



GUIDE FOR SCHOOL REOPENING

FOR THE RETURN TO IN-PERSON INSTRUCTION 2020-2021 SCHOOL YEAR

The following guidelines for returning to in-person instruction are being implemented in accordance with the **Illinois Department of Public Health (IDPH)**, the **Restore Illinois plan**, and the **Illinois State Board of Education (ISBE)** corresponding to the established phase of the Northeast Region and therefore subject to change in pursuant to updated public health guidance and changing public health conditions.

The safety of our students and staff continue to be our top priority.

Extensive planning and safety measures have been put into place to mitigate risk and ensure the well-being of our entire school community as we return to in-person instruction. Plans and procedures will be revised as updated information is received.

Please be prepared to return to remote instruction at any point during the school year based on health conditions and/or requirements from the state.

OUT-OF-STATE TRAVEL GUIDELINES

Due to a growing concern about rising COVID-19 cases and troubling trends in a subset of states, any student or staff traveling to an identified state labeled as a "hot spot" will be required to self-quarantine at home before returning to school. A student is expected to self-quarantine for 10 days from the last day of returning home from a state identified as having a high rate of positivity for the coronavirus. The following resource from John Hopkins should be used to verify if your destination is a "hot spot": <https://coronavirus.jhu.edu/testing/testing-positivity>.

DAILY WELLNESS CHECKS

Illinois Department of Public Health (IDPH) requires that schools conduct symptom screenings and temperature checks before entering school buildings. Temperature and symptom screenings will be required for all staff, students, and visitors entering the school.

Student Symptom Screening and Temperature Checks

Prior to entering the school building, a staff member will take each student's temperature using a



no-touch infrared thermometer and administer a symptom screening.

If a student exhibits a fever of greater than 100.4 degrees Fahrenheit or answers “yes” to any of the screening questions, they will be taken to a safe quarantined area with a staff member. A nurse will be notified to track the symptoms and/or exposure risk. A parent/guardian will be notified and expected to arrange transportation for the student to return home.

It is recommended that a parent/guardian take their child’s temperature and administer a screening prior to placing their child on transportation. Do not send a child who is feeling ill or experiencing symptoms to school.

Screening Questions:

1. Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Have you experienced any cold or flu-like symptoms in the last 14 days (to include: fever or temperature of greater than 100.4 degrees Fahrenheit/38 degrees Celsius, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, and persistent loss of smell or taste)?

*Any YES answers will lead to separating the student from the rest of the school population with a staff member while awaiting nurse evaluation and/or transportation home.

ILLNESS AND REPORTING ABSENCES

Any student or staff member who shows any signs or symptoms of illness is expected to stay home. Any student or staff must report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences. Student and staff confidentiality rights will be maintained.

Current known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

When calling in absent, specific symptom reporting needs to be reported along with COVID-19 diagnoses and COVID-19 exposure. Allendale’s Health Services Department will collaborate with the local health department in monitoring and determining a course for contact tracing if needed. Any individual who tests positive for COVID-19 must stay home, communicate with a nurse in Health Services, and only return with a physician’s note.

Any individual who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.



Illness at School

Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population and sent home. Students will reside with a staff member in a designated safe area to quarantine while awaiting evaluation/pickup.

Returning to School following Quarantine, Isolation, or Illness

Students and staff who are sick should not return to school until they have met criteria to return. Any person experiencing a fever greater than 100.4 degrees Fahrenheit must not return until 72 hours fever free without the use of fever reducing medication and 10 days must pass after symptoms first appeared.

Students or staff returning from illness related to COVID-19 are required to call to check in with a nurse or building administrator (if a nurse is unavailable) following quarantine.

Illness and Diagnoses Monitoring

Health Services will institute a tracking process to maintain the ongoing monitoring of individuals absent from school due to COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Individuals are required to check in with a nurse or building administrator (if a nurse is unavailable) prior to returning to school.

After a confirmed case of COVID-19 is identified, a nurse from Health Services will work with the local health department to identify a course for contact tracing.

Allendale School Office main line/attendance: 847-245-6400

Allendale Health Services: 847-245-6237

ARRIVAL AND DISMISSAL PROCEDURES

Students arriving to school via transportation (i.e. bus, cab, car, etc.) will wait in their transportation until directed by staff to enter the vestibule area of the school for a wellness screening and to complete search procedures. Upon arrival all students are expected to comply with the face covering policy and sanitize hands prior to entry. A staff member will provide hand sanitizer and complete a temperature check and symptom screening prior to entering for search procedures.

