

# EAST DUBUQUE COMMUNITY UNIT SCHOOL DISTRICT 119

## Plan for Safe Return to In-Person Instruction and Continuity of Services

2021-2022



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## Introduction

This Return to School Plan has been developed in accordance with the ARP Act and the Illinois State Superintendent of Education declaration of July 9, 2021; is aligned with guidance provided by the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC); and addresses adjustments needed in response to evolving COVID-19 pandemic circumstances.

During July of 2021, East Dubuque collected input from staff and the county health department. This plan was discussed at the July Board of Education meeting then put on display. The second reading of plan is scheduled for August 18, 2021. The approved plan will continually be made publicly available on the school district's website.

School strategies in this plan may be modified or removed based upon local conditions, levels of community transmission (i.e., low, moderate, substantial, or high), local vaccine coverage, use of screening testing to detect cases in K-12 schools, and consultation with local public health officials to determine the prevention strategies needed.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to come back to full in-person learning. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), Illinois Governor, and East Dubuque CUSD 119.

**Regular updates have the potential of being made to this plan based on information provided by the CDC, IDPH, ISBE, and Governor. The school district may also make changes to the plan based on local health data. The school district will do their best to give families as much as time as possible if any changes need to be made to the plan. However, families should be prepared for all scenarios through this fluid situation.**

## Guiding Principles

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. Safe Return to Full In-person Learning and Academic Achievement
2. Student and Staff Safety Measures
3. Health Guidelines including Social-emotional Health
4. Support for Families including Community Support and Function of Society

## Section 1: Return-to-School Plan

In accordance with the Illinois State Superintendent of Schools July 9, 2021 declaration, all East Dubuque CUSD 119 schools will be open fully for in-person learning for all students for the 2021-22 school year. Remote instruction will only be made available for non-vaccinated or vaccine ineligible students who are quarantined and do not qualify for a vaccine may utilize remote learning (under 12 years of age). Absent an order from the Illinois State Board of Education and/or the Illinois Governor's Office, East Dubuque CUSD 119 schools will be in operation in accordance with the CDC's updated (July 9, 2021)

Guidance for COVID-19 Prevention in Kindergarten (K)-12 Schools, also adopted by the IDPH on July 9, 2021. These guidelines include the following:

### In-Person Instruction

- Students will be required to come back to in-person learning in the fall of 2021-2022. Only students who are quarantined and do not qualify for a vaccine may utilize remote learning (under 12 years of age);
- The 2021-2022 school year will begin with a mask mandated policy per the Governor's directive.
  - Mask use is mandated indoors for students, staff and visitors. Exceptions are only during lunch while eating and while playing an instrument during band.
  - Unless exempt by CDC Order, passengers and drivers must wear a mask on school buses;
- Preventative measures will be taken to attempt to keep supplies with only one student;
- Typical in-person instructional practices to take place (whole group, small group, peer instruction, etc.);
- Breakfast and lunch will be served in the Cafeteria
- East Dubuque Jr. / Sr. High School students will be issued a Chromebook to take to and from school each day. East Dubuque Elementary (K-6) students will have a Chromebook or Ipad assigned to them. It will be the teacher's discretion if/when the Chromebook will be sent home;
- 3 feet social distancing, to the extent possible within school and classroom structures so that it does not exclude students from full day in-person learning, school staff are to help students commit to physical distancing as much as possible by:
  - arranging furniture, play spaces, and naptime materials to model and reinforce physical distancing of at least 3 feet (at least 6 feet for those who are not fully vaccinated) and movement;
  - providing assigned seating for students and encourage students to remain in these seats to the greatest extent possible; and
  - developing marked paths of travel in corridors;
- Parents will be self-certifying their child(s) health daily before getting on the bus or coming to school ensuring that students are free of symptoms and temperature less than 100.4 Fahrenheit/38 degrees Celsius;
- Signage will be posted throughout all buildings to help remind students of appropriate social distancing and hygienic behavior;
- The district will be in continuous contact with the Jo Daviess County Health Department for guidance and reporting purposes;
- Students and staff will only use the water bottle filler portion of the water fountains. Drinking directly from the water fountain will be prohibited;
- Students will wash hands before and after recess. The playground equipment will be monitored limiting the amount of students using the equipment to allow for social distance. Only equipment and items that can be cleaned after each use will be utilized;
- Guidelines may change at the discretion of the school district due to continuous contact with the Jo Daviess County Health Department, IDPH, and/or ISBE.

