



Southland College Prep Charter High School  
Matteson School District 162  
2021-2022 Reopening Plan

July 19, 2021

## **Introduction**

The effects of the COVID-19 pandemic have brought about changes to almost everything we do in life. The return to in-person school instruction is no exception. The State of Illinois requires returning to in-person school instruction with guidelines for the safety of students and staff. District 162 and Southland College Prep, in partnership as a family, are committed to doing everything possible to prevent the spread of COVID-19 among students and staff while still providing a quality instructional program. Therefore, the enclosed guidelines and procedures were developed utilizing the most recent guidance from the Illinois State Board of Education, U.S. Centers for Disease Control, and the Illinois Department of Public Health. It is imperative that everyone adheres to these protocols at all times to ensure the safety of students and staff and provide the best learning experience for all.

## **Overall Assumptions**

In all procedures established by Southland and District 162, there are several assumptions that will be maintained at all times:

- All staff and students must maintain six to three feet social distance whenever possible and abstain from handshakes, hugging, high fives, fist and elbow bumps, etc.
- All staff and students must utilize appropriate face coverings and other appropriate personal protective equipment (PPE). Students and staff will be provided with a reusable face mask but can choose to wear their own as long as it meets IDPH guidelines.
- Individuals outside may remove masks if maintaining social distancing.
- All staff, students, and visitors must have their temperature taken by a designated staff member prior to entering any school building. Anyone with a temperature of 100.4 or higher or exhibiting symptoms of COVID-19 will be denied access to the building.
- Frequent handwashing or hand sanitization should take place throughout the day.

***Any student or staff member who tests positive for COVID-19, is exposed to someone with COVID-19 will follow IDPH guidance.***

## **SECTION 1 - LOGISTICS**

### **Student Arrival and Dismissal Procedures**

Bus Transportation is provided to any student requesting service who also lives more than .75 miles from school, must cross an IDOT designated hazardous route, has an IEP with transportation as a related service, or has been declared to be a student enrolled under the McKinney-Vento Act. Students will be assigned seats that they must sit in each day. Seats should be assigned such that the first student to be picked up on a bus route in the morning should be seated furthest back and the last student picked up seated furthest forward on the bus. On the way home, students will be routed such that the first student scheduled to depart the bus is seated the most forward on the bus followed by the next student back, etc. This seating arrangement will minimize students walking next to each other as they enter and exit the bus.

Students and staff must wear face coverings while entering, exiting or sitting on the bus. Students arriving to the bus without a face covering will be given a disposable mask by the bus monitor or driver prior to entering the bus. All students will also be required to use hand sanitizer upon entering the bus. Sanitizer will be provided by the Bus Monitors or Drivers to the students as they enter the bus.

Pick-up and drop-off locations must be consistent each day and can only be changed by the parent contacting the Transportation Department. If approved, the Transportation Department will notify the school of the change.

Windows should be open to the extent possible on all bus rides to provide air flow on the bus at all times. The bus company will clean and sanitize buses in between each bus route.

### **Bus Monitor Responsibilities (District #162 only)**

District #162 employed Bus Monitors will be on all District #162 buses each morning and on all afternoon routes at the beginning of the school year. Morning Bus Monitors are responsible for ensuring that all students are wearing face masks (or providing a disposable face mask for those that do not have one), using hand sanitizer and ensuring that all students remain in their assigned seat. Afternoon Bus Monitors will be responsible for ensuring that students keep face masks on, remain in their assigned seat, and depart at their proper stop.

Morning Bus Monitors will be picked up at the school each morning and must have the following items with them prior to boarding the bus:

- Student route sheet including student names, addresses, bus stop and emergency contact information
- Route directions
- Student seating chart
- Disposable face coverings
- 1 bottle of hand sanitizer
- 2 pairs of gloves

No food, candy, gum, or drinks will be allowed to be consumed on the bus. Bus Monitors should be seated at the front of the bus and will take attendance of who is on the bus as students board in the morning. Upon arrival at school in the morning, all monitors will keep students on the bus until dismissed by a building administrator. Once the administrator dismisses the students from the bus, the bus monitor will follow the arrival procedures for each particular building.

