

# INDIAN CREEK CUSD #425

## Roadmap to Reopening

**Our Guide to Reopening School  
Based on Guidance from ISBE,  
IDPH, & CDC**

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## Summary

Since the coronavirus pandemic began, the Indian Creek School District has been working on its Roadmap to Reopening for the 2020-21 school year. The district prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state's five-phase reopening plan, Restore Illinois.

In addition, over the summer the district administered two surveys to all parents in the district, in which they could provide feedback about the reopening of school. Surveys were also conducted with staff and students in grades 5-12.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. **It is important to note, during any phase in which students and staff are on campus, no one will be penalized for missing school and we encourage those who are not feeling well to stay home.** While school will look very different, the district's commitment to providing a first class education to our students remains the same.

### Summary of Reopening Plan

The district's survey of our community has indicated that our parents desire a choice in whether or not they send their students to school in-person this fall. Given that, we have agreed that the below plan is our first choice in attempting to reopen schools this fall. It is of the utmost importance, however, that we communicate that this plan ONLY works if there are a significant amount of students who opt for remote learning in the fall.

**IF . . . 25% or more of our students opt for eLearning our plan would look as follows:**

- **Parents must select either:**
  - **5 days a week in-person attendance or**
  - **eLearning - Once a student selects this option it will be for the entire semester.**
  - If 25% of our students don't select eLearning, other options will be explored.
- All students
  - Will wear masks unless outside or eating
  - Refusal to wear a mask in the building will lead to the student being placed into the eLearning program after the second warning.
  - We will socially distance to the greatest extent possible meaning dramatically different student groupings, etc.
  - Supplies will be limited to only one person using them as possible
  - PE will take place, BUT while adhering to the same guidelines listed above and without use of locker rooms at the Middle School and High School
    - **There are many more details throughout this document, but the above are the most important and help to articulate what the 'new normal' will look like.**

- **Pre-Kindergarten classes** - will be offered this year; however, it will be a half day, every other day. The district will continue to provide transportation.
- **Kindergarten through 5th grade**
  - If you **opt for in-person instruction**, the student will receive their education with all of the stipulations above
  - If you **opt for eLearning**, the following will take place:
    - A teacher dedicated to eLearning ONLY will serve as your instructor.
    - There may be a limited amount of exposure to ‘Specials’ (art, music, PE)
    - You will be given a schedule to follow and attendance in each class is expected at the appointed time.
    - Grades will be given.
    - Please see Elementary eLearning Expectations - Page 22
- **6th through 8th grade**
  - If you **opt for in-person instruction**, the student will receive their education with all of the stipulations above
    - MS students will remain in one class as teachers rotate to meet with them to limit their exposure.
    - Band and Choir will look significantly different as we attempt to adhere to guidance.
  - If you **opt for eLearning**, the following will take place:
    - You will be given a schedule to follow and attendance in each class is expected at the appointed time.
    - Grades will be given.
    - Please see Middle School eLearning Expectations - Page 23
- **9th through 12th grade**
  - If you **opt for in-person instruction**, the student will receive their education with all of the stipulations above
    - Band and Choir will look significantly different as we attempt to adhere to guidance.
  - If you **opt for eLearning**, you will be video conferencing with a course that is in session at a given time. You will have the ability to interact with your teacher and other students.
    - You will be given a schedule to follow and attendance in each class is expected at the appointed time.
    - Grades will be given.
    - Please see High School eLearning Expectations - Page 24
- **Special populations**
  - Any student needing English language learner or special education services will have those services provided to the best ability of the school district regardless of which option is selected

**Any student who opts for eLearning will stay in eLearning for the entirety of the First Semester. First Semester ends December 22nd.**

## Next Steps and Deadlines for Parents

1. By July 29<sup>th</sup>, we need you to complete registration.
2. Starting on July 27<sup>th</sup>, we will start actively calling parents to encourage them to complete the form or to complete the form over the phone while talking with us.
3. Failure to complete the form/answer our calls will result in your student being placed in the 'opting in to in-person instruction' for the next school year. It is critical that all students complete registration in a timely manner so we have time to analyze and modify the plan(s) and also go with a different option if we don't have enough participation at each building in eLearning.

## Call for Flexibility

As we move forward, it is imperative that parents are aware of two things that necessitate their flexibility.

- First, if the response to this formal opt-in vs opt-out is significantly different from the original survey data collected, we will not be able to execute this option and the district will pivot.
- Second, I find it almost unimaginable that at some point this year we are not ALL eLearning for some period of time as a result of state closure, local closure, local outbreak, or lack of available healthy (or non-quarantined) staff to conduct in-person instruction.

The advanced notice for some of these circumstances will be very short. For that, I apologize in advance for any inconvenience.

## Calendar Change

[ISBE's guidance](#) allows for 5 additional days to plan for the reopening of schools. Indian Creek plans to add three days of preparation to the beginning of the calendar year.

