

Fremont School District 79  
**Return to School Plan**  
2020-2021 Academic Year



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## Overview

Fremont School District 79 has constructed a Return to School Plan that consists of three possible scenarios which apply to all four schools (Lincoln Early Learning Center, Fremont Elementary School, Fremont Intermediate School, and Fremont Middle School), as follows:

- Scenario 1: **Hybrid Instruction** (Physical schools partially open with instruction taking place on site and through electronic methods).
- Scenario 2: **eLearning Instruction** (Physical schools remain closed with all instruction taking place through electronic methods).
- Scenario 3: **In-Person Instruction** (Physical schools completely open with all instruction taking place on site).

The Illinois State Board of Education (ISBE) has encouraged school districts to provide completely in-person instruction for all students, provided that the District is able to comply with capacity limits and implement social distancing measures. The District will continue to follow guidance from state and federal education and health organizations.

It is important to note that the District could transition back and forth between scenarios, such as if there is a resurgence of the virus or a second wave. Additionally, variables such as staff illnesses and substitute shortages, or other hybrid instruction logistics, may require a return to eLearning for a classroom, a school, or the District as a whole, at any time and with short notice.

***This plan is subject to ongoing change based on emerging information and guidance from our state and federal organizations.*** This plan will remain in effect until the District is able to enter Phase 5, which requires a vaccine to be developed to prevent additional spread of COVID-19, a treatment option is readily available to ensure health care capacity is no longer a concern, or no new cases are reported over a sustained period.

## Scenario 1: Hybrid Instruction

### Instruction

- ❑ Normal instructional practices will resume, to the greatest extent possible.
- ❑ An alternate day schedule model will be utilized. This model will rotate in-person instruction and eLearning instruction, with Group A attending in-person instruction on Mondays and Tuesdays, Group B attending in-person instruction on Thursdays and Fridays, with Wednesdays being eLearning for both groups.
  - ❑ Students will be placed into groups by the first letter of their last name (Group A will be letters A-L, Group B will be letters M-Z).

#### *Sample At-a-Glance - Hybrid Instruction Alternate Day Schedule Model*

##### *Sample Week One*

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (Last Name A-L)	In-person	In-person	eLearning	eLearning	eLearning
Group B (Last Name M-Z)	eLearning	eLearning	eLearning	In-person	In-person

##### *Sample Week Two*

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (Last Name A-L)	In-person	In-person	eLearning	eLearning	eLearning
Group B (Last Name M-Z)	eLearning	eLearning	eLearning	In-person	In-person

- ❑ The same daily class “bell schedule” will be followed by all students each day, whether they are engaged in in-person or eLearning instruction.
  - ❑ Teachers will simultaneously serve students attending in-person and those attending eLearning virtually.
  - ❑ Students engaged in eLearning, whether it be full-time or on days they are not in-person in the hybrid model, will engage in learning that continues to align with our FSD79 Extended eLearning Procedures, to include:

- The same significant emphasis placed on synchronous learning.
- Learning activities that will be relevant, meaningful, manageable, and aligned to the learning currently taking place in the classroom.
- Teachers begin each class period (grades 6-8) or each transition between content areas (grades PK-5) with a synchronous experience in order to complete activities such as taking attendance and providing all students with the directions and expectations needed for the class that day.
- Teachers expected to livestream relevant components of class lessons (e.g. whole group instruction, new content, etc.).
- Half-days and early release days will be eLearning days for all students.
- Families will be provided the option for their child(ren) to participate in daily eLearning instruction at home, instead of participating in the hybrid instruction.
  - A survey will be sent out to families, which will ask them to register each student to either participate in hybrid instruction or daily eLearning instruction for the duration of the academic year, or until the State allows school districts to return to full in-person instruction.
    - Class lists may be adjusted based on these responses in order to ensure each classroom can implement safety protocols. Any changes to teacher assignments would only be done as a last resort and will be avoided whenever possible.
    - The District will remain as flexible as possible should families wish to transition between models at a later time. A transition from daily eLearning instruction to hybrid instruction will be contingent upon available space in the classroom(s). If necessary, students may need to be reassigned to a different teacher or teachers in order to make this shift happen. If space and/or a teacher is not available for a student to immediately transition back to hybrid instruction at a given time, the student will be placed on a wait list.
  - Families in our tuition-based Pre-Kindergarten and Kindergarten programs who choose daily eLearning will receive a tuition proration.
- Synchronous learning (e.g. videoconferencing) will be integrated, to the greatest extent practical, in our eLearning environment. This is in addition to asynchronous learning (e.g. independent learning) that will occur.
  - Teachers will begin each class period (grades 6-8) or each transition between content areas (grades PK-5) with a synchronous experience in order to complete activities such as taking attendance and providing all students with the directions and expectations needed for the class.