In the afternoon, Bus Monitors must take attendance prior to leaving the parking lot and record when each student gets off the bus. If there is any indecision about a student's stop or if the student indicates he/she is uncomfortable getting off at a location, the Bus Monitor must keep the child on the bus and contact their building administrator for further instructions.

All Bus Monitors must keep their cell phones on during the course of the route in case a building administrator and/or District Office Transportation personnel need to make contact with the monitor for any reason.

### **Student Walkers / Parent Drop Off Procedures**

Each school's administration will communicate the procedures for student walkers and parent/drop-off.

### **Arrival of Staff**

If a staff member is exhibiting any symptoms described in the checklist or had any exposure to COVID-19, he/she must contact his/her supervisor indicating the nature of the symptoms. All staff must arrive wearing a proper face covering and must enter school through a designated single entrance assigned by the Principal. Upon entering the building, all staff will have their temperatures taken by the Principal or designee. Any staff member with a temperature of 100.4 or greater or exhibiting signs or symptoms of COVID-19 will be immediately sent home.

## **SCHOOL FRONT OFFICE PROCEDURES**

### **Visitors**

Parents'/Visitors' access to buildings should be limited. A table will be placed in the vestibule of all buildings for parents to drop off items that students may have forgotten at home. Parents dropping off items must buzz the front office and will be allowed to enter the vestibule only where items will be placed. Staff will clean the item with a sanitizing cloth before passing it on to a student. Only parents with an absolute need to enter the building will be allowed into the front office. Hand sanitizer must be placed in the front office for visitor use and sneeze guards have been installed at the front office desk. Visitors to the front office must remain on the designated spot in the office that has been measured to be six feet from the front desk. All visitors must be logged by the office secretary with the person's name, time they arrived and departed, and reason for visiting. To the extent possible, staff will arrange scheduled meetings with parents, including IEP meetings, to be virtual via video and/or audio to minimize physical contact.

### **Student Late Arrival and Early Dismissal Procedures**

Parents/guardians should call ahead whenever possible if a student is expected to arrive late. The student should be supervised by the parent as the child approaches the school front entrance until the student is admitted into the building and it is determined that the student is cleared to proceed to the classroom. For early dismissals, the student will be called to leave the classroom at the appropriate time to avoid students congregating in the office waiting for a parent/guardian.

Parents/guardians are reminded that they should not allow students who are not on the school bus to arrive early to school. Parents/guardians should contact the building principal to learn when the building and school grounds will be open to receive students.

Parents picking up a child prior to dismissal will be asked to remain outside or in the vestibule until the child is brought to the vestibule. No parents or visitors should be allowed past the front office unless it is an extreme emergency and only with approval from the building Principal.

### **Staff Attendance Procedures**

Staff who are unable to work must contact their immediate supervisor by telephone to inform them of the absence. In addition, District 162 staff must also log their absence in the AESOP system. **STAFF MUST STATE TO THEIR IMMEDIATE SUPERVISORS IF THEY ARE EXHIBITING ANY SYMPTOMS ASSOCIATED WITH COVID-19 AS DEFINED BY IDPH (FEVER OF 100.4 OR GREATER, COUGH, SHORTNESS OF BREATH OR DIFFICULTY BREATHING, CHILLS, REPEATED SHAKING WITH CHILLS, MUSCLE PAIN, HEADACHE, SORE THROAT, NEW LOSS OF TASTE OR SMELL) OR IF THEY ARE STAYING HOME DUE TO SUSPECTED OR CONFIRMED EXPOSURE TO OR DIAGNOSIS OF COVID-19. STAFF MUST THEN FOLLOW THE PROCEDURES IN APPENDIX 3.**

Each day, every building shall keep a log of staff absences that are due to illness and shall note any staff or students who are absent due to COVID-19 related symptoms, exposure, or diagnosis. This information must be reported by 12:00 p.m. each day to the Superintendent/C.E.O.'s office.