The alterations to the calendar would be as follows:

- August 17<sup>th</sup>-21<sup>st</sup> would be Teacher Institute on the 17<sup>th</sup> & 18<sup>th</sup> with Safety/eLearning Planning Days 19<sup>th</sup>-21<sup>st</sup>. **The first day for students will be August 24th.**

*Note: protocols outlined in this guide are subject to change as guidelines evolve.*



July 22, 2020

## RETURN TO SCHOOL 2020-2021 DISTRICT SUMMARY

# 1

### DAILY MORNING WELLNESS CHECKS

Stay at home if:  
Temperature at or above 100.4

**Parent must complete the self-certification daily for their child for those students selecting in-person enrollment.**

### COVID symptomatic

- Cough
- Shortness of breath
- Loss of taste or smell
- Nausea/Vomiting
- Diarrhea
- Fever
- Muscle & Body Aches
- Sore Throat
- Congestion/ Runny Nose
- Chills

# 2

### EMPOWERING FAMILIES TO MAKE THEIR BEST CHOICE

Given the conditions in which we are allowed to open under regulatory guidance, parents need to choose the option that is best for their family.

#### IN-PERSON ENROLLMENT

- Students will register for in-person learning and attend as they have historically.
- Families must complete online registration: July 22 - July 29.
- We will need at least 25% of our students to select eLearning to offer 5 days per week. Decision will be made by building. If that number is not reached, other options will be explored.
- Masks will be required. If the student does not wear a mask, then the student will be given one warning. After the second warning the student will be placed in eLearning. If a doctor's note is given, the student may wear a face shield instead.

#### ELEARNING ENROLLMENT

- Students must register for eLearning by **July 29th**. If the student does not select by that date they will be placed in in-person enrollment.
- Families must complete online registration: July 22 - July 29. Once eLearning is selected it will be for the duration of the semester.
- Students will follow same schedule as school enrollment from home. Must log on every day and class period for attendance. Content and instruction will be same as school enrollment. Grades will be given.
- A teacher will be designated for eLearning for Grades K-5.
- For Grades 6-12: The regular classroom teacher will instruct students by each period using online live class approach.

# 3



### CLEANING PROTOCOLS

**Routine cleaning and disinfecting is key to maintaining a safe environment for faculty and students**

- Custodians will clean daily with soap, water, and use a botanical spray. iWave technology will be installed in our HVAC systems throughout the district.
- IC will use CDC guidelines for cleaning and disinfecting community facilities as a framework for our practice. Hand sanitizer will be available in the classrooms and hallways.

# 4



### SCHEDULE & START TIMES

- Buildings will open at 7:30 am and close at 4:00 pm so parents can drop off/pick up. The district hopes this will reduce the number of students riding the bus.
- Buses will be limited to 49 students each. Social distancing of 6 feet will not be achievable. Bus riders must complete self-certification before entering bus. Bus driver will double check temperature prior to students boarding.
- The District is adding three additional professional development days this year therefore the first day of student attendance will be delayed to August 24th.
- Parents must complete the online self-certification for each child every day. All students and staff will have their temperature checked when entering the building or boarding the bus.
- Waterman town routes will be eliminated. Students will need to walk to or get dropped off at Indian Creek Middle School.

# RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

## Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in eLearning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

*View the 2020-21 Distance Learning guidelines on page 15.*

## Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

*View the 2020-21 Distance Learning guidelines on page 15*

### Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in space are permitted. This means:

- Most students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning.
- Staff is on site as required.
- The district follows IHSA and IESA guidelines for athletics. View the 2020-21 Distance Learning guidelines on page 15

### Phase 4: Revitalization

During this phase, social distancing guidelines are in place. Gatherings of 50 people or more in a space are permitted. This means:

- All students and staff are on site, with the option of Distance Learning for some.
- The district follows IHSA and IESA guidelines for athletics.

### Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place.

### **On-Campus Protocols (Phases 3 and 4)**

The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus. Indian Creek CUSD #425 has divided these protocols into six categories:

- Health & Wellness
- Instruction
- Transportation
- Operations
- Human Resources
- Communications

## **Health & Wellness**

### **Summary**

1. The District will use three additional preparation days to provide training on health and hygiene to all staff prior to students reporting to school. The first day of student attendance will be August 24<sup>th</sup>. Teachers will also receive information on how to share specific health and hygiene expectations with their students in an age-appropriate manner.

2. All students and staff will need to complete a temperature check prior to entering a bus or the school. Students and staff must complete the health form on a daily basis before entering district property (including buses).
3. All students **MUST** wear masks for in-person schooling except for instances where:
  - a. Students are outside and socially distanced.
  - b. Students are eating or drinking and are socially distanced.
  - c. Doctor's note allows the student to only wear a face shield.
4. Social Distancing will be adhered to whenever possible. It is to be noted that in some classrooms students will have less than six feet between themselves. Also, social distancing will not be able to be accomplished on a school bus.
5. Students will not share supplies, as possible.
6. Locker Rooms will not be available for students during the traditional school day
7. Signage will be posted throughout all buildings to help remind students of appropriate social distancing and hygienic behavior.
8. The district will be in continuous contact with the DeKalb County Health Department for guidance and reporting purposes.

***What do we hope we can expect from our families regarding Health Services?***

1. Adherence to all current rules regarding physicals, vaccinations, and exclusions are still in place.
2. Parents are proactive and thorough in their at-home screening and reporting of symptoms to the school.
3. Promotion of behaviors listed above and a personal effort to limit unnecessary exposure to the virus.
4. Understand the necessity of following the exclusion timelines provided below and support district decisions in regards to this cumbersome guidance.

## **Social & Physical Distancing**

Indian Creek CUSD #425 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias). Indian Creek will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing. Break times will be staggered to minimize eating with masks off near others.