- ❑ Teachers are expected to livestream relevant components of class lessons (e.g. whole group instruction, new content, etc.). Additionally, any such livestream lessons will be recorded and used for asynchronous learning opportunities for students who frequently are not able to attend synchronously due to technology challenges, illness, child care logistics, etc.
- ❑ All eLearning lessons and assignments will be communicated to students and parents by no later than 9 p.m. the evening preceding each school day. This includes information regarding specific times and information regarding any synchronous learning that is scheduled.
- ❑ Student and parent/guardian eLearning questions will be responded to in a timely manner. Teachers are expected to be available and accessible throughout the day, but they are not required to be continuously “online.” The general expectation is that any communication that is received prior to 2 p.m. will be responded to that same day. Communication received after 2 p.m. may not be responded to until the next academic day.
- ❑ Regular classroom assessment and grading procedures will resume, to the greatest extent possible, with modifications made as necessary. The focus will remain on measuring student progress towards, and attainment of, their respective learning standards.
- ❑ Regular practices for submission expectations for assignments, projects, assessments, etc, will resume while providing flexibility, as needed, for individual students.
- ❑ Daily attendance practices that account for students attending in-person and eLearning instruction will be integrated. Students receiving instruction in either mode will be included in daily attendance.
  - ❑ Schools will make direct contact with students/families who are not in attendance or not engaging in classes, whether in-person or remotely.
  - ❑ Evidence of attendance for students participating in eLearning may include their presence during videoconferencing, participation evidence, work completion evidence, Google form check-in, phone call, and/or email.
    - ❑ Work completion evidence may include participation in online discussions, the generation of online work products or reflections, submission of a multimedia artifact, hard copy submissions the following academic day, app usage metrics, electronic time stamps, active monitoring, and more.

- Students who are not able to provide any of the above examples of attendance may be counted present once they provide the necessary evidence, with attendance records adjusted accordingly.
- Instructional strategies will be integrated to further address the learning losses that may have occurred during the school closure.
  - Personalized learning approaches that promote individual learner pathways that best meet the learning needs of each student will continue to be integrated.
  - Additional students who may be in need of academic intervention opportunities will be supported.
- Teacher articulations will continue to identify essential learning covered during the school closure that may need to be spiraled in with existing curriculum and/or explicitly retaught, at the next grade level.
- Learning outcomes that are the most essential from the District's guaranteed and viable curriculum will continue to be prioritized through ongoing teacher collaboration. If there are supporting standards that carry less leverage for the future success of our students, they may need to be de-emphasized, reduced, or trimmed from instruction.
- Any potential opportunities to provide additional in-person instruction will be pursued, as space and staffing allows, for students who have Individualized Education Programs (IEPs), 504 Plans, receive English language support, and/or students determined by the District to be at-risk.
- Appropriate learning opportunities for students with specific learning needs will be ensured by continuing to work directly with students and families. When appropriate, accommodations will be provided and/or modifications will be made by teachers or case managers consistent with the student's goals and needs.
- Provide experiences to transition students from one grade to the next as they are introduced to new teachers, new classmates, and, at times, new school buildings.
  - Share clear expectations with families regarding class resources, platforms, submitting evidence of learning, and communication.
  - Provide alternative plans and instructions for bringing school supplies to school in lieu of the traditional "meet & greet" event.
  - Prepare virtual "curriculum night" events.
- Provide experiences to welcome and transition new students and new staff to the District, including their understanding of resources related to eLearning.
- Continue to enhance our instructional technology resources.

- ❑ Provide virtual training opportunities for parents on our instructional technology resources.
- ❑ Provide instructional technology devices, as needed, for students attending Lincoln Early Learning Center.

## **Physical Health and Wellness**

### **Face Masks and Social Distancing**

- ❑ The use of face masks is required for all individuals in school buildings, at all times, even when social distancing is maintained.
  - ❑ Individuals are encouraged to use their own face masks and bring more than one mask each day in the event a mask gets soiled, wet, or torn. The District will maintain a supply of face masks in the event that a staff member, student, or visitor does not have one for use.
    - ❑ Face coverings must fully cover the mouth and nose and fit snugly against the sides of the face with no gaps.
    - ❑ The CDC recommends masks with two or more layers to stop the spread of COVID-19.
    - ❑ Gaiters, athletic face coverings, neck warmers, bandanas, masks with exhalation valves or vents, and face shields are not approved for use in the District. The CDC does not recommend these face covers as their effectiveness is unknown at this time.
  - ❑ Personal cloth face coverings should be taken home, laundered daily, dried in a dryer, and reused. Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container.
  - ❑ Face coverings must be changed immediately if soiled, wet, or torn.
  - ❑ Exceptions to the face mask expectation include the following situations:
    - ❑ When outside if social distancing is maintained.
    - ❑ While eating or playing an instrument, with social distancing of 6 feet.
    - ❑ When an individual has trouble breathing or has a medical symptom or condition that makes a particular treatment or procedure inadvisable (the school will require a physician's written certification for students and staff who are not able to wear a face mask).
    - ❑ When an individual is under 2 years of age, incapacitated, or is unable to remove the face mask without assistance.