### **Cadre Substitute Teachers**

For the 2021-2022 school year, District #162 and Southland will both be hiring full-time cadre substitute teachers who will be permanently assigned to specific buildings to fill-in for absent teachers in that building. District #162 and Southland may also utilize teachers from the approved list of on-call substitutes. ALL substitute and cadre teachers must be fully vaccinated.

### **Student Attendance Procedures**

Parents and guardians of students who are not able to attend due to illness must call the student absence line at their child's school and state the name of the child, the name of the child's home room or first period teacher and the reason for the absence.

**PARENTS/GUARDIANS MUST STATE IF THEIR CHILD IS EXHIBITING ANY SYMPTOMS ASSOCIATED WITH COVID-19 (ACCORDING TO IDPH SYMPTOMS INCLUDE FEVER OF 100.4 OR GREATER, COUGH, SHORTNESS OF BREATH OR DIFFICULTY BREATHING, CHILLS, REPEATED SHAKING WITH CHILLS, MUSCLE PAIN, HEADACHE, SORE THROAT, NEW LOSS OF TASTE OR SMELL) OR IF THEIR CHILD IS STAYING HOME DUE TO SUSPECTED OR CONFIRMED EXPOSURE TO OR DIAGNOSIS OF COVID-19. STUDENTS MUST THEN FOLLOW THE PROCEDURES LISTED IN APPENDIX 2.**

### **Attendance Tracking**

Each day, the nurse and school administrator will review the student and staff absences to determine any concerning patterns of possible COVID-19 symptoms. Front Office secretaries and administrators taking absence calls from parents or staff must inquire if the child or staff member has any symptoms consistent with COVID-19 and shall record that information. Any concerns will be reported to the Superintendent/C.E.O. immediately. Each day, every building

shall keep a log of student absences that are due to illness and shall note any students who are absent due to COVID-19 related symptoms, exposure, or diagnosis. This information must be reported by 12:00 p.m. each day to the Superintendent/C.E.O.'s office.

### **Contact Tracing**

Each teacher will be responsible for keeping a seating chart for each class. In addition, a log will be posted near the door of each room (See Appendix 6). All adults entering a room must record their time in and out of the room. Further, all bus monitors must maintain logs of which students ride a bus and the seat they were seated in each day. All of these documents will be maintained and reviewed by the nurse in each building for when contact tracing is necessary.

### **Signage**

Signs and messages will be posted in highly visible locations to reinforce safety precautions and promote everyday protective measures. Signage will also be posted outside entryways noting the following:

- Persons may not enter the building if they have any currently known symptoms of COVID-19.
- Three to six feet distance from between people must be maintained as much as possible.
- Face covering must be worn at all times.
- Shaking hands or engaging in other physical contact is prohibited in school buildings.

### **Restroom Breaks**

Teachers will provide frequent restroom breaks for students in order to increase hand washing throughout the day. Teachers will escort students to the assigned restroom adhering to their assigned time. The number of students in the restroom at one time will be limited. Teachers will reinforce the need for all students to wash their hands before they exit the restroom.

### **Hallway Travel**

All students and staff will walk on the right-hand side of the hallway and maintain proper social distancing (6 feet apart, whenever possible). One-way directional hallways will be used whenever possible. Floor markings that illustrate the proper walking patterns and directions will be utilized, where appropriate. Student hallway movement should be limited with teachers, rather than students, traveling between rooms whenever possible, particularly at the elementary buildings.

### **Items and Locations Closed:**

- All water fountains will be covered and turned off. Individual water bottles will be made available in all classrooms.

### **Buildings and Grounds – Cleaning and Sanitizing**

Each afternoon after students and staff depart, custodians will clean and sanitize each classroom and other areas attended by students by wiping down each desk surface on top and underneath, all floors, all touch surfaces such as door handles, handrails, light switches, sink

handles, etc. Bathrooms will be cleaned and sanitized frequently throughout the day and after the conclusion of each student attendance day.