## PPE and Face Coverings

Indian Creek understands physical distancing will not be possible for all circumstances. There is significant evidence that face masks provide protection and decrease the spread of COVID-19. All individuals in school buildings must wear face coverings, covering the nose and mouth, at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. **Face masks must be worn, over the nose and mouth, at all times in school buildings even when social distancing is maintained.** Face masks do not need to be worn outside if social distance is maintained. Teachers and students may use face shields in lieu of masks when determined as medically required by a doctor's note. Indian Creek will provide a face mask and face shield for every student and staff member. The District will also maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering. Gloves or other PPE must be used as needed when assisting students requires close contact. Face shields should be worn on the student or employee, and not transported in backpacks to prevent contamination and damage. Employees and students may use their own face covering, which should be washed daily.

## Hygiene

1. Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19
2. Staff members must clean hands as often as possible with soap and water for at least 20 seconds
3. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
4. Staff must avoid touching their mouth, eyes, or nose as much as possible.
5. Staff and students must use hand sanitizer upon entering and exiting the classroom each time.
6. Hand sanitizer will be placed in common areas throughout each school building.
7. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas.
8. If assisting a student requires close contact, hand washing or sanitizing must be done before and after contact with students.
9. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal.
10. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

## Training

Each staff member will be required to complete safety training related to Indian Creek's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate 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 as needed.

## Health Screenings

Only students and staff who are healthy should report for in-person learning. **It is important to note, students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well.** Students and staff with any of the following symptoms of COVID-19 must follow the exclusion chart on the next page:

- Cough, not associated with allergies or other known medical conditions
- Fatigue
- Fever or chills
- Headache
- Muscle and body aches
- Congestion and runny nose
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Students (parents) and staff will be required to self-certify that they are not experiencing any of the above symptoms before coming onto campus or entering a bus.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area on campus, following the building procedure. Please inform the school nurse.

Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

**Quarantine Periods for Illness (please see chart below)**

	<b>School Exclusion Chart - Source - ISBE/IDPH</b>	<b>Exclusion Period</b>
1	Student or staff member tests positive for COVID19: <i>A. Must be isolated for a minimum of 10 days after symptom onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours.</i> <i>OR</i> <i>Has 2 Negative COVID-19 tests in a row, with testing done at least 24 hours apart.</i>	At Least 10 Days or Test Results
2	Student or staff member exhibits one (or more) symptoms of COVID-19: <i>A. Fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea B. Period of exclusion starts on the date of onset of symptoms C. Presentation of two negative COVID tests administered at least 24 hours apart (or a physician's certification that the student has tested negative) (Note: this is the preferred approach); or D. A minimum 10 day exclusion, with at least 3 days since the last day of fever, if a fever was present (this would be an approach for parents who refuse to test or where testing/results are otherwise not available after a student is symptomatic) ; or E. Physician's certification of alternative explanation for symptom (e.g., established history of allergy-inducing symptoms, chronic symptoms pre-existing COVID, etc.)</i>	At Least 10 Days or Test Results or Physician's Certification
3	Student or staff member had close contact with someone who tested positive or suspected of having COVID-19: <i>A. "Close contact" means that the student was within 6 feet of a symptomatic person for more than 15 minutes B. Period of exclusion starts on the date of the most recent close contact.</i>	At Least 14 Days (Longer If Symptomatic)
4	Student or staff member exhibits symptoms of COVID-19, which may include a temperature higher than 100.4 degrees Fahrenheit (38 degrees Celsius): <i>A. The fever must have broken for 3 days and 10 days must have lapsed from the date the symptom first appeared.</i>	At Least 10 Days, With Last 3 Free of Fever
5	Student or staff member has returned from a location with sustained widespread transmission, potentially including areas located within the the United States ( <b>Travel Warning of Level 3</b> )	At Least 14 Days (Longer If Symptomatic)

**Visitors**

Visitors must be restricted to authorized personnel only. Higher discretion will be given while inviting visitors to schools. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check. 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. Visitors will not have access to the building in general to maintain physical distancing. This will be in addition to the normal sign in procedures.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
  - a. Yes - proceed to question #2
  - b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
  - Do I have a cough, not associated with allergies or other known medical conditions?
  - Do I have a fever greater than 100.4 degrees Fahrenheit?
  - Do I have chills?
  - Do I have an unusual, persistent headache?
  - Do I have shortness of breath or difficulty breathing, not associated with other known medical conditions?
  - Have I lost my sense of taste or smell?
  - Do I have any new respiratory problems (e.g., wheezing, congestion)?  
If YES, restrict them from entering the building  
If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 or higher
  - a. If YES, restrict them from entering the building
  - b. If NO to all, continue to step #4
4. Allow entry to the building and remind the individual to:
  - a. Wash their hands or use hand sanitizer throughout their time in the building
  - b. DO NOT shake hands with, touch or hug individuals during their visit

### **Pre-Kindergarten (PK) Classroom Guidance**

- *The students will attend a half day, every other day to help with social distancing.* When students are not receiving in-person instruction, remote learning opportunities will be provided for the remainder of the instructional week.
- Clearly mark classroom areas to show where to sit, stand or line-up for six feet spacing, if possible
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Clearly mark common areas to show where to stand or line-up for six feet spacing
- Maximize schools ventilation systems
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Schedule/coordinate recess by classroom to minimize student mixing
- Sanitize hands whenever anyone enters or exits the classroom
- Clean classrooms after each use or at least daily
- Building staff must review student pick up and drop off procedures

