

# **Elwood CCSD #203**

## **Transition Plan Back to In-Person Instruction**

### **FY 2020-2021**

#### ***Executive Order 2020-40***

Executive Order 2020-40 was filed on June 4, 2020 by Governor J.B. Pritzker. This order allowed schools to reopen in the fall with in-person instruction. In-person instruction is strongly encouraged in this order, especially for children 13 years of age and younger. However, the Illinois Department of Health (IDPH) is requiring the following measures with this reopening of in-person instruction:

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require schools conduct symptom screenings and temperature checks or require individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in school wide cleaning and disinfection.

All public schools in Illinois serving prekindergarten through 12th grade must follow these guidelines.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing health conditions.

#### ***Elwood School In-Person Instruction***

Elwood School kindergarten through eighth grade students, including our tuition based preschool program students, will be instructed with in-person/remote learning instruction beginning August 19, 2020. Students will return five days per week to in-person instruction in our school facility for the morning (8:15 a.m. to 11:30 a.m.) and will do remote learning for two hours in the afternoon (1:00 p.m. to 3:00 p.m.). A grab and go lunch will be provided to those families that wish to participate in the National School Lunch Program. The five hours of instruction will meet the basic number of instructional hours mandated by the State in their guidance document released on June 23, 2020. There will only be full day remote learning instruction offered for students on an individual basis that are medically fragile or live in a home with a medically fragile family member. To receive these remote learning services, the parent or guardian will need to contact the Superintendent, Cathie Pezanoski, at 815-423-5187 and discuss what these

services will entail for their child. They will also need to submit a letter from the doctor describing why it is not in the student's best health interest to return to in-person instruction.

## ***Elwood School Requirements for Face Coverings***

- All staff and students will be required to wear a face covering (mask) at all times in the district facility and on the school bus.
- Mask breaks will be given to students at all grade levels during various times in the morning when it is feasible weather to go outside.
- Parents may provide a facemask for their child daily. If one is not provided, the school will provide one for the student.
- Kindergarten through 5<sup>th</sup> grade students will be given a small plastic container to place their face mask in during their outdoor break times.
- Only students with specific medical needs will be allowed to wear a face shield instead of mask for portions of the day or all day. A medical note will need to be provided for this exception. (Please see Addendum A of this document.)
- Students will be reminded by teachers and administration to wear their mask appropriately covering their nose and mouth. Disciplinary measures will be taken if the student consistently refuses to wear the mask appropriately to ensure his/her health safety and others.
- Please see Addendum B for the guidelines on how to wash facemasks appropriately.

## ***School Spaces of Fifty or Less***

- There will be no more than 49 students on any bus at any given time. (Please see more details on bus guidelines below.)
- There will be no more than 50 students in an eating area for lunch. Lunches will be more staggered this year with the cafeteria portioned off using the temporary walls in our cafeteria that can totally split the entire room with no air movement between areas.
- Students will be in the hallways at scheduled times with no more than 50 people in a hallway at one time.
- There will be no more than 49 students in physical education class at one time with physical education class taking place outside as much as possible at the beginning of the year.
- Students will go directly to their homeroom in the morning instead of a designated area as in previous years.
- All junior high students will be limited to movement between classrooms. Students will stay in one room for the largest part of the day and teachers will move to that classroom for the various curricula to be taught.
- Students will be dismissed after school on a scheduled per class basis so no more than 50 students will be in the hallway at one time.
- No more than 50 students will be outside at recess at any given time.

## ***Social Distancing in Elwood School Areas***

- Those students who ride a bus will be assigned a seat with no more than two students in a seat. The student will need to have their facemask on when entering bus and during the entire bus route. (Please see bus guidelines later in document.)
- All classes will have individual desks in them that are six feet apart or the closest to that distance depending on the number of students in the class.
- The preschool and kindergarten classrooms are the only classrooms with tables that will be shared by students. However, students will have the same area of the table every day. Extra tables have been added to these classrooms so students can spread out more.
- One class at a time will be walking down the hall spread apart in a line in which students are six feet apart. We will have visual clues in the hallway for students and staff to support this social distancing.
- Students will be excused to use the restroom individually, not as a class.
- Physical education class will have physical activities that ensure six feet social distancing so students will have a facemask break.
- Lunch will be spread out with students assigned a table to sit at that does not have students sitting right next to each other. Students will take off their face mask while eating lunch and place it in a provided individual plastic container. They will put it back on when they line up to return to their classroom.
- Recess will be outdoors or in the small gym where students will be able to take off their facemask and stay apart from each other at least six feet with teacher or supervisor led activities or games.
- Markings will be on the entrance of our facility where students who walk to school or get dropped off early will stand before they are instructed to enter the building.