Each Friday, custodians will do a deep clean of each building, including utilizing sanitizing misters. All rooms will be labeled with a large sticker after it has been deep cleaned. The sticker will be placed on the door by the janitor and remain there for one full school day. The teacher who occupies the room during the last period should remove and discard the sticker. Cleaning and sanitization checklists will be required to be used by all custodians.

Additional custodians will be added to the day shift to increase the amount of cleaning and sanitizing of surfaces throughout the day and custodian shift times may be increased, as needed.

Classroom univents will either have deflectors installed or have their top fins reversed to direct airflow upward instead of across the room. No rugs should be utilized in any classroom and students should not be sitting on the floors. The District has installed bipolar ionization devices in all classroom univents and air handlers throughout all buildings. These units help remove viruses, including SARS-2-CoV, the virus that causes COVID-19, from the air.

### **Classroom Set-up/Arrangements – Furniture and Equipment – Shared Objects**

All classrooms will be set-up and configured so as to allow for three to six feet of distance between student seating to the extent possible. Classroom materials should not be shared among students and cloth toys or materials should not be utilized in the classroom. Students should not bring toys, electronic devices, or other items from home other than district-issued devices and required supplies noted on the school supply list. No district-issued electronic device or any other item should ever be shared with another student.

Staff will be required to sign in and out of all classrooms throughout the day. These sign-in sheets will be located near the door of each room.

Southland students must wipe their desk and chair with a hand-sanitizing disinfectant wipe provided by Southland at the conclusion of each class. Southland students will utilize the same desk each day.

### **Outside Items and Storage**

Lockers will not be utilized. Students that bring personal items to school must be able to store them at their desks. Items will not be able to be stored in the main office.

### **Food Service - Breakfast (District #162)**

Breakfast will be “Grab n’ Go” style. Upon entering the building each day, students will be greeted by lunchroom staff who will offer breakfast and milk. Food service staff will record, on a paper roster, the meals taken in accordance with National School Lunch Program rules. Students who elect to receive the meal will take it to their classroom for consumption. Once in the classroom, students may remove their face coverings during breakfast time as long as they

remain in their seats and three to six feet apart. Students must put their face covering back on when leaving their desk at the conclusion of breakfast.

All products provided will be disposable and rolling garbage cans will be available in each hallway for disposal of all breakfast items. Individual water bottles will be available in every classroom.

### **Breakfast (Southland)**

Upon entering the building each day, students who wish to eat breakfast will be directed to the cafeteria where they will be greeted by Food Service staff. Students waiting in line must be social distanced at all times. Food service staff will record, on a paper roster, the meals taken in accordance with National School Lunch Program rules.

Students who elect to receive the meal will eat in the cafeteria or other designated area. Tables will be arranged such that students will sit at least three to six feet apart facing the same direction. Face coverings may be removed at this time as long as three to six feet of social distancing is maintained. Students will have 10 minutes to eat breakfast before being sent to their first period class.

All products provided will be disposable and garbage cans will be placed throughout the cafeteria and other eating locations for easy disposal of all items. Food service staff will clean and sanitize all student cafeteria tables and seats upon conclusion of the breakfast serving each morning.

### **Lunch (District #162)**

Lunch for District #162 schools will be consumed in the lunchroom or other designated spaces outside of the classroom spaces for those who have severe food allergies. In any location where food service takes place, students may remove their mask and must be seated at least three to six feet apart facing the same direction while eating. As soon as students finish eating or if they get up from their seat, they must put their mask back on.

Students can elect to bring their own lunch or eat the school meal for that day. ***Note that students and parents are NOT allowed to have food delivered to the school at this time. Any child who forgets his/her lunch can ask to be provided the school meal for that day.***

### **Lunch (Southland)**

Like breakfast, lunch for Southland students will be consumed in the cafeteria and other designated locations. Students will be seated at sanitized tables three to six-feet apart facing the same direction. Students should take their seat in the lunchroom or other designated area and food service staff will bring prepared food to their seat. All food will be provided on disposable trays and utilizing disposable utensils and other products. While salad will be provided, there will be no open salad bar at this time. Students may remove their face coverings during lunch as long as they remain in their seats and three to six feet apart. Students must put their face covering back on when leaving their seat at the conclusion of lunch.