Students leaving on transportation will be called to the school foyer to retrieve personal belongings and dismiss to their transportation.

Students arriving from campus grounds will utilize designated side entry doors and one group at a time will enter to reduce crowding and intermingling of students.



VISITOR POLICY

Any school visitor to Allendale campus is required to have a pre-scheduled appointment. Any school visitor with a scheduled appointment will report to the main school building (#7). Hand sanitizing will be required and available for all visitors upon entry into the school office. All visitors will be subject to a temperature check and symptom screening. A face covering must be worn throughout the duration of the visit and social distancing of at least 6 feet should be maintained whenever possible.

If you arrive to school to pick-up your child, please call the school office upon your arrival and a staff person will meet you outside with your child to sign him/her out of school.

All school meetings will be held remotely, to the greatest extent possible. Documents will be submitted electronically or mailed. If a parent/guardian is unable to engage in a required meeting remotely, a socially distanced in-person meeting will be scheduled.

LUNCH PROCEDURES

At this time the dining hall seating area is closed and students will eat lunch within their classrooms. Students who are eligible for a free or reduced lunch or have purchased a lunch will have an individual lunch delivered to their classroom at their designated lunch time. Students will be expected to wash their hands before and after lunch. Face coverings must be removed so students will be expected to maintain social distancing while eating lunch.

COMMUNICATION OF CONFIRMED CASES OF COVID-19

If one of our school programs has a staff or student with a confirmed case of COVID-19, a notification email will be sent to all parents/guardians and school staff in that school program and confidentiality will be maintained. Health Services will contact the Lake County Health Department and will initiate contact tracing. Any student or staff who had close contact with the individual who tested positive will receive a phone call with follow-up instructions. Close contact is considered within 6 feet for 15 minutes or longer.

HEALTH AND SAFETY PROTOCOLS

Face Covering Requirement

Per Illinois State Board of Education (ISBE) requirements for in-person instruction, face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distancing of at least 6 feet is maintained. A physician's note is required for students who are not able to wear a face covering.

When wearing a face covering, ensure that the face covering fully covers the mouth and nose, and



that the covering fits snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.

A face covering can include a cloth mask or surgical mask. A face covering may not include the use of a face shield unless a face mask is also used. For those students who have a medical contraindication to using face coverings, a face shield may be used as an alternative with a physician's note. All face masks must adhere to Allendale's Dress Code Policy and be appropriate for the school environment. Face coverings that cover the head and vented masks are not allowed. While in physical education (PE) class, face coverings must be worn as required by ISBE, with the exception of when students are participating in outside PE activities and social distancing of at least 6 feet is maintained, students may then remove their face covering at this time.

Mask Management and Care

For any type of mask, appropriate use and disposal are essential to ensure that they are effective and to avoid any increase in virus transmission. The following information on the correct use of masks is derived from practices in health care settings:

- Place the mask on carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask. If it is an elastic looped for behind the ears, place the loops behind each ear.
- Avoid touching the mask while wearing it.
- Remove the mask using the appropriate technique: do not touch the front of the mask, but untie it from behind. If elastic loop face covering, remove one loop at a time.
- After removal or whenever a used mask is inadvertently touched, clean hands with soap and water or hand sanitizer.
- Replace masks as soon as they become damp with a new clean, dry mask.
- Do not re-use single-use masks.
- Discard single-use masks after each use and dispose of them immediately upon removal. If using a cloth mask, wash after each use.

Hand Hygiene

All school community members are encouraged to follow frequent and proper handwashing. Handwashing with soap and water is always the first recommended line of defense. Hands should be washed often with soap and water for 20 seconds. When hand washing is not feasible or readily accessible, school staff may provide hand sanitizer. Hand sanitizer must be kept with a school staff and students are not allowed to have hand sanitizer in their possession during school.

Staff and students should avoid touching the face (eye, nose, mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Hand hygiene should occur minimally upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing following restroom use; before or after eating; upon return from recess



or physical education; touching high touch surfaces (i.e. keyboards, door handles, etc.) and following glove removal.

Healthy hygiene and handwashing can prevent the spread of infection. Handwashing training will occur for all staff and students. Each teacher will develop classroom handwashing procedures.