## ***Symptom Screenings***

- All Elwood School parents/guardians will conduct a self-certification every morning of each of their children who go to Elwood School. This self certification validates your child is not displaying any COVID 19 signs. It will then be returned to Elwood School. More details on how this will be done electronically will be forthcoming.
- All students will be given a temperature check before entering the building every morning. The parent will be immediately contacted if the child is running a temperature equal to or greater than 100.4 degrees.
- All staff will also self-certify before entering the building and will have their temperature taken by the school nurse during their first planning period or lunch period of the day (whichever comes first).
- There will be a tracking mechanism established for all staff and students who show symptoms of COVID 19.
- There will be displayed, at every door that staff enter, a self-screening poster that staff and any visitor will use to check themselves prior to entering the facility. (Please example in Addendum C.)

## ***School-wide Cleaning and Disinfection and Prevention***

- The following frequently touched surfaces will be disinfected on a daily basis: door handles, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, and hands-on learning items.
- Students in elementary and primary grades will have individual carpet squares assigned to them so they will not be sitting directly on a carpet that has been sat on by other students.
- All restrooms in the school will be sanitized appropriately with numerous cleanings throughout the day. Documentation of these cleanings will be posted outside the various restrooms and checked daily for the completion of these sanitations.
- The nurse's office will be disinfected and totally sanitized daily.
- The current business office is being changed into another nurse's room where students who may show signs of COVID 19 will be resting until they can be picked up by a parent or guardian. This room will be totally sanitized and disinfected after each use by a student.
- No soft objects or toys in primary grades will be used for any learning purposes to prevent the spread of germs.
- Public drinking fountains will be turned off for the start of the school year until further notice. We encourage children to bring their own individual water bottle.
- District is using products and protocols recommended by CDC for COVID 19 cleaning.

## ***Bus Transportation***

- All individuals on a bus must wear a facemask.
- There will be no more than 49 students on a bus at any time.
- Students will be assigned seats with no more than two students to a seat.
- All siblings will sit together on the bus as much as possible.
- Bus seats and any other area touched by a student entering or exiting the bus will be sanitized thoroughly between each route (twice daily).
- Students will undergo a symptom check by a parent or guardian prior to boarding a bus.
- Drivers will also complete a symptom check daily and verify they are free of symptoms before the start of their workday.

## ***Extracurriculars***

Elwood School will not host any extracurricular activities until given further direction from the State or the Illinois Elementary Sports Association. This means that no students will be staying after school at any time. All students will be dismissed from the facility for deep cleaning each night at 3:00 p.m.

## ***Illness and Diagnoses Monitoring***

- Illness and diagnosis will be monitored on an individual basis by symptoms being displayed by students and staff.
- An algorithm will be used in order to determine the path taken and the quarantine measures needed. (Please see Addendum D.)
- A pre-screening checklist will be utilized with all attendance calls for COVID 19 tracking purposes. (See Addendum E.)
- Pre-screening checklist will also be utilized to determine re-entry into facility.
- Attendance calls will include reporting of specific symptoms, COVID 19 diagnosis, and COVID 19 exposure.
- We will ask for identification of who is calling absences.
- Exposure is defined as close contact within six feet for equal to or greater than 15 minutes.
- If there is a classroom exposure, the entire class will be quarantined for 14 days and will be given remote learning experiences by the classroom teacher during this time, unless the teacher is diagnosed.
- In addition, if the COVID positive student has a sibling, the sibling will be quarantined with the family and will receive remote learning access.
- If teacher is diagnosed, a substitute teacher will facilitate remote learning during this 14 day quarantine.
- If a family member tests positive, student living in the home is quarantined for 14 days. Classmates are not quarantined unless symptoms appear because they did not have close contact with person diagnosed with COVID. Room will be disinfected per previous protocols.
- Keep in mind not all illnesses this year at Elwood School will be COVID related. For other illnesses we will be using the student handbook guidelines for symptoms of illness. Handbook will be updated with an attachment to meet the COVID guidelines.
- Parent communication will occur when there is an exposure or quarantine that impacts your student directly. You will be notified using our new communication system, School Messenger. This message will come in a text format similar to our Remind system.