- For staff, when alone in classrooms or offices with the door closed.
- Social distancing of 6 feet is required and will be reinforced by instituting the following practices, when possible and practical:
  - Physical contact will not be allowed, including, but not limited to, handshakes, high fives, hugs, etc.
  - Opportunities for teachers, not students, to move between classrooms will be integrated, when possible.
  - Seating will be spaced 6 feet apart and turned to face in the same direction (rather than facing each other).
  - One-way hallways will be instituted, where possible and practical.
  - Small groups will be promoted.
  - Mixing between groups will be minimized.
  - Assigned seating will be implemented for students and students will be required to remain in these seats to the greatest extent possible.
  - Tape or other indicators of safe distances will be laid down in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).
  - A marked path of travel will be developed inside the classroom to maintain social distancing from the entry point of the classroom to the student's seat.
  - Schedules will be staggered for hall passing periods, restroom breaks, etc.
  - Locker use will be suspended. Students will be allowed to carry a backpack with them.
  - Library items may be delivered to classrooms and/or library staff may be visiting classrooms.
  - The number of riders in elevators will be limited to one or two people.
  - Classroom access will be limited to staff and supervisors who are required for instructional purposes.
  - Additional spaces in the buildings that could strategically be used to supplement classroom space and promote social distancing will be identified and utilized.
- More than 50 individuals are prohibited from gathering in one space. When inside, 'one space' may include one school bus, one classroom, or areas of a hallway. When outside, 'one space' requires that each group of 50 or fewer individuals must remain 30 feet apart.
- Strategies to promote social distancing and face masks for younger students will be implemented. Young students may struggle more than other students with

understanding and complying with social distancing and wearing face masks. Suggestions include:

- Carpet squares, mats, trays, or other visuals for spacing.
- Social distancing modeling when interacting with children, families, and staff.
- Scripted story/role play around social distancing, as well as hand washing, proper etiquette for sneezes, coughs, etc.
- Frequent verbal reminders to children.
- More opportunities for individual play and solo activities, such as fine motor activities (e.g., drawing, coloring, cutting, puzzles, and other manipulatives).
- Activities that do not require close physical contact between multiple children. Keep groups separate for special activities, such as art, music, and exercising.
- Indoor and outdoor play staggered and schedules adjusted to reduce the number of children in the same area.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will be extremely limited and only allowed when absolutely necessary.
  - Visitors are required to follow the same health and safety procedures as students and staff.
  - Whenever possible, video conference or phone conference for meetings, including for IEP and 504 meetings.
  - Accurate records of visitors will be maintained, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.
  - An outdoor drop box will be provided for materials and forms drop-off.

### **Illness and Diagnosis Screening, Reporting, and Monitoring**

- Students and employees will be screened each day, before entering the building, for symptoms and history of exposure, including temperature-taking.
  - Each morning, at home, all parents will be asked to self-certify that their child(ren) do not have any symptoms of COVID-19, nor have they been exposed to anyone with COVID-19. All staff members will be asked to do the same.
    - Individuals must stay home if they have been exposed to anyone with COVID-19 or if ANY of the following symptoms are present: Fever (100.4°F or higher), new onset of moderate to severe

headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

- If an individual stays home with suspected COVID-19 symptoms, all their FSD79 siblings/household members must stay home as well.
- Parents are also certifying their child is free of COVID-19 symptoms or exposure by sending them to school. Staff are doing the same by reporting to work.
- Upon arrival at any school building, all individuals will be referred to posted signage with a list of symptoms. By entering the building, individuals are certifying they do not have any of the symptoms, nor have they been exposed to anyone with COVID-19.
  - Thermal temperature scanners have been installed in high traffic entrances to automatically take the temperature of all individuals as they enter the school. When an individual is identified as having a high temperature by the scanner, they will then be checked with a temporal thermometer.
  - Individuals will be denied entry if ANY of the COVID-19 symptoms are present or if they have been exposed to anyone with COVID-19.
- An individual experiencing COVID-19 symptoms** must follow the following steps:
  - Notify their school nurse (student), or building principal or supervisor (employee).
    - The building principal or immediate supervisor will notify the Director of Human Resources and Administrative Services.
    - The school nurse (student) or Director of Human Resources and Administrative Services (employee) will:
      - Follow-up with the student or employee directly; AND
      - Document specific symptoms.
  - Stay home from school/work and seek a medical evaluation of symptoms from a licensed physician.
  - Communicate the results of the medical evaluation to the school nurse (student) or building principal or immediate supervisor (employee).
    - The school nurse (student) or building principal or immediate supervisor (employee) will communicate the results of the medical

evaluation to the building principal (students) or Director of Human Resources and Administrative Services (employee).