## **Kindergarten-Grade 5 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Students will remain with the same classroom group throughout the day
- Schedule/coordinate restroom and handwashing breaks throughout the day
- Schedule/coordinate recess by grade level to minimize mixing student groups
- Sanitize hands whenever anyone enters or exits the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily

## **Grades 6–8 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands whenever anyone enters or exits the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily

## **Grades 9–12 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level, if possible, to minimize student mixing
- Sanitize hands whenever anyone enters or exits the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily
- Building staff must review student arrival and dismissal procedures

## Hallways, Main Office, and Common Areas

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway)
- Restrict students to specific areas as identified by the building principal
- Clean high touch areas throughout the day

## Cafeteria

- Kitchen is off limits except for Authorized Personnel (No student workers)
- Maintain six feet physical distancing when possible
- Develop a meal procedure plan
- Clean cafeteria in between uses
- Clearly mark areas to indicate safe distancing for students
- Require staff and student face coverings (if not eating)
- Students will be allowed to eat outside if given approval by the supervisor.
- Support and reinforcement that students are not to share lunch items.
- Menu items may be streamlined in order to create faster moving lines for students.
- Some students will eat in the classroom, outside, or other spaces in order to ensure we do not exceed capacity limits or social distancing protocols.

## Restrooms

- Maintain six feet physical distancing
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and handwashing breaks when possible
- Clean high touch areas throughout the day
- Assign restrooms to student groups when possible

## Shared Objects

Students and employees are restricted from borrowing or sharing of 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, iPads, touchscreens, keyboards, remote controls, lunchroom keypads, door

entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the 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 child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

## **Preparing for When a Student or Staff Member Becomes Sick**

Indian Creek will communicate with families and staff if and when any individual tests positive for COVID-19. Individuals who show any signs or symptoms of illness should stay home. Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom(s) reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

Indian Creek will use a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the appropriate contact as set forth on the last page of this document following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary call 911.

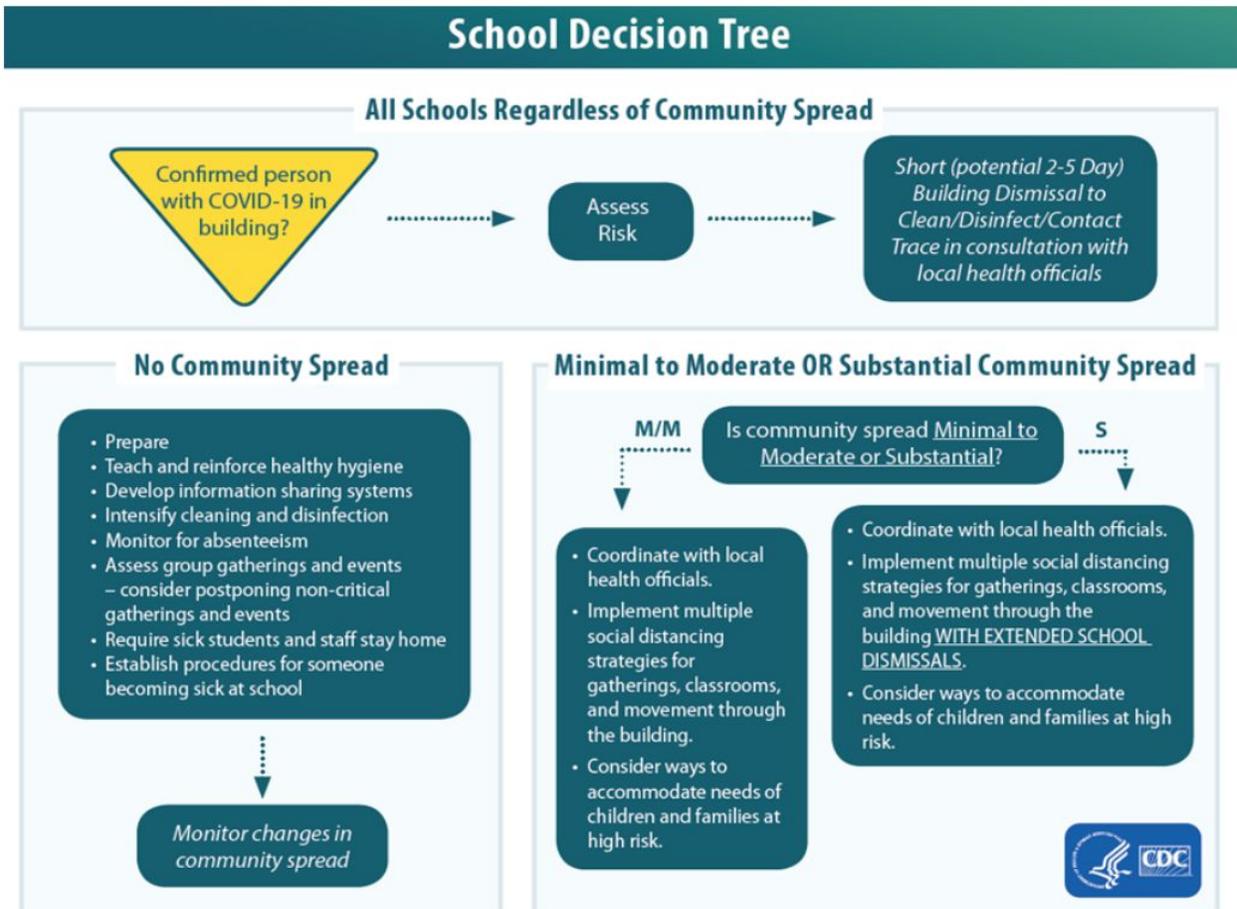
When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precautions. **Students should never be left alone and must always be supervised while maintaining necessary precautions.**

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work or school immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

### School Closure Plan (guidance from CDC)

Indian Creek must be prepared for a possible 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.