## Remote Learning

- To fully utilize remote learning a student must fall into both categories
  - Student does not qualify for the COVID vaccine (under age 12) ***and***
  - Student is under quarantine by a local public health department or the IDPH
- Students may not utilize remote learning for personal days off, vacation, or short illnesses. School administration must approve remote learning use.

## Alignment to Priorities

Priorities	How they are addressed / considered
In-Person Learning	This plan allows for full in-person learning, while also trying to remain safe and cautious. This plan also would allow for a transition to an emergency day if needed.
Student & Staff Safety	We follow IDPH guidelines with the exception of strict social distancing for in-person instruction.
Social-Emotional Health of Students & Staff	The plan provides students and staff with the greatest potential for social-emotional connection and health.
Academic Achievement	The curriculum will be able to be covered in full. In-person learning will be available for all students. The grading policy will be enforced.
Community Support / Function of Society	The school will operate at full-function serving the community and families.
Ability to be agile	In this modality, we can easily flip to the whole group or individual Remote Learning if necessary. This also allows students who do not qualify for vaccine and/or quarantined to easily transition into Remote Learning

## Remote Learning

Families should make arrangements with the school if their student must quarantine to receive the necessary learning materials. Students will complete their work during these periods in the same manner how students completed work when sick in the past. If a student's academic achievement slips due to multiple absences, the school and the family shall meet to discuss supports and/or interventions.

Staff members will be available via email and phone during non-instructional times within regular school hours to assist students.

## Section 2: Safety of Students, Staff, and Visitors

### Employee and Student Safety

#### Visitor Restrictions

- Once school resumes, visitors will need to be approved by the administration and complete a self-screening or go through a self-screening before entering the building
- Classroom volunteers (reading, parties, etc.) will be allowed as long as they have self-screened before entering the building
- Classroom guest speakers will be allowed as long as they have been approved by the administration and have self-screened before entering the building

#### Travel Restrictions

Staff must be approved by administration to travel to conferences and workshops.

#### Employee and Student Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening before coming to school or getting on the bus each day, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache or body aches
- Sore throat
- Loss of taste or smell
- Vomiting or diarrhea
- Fatigue
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All staff members must agree to self-certify before reporting to work on daily basis. All parents/guardians must agree to certify their student(s) prior to sending them to school including the bus ride on a daily basis.

#### Health Protocol for Employees and Students

If an employee or student becomes ill at school or is exhibiting symptoms of COVID-19, they may be asked to leave the school building, go home, go to the nearest health center, and/or take a COVID test. Employees and students returning from an approved medical leave should contact the building administrator. You may be asked to submit a healthcare provider's note before returning to work/school.

Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.

If you have been diagnosed with COVID-19, you may return to school when all criteria are met:

1. Quarantine for 10 days from symptom onset or positive test
2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications for 24 hours); and
3. You have improved in symptoms (cough, shortness of breath, etc.)

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the criteria listed above have been met.

**Note:** The protocol regarding students and staff exposed to COVID-19 listed in this document is subject to change as updated guidance from the CDC, IDPH, and/or ISBE may change.

### Guidance if an Employee is exposed to COVID-19

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.

Please do the following if you have been vaccinated:

1. Contact your building administrator
2. If you have any symptoms refrain from coming into work and/or take a COVID test
  - a. Symptomatic individuals may return with a negative COVID test and improvement of symptoms.
3. Asymptomatic individuals may come to work, but should notify the district office, administration, or school nurse of exposure.