- ❑ If COVID-19 is ruled out by a licensed physician:
  - ❑ Provide their school nurse (student) or building principal or supervisor (employee) with a note from a licensed physician clearing them to return to school/work (if testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis); AND
  - ❑ Receive clearance from the school nurse (student) or Director of Human Resources and Administrative Services (employee) before returning to work.
- ❑ If COVID-19 is **NOT** ruled out by a licensed physician:
  - ❑ Get a COVID-19 test;
    - ❑ Specimens collected more than 48 hours prior to symptom onset are not counted for determining school exclusion status.
  - ❑ Share COVID-19 test results with their school nurse (student) or building principal or immediate supervisor (employee).
    - ❑ The school nurse (student) or building principal or immediate supervisor (employee) will notify the building principal (student) or the Director of Human Resources and Administrative Services (employee) of the test results.
    - ❑ If the test results are positive, follow the “Tested Positive for COVID-19” procedures listed below.
- ❑ If a student stays home or is sent home sick with suspected COVID-19 symptoms, all their siblings/household members must stay home or be sent home as well.
  - ❑ If one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or a negative result received.
  - ❑ If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-19 like symptoms and is epidemiologically linked to known case), the local Health

Department conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolate within the household.

- ❑ Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- ❑ **An individual who tested positive for COVID-19** must follow the following steps:
  - ❑ Notify their school nurse (student) or building principal or immediate supervisor (employee).
    - ❑ The school nurse (student) or building principal or immediate supervisor (employee) will notify the building principal (student) or the Director of Human Resources (employee) of the positive test results.
    - ❑ The school nurse (student) or Director of Human Resources and Administrative Services (employee) will:
      - ❑ Contact the Health Department;
      - ❑ Contact trace within the District; AND
      - ❑ Communicate quarantine requirements with students, administration, and employees, as applicable.
  - ❑ Stay home from school/work until all of the following criteria is met:
    - ❑ Quarantine for 10 days from the first symptom or positive COVID-19 test date;
    - ❑ Remain fever free for 24 hours without the use of fever-reducing medication;
    - ❑ Remain symptom-free for 24 hours;
    - ❑ Provide their school nurse (student) or building principal or supervisor (employee) with a note from a licensed physician clearing them to return to work or a release from quarantine letter from the Health Department; AND
    - ❑ Receive clearance from the school nurse (student) or Director of Human Resources and Administrative Services (employee) before returning to school/work.

- ❑ **An individual who comes in close contact with someone who has tested positive for COVID-19** must follow the following steps (Close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period starting from 2 days before illness onset, or 2 days prior to test specimen collection for asymptomatic patients, until the time the patient is isolated, with or without a mask, or someone who resides with someone who has tested positive for COVID-19):
  - ❑ Notify their school nurse (student) or building principal or immediate supervisor (employee).
    - ❑ The school nurse (student) or building principal or immediate supervisor (employee) will notify the Director of Human Resources and Administrative Services.
    - ❑ The school nurse (student) or Director of Human Resources and Administrative Services (employee) will:
      - ❑ Follow-up with the student/employee directly;
      - ❑ Contact the Health Department; AND
      - ❑ Will document COVID-19 exposure.
  - ❑ Stay home from school/work until all of the following criteria is met:
    - ❑ Get a COVID-19 test;
      - ❑ If the close contact develops symptoms, COVID-19 diagnostic testing is recommended. If the close contact remains asymptomatic, they are recommended to be tested between 5-9 days after exposure to a positive case.
    - ❑ Share COVID-19 test results with their school nurse (student) or building principal or immediate supervisor (employee).
      - ❑ The school nurse (student) or building principal or immediate supervisor (employee) will notify the principal (student) or Director of Human Resources and Administrative Services (employee) of the test results.
      - ❑ If the test results are negative:
        - ❑ Quarantine for 14 days from the last date of exposure to the person with COVID-19;
        - ❑ Provide their school nurse (student) or building principal or immediate supervisor (employee) with a release from quarantine letter from the Health Department OR notification via phone, secure email, or fax from the Health Department to the school, OR

- via another process implemented by the Health Department; AND
  - ❑ Receive clearance from the school nurse (student) or Director of Human Resources and Administrative Services (employee) before returning to work.
  - ❑ If the test results are positive, follow the “Tested Positive for COVID-19” procedures listed above.
- ❑ The District will be prepared to offer assistance to local health departments when contact tracing is needed after a confirmed case of COVID-19 is identified. This may include activities such as identifying the individual’s assigned areas and movement throughout the building.
- ❑ In the event of a confirmed or probable case of COVID-19, decisions for temporary closure of a school will be made by school leaders in consultation with the Health Department during its investigation of a case or cluster of cases.
  - ❑ If the Health Department determines that there is a risk to the school community, the school may be closed temporarily for cleaning and disinfection.
    - ❑ This initial short term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school.
    - ❑ This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
  - ❑ Alternative strategies to school closure that may be considered or employed include:
    - ❑ Suspending affected classes.
    - ❑ Canceling non-essential activities and meetings.
    - ❑ Keeping students in constant class groups or classrooms.
    - ❑ Shortening the school week.
    - ❑ Staggering school start times across grades or classes.
- ❑ Students will not be penalized for missing school due to illness.
- ❑ A current list of community testing sites will be maintained in order to share with employees, families, and students.
- ❑ School outbreaks will be communicated directly and immediately with the school community, per local and state health department guidelines, while maintaining student and staff confidentiality rights. The definition of an outbreak in Pre-K-12 schools is 5 COVID-19 infections (laboratory-positive by PCR or antigen testing)

occurring within 14 calendar days of each other in individuals in the same classroom.

