



## O. W. HUTH MIDDLE SCHOOL

3718 W. 213<sup>th</sup> Place  
Matteson, Illinois 60443

Dr. Robert Tomic  
Principal

(708) 748-0470  
Fax: (708) 503-1119

---

Matteson Elementary School District 162  
Felix Simpkins, Board President

Superintendent of Schools  
Dr. Blondean Y. Davis

Dear District 162 Summer School Families,

We are excited to have your child join us for summer school! Our goal this summer is to provide our students with an instructional experience in a very safe environment. In this letter are the procedures and protocols that our school district has developed to ensure the safety of all students and staff.

Summer school starts on Monday, June 29 and concludes on Thursday, July 23. The school day is 8:00 am-12:00 noon, Monday through Thursday each week. Breakfast will be provided daily.

**Listed below are the daily procedures we will follow in our summer program:**

- Our Summer School Program will limit each summer school class to 10 people.
- Social distance will be maintained from the time students get on the bus in the morning and when they leave to go home, when they enter and leave the school, when they are in the hallways and other locations throughout the school. Students attending summer school will be supervised throughout the day.
- Your child's temperature will be taken each morning upon arrival and checked for signs of illness. To ensure the safety of your child and all other children, we are asking that you complete the attached checklist each morning before you put your child on the bus or bring your child to school. If your child has a fever of 100.4 or higher, he/she cannot attend school until fever free for 24 hours without medication. If your child is exhibiting any of the other symptoms on the checklist please have your child remain home until he/she is symptom free.
- All Students and staff will be required to wear face coverings. Attached are the CDC guidelines regarding face masks and the washing procedures for reusable face masks.
- The school buildings, classrooms, school equipment and materials used by students and staff will be cleaned and disinfected daily.

### **School Arrival Procedures**

- All busses will unload at the back of the school on 213<sup>th</sup> Street.
- There will be no more than 10 individuals total on any bus.
- Students will have the same assigned seat in the morning and afternoon and that is the seat they will sit in every day to and from school.
- Building administrators will board each bus to check student temperatures prior to entering the school.
- Students will be taken to their classrooms by the bus monitors.

### **Students Driven to School**

- Students that are dropped off will enter through Door #3 near the main entrance. Parents dropping off students will be instructed to wait in their vehicles until an administrator completes the temperature check. Once the student passes the temperature check they will be given a pass to display visually as they walk into the building. The pass will be dropped in a trash receptacle as they enter the building. Hand sanitizer will be provided for use upon entry. Parents dropping off students will be instructed to arrive traveling westbound on 213th place. There will be four lines of cones positioned six feet apart for students to position themselves until an adult greets them and allows them to enter the building.
- Our instructional day begins at 8:00 am and students entering after 8:00 am will need to be brought to the main entrance by you where you will ring the doorbell to gain entrance to the school.

### **Walkers**

- Students that walk to school will enter through Door #2 near the main entrance. Any student not wearing a mask will be provided one by the person taking the temperature. Students will wait until an adult greets them and allows them to enter the building. They will then be directed to their hallways where the teachers will be standing in the hallways to receive them.

### **General Dismissal Procedures**

- Student dismissal will not begin until 12:00 noon.
- Students that are being picked up will be dismissed at 12:00 through doors 2 and 3 by the main entrance. Parents dropping off students will be instructed to arrive traveling westbound on 213th place. Students will be waiting by a cone by the main entrance.

### **We will dismiss in groups as follows:**

- The first group dismissed is walkers. They will be escorted by staff to Door 1 where they will be directed to go immediately home.
- The second group dismissed is parent pick-ups. They will dismiss through Door 1
  - They will be picked up by staff and escorted to a room in the front hallway where they will wait for your arrival. ***{Note: there will be no more than 10 individuals in any one classroom}***.
  - We will give each parent/guardian who does not need district bus transportation a sign with your child's last name on it.
  - Please display in the windshield of your car. You will be instructed to park in a designated area and wait in your cars for your child(ren).
  - The front drive area administrator will radio to the front office to let them know which student is being picked-up. Staff will guide your child(ren) out to the front drive area administrator to ensure they get into the correct vehicle.
  - The third group dismissed is bus riders. We will dismiss busses when all students are seated in their assigned seats.