Please do the following if you have not been vaccinated:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider
  - b. District Office
  - c. Your building Principal
3. Your Principal will work with the Nurse and Health Department to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

### Guidance if a Student is exposed to COVID-19

A vaccinated student may come to school if asymptomatic, but should notify the district office, administration or school nurse of exposure. If they start experiencing symptoms following exposure,



they will need to quarantine for 10 days from symptom onset or test for COVID. Fully vaccinated and asymptomatic persons are not required to quarantine if named as a close contact to a known case of COVID-19. Individuals should self-monitor for symptoms for 14 days after their last exposure to the case during the case's infectious period.

Individual students who show symptoms will be immediately separated from the rest of the school population. Quarantine area will be set up by the Nurse's office. Individuals may then take a COVID test, may be sent home, or could return to class. If emergency services are necessary, the school will call 911. When interacting with students that are sick, nurses and personnel will follow CDC guidance on standard and transmission based precautions including proper usage of Personal Protective Equipment (PPE). A student may be COVID tested at school if approval is provided by a parent or guardian. If a student tests negative, the student may be sent back to class if they do not have a temperature and if they feel capable to return to class.

If the student tests positive, the school district will follow the guidance of the local health department for the next steps. Parents of students that were also affected will be contacted by the school district after direction from the Health Department. The Health Department will handle the contact tracing and other follow-ups.

The school will then provide cleaning for the areas that possibly were affected by students.

- Close off areas
- Open windows where applicable
- Wait 24 hours to clean according to CDC; if not possible wait as long as possible
- Clean other areas possibly affected by students
- Areas can reopen once cleaned

### Social Distancing

Social distancing is an effective way to prevent potential infection. East Dubuque employees, students, parents, and visitors should practice staying approximately 3 feet away from others and eliminating contact with others. Social distancing will be practiced to every extent possible. Below are some of the measures taken to promote social distancing:

- Traffic Flow: Taped lines on the floor will mark the walking direction throughout the office, classrooms and hallway in order to maintain the social distancing.
- Hallway and locker use will be limited
- Restrooms will have a limited capacity (2 or 3 at a time)

### Student Arrival and Dismissal to Help with Social Distancing

- If possible, please send student to school as close to the start of school day as possible.
- Doors will not open more than 10 minutes prior to school starting.
- Breakfast students will be allowed in the cafeteria and will eat in the cafeteria.
- All students will go directly to homeroom or first hour class.
- Students will be dismissed to go to lockers through a controlled method.
- Students will be permitted to keep materials in their book bag or classroom to limit the traffic flow to their locker to start of school, physical education, and end of school day.
- Students will need to take their backpack with them throughout the day.
- Students at the end of the day will be dismissed in a controlled manner.

## Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

- Face coverings are mandated and must be worn at all times while inside school buildings.
- Face covering requirements may be adjusted throughout the year depending on the local health data.
- Face coverings will be provided by students and staff. Extras will be provided in the office and on buses. Extras may be limited in supply.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

- Not required but will be used by custodial staff when cleaning

***Please note that social distancing should still be practiced even with the use of gloves and masks.***

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## Personal Workspace / Classroom

East Dubuque staff will use the signage provided to indicate the room for sanitizing and disinfecting. Employees are encouraged to disinfect their own personal workspace (teacher desk, student desk between periods, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

- Teachers will be asked to help clean student desks in between periods with controlled dismissals.
- Teachers will be asked to clean manipulatives or find a method to have individual bins for students.
- Classrooms will be cleaned during the day and evening with disinfectant spray.
- Teacher lounge may be used, but individuals are responsible for cleaning up the eating area when done.

Classrooms will need to be modified by teachers to allow for spacing. Flexible seating will need to be modified by teachers.

- Teachers may utilize small group tables and grouping when necessary for in-person instruction.
- Try to keep kids in their space as much as possible.
- Specials will take place in the special's classroom.
- Assign textbooks and materials to individuals.

## Shared Workspaces

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. East Dubuque CUSD 119 has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The East Dubuque Custodial Team will clean all workspaces at their designated cleaning time.

***Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.***

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee and student safety. Workspace usage is as follows:

**Capacity:** East Dubuque will be monitoring the number of employees and students in the offices while the risk of infection exists and begins to diminish.

**Conference Room:** Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. Meetings are encouraged to use Google Meet as a virtual option even for employees in the office or school.

**Teachers' Lounge:** Shared appliances such as coffee machines, refrigerators, and microwaves must be cleaned after each use. Hands should be cleaned prior to using each appliance.

## Facilities Cleaning

The safety of our employees and students is a top priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the beginning and/or end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end and/or each use/day
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Throughout the day and evening cleaning hours
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work. We will continue to use CDC and IDPH guidelines for cleaning. Restrooms will be cleaned several times throughout the day and may be closed for scheduled cleanings. Cafeteria will be in full use and tables will be cleaned between each grade level or lunch period.

### Deep Cleaning and Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning will also be done every evening. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Transition Team.

### Signage

Signage recommended by CDC, ISBE, and IDPH will be provided when school begins:

- Maximum Capacity
- Please Practice Social Distancing
- Floor Signs
- Wash your Hands

### Food Delivery / Cafeteria Use

School lunch will be served. Lunch may also be brought from home. However, there will be no sharing of food or drinks. Snack items, candy, and drinks for school events should be store bought or wrapped until further notice. Breakfast and lunch will take place in the cafeteria. Students will not be able to hand pick their items. Staff will hand them items. Students will go through line, and maintain social distance to receive lunch items served by the school district. Tables will be cleaned after each use.

Milk will be served by school staff, students will not distribute milk to classmates.

### Preventative Material Inventory

- School district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
- School district has a supply of gloves and other protective gear
- Touchless thermometers on-site for employee and student screening

### Bus Driver/Bus Protocols/Transportation

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes
3. Right after the use for an after-school activity

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with a household member who is experiencing symptoms that may be associated with COVID or a household member/close contact who has tested positive for COVID.

- All students must wear masks on the route.
- Students who try to enter the bus without a mask will be given a mask to wear the remainder of the school day.
- Drivers must wear masks on the route.
- Families will sit in one seat to best extent possible.
- Spread out students to every extent possible. Try one per seat.
- Parents will perform a self-check of each student at home on a daily basis.
- Seating charts are required.

### Restroom Usage during the Workday

Each bathroom will have a maximum capacity posted for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

### Locker Rooms

While in locker rooms, students are socially distance themselves. All individuals shall eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

- Locker rooms will be used for physical education and after-school activities.
- Lockers will be individually assigned by spacing out students in each class.

### Recess

Equipment used must be cleaned between each use. Students will participate in small groups. Hands must be washed/sanitized before and after recess.

### Social-emotional Well-being of Students and Staff

The school social worker may provide resources for parents and teachers to access. The counselor and social worker will work with students individually or in small groups to address any well-being needs.

## Plan Review

Through September 30, 2023, this plan will be reviewed no less frequently than every six months. Revisions will address the most recently updated safety recommendations by the CDC and/or IDPH and made publicly available on the district's website.

## Section Three: Academics

### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments and follow in-person protocol. There will not be any social promotion this school year. Remote learning will only be for those who are not eligible for COVID-19 vaccine and are under quarantine.

### Completion Protocols

Students not making progress, not completing academic packets, or opting not to participate in assigned work or in-person learning, will be eligible for summer school. For promotion to the next grade level or passing of the course, students will need to have completed the requirements outlined in this grading policy.

### Online Instruction/Remote Learning

Google Classroom and Google Meet will be our online component to help deliver remote learning when needed. Additionally, teachers may send school work/supplies home for students to complete during remote learning. If the school notices a student's academic performance slipping during remote learning, the school will seek support, interventions, or accommodations to best fit the student's needs. Remote learning is only available to students who fall into both of the categories below:

- Student does not qualify for the COVID vaccine (STUDENTS UNDER AGE OF 12) ***and***
- Student is under quarantine by a local public health department or the IDPH

Students may not utilize remote learning for personal days off, vacation, or short illness. School administration must approve remote learning use.