- ❑ Students, parents, and staff who have come into close/sustained contact with confirmed cases will be contacted.
- ❑ Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis.

### **Health Office Practices**

- ❑ School nurses will use PPE, including gloves and face masks, when interacting with students and staff.
  - ❑ If the nurse is screening a sick individual, it will be safest for them to be wearing a fit-tested N95 mask, eye protection with face shield or goggles, gown, and gloves.
  - ❑ If wearing the recommended PPE appropriately, the nurse evaluating the student or staff member who is later determined to be a probable or confirmed COVID-19 case would not be recommended for quarantine as a close contact. The nurse should continue to follow all recommended infection prevention and control practices, including wearing a facemask for source control while at work, actively monitoring themselves for fever or COVID-19 symptoms prior to work and while working, and staying home if ill.
- ❑ The use of plastic barriers will be installed around staff desks and between student care areas to promote 6-foot social distancing between students and to designate a separation area for sick students.
- ❑ Any individual within the school environment who shows symptoms consistent with COVID-19 should be immediately separated from the rest of the school population and sent home.
- ❑ A supervised quarantine space will be established for the nurse to place individuals exhibiting symptoms consistent with COVID-19 while they await evaluation and/or pick-up.
  - ❑ Restroom access for persons in the quarantine space will be established and cleaning of the restroom will be consistent with the quarantine space.
  - ❑ Preference will be given to a room/space with an exterior door to avoid the need for an ill person to move throughout the building on exit. The quarantine space must be disinfected after it is occupied by an ill person and deep cleaned daily.

- ❑ Strategies will be implemented to reduce non-essential visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection; and allow for separation.
  - ❑ Healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, must be treated in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
  - ❑ Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting. Provide staff with first aid supplies, such as bandages and gauze, in the classrooms.
  - ❑ School staff should call ahead or implement a pass or an online appointment process to ensure the capacity of the health office can handle additional visits in areas of social distancing and separation.
  - ❑ In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- ❑ The health office will be routinely cleaned. High-touch surfaces in the health office will be cleaned daily with a disinfectant noted to kill COVID-19. Hand hygiene is required between each student encounter.
- ❑ Dedicated time will be provided for nurses to meet with individual teachers and staff members prior to the start of the academic year to review health concerns for medically high-risk students who will attend school in-person to ensure students will receive prompt treatment of health-related concerns (e.g., asthma action plans, diabetes care plans, and/or other emergency action plans for conditions that may be exacerbated by chronic medical conditions).
  - ❑ Information shall be provided on a need-to-know basis and not through a health condition list that is distributed across the building, in accordance with the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Health Insurance Portability and Accountability Act, and the Americans with Disabilities Act, as applicable.

### **Cleanliness and Sanitation Practices**

- ❑ School facilities will be cleaned, sanitized, disinfected, and ventilated daily.
  - ❑ During the academic day, high touch areas such as table/desk tops, seats, door handles, etc. will be sanitized prior to a new group of students transitioning into a classroom. This is to be done by teachers and may be assisted by students, when age-appropriate.

- ❑ Daytime cleaning staff will thoroughly disinfect all high-touch points throughout all buildings on a daily basis, which will include door handles, sink handles, drinking fountains, light switches, stairwells, etc.
  - ❑ Kindergarten classrooms will also be disinfected between AM and PM sessions.
- ❑ Evening cleaning staff will thoroughly disinfect all high-touch points throughout all buildings on a daily basis, which will include door handles, sink handles, drinking fountains, light switches, stairwells, all common areas, all classrooms, student desks, teacher desks, etc.
- ❑ Any areas of the school used by an individual experiencing COVID-19 like symptoms will be closed off for as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - ❑ Outside doors and windows should be opened to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons with COVID-19 like symptoms, focusing especially on frequently touched surfaces.
  - ❑ In this event, students will be moved to an alternate space in the school. If an alternate space is not available, students utilizing this space may need to shift to eLearning until it is safe to return.
  - ❑ If a custodian is cleaning an area used by a suspected or known COVID case, they will wear a fit-tested N95 mask, face shield or goggles, gown, and gloves.
  - ❑ Portable ultraviolet lights will be utilized in areas of buildings that were occupied by an individual experiencing COVID-19 like symptoms in order to add a second layer of disinfection.
- ❑ Indoor air quality will be enhanced through the following measures:
  - ❑ Classroom windows and doors will be kept open, when practical, to increase fresh air.
  - ❑ Fresh air building intake will increase 2 hours before students and staff arrive, increase 2 hours after students and staff leave, and will include multiple fresh air exchanges throughout the day.
  - ❑ High Efficiency Particulate Air (HEPA) filters will be placed in areas of the buildings with limited fresh air intake such as offices, nurses stations, and quarantine rooms.
  - ❑ MERV 13 air filters will be used in building automation systems, where possible, to collect small airborne contaminants.