## **Instruction**

Indian Creek has developed an instructional plan to allow for a return to in person learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

## **Required Physicals**

Due to the effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, Indian Creek is changing the compliance requirements date for physicals and immunizations to October 15, 2020. Although Indian Creek will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

## **Safety Education for Students**

Students will be receiving grade level appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school. Each school should develop a plan for providing students with building specific safety measures to follow with an explanation as to why these measures are important.

## **Students Who are Medically Fragile or at Higher Risk**

The administration will work closely with the school nurse and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Indian Creek will consider continuing Distance Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4. Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-foot distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in person learning, Indian Creek will provide appropriate PPE for continuous wear during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

### **Social and Emotional Learning (SEL)**

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support from social workers, psychologists, and counselors at school. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

### **Music-Related Courses**

Music-related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing outdoor spaces when possible. Instrumental music teachers will work with students in smaller sectional groups while additionally using clear partitions when needed. Students will need to wear face coverings if singing indoors. It is permissible for band members to remove their mask during the time they are playing, but only if necessary and with instructor approval.

### **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:
  - Require only two students and one instructor per vehicle
  - Require face coverings
  - Prohibit eating and drinking in the vehicle
  - Do not make any unnecessary stops during the training
  - Complete hand hygiene with soap and water or hand sanitizer, before and after driving
  - Clean and disinfect steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
  - Conduct regular routine cleaning and disinfecting of seats

### **Physical Education, Gymnasiums, Playgrounds, 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, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Handshaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing. The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. 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 hygiene after the use of each piece of equipment. Schools must consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

## **Extracurriculars**

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the IHSA and the IESA.

## **Special Needs**

Indian Creek understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Student Services Department is developing plans and procedures to address the various unique challenges the blended model creates. Indian Creek must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams should update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

**IVVC** - Students enrolled in a CTE program will attend their classes in person at IVVC following their schedule. More information will be available in the near future once IVVC makes a decision concerning a Back to School Plan.

## **eLearning**

We understand some families may not feel comfortable sending their children to school. All will have the opportunity to indicate if they would like to opt out of in person learning and choose to remain home for all eLearning. Subject to staffing availability (we need at least 25% of students to select this option in order to make it viable), we intend to accommodate all requests as feasible. **Any family that chooses to enroll in the all eLearning option will do so for the entire semester. Families will be allowed to**

**change to in-person learning at the end of the semester.** Families will have until Wednesday, July 29<sup>th</sup> to opt out of in person learning.

### **Expectations**

Several changes to eLearning will be implemented:

1. **Learning/Communication Platform** - The district has purchased a new Learning Management System to improve communication. Schoology will be implemented and utilized throughout the school year. We anticipate the process will take time so we will continue to use Google Classroom throughout the transition.
2. ***Delivery of Content***
  - a. Students will be provided with structured schedules - Similar to the at school schedule.
  - b. Structured and scheduled engagement in academics
  - c. Scheduled Zoom/web conferencing with classes with firm expectations
  - d. New curriculum will continue to be covered
  - e. Streamed or recorded lessons from teachers to facilitate new learning
3. ***Grading/Academic Expectations:***
  - a. Students will be required to be present and engaged. Attendance will be recorded or given a live version through Schoology and/or Google classroom.
  - b. Students will be expected to complete assignments and assessments by assigned due dates.
  - c. Grading and feedback on assignments and assessments will be the same/similar to general school expectations.
4. ***Student Supports:***
  - a. General “office hours” of availability for faculty and staff
  - b. Social-emotional supports from school counselors, social workers, staff members, and administrators will be available to support students
5. ***Student Device and Access***
  - a. All students who are in eLearning will be required to utilize district provided devices.
  - b. Students will be monitored for safety

### **eLearning Systems**

Students will use the District Learning Management Systems (Schoology) for learning, grading and for attendance purposes while enrolled in all elearning. Students/Families who enroll in elearning will receive daily communications and check-ins with updates on deadlines, and important announcements.

## 2020-21 eLearning Expectations

### 1. Fall Expectations for Elementary eLearning

These are the initial expectations for those that are choosing to do elearning for the fall semester at Indian Creek Elementary. These expectations will need to be fluid and flexible based on the needs of the students and if the numbers allow for a section at each grade level for elearning based on the CDC guidelines.

Students that will be elearning will:

- Log in at the start of the school day (by 8:25 am)
- Remain logged in until their lunch time.
- Will have a 30 minute lunch break in which they will not be logged in, but will need to log back in at the end of their lunch break.
- Will remain logged in until the end of the school day (3:10 pm) following the district calendar.
- Students will follow the same attendance guidelines as those attending school in person, based on when they log in or out. If a student signs in after 8:25, they will be considered tardy. If they do not sign in in the morning or afternoon, they will be considered a half day absence. If they do not sign in at all during the day, it will be considered a full absence day. If they log out prior to the expected time, it will be marked as tardy. The parent(s)/guardian(s) will still be responsible to call the office if their student is tardy, or absent for a partial or full day. If there is no call, the absence will be considered unexcused.
- Students will be assigned to and taught by a classroom teacher during the school day (pending enough students are doing e-learning).
- Students will follow the traditional school schedule, online. This includes music, art, PE and Spanish (1st through 4th grade).
- Students will be expected to be online for the duration of the school day (except for lunch).
- Students that are doing e-learning will be following the same curriculum as those that are doing in person learning.
- Students will be following the same guidelines for class participation, homework completion, and grading as those that are doing in person learning.
- Students will be expected to complete any assessments that the students are doing in person learning. That would include Aimsweb, MAP testing and any other possible classroom, district or state assessments.

