**

A student or staff member may return to school in fewer than 14 days if verified medical documentation, stating an alternate clinical diagnosis for reason of symptoms or laboratory confirmed condition (ie: norovirus, strep throat, etc.) is provided. **(Healthcare Provider note is required).**

1. Follow provider directions/recommended treatment and return to school guidance as per school policies and IDPH Communicable Diseases in Schools.  
In addition to a note to return to school from their Healthcare Provider, students/staff must meet the following guidelines for re-entry to school:

- Fever- 24 hours fever-free without the use of any fever-reducing medication
- Minimum of 24 hours on antibiotics for a variety of bacterial causes (pink eye, strep throat, etc.)
- 24 hours since last episode of active vomiting or diarrhea
- A healthcare provider's note is required for permission to return to school after an extended non-COVID related medical absence (i.e. medically fragile immunocompromised students, hospitalization, etc.)

### **Check in Procedure after Health- Related Absence**

The student or staff member will present to the building main office to be checked in by the administrator, school nurse, or other designated district employee after a health-related absence. Self-certification of symptoms will be reviewed. Individual's temperature may be checked and symptoms evaluated to determine if criteria for discontinuation of quarantine has been met. Any healthcare provider notes will also be reviewed at this time.

### **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 self-certification screening. All visitors entering the buildings will be required to verify they are free of COVID-19 symptoms and have not had known close contact (within 6 feet for at least 15 minutes) with a person with confirmed or suspected COVID-19 diagnosis or traveled outside of the country within the last 14 days.

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.

## **General Classroom Guidance**

The following guidelines must be considered for each location and are 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 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 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 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**

- Six 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 distance is required.
- 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).

### **Restrooms**

- Six feet physical distance 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 user and 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 be 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 while still practicing social distancing. 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.

### **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**

### **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 proceed into the designated entryway.

### **Late Drop Off**

Parent/guardian are to remain in their vehicle and contact the school upon arrival. A staff member will meet the student at their vehicle and verify the required symptom self-certification has been completed, if it has not been completed, the student/parent will complete the symptom self-certification with the assistance of the office personnel prior to proceeding into the building. To avoid additional people in the building, students will be escorted from their parents'/guardians' vehicles by office personnel.

## **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.

**Last Updated on 08/07/2020**