

**TRANSITIONING TO
2020-21 SCHOOL
YEAR PLAN**

IN RESPONSE TO COVID-19

INTRODUCTION	3
GUIDING PRINCIPLES	3
SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS	3
PHASES AND TIMELINES	3
EMPLOYEE AND STUDENT SAFETY	4
VISITOR RESTRICTIONS	4
TRAVEL RESTRICTIONS	4
EMPLOYEE SCREENING AND PROTOCOLS	4
HEALTH PROTOCOL	5
(NON COVID SITUATIONS)	5
GUIDANCE IF EXPOSED	5
SOCIAL DISTANCING	6
PERSONAL PROTECTIVE EQUIPMENT (PPE)	6
PERSONAL WORKSPACE/CLASSROOM	6
SHARED WORKSPACE	7
FACILITIES CLEANING	7
GENERAL DISINFECTION MEASURES PROTOCOL	8
DEEP CLEANING AND DISINFECTION PROTOCOL	8
SIGNAGE	8
FOOD DELIVERY	9
PREVENTIVE MATERIAL INVENTORY	9
BUS DRIVERS/BUS PROTOCOLS	9
COVID19 CASE FORM	10
RESTROOM USAGE DURING THE WORK DAY	10
LOCKER ROOMS	10
VISITORS ON CAMPUS	10
CAFETERIA AND MEAL PERIODS	11
CLASSROOM ARRANGEMENTS	11
SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF	11
STAFF TRAINING	11
COMMUNICATION METHODS	12
II. ACADEMICS AND HOME-BASED LEARNING	12
GRADING POLICY	14
Grading, Attendance, and Completion Protocols	14
RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES	14
ONLINE INSTRUCTION	18
III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING	18

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from Illinois State Board of Education. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

While it is highly encouraged and proven that in-person instruction is the most effective, we understand that some families may be reluctant to send their students to school and can choose to register students for remote instruction at registration.

For those families, the remote learning option will be offered with the expectation that the student(s) will be actively engaged and demonstrate grade and subject level proficiency. While our teachers will work diligently to provide the necessary curriculum support for our remote learners, it is important to note that it will not be the same as in-person instruction.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

TIMELINE

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
3	Summer	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning
4	Summer	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
4	Summer	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, ISBE, Governor, and applicable state and local agencies

4	Fall	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, Illinois Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place
---	------	---

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

SFSD#14 will not allow normal visitation to our campuses until further notice. Only SFSD#14 staff are allowed on campus during preparation for reopen, as determined and scheduled by the principal and district administration. After reopening, SFSD #14 staff will be on campus during regular school hours.

TRAVEL RESTRICTIONS

SFSD#14 will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.

SCREENING AND PROTOCOLS

1. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:
 - Temperature (100.4+)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills / Repeated shaking with chills
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat
 - New Loss of taste or smell
 - Congestion or runny nose
 - Diarrhea/Vomiting
 - Nausea
 - Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by administration and the health department. Referrals will be made to the Health Department for any suspected cases.

2. Students will be temperature checked upon arrival to the school. Individuals who exhibit COVID19 symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school. It is going to be extremely important for parents to be very diligent in not sending their student(s) to school if they are not feeling well.

By sending students to school parents/guardians self-certify their student is healthy prior to reporting for the school day. Individuals who have a temperature greater than 100.4 degrees Fahrenheit or currently known symptoms of COVID-19 (see bulleted list above) may not enter the building. SFSD #14 staff will do health checks to start off each day.

HEALTH PROTOCOL *(will follow IDPH guidelines which may change)*

- If an employee or student becomes ill at work/school and is exhibiting symptoms of COVID-19, they may be asked to leave work/school and go home or to the nearest health center.
- Employees and students returning to work/school from an approved medical leave shall present a return to work/school doctor note to their supervisor.