These expectations may change based on guidance from the CDC, local school board, Illinois State School Board, or from any other organization.

### 2. Fall Guidelines for Middle School eLearning

- Our goal is to have *all* students safely engaged in the same rigorous, standards-based curriculum (assignments and assessments) whether they attend in-person or remotely.

- Toward this end, e-learning instruction will occur live and synchronous with the regular school day between 8:25 AM and 3:10 PM. Students will receive a class schedule with log in times for each of their classes throughout the day. They will not be expected to be logged in during their assigned lunchtime.
- E-learning will be a semester-long commitment.
- E-learning attendance will be tracked daily by students logging in remotely through the specified instructional platform (such as Google Classroom or Schoology) to their assigned beginning-of-day (homeroom) teacher by 8:25 AM. Tardies and absences will be recorded as with in-person attendees.
- Assignment deadlines, assessments and projects will be aligned with those set for in-person attendees. As with in-person attendees, any e-learning student questions regarding homework should be posted to the appropriate teacher prior to the end of the instructional day (3:10 PM) for any assignments that are due the next instructional day. (In other words, try to be clear on your homework assignments prior to leaving school [logging out] for that day).
- Alternate on-site arrangements may be required for certain national and state-based assessments that cannot be securely accessed digitally outside of the school (i.e. NWEA/MAP, IAR, ISA). Planning such on-site testing with e-learning students will be done with the greatest care possible to adhere to the medical restrictions and health/safety needs of e-learning students.
- Physical materials necessary for various assignments/projects may be picked up on a weekly basis by the student and/or parent/guardian at pre-arranged, scheduled times before or after school.
- When necessary and/or instructionally appropriate, alternative digital assignments may be given that parallel the in-person standards-based curriculum, particularly as it pertains to physical education and certain exploratory classes. When alternative e-learning assignments are given, they will be specifically communicated and posted as such through the online learning format (i.e. Google Classroom or Schoology).

### 3. **Fall Guidelines for High School eLearning**

These are the initial expectations for those that are choosing to do e-learning for the fall semester at Indian Creek High School. These expectations will need to be fluid and flexible based on the needs of the students. E-learning will be utilized to maximize the safety of our students and staff and allow for maximum social distancing when in the school building.

Students that will be e-learning will:

- Possibly be removed from hands on elective classes in favor of classes that are more easily taught through an online format.
- Log in at the start of the school day (by 8:25 am).
- Remain logged in until their lunch period.

- Log out when their class goes to lunch, but will log back in at the end of their lunch break.
- Remain logged in until the end of the school day (3:10 pm) following the district calendar.
- Follow the same attendance guidelines as those attending school in person, based on when they log in or out. So if a student signs in after 8:25, they will be considered tardy. If they do not sign in in the morning or afternoon, they will be considered a half day absence. If they do not sign in at all during the day, it will be considered an absence day. If they log out prior to the expected time, it will be marked as tardy. The parent(s)/guardian(s) will still be responsible to call the office if their student is tardy, or absent for a partial or full day. If there is no call, the absence will be considered unexcused.
- Run a synchronous schedule just as if they were attending in the building. When a student has a class period, they will be logged into Google Meets to attend the class virtually the same time it is being taught in-person.
- Have their cameras turned on for the entirety of the class period to allow teachers to monitor the work and participation of the students.
- Follow the same guidelines for class participation, homework completion, and grading as those that are doing in-person learning.
- Check-in with their Advisement and Learning Lab teachers to create a plan for the period. Students will need to provide evidence of work completed during those periods. Students identified for MTSS/ RTI support will log in with their specific intervention teacher.

These expectations may change based on guidance from the CDC, local school board, Illinois State School Board, or from any other organization.

## **Transportation**

Indian Creek is working closely with our transportation department to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face mask, no more than 49 students will be on a bus at one time, and social distancing will be maintained to the greatest extent possible; however, 6 ft social distancing is not possible. Students must undergo symptom and temperature checks, through self-certification, before boarding a bus. As the student enters the bus the driver will do a temperature check to ensure their temperature is below 100.4 degrees.

Students and families should be aware of procedures and expectations regarding transportation. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one time during Phase 3. No more than 50 individuals may be on a vehicle at any one time during Phase 4. Indian Creek will provide visual guides to ensure that students comply with expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations.

All IDOT inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high touch areas will also be sanitized between routes. Sanitizing products will meet the EPA criteria and be used according to manufacturers’ guidelines.