Students can elect to bring their own lunch or eat the school meal for that day. ***Note that students and parents are NOT allowed to have food delivered to the school at this time. Any child who forgets his/her lunch can ask to be provided the school meal for that day.***

Garbage cans will be placed throughout the cafeteria and other eating locations for easy disposal of all items. Food service staff will clean and sanitize all student cafeteria tables and seats upon conclusion of each lunch period. Students from the next lunch period will not be allowed into the cafeteria and other serving locations until the lunchroom staff has finished cleaning and sanitizing all seating areas.

### **After-School Activities**

#### **Athletics:**

- All coaches must take accurate attendance at every practice or meeting.
- Each person attending an **athletic** practice or meeting must have his/her temperature checked daily before practice. Temperatures must be less than 100.4 for the student to be admitted to practice. Any athlete with an elevated temperature must then follow IDPH guidelines on removal from practice or meeting.
- All coaches and non-participants will wear masks at all times, unless a personal exemption, with a doctor's note, has been approved by the administration. Participants, while in action, may remove his/her masks to facilitate proper breathing, if needed.
- Athletes going in and out of action may remove their masks. Athletes must maintain three to six feet of social distance when not in action.
- Coaches must take special care to effectively clean and disinfect any possibly shared objects and surfaces, following CDC Guidelines.
- No showers will be taken at Southland and locker rooms will not be used. Athletes are encouraged to shower **as soon** as they get home.

### **SECTION 2 – TECHNOLOGY**

#### **Technology**

All Southland and District #162 students in grades K-12 will be provided a Chromebook and charger for in-class instruction and homework. Preschool students at Richton Square School will be given iPads. Teachers will provide parents with apps and special activities to be conducted at home to supplement in-class activities and to facilitate school to home communication with parents.

### **SECTION 3 – PROFESSIONAL DEVELOPMENT/TRAINING**

### **Mandatory Staff Trainings**

All staff are required to complete the following GCN trainings prior to starting in-person learning:

- Blood-borne Pathogens
- COVID-19 Educational Institutions
- COVID-19 How to Wear a Mask
- COVID-19 Proper Handwashing

### **Support Staff Training**

Secretaries, custodians, cafeteria workers, technology assistants and all support staff have been provided training sessions related to their specific roles in the school buildings.

## **SECTION 4 – MEDICAL / HEALTH AND SAFETY PROTOCOLS**

### **Social/Emotional Health**

All staff will monitor students for evidence of social/emotional well-being. Students exhibiting signs of social/emotional difficulties will be referred to the Social/Emotional team in each building for further evaluation. District #162 and Southland will utilize the Federal Climate Grant to provide additional social/emotional support to students throughout the year.

### **Hygiene**

Hand sanitizer dispensers have been installed in all classrooms, offices, nurse areas and any other area where students or staff will be in attendance. In addition, soap and disposable paper towels will be provided in all rooms that have sinks. All classrooms will also be given disinfectant wipes to spot clean surfaces, when necessary. Only hand sanitizing wipes, not harsh disinfectants, can be handled by students.

Students must properly utilize face coverings during the school day (see attachment). Any teacher with a student who has a health condition not allowing for the use of a face covering or a student who is having difficulty tolerating the face covering should contact the building administrator for guidance. One reusable face covering will be provided to each student and two reusable face coverings will be provided to each staff member by the district. Students and staff can utilize face coverings other than those provided as long as they meet IDPH guidelines. Each school will also be provided with a supply of disposable face coverings to give to any student or staff member who forgets to bring one to school.

Each school will also be provided with a supply of non-latex gloves. Gloves do not need to be worn by students and staff unless medically necessary. Nurses, temperature takers, and other medical staff must use gloves as directed. Nurses will be supplied with proper face coverings (including N-95 masks,), face shields, gloves, and gowns. Custodians assigned to clean and disinfect any potential COVID-19 infected area will also be provided with N-95 masks, gloves, or other items recommended by the Illinois Department of Public Health.