- ❑ An adequate supply of temperature taking equipment, gloves, face masks, hand soap, hand sanitizer, disinfectant, tissues, and paper towels will be maintained.
- ❑ Necessary signage will be posted to help communicate and promote health and wellness expectations.
  - ❑ Signage will be placed outside of main entryways noting:
    - ❑ Individuals will be sent home or denied entry if ANY of the following symptoms are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.
    - ❑ A 6-foot distance from others must be maintained.
    - ❑ Face masks must be worn at all times.
    - ❑ Shaking hands or engaging in any other physical contact is prohibited in school buildings.
  - ❑ Signage will be placed in restrooms, hallways, classrooms, and throughout the buildings on proper hygiene techniques and other protective measures.
  - ❑ Signage will be posted for “spacing and flow” through hallways, cafeterias, gathering places, and open seating areas.
- ❑ Training will be provided for stakeholders (educators, support staff, students, and/or parents/guardians) on COVID-19 risk factors and protective behaviors, including:
  - ❑ Proper hand washing and cough/sneeze covering techniques.
  - ❑ Behaviors that prevent the spread of COVID-19.
  - ❑ Proper social distancing methods.
  - ❑ Properly putting on, using, taking off and disposing of PPE.
- ❑ Regular hand hygiene practices will be instituted.
  - ❑ Hand sanitizing stations will be provided in high touch areas such as building entrances and cafeterias.
  - ❑ Hand wash breaks, with soap and water or hand sanitizer, will be scheduled throughout the day for all students and staff.
    - ❑ It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one’s nose, coughing, or sneezing; following restroom use; upon exiting and returning to the classroom; before food preparation or before and after eating; before/after routine care for another person, such as a child; after

contact with a person who is sick; upon return from physical education; and following glove removal.

- ❑ Water fountain procedures will be implemented, including the following:
  - ❑ The use of reusable water bottles will be promoted to minimize contact with water fountains and train students and staff on appropriate use of drinking fountains.
  - ❑ Plexiglass shields will be installed between fountains.
  - ❑ The mouth should not be placed on the spout of the fountain nor the water bottle be allowed to come into contact with the nozzle when refilling.
  - ❑ The appropriate water flow height should be maintained to discourage placing mouths on the spout.
  - ❑ The water should flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
  - ❑ If the fountain requires the pushing of a button or lever, clean the surface before and after use, or use the elbow.
  - ❑ Hands should be cleaned afterward with an alcohol-based rub or with soap and water.
  - ❑ Social distancing during drinking fountain use will be maintained by placing floor markers and signage around fountains.
- ❑ Additional measures will be implemented when providing care for medically fragile students, as the risk of infectious disease exposure may be much higher for these students and the staff that serve them.
  - ❑ Strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy.
  - ❑ Staff working with students who are unable to wear a face covering or shield due to a medical contraindication should wear approved and appropriate PPE based on job specific duties and risks and maintain social distancing as much as possible. Other students should also remain socially distant from students who are unable to wear a face covering or face shield due to a medical contraindication.
  - ❑ Appropriate additional PPE will be provided for continuous wear and during procedures (e.g. gowns and face shields during aerosolizing procedures).
  - ❑ Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.

## Communal Spaces and Items

- ❑ Plastic barriers will be installed in front offices, cafeterias, health offices, student desks, and instrumental music rooms.
- ❑ Procedures for safe meal practices will be implemented.
  - ❑ More than 50 individuals are prohibited from gathering in one space.
    - ❑ Students will eat in smaller cohorts in the cafeteria.
    - ❑ The release of classrooms to the cafeteria will be staggered to help ensure social distancing of 6 feet while students wait in line.
    - ❑ Scheduling alternatives will be developed and meal service times will be added to adhere to capacity limits.
  - ❑ Plexiglass shields will be installed on all lunch tables.
  - ❑ Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.
  - ❑ Food service personnel must use appropriate PPE, including gloves and face masks, while preparing and distributing food. Frequent hand hygiene should be required. Individuals should wash their hands after removing their gloves or after directly handling food service items that have been used.
  - ❑ Lunch supervisors must use appropriate PPE, including gloves and face masks.
  - ❑ Students will be served all items (e.g. milk and fresh fruits) rather than students serving themselves.
  - ❑ Hand hygiene must be performed prior to, and after, eating a meal or consuming any food items. Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals.
  - ❑ Similar considerations should also be given to food consumed during times other than mealtimes, such as by preschool students.
- ❑ Procedures will be implemented to safely and effectively conduct music-related classes.
  - ❑ To the greatest extent practical, music and band-related courses will take place outside.
  - ❑ Music and band classes shall be organized into smaller classes.
  - ❑ Students should wear face masks while singing and avoid touching, choreography, and singing/playing in circles.
  - ❑ It is permissible for band members to remove their masks during the time they are playing, but must maintain 6-foot social distancing.