### *Expectations*

1. More frequent sanitization and use of a botanical disinfectant sprayer to disinfect the bus between rides
2. Bus driver screening the students (take their temperature) before entering the bus
3. Students with a fever of over 100.4 degrees will not be permitted to enter the bus.
4. If a student is not allowed to enter the bus, immediate phone calls will be placed to the student’s parents.
5. Masks **must** be worn on the bus.
6. Social distancing will be impossible on a crowded bus, but we will not exceed 50 total people on any bus to limit close proximity contact to the best of our ability
7. Hand sanitizer will be available on the bus
8. Waterman town routes are eliminated to decrease regular route times. Waterman students will need to report to the Middle School to catch the shuttle bus to Shabbona.

### *What Do We Expect From Our Families Regarding Transportation?*

1. Parent(s) or Guardians must complete the self-certification for each child before sending them to the bus.
2. Do not send students to the bus stop if you know they are symptomatic in any way to prevent the bus moving on from a student.
3. Patience as we attempt to create and navigate routes with a 49 student maximum
4. Expect delays in arrival times as we will need to stagger exits to the bus

## **Operations**

## **Food Services**

Additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan.

Meals will be individually plated or packaged as grab and go items. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected. Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

## **Facilities**

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light switches
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

Building and Grounds may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

High Traffic Areas:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms

## Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Use plastic barriers around staff desks and between student care areas or curtains and the implementation of two separate entrances to the health office space to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms, in offices that have two doors.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
- Disinfect a space after it is occupied by a student and a deep clean daily.
- Require students exhibiting COVID-19-like symptoms to wear a face covering unless medically needed.
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

\*Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting.

\*Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus or public transportation for the return home.

\*In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff.

### **Recommendations for Families**

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not September 1st.
- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick with any illness symptoms.
- The CDC recommends anyone 6 months of age or older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child:
  - Is a close contact of someone with a positive COVID 19 test
  - Has signs of coronavirus
  - Has been diagnosed with coronavirus
  - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, **no nebulizer treatments will be given at school during the pandemic**. Asthma action plans should reflect the use of asthma inhalers and spacers.
- Please send your child with extra clothing in case a change is necessary as there will be no clothing stored in the nurse's office.

### **What to expect if there is a confirmed case in school**

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for COVID-19. See quarantine chart.
- If a student is quarantined for a suspected case/contact with COVID-19, they will be able to access elearning while out of the school setting. If the student has an IEP, an Individualized Remote Learning Plan will be developed and implemented during the time the student is quarantined.

### **Returning to school after having had coronavirus:**

- Please call the school nurse prior to returning to school.
- At least ten days have passed since your symptoms first appeared.
- You have had no fever for at least 72 hours (without fever-reducing medication)

- Your other symptoms have improved
- OR have two negative Covid-19 tests in a row, with testing done at least 24 hours apart.
- As new guidance emerges, guidelines may change.

## Human Resources

The contents of the Roadmap to Reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem solving. Indian Creek will generate guidelines and protocols which will be required for all employees. Indian Creek will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

### Staff Return Plan

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) is provided to the superintendent for review and consideration.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Eligible employees would be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

### Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning.

Every effort shall be made to ensure substitute teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

### Teacher Evaluation

The district and the collective bargaining units will need to review, discuss, and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

## **Illness and Diagnoses Monitoring**

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

Please refer to the DeKalb County Health Department website for updated COVID-19 testing location. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

Districts should inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights. Please refer to the linked document [COVID Operating Procedures](#) for more details.

## **Mental Health**

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19. Access to school counselors and supports are readily available as possible and communicated to students.

## **Communications**

### **Communication Methods**

Throughout the 2020-21 school year, Indian Creek will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- Indian Creek Website
- Phone, text, and email alerts
- Indian Creek e-newsletters
- Indian Creek social media (Facebook, Twitter, Instagram)

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in PowerSchool.

## **QUICK CONTACTS:**

Who do I contact if...

- I have questions/concerns about eLearning:
  - **Elementary/Middle/High School:** First point of contact is the teacher, second point of contact is principal
- My student tests positive for COVID-19: School Nurse or Nursing Coordinator for Indian Creek Ashlee Murry.
- I am a staff member who tests positive for COVID-19: Carla Witte in the District Office.
- I have questions/concerns about transportation: Nic Gaston at 815-824-2197 x1132.
- My student needs tech support during eLearning: Tech support is available for Indian Creek devices and systems via telephone for students and teachers at 815-824-2197. Telephone support is available on regular school days, 8:00 AM - 4:00 PM.

## **Frequently Asked Questions (FAQs)**

Who has been consulted in the creation of the reopening plan?

- Students and parents have been surveyed multiple times to help inform the creation of the plan.
- Staff has been surveyed to help inform the creation of the plan.

- The Back to School Committee has met two times to create, review, and modify plan.
- Attorneys have (and still are) reviewing the plan for any legal issues.
- The Board of Education held an open meeting to discuss the reopening options.

Did the district adhere to the guidance as provided by the Illinois State Board of Education, Illinois High School Athletic Association, and the Illinois Department of Public Health in the creation of the plan?

- Yes

Are there any current COVID-19 testing protocols for students or staff?

- No, at this time there are no testing protocols

If someone in the school community tests positive for COVID-19, what will be the next required steps?

- The DeKalb County Health Department will be contacted and anyone that was determined to be in close proximity of the student/staff member will not be able to attend school for 14 days as a result of a quarantine designation.
- The school community will be notified of the positive test via an all email or all call.

Will there be standard return-to-school policies and procedures for students and staff who are presumed positive or diagnosed with COVID-19?

- Yes, the chart in the document above can be used as a quick reference.