On The first day of in-person learning, students shall be taught proper handwashing techniques, social distancing guidelines and other proper health precautions such as not touching their faces (eyes, nose, mouth). Students will also be taught how to wear face masks properly. Teachers should use the information included in the attachments to this plan.

Handwashing should take place for 20 seconds and be monitored by staff at the elementary level to the extent possible. Handwashing breaks will be allowed and encouraged throughout the day. Handwashing posters will be displayed in bathrooms and other areas of each school building.

Students and staff should cover coughs and sneezes with a tissue. Used tissues should be immediately thrown in the trash and hands washed with soap and water. Hand hygiene should be performed upon arrival to and departure from school, after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from physical education; and following glove removal. Note that hand sanitizer should not be used when hands are visibly dirty. Soap and water should be used in its place.

### **Medical Considerations**

All parents/guardians will be instructed to complete the COVID-19 Symptom Checklist and to take their child's temperature each morning prior to allowing the child to leave for school. **Any student or staff member who tests positive for COVID-19 or who feels any signs or symptoms of illness must remain at home. (Currently known symptoms of COVID-19 are: fever of 100.4 or greater, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell). Students and staff must follow the protocols in Appendices 2 and 3 of this document.**

All schools in District #162 and Southland have a full-time registered nurse (RN) assigned to the building. Within the school environment, any individual who shows symptoms of COVID-19 will be immediately separated from the rest of the school population and will be monitored until leaving the building. Individuals who are sick will be sent home. If emergency services are necessary, staff will call 911. When interacting with students or staff who may be sick, school RNs and personnel will follow CDC guidance on standard and transmission-based precautions such as the wearing of face coverings, gloves and protective eyewear and face shields. Rooms that were used by the sick individual will be sanitized.

### **Communication Plan for When Students or Staff have Confirmed or Suspected COVID-19**

If a school learns of a confirmed case of COVID-19, the school must identify and report to the Director of Special Education the names of all adults or children who may have had close contact with the ill individual as defined in Appendices 2 and 3 of this document. Parents will be informed if their child has had close contact with an individual who has a confirmed case of COVID-19. Staff will also be informed if they have had close contact with the individual. However, it is not legal to share the name of the infected individual.

Upon notice that a student or staff member is suspected of having COVID-19, the Superintendent/C.E.O.'s designee will contact the Department of Public Health Acute Communicable Disease Program for guidance on steps to minimize risk for other students and staff.

## APPENDIX 1

### **Preschool for All – Preschool for All Expansion – Early Childhood Programs**

The following procedures apply to the Preschool Program at the Richton Square School in Matteson School District 162.

#### Daily Arrival of Students – (via Bus)

Every bus will have an assigned monitor and students will have assigned seats. Those who have high temperatures or exhibit COVID symptoms will not be allowed to board and parents will be advised to follow guidance provided in the Matteson School District 162 Reopening Plan for 2021-2022. Upon arrival to school, students will be immediately escorted to their classrooms by bus monitors. They will not congregate or line up in hallways or in the commons. Teachers and staff will assist students to store their personal belongings in pre-assigned plastic bins and/or coat cubbies and for hand washing. Individual students will be assisted for toileting as needed. Students will have items such as crayons, glue sticks, etc. assigned individually and stored with name labels so that materials are never shared between students.

#### Daily Arrival of Students – (Parent Drop Off)

Students will be greeted outside (in designated spaces for walkers or at cars) by a staff member and temperatures will be taken before the parent leaves. If the child has a high temperature or exhibits COVID symptoms, he/she will not be allowed to enter the school; parents will be advised to follow guidance provided in the Parent Student Handbook before returning to school. The school RN will follow up with the parent via a telephone call later that day. After entry to the school, the child will be immediately escorted to their classroom by staff and assisted to store personal belongings, wash hands and use toilet facilities as needed.