- Any change to your child's dismissal must be made by calling our Main Office at (708) 748-0480. Please do so by 11:30 am.

Arrival and Dismissal are the two busiest times of our school day. **Please note that we will not be able to allow any early dismissals except on an emergency basis.** The principal must be made aware of any early dismissal for emergency situations.

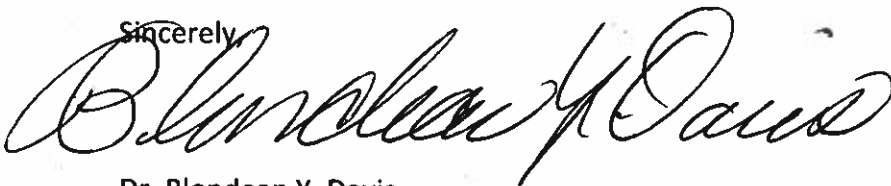
#### Visiting Huth Middle School School During the Day

- Anyone visiting the school during the day must enter the building through the main entrance.
- The visitor needs to use the speaker phone/doorbell on the right side of the main entrance door. Please state the reason for your visit and wait to be let in by front office staff.
- If you have something to give to your child, leave it in the main office area.
- We are limiting the number of people into the school and you will not be allowed to enter unless it is an emergency situation.

This summer Matteson School District 162 will be piloting a new parent mobile app, Ride 360. This app allows parents and students to access their bus stop location, route, and pickup time. What is most exciting is that Ride 360 can use GPS geolocation to let users know when to expect their bus each day. We are excited to pilot this mobile app with our Summer School students. Attached you will find the user guide with instructions on how to download and set up the mobile app on your Apple and Android device.

We have created these procedures to ensure the safety and well-being of students, families, and staff. We appreciate your understanding and cooperation with these procedures and together we will make this summer school experience successful for everyone. On behalf of the District 162 staff, I welcome you and your child(ren) to Summer School 2020 at the Huth Middle School!

Sincerely,



Dr. Blondean Y. Davis  
Superintendent

There are several very important attachments that you need to read. Please read each one carefully. Please sign and return the Matteson 162 Health Questionnaire on Monday, June 29, 2020.

CDC:Social Distancing

CDC:When & How to Wash Your Hands

CDC:How to Wear Cloth Face Coverings

Matteson 162 Health Questionnaire

Traversa Ride 360 Mobile Application Guide

Parent signature Letter Checking Your Child's temperature on a Daily Basis to be returned on Monday, June 29, 2020

# Coronavirus Disease 2019 (COVID-19)

## Social Distancing

Keep Your Distance to Slow the Spread

### What is social distancing?

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home.

To practice social or physical distancing stay at least 6 feet (about 2 arms' length) from other people.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations for:

- Households Living in Close Quarters: How to Protect Those Who Are Most Vulnerable
- Living in Shared Housing
- People with Disabilities
- People Experiencing Homelessness



If you have been exposed or are sick

- Separate from others to limit the spread of COVID-19
- Take care of yourself while you're sick

## Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

**Stress and Coping.** Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult. Read tips for stress and coping. Need help? Know someone who does? If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or

others



### Need help? Know someone who does?

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others

- Call 911
- Visit the Disaster Distress Helpline [☞](#), call 1-800-985-5990, or text TalkWithUs to 66746
- Visit the National Domestic Violence Hotline [☞](#) or call 1-800-799-7233 and TTY 1-800-787-3224

## More Information

[How to Protect Yourself](#)

[Cleaning and Disinfecting Your Home](#)

[Gatherings and Community Events](#)

Page last reviewed: May 6, 2020

# When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, keeping hands clean is especially important to help prevent the virus from spreading.



**Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.**

## How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats

- **After touching garbage**

**During the COVID-19 pandemic, you should also clean hands:**

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

### Follow Five Steps to Wash Your Hands the Right Way

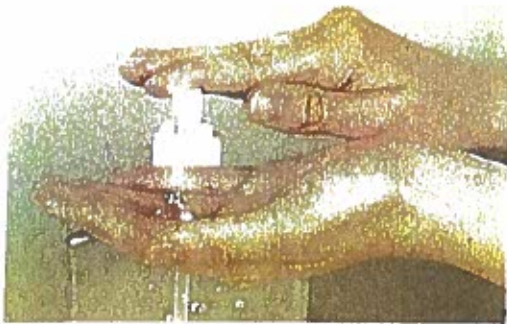
Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Why? Read the science behind the recommendations.

### Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are



swallowed. Keep it out of reach of young children and supervise their use.

### How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



**CLEAN HANDS KEEP YOU HEALTHY.**

Wash your hands with soap and water for at least **20 SECONDS.**

**LIFE IS BETTER WITH CLEAN HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The use of the text, Clean Hands Campaign, is made possible by a partnership between the U.S. Food and Drug Administration and the Centers for Disease Control and Prevention. © 2008. All rights reserved.

CDC's Handwashing Campaign: *Life is Better with Clean Hands*

CDC's *Life is Better with Clean Hands* campaign encourages adults to make handwashing part of their everyday life and encourages parents to wash their hands to set a good example for their kids. Visit the [\*Life is Better with Clean Hands\*](#) campaign page to download resources to help promote handwashing in your community.

For more information on handwashing, visit CDC's [Handwashing website](#) or call 1-800-CDC-INFO.

### More Information

- [Handwashing: Clean Hands Save Lives](#)
- [Life is Better with Clean Hands Campaign](#)
- [Preventing the Flu](#)
- [Hand Hygiene in Healthcare Settings](#)
- [Hand Hygiene After a Disaster](#)
- [Water-Related Hygiene](#)
- [Keeping Your Hands Clean on a Cruise](#)

## Coronavirus Disease 2019 (COVID-19)

### How to Wear Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings.

- Who should NOT use cloth face coverings: children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- Cloth face coverings are NOT surgical masks or N-95 respirators. Surgical masks and N-95 respirators must be reserved for healthcare workers and other medical first responders, as recommended in CDC guidance.

### Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



### Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands

### Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### Take Off Your Cloth Face Covering Carefully, When You're Home



- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Page last reviewed: May 22, 2020

## Coronavirus Disease 2019 (COVID-19)

### How to Wash Cloth Face Coverings

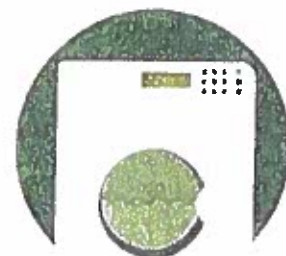
Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings.

Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

### How to clean

#### Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.



#### Washing by hand

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.



Make sure to completely dry cloth face covering after washing.

### How to dry

#### Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



#### Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.



## Traversa Ride 360 Mobile Application Guide

To access student routing information through the Traversa Ride 360 mobile app, do the following:

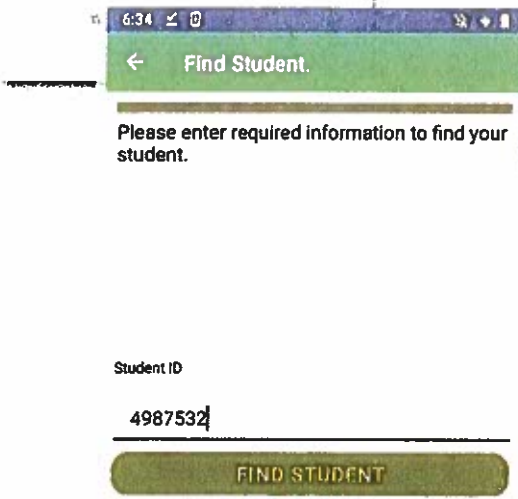
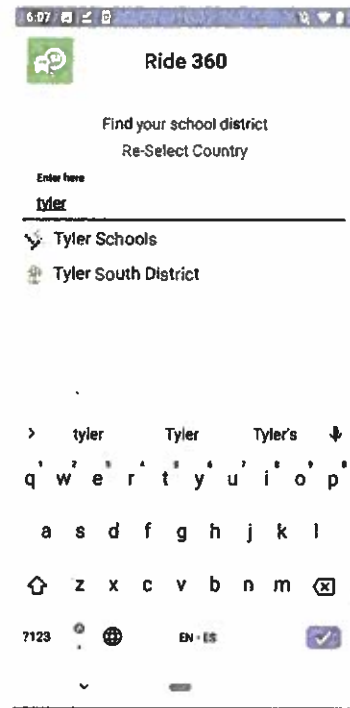
- 1) Download "Traversa Ride 360" from the Google Play Store or Apple App Store.
- 2) After installation is complete, open the Ride 360 application.
- 3) First thing you'll need to do is search for the school your student attends. If you need assistance, please contact your school district.