What will the protocol be for an asymptomatic student with a confirmed positive COVID-19 result in their household?

- The student will be assumed to have been in close contact with an infected person and would need to perform a 14 day quarantine.

What are the financial impacts of attempting to hold school this year?

- The current estimate is over \$300,000 in additional expenses in order to operate this year.

Will students and staff members be required to wear masks?

- Yes. If a Doctor is received, students or staff will not be required to wear face masks, but face shields will then be required.

Will the District provide student and staff masks?

- Yes, the District will provide a mask and face shield for every student and staff. Individuals will be allowed to use their own masks as long as the nose and mouth are covered. The District will also provide throw away masks for any student who forgets, loses, or destroys their mask.

Will schools have any authority to not allow students into school without a mask?

- Masks are required. If the student does not wear a mask, then the student will be given one warning. After the warning the student will be placed in eLearning. If a doctor's note is given, the student may wear a face shield instead.

Do attendance/ truancy policies need to be modified for students who are covid positive and in isolation at home/hospital for extended periods?

- The district has discretion in how they enforce and report truancy issues. COVID-19 related absences will not trigger a truancy referral.

Will the District be responsible for providing elearning instruction if they are voluntarily kept home?

- The current intent of the district is to provide instruction for those students who choose to stay at home.

We can safely assume that there will be some parents who will refuse to send their students to school in the Fall. As such, will districts be allowed by the state to run both in-school and remote programs? If so, are there budgetary, contractual, legal, policy, and staffing considerations that demand time and attention?

- Yes, the plan is to run (essentially) two schools simultaneously - in-person and eLearning. We need at least 25% of our students to select eLearning in order to make it viable. If we do not have sufficient numbers, the District will look at other learning options(schedules).

What will school districts' responsibilities be for providing internet access and devices?

- All students will have a device provided to them this year. A T-Mobile plan will be offered to those who don't have internet access. The plan will be free for those families who qualify as free and reduced.

Will isolation rooms be needed in nursing offices for students or staff with fevers?

- Yes, we are working on finding space in each building, including looking at outdoor pop-up tents to serve this purpose.

Will school facilities be reopened to public use on evenings and weekends? If so, what safety requirements will need to be put in place?

- Yes, but all operational guidelines that are in place for school to operate are to be followed.

Does the school plan on performing a temperature scan prior to students boarding a school bus or entering a building. If so, who is going to do this?

- Parents will need to self-certify their child(ren) prior to getting on the bus or coming to school. Once the student enters the bus the bus driver will do a temperature to ensure the student's temperature is below 100.4. The District also plans on checking temperatures prior to entering the building.

As the fall brings illnesses such as the flu, respiratory infections, and whooping cough, will modifications be required to medical exclusion policies?

- At this point there are no changes to state-level exclusion policies.

How do we socially distance on our buses?

- The bus limit is 49 riders. Social distancing cannot be adhered to with that level of capacity. The District encourages parents to drop off their students at school to help with social distancing.

The District will open the buildings at 7:30 am and close at 4 pm to help reduce the number of students riding the bus. Waterman town routes are eliminated to help with the social distance and also time constraints.

What will be the cleaning protocols for buses? How frequently will this need to occur?

- Buses will be cleaned with a disinfecting botanical sprayer daily.

How will school arrival/dismissal look?

- Arrival and dismissal procedures will be created at the building level and shared with parents

Will attendance be taken daily for eLearning?

- Yes, attendance will be taken via Google form and/or Schoology and students will follow a time-based schedule during the school day.

Can we hold music classes inside given what we know?

- Music, Choir, and Band will look substantially different this year. We are still working on modifying the curriculum in order to accommodate the guidelines published by ISBE and the IDPH.

Will students be able to change for PE or do we need to pivot to something else?

- At this point, we will not be accessing locker rooms during the school-day and thus, students will not need to change for PE.

Can students get mask breaks during the day?

- Yes, but they should be taken when outdoors and sufficiently spaced.

How will the implementation of Individualized Education Programs (IEPs) for special education students be met in a virtual, hybrid, or partial-day academic program?

- We will find a way to meet the needs of all students with an IEP. Students with an IEP who opt for eLearning should re-convene a meeting to address how the needs can be best met.

What protocols will be required for athletic events and facilities to be maintained and cleaned due to the coronavirus (including surface areas, turf fields, sports equipment, etc.)?

- The district will follow all guidelines as provided by our governing agencies.

Will any changes be required as we implement school emergency drills?

- Yes, new guidance will be provided to teachers to train their students

Will students be able to eat in the cafeteria?

- Up to 50 students/staff can gather in any one place, but the cafeteria will also be socially distanced, as possible. Some students will eat in other locations including the classroom and/or outside.

How will we socially distance during passing periods (in hallways)?

- Individual traffic flow plans will be created at each building.

Will guest speakers, parents, etc be allowed in the building?

- At this point, we will only be admitting necessary staff and personnel. This includes not hosting events such as Parent Teacher Conferences, Meet the Teacher Night, etc. These events will be replaced with virtual or digital supplements.

What professional development needs will school districts have to assist their teachers' enhancement of virtual instructional practices?

- The district will be taking advantage of the three eLearning planning days in order to provide all necessary support to teachers to ensure the greatest probability of success. The first day of student attendance will be August 24<sup>th</sup>.

How will school districts assess, grade, and provide feedback to students?

- The traditional grading system will be used for all students(including eLearning) to start the 2020-2021 school year.