#### Dismissal

Students will be dismissed directly from their classrooms to board buses with the bus monitor. Parents who pick up students will be asked to remain in their cars (or at designated spots for walkers). Each student will remain in their classroom until escorted to the parent by a staff member. Parents who request early dismissal must call the office and remain in their cars until a staff member escorts the student to the parent.

#### Restroom Breaks

Teachers will provide restroom breaks for individual students without congregating in hallways. The committee requests that sprays, gloves, paper towels and other items be stored in each restroom out of reach of students, but easily accessible to all staff who assist students in the bathroom. Cabinets or shelves should also include baby wipes and other materials that may be used with these young children.

#### Breakfast Service, water and Snacks

Breakfast will be provided in the classroom between 7:45 and 8:05. Bottled water and snacks will be available for students as a Choice Center in each classroom during the morning and afternoon sessions.

#### Use of Outdoor Space and Gross Motor Equipment

The use of playground equipment and gross motor equipment is allowed. Classes will be assigned time for outdoor space. Students must remain with their classmates and not mingle and mix with other

groups. Several groups may be assigned to outside activities at the same time if separation of groups can be maintained. Students will be given hand sanitizer immediately upon entering the building after outdoor play and reentering the classroom after gross motor activities. Playground and gross motor equipment will be cleaned and sanitized each day.

#### Frequent Handwashing with Soap and Water

Students will be taught correct handwashing techniques and will be reminded to clean hands using soap and water several times a day, including upon arrival to school, before eating, after restroom breaks, etc. Students may use hand sanitizer when soap and water is not available.

#### Social Distancing

Student desks, tables, rubber mats and chairs will be arranged to establish three - 6-foot distancing between students for activities that require sitting whenever possible. Students will also be taught to maintain social distancing when walking through the hallways and other parts of the building outside of their classrooms. Part of the preschool curriculum includes teaching skills such as sharing, demonstrating kindness, taking turns, using language to express their thoughts and to communicate their needs. These skills need to be practiced in a “natural” environment. It is commonly noted that young children ages 3-5, will have great difficulty maintaining “social distance” among their group when they are engaged in some center-based activities. Teachers and staff should make every effort to maintain social distance between themselves and students, but should not expect students in natural settings and learning centers within the classroom, to strictly adhere to the standard of 3-6 feet distance. The district will provide cover-up wash and wear jackets for staff to protect their clothing as they assist students with self-care activities, including eating, handwashing and toileting.

#### Parent Volunteers and Parent Workshops

Parent Volunteers and others who are not district or ISBE assigned personnel are not allowed in the building. The PFA/PFAE grant requires parent engagement activities throughout the year. The Parent Coordinator and Instructional Coach provided by the grant will survey teachers and jointly create a variety of options for parents to engage and support students to develop skills for kindergarten readiness without being physically present in the building. The Parent Coordinator will survey the needs of parents and engage community agencies and organizations to determine topics for virtual workshops to be provided to support the needs of families.

#### No Shared Materials in Classroom Learning Centers

Teachers will establish procedures to eliminate sharing of materials in classroom learning centers. For example, after a student selects a doll and doll clothing, that activity must be removed from the learning center until it can be cleaned before returning it to the learning center. To the extent possible, materials that cannot be easily cleaned and sanitized between uses, must be removed from classroom learning centers.

#### Contingency Plan for Returning to Full Time Remote Learning

In the event that Matteson School District 162 is fully closed and providing “Remote-Only” instruction, Richton Square students also be remote learners and will be expected to complete daily learning activities selected from choices provided by teachers. Supplies and materials will be provided for each student to use at home. Additional support selected individually based on student needs will be offered to parents. Staff will contact parents via their preferred method of communication each day.