- 4) Once your district is selected, you'll be presented with the login screen. If you don't already have a login, click "Register".

- 5) To register, enter your email address, desired password and name. This will be used to log into the application.

- 6) After registering, you'll receive an email confirmation. The provided link will require you to confirm your registration through the Ride 360 website.



- 7) You may now login and begin adding students. To add a student, press the + button at the top. Follow the onscreen instructions to link a student.

- 8) Enter the unique information provided by your district to find your student. If you are unsure of your information, please contact your school district.

- 9) Once you have added your students, you can then view transportation information for each student.

- 10) If you would like to share a student link with someone, you may do so by pressing the "share" button. This will allow you to enter the email of the person you would like to share with. That person will receive a confirmation email and automatically link that user. Please note, they will be required to register with Ride 360 if they have not already done so.



# MATTESON SCHOOL DISTRICT 162

4601 Sauk Trail Richton Park, IL 60443 ★ Dr. Blondean Y. Davis, Superintendent

Phone: (708) 748-0100 Fax: (708) 748-7302



June 24, 2020,

Dear Families,

Welcome to the Matteson 162 Summer School Program. We are excited to be able to see your child back in school, after a year that has been filled with challenges we have never before seen. Our first goal is to bring your child into a safe and protected environment therefore; we have put many precautions in place.

Your child will be on a bus with no more than 10 people, their classroom will have desks spaced 6 feet apart, and there are procedures throughout every part of the building to ensure social distance and cleanliness.

We will also be taking your child's temperature each morning upon arrival and checking for signs of illness. To ensure the safety of your child all other children, we are asking that you complete the attached checklist each morning before you put your child on the bus or bring your child to school. If your child has a fever of 100.4 or higher, he/she cannot attend school until fever free for 24 hours without medication. If your child is exhibiting any of the other symptoms on the checklist please have your child remain home until symptom free.

Please sign, date, and return this one time form agreeing to check your child each day for temperature and any symptoms identified in the questionnaire before putting them on the bus or bringing them to school.

I agree to screen my child each day before sending my child to the summer program.

Child's name \_\_\_\_\_ Child's Grade \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Arcadia School  
20519 Arcadian Way  
Olympia Fields, IL 60461  
(708) 747-3535

O. W. Huth School  
3718 W. 213<sup>rd</sup> Place  
Matteson, IL 60443  
(708) 748-0470

Illinois School  
210 Illinois Street  
Park Forest, IL 60466  
(708) 747-0301

Indiana School  
165 Indiana Street  
Park Forest, IL 60466  
(708) 747-5300

Matteson School  
21245 Main Street  
Matteson, IL 60443  
(708) 748-0480

Richton Square School  
22700 Richton Square Rd.  
Richton Park, IL 60471  
(708) 283-2706

Sauk School  
4435 Churchill Drive  
Richton Park, IL 60471  
(708) 747-2660

**Matteson SD 162 STUDENT HEALTH QUESTIONNAIRE**

**Have you traveled outside the country in the last 14 days?**

**NO \_\_\_\_\_ YES \_\_\_\_\_ Location \_\_\_\_\_**

**Do you have a Temperature of 100.4 or more? Yes \_\_\_\_ No \_\_\_\_**

**Do you have any of the following?**

**YES**

**NO**

- 1. Fever**
- 2. Shortness of breath**
- 3. Cough**
- 4. Chills**
- 5. Repeated shaking with chills**
- 6. Muscle pain**
- 7. Headache**
- 8. Sore Throat**
- 9. New loss of taste or smell**

**Are you ill or caring for someone who is ill?**

**In the previous two weeks, have you had contact with someone diagnosed with Covid-19?**

**If you answered YES to any of the above questions, please do not send your child to school. Notify the school of your child's symptoms or illness.**

**Student Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_**

**Parent Signature \_\_\_\_\_**

**Reviewers Initials \_\_\_\_\_**