Social Distancing

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease.

To the greatest extent possible, students and staff are expected to ensure a 6-foot physical distance from other persons. The school will maintain visual reminders via signs and floor markings to assist and remind students and staff. Where possible, stairs will be marked to indicate one-way direction in order to limit persons passing each other.

Arrival and dismissal schedules will be staggered by time and a designated entrance will be assigned to students to limit the number of persons in an area.

Teachers will monitor classroom movement throughout the school to avoid congestion or intermingling of classrooms.

Staff and students are expected to abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Daily Cleaning and Disinfecting Protocols

The school maintains nightly cleaning and disinfecting using EPA-approved disinfectants of all areas of the school following procedures per recommendations of the CDC and IDPH. Special attention will be given to frequently touched surfaces (i.e. door handles, desktops/tabletops, sinks and faucets, light switches, computer keyboards, etc.). Classrooms will be provided with an EPA-approved disinfectant for more frequent cleaning of high touched surfaces by classroom staff throughout the school day.

Instructional Programming

Classrooms

Students will remain with their same classroom peers throughout the school day and intermingling with students from other classrooms will be avoided to the extent possible. Social distancing will be observed as much as possible in each classroom. Whenever possible, desks will be spaced at least 6 feet apart and will all face the same direction.

Students should not borrow or share any items including school supplies, food, toys or electronic devices. If items must be shared or communally used (i.e. keyboards) they will be cleaned after each



use and individuals should wash hands between each use.

Each classroom will have access to a water cooler as drinking fountains will remain shutdown at this time.

In order to adhere to social distancing outside of the classroom, the school will have social distancing floor markings, designated one-way paths, and limit the number of persons within hallways.

Career and Technical Education (CTE)

CTE classes (woodshop, auto shop, horticulture, silk screening and embroidery) will have a reduced schedule at this time to allow for proper disinfecting between classes. Students will access CTE areas with their classroom only and no mixing with students from other classrooms will occur at this time. Staff will have designated time before and after classes to properly clean and disinfect Career and Technical Education (CTE) equipment and workspaces. CTE students will perform hand hygiene prior to starting in their areas. When proper individual disinfecting of all materials, such as nails, wires, clay, etc., cannot occur, CTE students will wear disposable gloves when working with equipment. Individuals are expected to wash their hands after removing their gloves.

Physical Education (PE)

Students will be scheduled for PE with their classroom only to avoid mixing with students from other classrooms. Face coverings must be worn during all indoor PE activities; however these activities will be modified to reduce strenuous or physical exertion. Activities will allow for 6-foot distance between students as much as possible. Whenever feasible and weather permitting, teachers will select outdoor physical education activities that allow at least 6 feet social distancing. During outdoor PE when students can be socially distanced by at least 6 feet, students may remove face coverings.

Shoe changes will be done in the classroom prior to arrival to PE class. The use of shared equipment (including Fitness Center) will be limited, but if used will be cleaned and disinfected between use. Students will perform hand hygiene at the start and end of each class period.

Music

Students will be scheduled for music with their classroom only to avoid mixing with students from other classrooms. When possible, weather and safety permitting, music class will occur outside. Students will wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students will perform hand hygiene prior and after handling instruments. If using instruments, they will be cleaned and disinfected after student use. Personal instruments should not be shared at any time.

Art

Students will be scheduled for art only with their classroom to avoid mixing with students from other classrooms. The use of shared materials will be limited, but if used will be cleaned and disinfected between use. Students will perform hand hygiene at the start and end of each class period.

Learning Resource Center

To adhere to the CDC recommendations of restricting borrowing or sharing of books, the Learning Resource Center is closed to checking in or checking out printed material until further notice. To encourage reading, the following websites are free resources to promote online reading:

- <https://manybooks.net/>
- <https://stories.audible.com/discovery>
- <https://www.wnycstudios.org/podcasts/radiolab-kids>
- <https://etc.usf.edu/lit2go/>



Technology Labs, Mobile Carts, and Learning Resource Center Computers, and Google Expedition Kits

Classes will be scheduled for the utilization of computer labs and the mobile cart and Google Expedition Kits. Social distance must be observed as much as possible. Students will perform hand hygiene prior and after using technology equipment. Electronics, including, but not limited to, tablets, touchscreens, keyboards, and goggles, will be cleaned before and after each use.