## **APPENDIX 2: STUDENT COVID-19 EXPOSURE PROCEDURES**

Students exhibiting one or more symptoms consistent with COVID-19 must go home. All students sent home with symptoms consistent with COVID-19 must be diagnostically tested by their health care provider. Students should remain home from school until they receive the test results. Then follow these guidelines:

1. Students who have a confirmed case of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset, be fever-free for 24 hours without use of fever-reducing medications, and have a doctor's note stating they are COVID-19 free to return to school. *Siblings of students with confirmed cases must follow the same protocol as above.*
2. Students experiencing Symptoms consistent with COVID-19 but being diagnosed with a non-COVID-19 illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. A doctor's note documenting the alternative diagnosis and a negative COVID-19 test result must accompany a student returning to school with an alternative diagnosis after experiencing Symptoms consistent with COVID-19.
3. Students exposed to a confirmed case of COVID-19 **inside or outside of the school setting must remain home for 14 days.** If a COVID-19 illness develops, students must undergo a 10-day isolation period from the onset of symptoms and follow all the above protocols, including a doctor's note stating that they are COVID-19 free in order to return to school. *Siblings of students who have been exposed do not need to quarantine unless the sibling becomes positive with COVID-19.*
4. **Principals must report to the District Office daily** the names of students reporting exposure to a confirmed case of COVID-19 or sent home for symptoms consistent with COVID-19 and the names of the individuals who had close contact with that student. The District Office will contact parents of students that have had close contact, but they cannot share the name of the positive case due to confidentiality. The report must be submitted daily to the Superintendent.
5. The District Office will maintain a **confidential spreadsheet** identifying positive or probable cases. The spreadsheet will include the date of notification to the District Office, the date the District Office notified staff and families of students who had close contact, and the date of the return of the student. The District Office will report students with confirmed COVID-19 to the Cook County Department of Public Health.

*A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day.*

*The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case.*

### **APPENDIX 3: STAFF COVID-19 EXPOSURE PROCEDURES**

Non Vaccinated staff exhibiting one or more Symptoms consistent with COVID-19 should immediately report to their principal via phone call. Staff exhibiting Symptoms consistent with COVID-19 must go home. All Staff sent home with Symptoms consistent with COVID-19 must be diagnostically tested by their health care provider. Staff should remain home from school until they receive the test results then follow these guidelines:

1. Staff who have a confirmed case of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset, be fever-free for 24 hours without use of fever-reducing medications, and have a doctor's note stating they are Covid-19 free to return to school.
2. Non-Vaccinated staff experiencing Symptoms consistent with COVID-19 but being diagnosed with a non-COVID-19 illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. A doctor's note documenting the alternative diagnosis and a negative COVID-19 test result must accompany staff returning to school with an alternative diagnosis after experiencing Symptoms consistent with COVID-19.
3. Non- vaccinated Staff exposed to a confirmed case of Covid-19 **inside or outside of the school setting must remain home for 14 days**. If a COVID-19 illness develops, use the additional 10-day isolation period from the onset of symptoms and follow all the above protocols, including doctor's note stating that they are COVID-19 free in order to return to school.
4. **Principals must report to the District Office daily** the name of staff reporting exposure to a confirmed COVID-19 case or sent home for symptoms consistent with COVID-19 and the names of the individuals who had close contact with that staff member.

The District Office will maintain a **confidential spreadsheet** identifying positive or probable cases. The spreadsheet will include the date of notification to the District Office, the date the District Office notified staff and families of students who had close contact, and the date of the return of the staff member.

The District Office will contact all persons with close contact only; the name of the person will not be shared due to confidentiality. The District Office will report staff with confirmed COVID-19, to the Cook County Department of Public Health.

*A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case.*



## **APPENDIX 5**

### **Cleaning and Disinfection when a Confirmed Case of Covid-19 is identified in a School Building.**

- The classroom used by the individual with a confirmed case of COVID-19 will be cleaned and disinfected to minimize potential for exposure to respiratory droplets.
- Staff and students will be located to new location.
- Cleaning staff will clean and disinfect all common areas (e.g., offices, bathrooms, and common areas) used by the individual with COVID-19, focusing especially on frequently touched surfaces.
- Windows will be opened to increase air circulation in the area used by the individual with COVID-19.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants are considered to be effective per CDC guidelines.