- For larger instruments that have an increased likelihood to create a higher quantity and size of liquid droplets and aerosols, a minimum distance of 9 feet front-to-back is recommended.
- Instruments should be fitted with bell covers consisting of a minimum of two layers of dense fabric.
- Rehearsals should be limited to 30 minutes of playing, singing, or dancing with a break of at least five minutes afterwards to allow the droplets and aerosols to disperse.
- Students should sanitize hands prior to, and after, handling instruments.
- Sharing of equipment between students is prohibited.
- Students should disinfect musical instruments between classes.
- Conductors should face students from more than 10 feet away from the first row of singers/band members. Conductors are encouraged to wear glasses/goggles and utilize a plexiglass shield.
- Procedures will be implemented to safely and effectively conduct physical education classes and recess.
  - No more than 50 individuals may be in one space at any one time.
  - Activities must allow for 6-foot distance between students.
  - Games and sport activities that require close guarding and any potential physical contact with another player must be avoided.
  - Whenever feasible and weather permitting, educators should select outdoor activities that allow natural social distancing.
  - If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants.
  - Hand shaking, high fives, or other physical contact is prohibited.
  - Locker use will be suspended and students will be allowed to participate in activities without changing clothing.
  - The use of shared equipment is discouraged. Any shared equipment must be cleaned between each student's use and disinfected at the end of each class. Fitness center equipment, such as treadmills, ellipticals, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class.
  - Students and staff should perform hand hygiene at the start and end of each class period or when hands are visibly dirty. Students should also perform hand hygiene after the use of each piece of equipment.
- The utilization of playground equipment is prohibited due to social distancing requirements and cleaning requirements between uses.

- ❑ Communal use spaces will be limited or closed. If this is not possible, their use will be staggered and they will be disinfected in between uses.
- ❑ The use of community instructional items that are shared among classmates, such as electronics, art supplies, books, and learning aids are discouraged.
  - ❑ If an item must be shared or communally used it must be cleaned after each use and that the individuals perform hand hygiene between use.
  - ❑ Students are discouraged from bringing any toys or personal items from home to school, to the greatest extent possible.
  - ❑ Students' personal items should be labelled and kept in a separate bag to ensure they remain separate from the belongings of other students.
- ❑ The use of community items and spaces that are shared among staff, including shared office supplies, coffee makers, work rooms, and lounges is discouraged.
  - ❑ Staff workrooms and lounges also must adhere to 6-foot social distancing.
  - ❑ Make cleaning supplies available and establish protocols for cleaning frequently touched items, such as copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc. Consider removing any items that cannot be properly cleaned and disinfected for reuse.
  - ❑ Staff break areas should be arranged to facilitate social distancing. Break times should be staggered to minimize eating with masks off near others.

### **Mental Health and Wellness**

- ❑ All students will be screened to assess their social, emotional, and mental health.
  - ❑ All families have been invited to complete an intake survey for each student to help educators know of any changes that have taken place in recent months (e.g., loss, illness, financial need/changes) that may need to be addressed by those who interact with the students.
  - ❑ Student self check-in screenings will be implemented at the start of the academic year and periodically thereafter.
  - ❑ Periodic student social-emotional screenings by teachers will be conducted.
- ❑ Re-entry support for students and staff to include will be provided, including: information in advance regarding how school will look different, social-emotional focused activities during the opening days, and opportunities to discuss their experiences during the pandemic.
- ❑ Social work support and outside resources for students experiencing adverse effects and/or trauma from the impact of the pandemic will be provided.

- ❑ Additional students that may be in need of social-emotional learning intervention opportunities within the school day will be supported.
- ❑ Educational materials for staff, parents, and families on ways to cope with stress, loss, and grief will be provided.
- ❑ Information will be provided to families regarding resources available for those who emerge as needing physical and mental health support and intervention.
- ❑ Information will be provided to staff on signs and symptoms to observe in students who may need additional support, including needs related to anxiety, depression, trauma, and fear.