# Illinois State Board of Education

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www.isbe.net

Darren Reisberg  
Chair of the Board

Dr. Carmen I. Ayala  
State Superintendent of Education

June 30, 2020

Dear Colleagues:

Following the release of our Transition Joint Guidance for Starting the 2020-21 School Year, the Illinois State Board of Education (ISBE) has engaged in fruitful dialogue with educators and stakeholders concerning the use of face shields in lieu of face coverings (e.g. masks). Since that time, the Illinois Department of Public Health (IDPH) has communicated that face coverings and social distancing are the goal whenever and wherever possible. **Face shields have not been deemed effective for source control and are only to be used when other methods of protection are not available or appropriate.** IDPH arrived at this determination after lengthy additional collaboration with the communicable disease team, infection preventionists, and infectious disease specialists and after reviewing available Centers for Disease Control and Prevention guidance.

In cases where individuals need facial visualization for instruction and communication, IDPH recommends video instruction to promote social distancing. If video instruction is not available or appropriate, face shields may be used with the understanding that they have not been deemed effective for source control. As such, heightened attention and adherence to 6-foot social distancing is critical for individuals using face shields. Examples of limited situations when face shields may be necessary, if video instruction is not possible, include for teachers of English Learners or world languages, whose students may need to see their mouths form words to facilitate language acquisition.

IDPH also appreciates that there may be a small minority of individuals who have a medical contraindication to using face coverings. If face shields can be tolerated, face shields might be utilized in these situations, understanding their limitations and the heightened need for strict adherence to social distancing. ISBE recommends that schools review information, such as a physician's note, documenting the medical contraindication for any individual who is not able to wear a face covering.

ISBE has updated our supplementary FAQ with this clarification that face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not available. Please review at [www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf](http://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf).

We understand the difficulty that educators face as our FAQ and the joint guidance are updated to reflect best practice. However, in this rapidly evolving crisis, we are committed to ensuring that Illinois schools operate under the most current information, guided by science and data. We appreciate the strong partnership with IDPH and your continued diligence in following effective health and safety measures. Your leadership is what will keep Illinois communities on the path to recovery.

Please do not hesitate to reach out to ISBE by emailing [covid19@isbe.net](mailto:covid19@isbe.net) with any questions or concerns.

Sincerely,

Trisha Olson  
Legal Officer  
Illinois State Board of Education

# Coronavirus Disease 2019 (COVID-19)

## How to Wash Cloth Face Coverings

Updated May 22, 2020

[Print](#)

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

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

## How to clean

### Washing machine

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



### Washing by hand

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



**Make sure to completely dry cloth face covering after washing.**

## How to dry

### Dryer

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



### Air dry

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



## More Information

[Considerations for Wearing Cloth Face Coverings](#)

[How to Wear Your Cloth Face Covering](#)

[How to Wash Your Cloth Face Covering](#)

[How to Make Your Own Cloth Face Covering](#) 

[ASL Video Series: Easy DIY Cloth Face Covering](#)

[How to Make Your Own Face Covering Video \(Spanish\)](#)

Page last reviewed: May 22, 2020

## COVID-2019 Menu

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# Self – Screen prior to entry!

1. Have you been sick or ill?
2. Have you traveled, or vacationed at a “hotspot” within the last two weeks?
3. Have you been exposed to someone with Covid? (within 6 feet for 15 minutes or more)
4. Have you had a temperature of 100.4?
5. Have you had a cough, fever, or difficulty breathing?