If you have been diagnosed with COVID-19, you may return to work/school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred.
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

NON COVID SITUATIONS

Protocols for non-covid type situations will follow standard health guidelines.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the IDPH.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - a. Contact Christian County Health Department 217-824-4113
 - b. Contact your healthcare provider
 - c. Your supervisor
3. Your supervisor will work with the district office to determine appropriate next steps.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SFSD#14 employees, students, parents, and visitors should practice staying approximately 6 feet away (as much as possible) from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor/wall will mark the walking direction throughout the office in order to maintain the social distancing requirement as much as possible.
- Events/Interactions/Gatherings – Non-essential/informal meets and visiting should be avoided during the pandemic.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, the use of PPE may be mandated to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. These are **required** by the IDPH and ISBE.

Personal masks are encouraged, yet the masks need to be school appropriate (void of messages, cover the nose and mouth). The district will provide an initial mask for each student and staff. Recent IDPH guidance states that face shields are not as effective as cloth face masks. When outdoors, students will be able to remove masks as long as social distancing can occur. Students who cannot wear a mask due to medical concerns must have a note from the doctor indicating such. Please put student names or initials on the masks.

Gloves: Wearing gloves are currently not mandated, however people are more than welcome to wear them during the school day. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

SFSD#14 staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SFSD#14 has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SFSD#14 Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– SFSD#14 will be monitoring the number of individuals in the classrooms/offices (*ISBE guidance 50 or less*) while the risk of infection exists and begins to diminish.

Conference Rooms– Depending on government guidance, certain conference rooms will be limited to 50 or less. As an option, encourage the use of virtual meetings.

Breakrooms or Teacher Lounge/Multipurpose Room–Use of these places will be limited per ISBE guidelines.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Multiple times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

SIGNAGE

Signage will be placed throughout the offices and school.

FOOD DELIVERY

Limit sharing food and drink in order to reduce the risk of contamination. Everyone is encouraged to bring clear individual water bottles. Use of water fountains is suspended during the pandemic.

PREVENTIVE MATERIAL INVENTORY

1. Provide an adequate supply of soap, disinfectants, hand sanitizer, paper towels, and tissues for classrooms.
2. Confirm a supply of gloves and other PPE per site.
3. Provide touchless thermometers on-site for employee and student screening.

BUS DRIVERS/BUS PROTOCOLS

Bus drivers will ensure buses are disinfected after each use.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the building **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide PPE. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- A **Suspected COVID-19 Case Form** will be completed and we will call the local health authority and seek advice regarding transportation and location.
- The person attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- Personnel will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact their supervisor.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKERS/LOCKER ROOMS/BACKPACKS/BAGS

Lockers may be available for limited use upon principal discretion and students will not be issued their own locker.

Locker Rooms will not be accessible during the school day.

No bags of any kind including backpacks should be brought to school. Chromebook cases will be utilized to carry necessary personal items.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are limiting visitors to the buildings. Visitors will only be allowed in the school office with an appointment.

CAFETERIA AND MEAL PERIODS

Meals will be served to students (opposed to self-serve stations). Efforts will be made to utilize single use items that are wrapped to minimize risk of contamination. Groups of 50 will be separated. Seating options include outdoor, cafeteria, classroom, library, gym, etc.

Elementary will provide breakfast in the classroom upon arrival. Lunch will be served via a sack upon leaving school for the day.

JH/High School will follow a schedule that limits the amount of people in the area to less than 50.

Students choosing to do remote learning are more than welcome to come pick up lunch during appropriate times. Please contact your school for more details.

CLASSROOM ARRANGEMENTS

Limit social distancing as much as possible (less than 50).

SCHOOL HOURS

In order to better adhere to safety guidelines AND to allow teachers to develop, assign, and communicate the remote learning curriculum with students and families, the length of the in-class school day has been shortened to align with minimum state requirements.

Teacher workday will be 8:00-3:30.

Elementary

8:00 (students/busses can arrive at school)

8:00 Classrooms open (students report directly to classrooms with breakfast being served)

8:10-12:00 School Day

12:00 Lunch passed out and Buses loaded

12:00 - 12:45 Lunch

12:45 - 1:15 Health and Fitness Time

1:15 - 2:15 Afternoon Remote Learning Session

JH/HS

8:00 (Doors open)

JH Reports to Cafeteria Doors

HS Reports to East Gym Doors

8:20 Tardy bell, all checks should be completed by this time

8:25 Instruction Starts

Lunch as scheduled per grade level

2:00 Dismissal

Pre-K

AM 9:00 - 11:30

PM 1:00 - 3:30

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselor will develop resources for parents and teachers to access. The counselor will work with students by class, individually or in small groups to address any well-being needs.

STAFF TRAINING

1. **Pre-return to school training**

Presented remotely to ensure understanding and preparedness to align with this manual

2. **First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Disinfection Measures
4. Isolation protocols
5. Health screenings (temperatures)
6. Visitors
7. Cleaning Crew Protocols
8. Remote instruction

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website www.southforkschools.com
3. Follow our social media platforms (Facebook)
4. Google Classroom

II. ACADEMICS AND REMOTE-BASED LEARNING

Remote Learning

Students who choose to learn remotely will be held to the same standards as those who select in-person learning. Parents and students will choose at registration to participate in school via remote or in-person. If remote instruction is chosen, students will be on remote for the whole quarter. Attendance for remote-learning students will be taken daily (for each class period). The

major difference will be in the manner in which instruction is presented. Individual teachers will communicate what their expectations are for remote learning and the methods students should use to ensure they are receiving and returning work.

For students who are participating in remote learning, completion of 5 clock hours of academics each day are reasonable to expect. This may include videos, online lectures/presentations, assignments, lab work, etc. Students must be prepared, if they are participating remotely to commit to at least this amount of time to adequately work. They will also be required to adhere to the daily schedule as if they were attending school in-person.

Parents

If remote learning is necessary, consider the following as you prepare to adjust. Structure is especially important with distance learning. Review your at-home routine with your child prior to beginning remote learning. Make a commitment to enrolling and participating for at least a grading quarter.

Access to:

- Headphones
- Paper, pens, pencils, books and other essential supplies
- Charged device(s)
- Devoted workspace(s)
- A consistent schedule (regular wake up, bedtime, breaks, or meals)
- Internet access
- Band-width increase depending on number of devices on network

Student(s)

When you participate in Remote Learning, remember:

- You must stay in remote learning once selected.
- Classroom rules apply to remote learning, too.
- Think before you speak, type, or turn in incomplete work. It will affect your grade, eligibility, and standing.
- Be a good listener and a kind student.
- You are not anonymous, anything done on technology is trackable and may result in disciplinary measures.

Moving from Emergency Remote Learning to Remote Learning with Requirements

- Attendance is required (Teachers account for and report attendance.).
- JH/HS check email daily for instructions from staff.
- Grading (All grading, deadlines, and eligibility for extra-curricular activities will follow the district policies of on campus learning.)
- Instruction of new material (Increased rigor with high standards and clear expectations).
- Typical 5-hour school day workload.

Because in-person learning and remote learning are equally important, teachers and classroom instruction will be available during the regular school day. Students learning remotely will need to make sure they are logged in and attending class. Lessons for the day will be provided live online. Teachers will be available daily by appointment to assist at the end of the day if more assistance is needed.

GRADING/ATTENDANCE POLICY

To receive credit and attendance for the courses for this school year students are expected to complete the assignments as if the students were attending in-person instruction. The schools will make every attempt to verify attendance on a daily basis. Student attendance needs to be accounted for with parents contacting the school for any absence. Truant students will face measures to increase attendance that may include: home visits, truancy officer contact, SRO, teacher, staff, or administrators. The goal is for students to interact with their teachers on a daily basis and to complete course work.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure may be required to complete credit recovery courses. For promotion to the next grade level, students will need to have completed the requirements outlined in the grading policy.

III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Remote learning students who are fully enrolled are eligible to participate in sports. Eligibility requirements apply and just as students that elect for in-person instruction must self-certify daily for attendance, the same health requirements will apply to students participating in extracurricular events. Students will also be required to follow IHSA guidelines for mask use and social distancing. IHSA and IESA guidelines will guide our practices.

Homeschooled students are not eligible for IHSA sports participation.