## **Transportation**

- ❑ Our normal transportation practices will resume, to the greatest extent possible. Per ISBE, social distancing is not required on school buses, however, no more than 50 individuals may be on a bus at one time and all individuals must wear a face mask.
- ❑ Health and wellness practices will be integrated, including:
  - ❑ Students are expected to maintain social distancing of 6 feet at their bus stop and will put their masks on when the bus is approaching.
  - ❑ Students and employees will be screened each day, before boarding the bus, for symptoms and history of exposure, including temperature-taking.
    - ❑ Automated, contactless temperature reading stations will be installed on all buses to take student temperatures as they prepare to board the bus.
      - ❑ When an individual is identified as having a high temperature by the scanner, they will then be checked with a temporal thermometer.
    - ❑ Bus access will not be permitted for individuals who have a temperature greater than 100.4 F or who exhibit symptoms consistent with COVID-19.
  - ❑ Sanitization stations will be provided for students upon entering the bus.
  - ❑ Visual guides such as colored tape, or signs to indicate where students should sit or stand will be provided.
  - ❑ Seating charts are required. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students.
  - ❑ Seats will be filled in beginning from the back of the bus.
  - ❑ The seat behind the bus driver will remain empty.
  - ❑ Students will disembark from the bus one at a time.

- Bus windows will be kept open whenever possible.
- Multiple locations for student arrival and dismissal to limit large gatherings of students will be instituted.
- Buses will be cleaned, sanitized, disinfected, and ventilated between routes.
- The early and late activity bus routes will be discontinued.
- The District will prepare for a possible increase in the number of parents transporting their own children to and from school, which may lead to delays in student arrival and departure times.
- The plan to transport meals for families in need will be reviewed once bus routes are established.

### **Additional Measures**

- Employees will be reminded of the District's Employee Assistance Program that can provide counselors and consultants for needs such as mental, physical, and financial well-being.
- Substitute teachers will be trained and supported in their understanding and implementation of this plan.
- Efforts to recruit and retain substitute staff members to prepare for an anticipated increase in demand for these positions will continue.
- A shift to daily eLearning instruction may have to occur quickly in response to a resurgence of the virus or a second wave. Additionally, variables such as staff illnesses and substitute shortages, or other hybrid instruction logistics, may require a return to eLearning for a classroom, a school, or the District as a whole, at any time and with short notice.
  - Students and staff should identify items to take home with them daily.
  - eLearning structures and resources will be embedded into classroom lessons to make a future potential transition easier.
  - Student and staff communications will be prepared and disseminated in the event a shift occurs.
- Extra-curricular activities and clubs are prohibited, at this time, unless they can be conducted remotely. Additional information and guidance from the Illinois Elementary School Association (IESA) and collaboration with the conference athletic directors will inform this topic.
- Field trips are prohibited.
- Facility rentals are prohibited.
- Right at School operations will resume, following the same health and safety procedures that are required for students and staff during the academic day.

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## Scenario 2: eLearning Instruction

### Instruction

In this scenario, the District will continue eLearning instruction as outlined in our Extended eLearning Procedures. Our physical schools will remain closed.

- ❑ Additional steps included in “Scenario 1: Hybrid Instruction” that will also be integrated into this scenario include:
  - ❑ Attendance will be taken daily.
  - ❑ Students will be expected to complete their eLearning on the day it is assigned, including deadlines related to assignments, projects, assessments, etc.
  - ❑ All lessons and assignments will be communicated to students and parents no later than 9 p.m. the evening preceding the eLearning day.
  - ❑ Teachers will include synchronous learning (e.g. videoconferencing), to the greatest extent practical.
    - ❑ A daily class “bell schedule” will be established at each building which will guide the synchronous learning.
    - ❑ Teachers are expected to livestream relevant components of class lessons (e.g. whole group instruction, new content, etc.).
    - ❑ Synchronous lessons should be recorded and used for asynchronous learning opportunities.
  - ❑ Regular classroom assessment and grading procedures will be integrated, to the greatest extent possible.
- ❑ Students attending Lincoln Early Learning Center will be provided instructional technology devices, as needed.
- ❑ Additional eLearning professional development for staff will be provided.
- ❑ Provide as many synchronous and scheduled learning opportunities with students as possible.
- ❑ Further develop student executive functioning skills.
- ❑ Drop-offs and/or curbside pick-ups of instructional materials for students will be provided.
- ❑ Teachers will continue to make individualized and personalized instructional decisions that provide accommodations and/or differentiation for individual students.

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- The technology repair structure for student devices will continue to be monitored and revised as needed.

### **Physical Health and Wellness**

- Not applicable. Physical schools will remain closed.

### **Mental Health and Wellness**

- Follow the same recommendations as noted in “Scenario 1: Hybrid Instruction.”

### **Transportation**

- Not applicable. Physical schools will remain closed.



## Scenario 3: In-Person Instruction

This scenario will most likely be implemented once the District is able to enter Phase 5, which requires a vaccine to be developed to prevent additional spread of COVID-19, a treatment option is readily available to ensure health care capacity is no longer a concern, or no new cases are reported over a sustained period.

The District will continue to follow guidance from state and federal education and health organizations regarding how to implement this scenario. Components of “Scenario 1: Hybrid Instruction” will be applied to this scenario, as applicable.

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