**DO NOT ENTER THIS BUILDING IF YOU  
ANSWERED YES TO ANY OF THE ABOVE  
QUESTIONS!!!**

# Addendum D

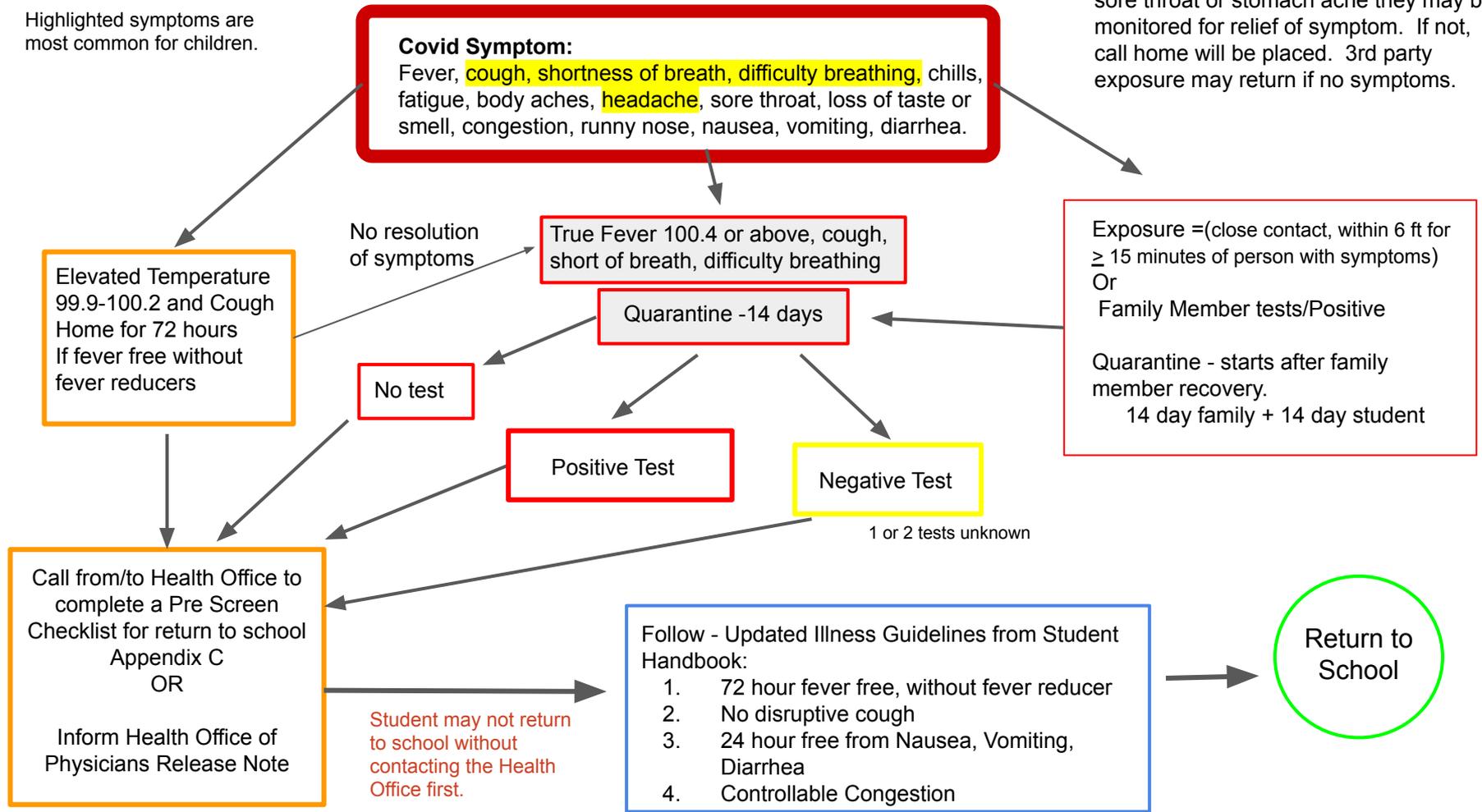
## Covid Algorithm

Highlighted symptoms are most common for children.

### Covid Symptom:

Fever, cough, shortness of breath, difficulty breathing, chills, fatigue, body aches, headache, sore throat, loss of taste or smell, congestion, runny nose, nausea, vomiting, diarrhea.

If student presents with single symptom of sore throat or stomach ache they may be monitored for relief of symptom. If not, call home will be placed. 3rd party exposure may return if no symptoms.



Health Office/Administration use only Date Determination Made _____ ___ Quarantine ___ Release to class
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**Pre-Screen Checklist**

Name:		Date:	
Informant:		Relationship	

Possible Covid Symptoms: check appropriate symptom/what is listed on attendance tracker.

	Fever (100.4)		Headache		Sore Throat
	Cough		Congestion, runny Nose		Nausea/Vomiting
	Short of Breath/ Diff Breathing		Fatigue		Diarrhea
	Chills		Body Aches		Loss taste or smell
	Exposure Only - no symptoms				

Number of Days out of school: \_\_\_\_\_.

Date last experienced symptom: (Those that apply from above symptoms)

Fever-100.4 or >		Headache		Sore Throat	
Cough		Congestion, runny Nose		Nausea/Vomiting	
Short of Breath/ Diff Breathing		Fatigue		Diarrhea	
Chills		Body Aches		Loss taste or smell	
	Asymptomatic - no symptoms				

Medications: Related to the Illness

_____ Tylenol/Motrin	_____ Antibiotic	_____ Other (List)

Physician's Note to return?      Yes    No  
 Covid Diagnosis?                      Yes    No      Covid Testing?      Positive      Negative  
 Meets Handbook Guidelines for return to school?      Yes    No

Notes: