

# **EDWARDS COUNTY CUSD #1**

## **COVID-19 PLAN**

**SY 2020-2021**

**Originally Adopted July 16, 2020**

**Amended August 17, 2020**

## **EXECUTIVE SUMMARY**

[Executive Order 2020-40](#), filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. During Phase 4, IDPH guidelines will:

- Require 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 that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection.

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

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. School leaders should remain alert for any updates.

Schools and districts should also prepare for a return to remote instruction in the event of a resurgence of the virus or a second wave of it in the fall.

ISBE recommends clear communication with students, families, and staff about expectations and protocols for all schools. ISBE also recommends collecting information from students and families via an intake survey/needs assessment to help guide school and district planning and to connect students and families with resources in advance of the start of the school year.

Governor JB Pritzker recently signed Public Act 101-0643; the education omnibus legislation passed during the abbreviated special session. This Public Act addresses multiple education related issues, including many important provisions to provide relief to schools and districts during public health emergencies. The legislation suspends clock hour requirements during a disaster declaration and allows the State Superintendent to establish minimum clock hour requirements. The State Superintendent has determined that Remote and Blended Remote Learning Days must ensure at least 5 clock hours of instruction or school work for each student. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the 5 clock hour expectation.

PA 101-0643 allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days, in addition to normal Teacher Institute Days. ISBE recommends identifying the grade-level standards that students did not cover in the previous school year and providing time for vertical articulation to ensure a smooth transition, especially for students entering new grade bands or schools. ISBE recommends dedicating professional learning and collaboration time to developing reintegration assessments; preparing to address students' mental health needs; evaluating the successes and challenges of remote learning; and training on recognizing and affirming the socio-economic, cultural, religious, ethnic, racial, sexual orientation, gender identity/expression, and language diversity of the population within each district. Teachers and students also will need training on any new technology devices or programs if the school utilizes Blended Remote Learning Days and/or in preparation for intermittent returns to Remote Learning Days. ISBE recommends utilizing teacher leaders, statewide coaching networks, and teacher mentors for ongoing support during the school year.

## **INTRODUCTION**

Edwards County CUSD #1 developed the COVID-19 Plan to assist faculty, staff, students, parents, guardians, board members, and all stakeholders during the COVID-19 Pandemic. During a pandemic, procedures and policies in this plan will supersede the District Student Handbook. The plan was developed by using ISBE guidance and through the collection of data from local transitional teams. Those transitional teams consisted of faculty and staff representing all facets of the District. The teams were developed to look at instructional, health & wellness, and operations and facilities needs of the District.

Locally, Edwards County CUSD #1 feels in-person instruction cannot be replaced and has developed a plan that will allow for in-person instruction for all students to mirror as normal of a school day as possible under the mandates of ISBE. The health and safety of students, faculty, and staff are of our highest priority and all decisions will be made with these guiding principles in mind. Currently, Edwards County has seen little COVID-19 cases and therefore will run a normal schedule to the extent possible. To address unique circumstances of the COVID-19 pandemic, the daily student attendance schedule may be adjusted to allow for a minimum of in-person instruction or blended instruction. If conditions in the county or surrounding counties begin to deteriorate, then this will be taken into consideration and a blended schedule (in-person & remote learning) or full remote learning will be utilized.

While the plan is very comprehensive and covers a wide variety of topics, due to the fluid nature of this pandemic the plan cannot guarantee to be all inclusive. In many instances, the plan provides the framework for the administration and staff and individual building/classrooms plans will need to be developed. As guidance from ISBE and circumstances surrounding the pandemic may change, the plan will be revised by the Superintendent of Schools as necessary and approved by the Board of Education unless in emergency situations where time may not allow.

# **PLAN DEVELOPMENT**

## Administrative Team:

David Cowger – Superintendent  
Preston Nelson – K-12 Principal  
Dale Schmittler – WSGS Principal  
Carrie Wells – Special Needs Coordinator and K-12 Assistant Principal  
Joe Rivers – Dean of Students  
Erica Anderson – District School Nurse  
Kelley Biggs – ECHS Guidance Counselor

## Instructional Team

Preston Nelson – Team Leader  
Carrie Wells – Team Leader  
Kelley Biggs  
Sarah Swardstrom  
Julie Cowling  
Karla Moore  
Seily Gerlach  
Christy Winemiller  
Lacey Arnold

## Health & Wellness

Joe Rivers – Team Leader  
Erica Anderson – Team Leader  
Laura Simpson  
Sandy Longbons  
Jill Loudermilk  
Will Swardstrom  
Sherry Colyer  
Keyla Stover

## Operations and Facilities

David Cowger – Team Leader  
Dale Schmittler – Team Leader  
Aline Berger  
Jim Ballard  
Logan Ballard  
Bruce Knowles  
Michelle Wiseman  
Francie Ellis  
Niki Greathouse  
Jamie Mewes

## **PHASE 4 OVERVIEW**

In-person instruction may resume as regions transition to Phase 4. Districts must follow IDPH guidelines, which provide the following:

- Require 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 that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and,
- Require an increase in schoolwide cleaning and disinfection.

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

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

On June 18, 2020, Governor JB Pritzker signed PA 101-0643, the act creates a new important tool schools and districts can utilize when IDPH requirements cannot be met in a completely in-person learning environment. Schools and districts can now utilize Remote and Blended Remote Learning Days “when the Governor has declared a disaster due to a public health emergency pursuant to 15 ILCS 30/1.”

A region entering Phase 5 requires that a vaccine be developed to prevent additional spread of COVID-19, a treatment option be readily available that ensures health care capacity is no longer a concern, or no new cases reported over a sustained period.

## **INSTRUCTIONAL**

### **In-Person/Remote Instruction**

Edwards County CUSD #1 has opted to fully re-engage all students to in-person learning beginning August 2020. While social distancing cannot fully be maintained in the classroom, the rooms will be configured so that students will be socially distanced as much as possible. If conditions in our area begin to worsen, the District may move to a blended schedule which encompasses both remote and in-person learning. In this event, class sizes will be such to allow 6 foot of social distancing between individuals. At any time, the District could be subject to Remote Learning if conditions warrant such a transition. In this case, the District will do its best to inform all stakeholders’ as soon as possible so preparations can be made. All staff should be prepared to implement Remote Learning with little to no warning. During Remote Learning, a 5

hour clock day must be adhered to. This includes virtual instruction, online activities, student work, etc. For guidelines pertaining to Remote Learning, please refer to the Remote Learning Handbook located on the District's webpage.

A Universal screener will be used in the fall to assess what gaps students and classes may have as a result of the spring 2020 remote learning experience. Due to the nature of the experience, it is anticipated there will be gaps that will need to be addressed. Prior to resuming curriculum content as normal, the identified learning gaps must be addressed. In cases where it is individuals, individualized plans to address a student's deficiencies will be decided by the teacher. In-person instruction, assigned work, online resources, etc. can be used to address the identified deficiencies.

Teachers will use a student intake form at the beginning of the year to assist in determining the needs of the students.

## **Grading**

All grades taken during the 2020-2021 school year whether in-person or remote learning will be graded by the board approved grading scale in the Student Handbook. All work is to be completed as assigned and will be graded and recorded in traditional means.

Students participating in remote learning are expected to submit their work electronically daily or as assigned by the teacher.

## **Remote Learning**

Students in grades 2-12 will utilize a device for remote learning. In rare instances, packets may still be utilized by teacher/student for students in grades 2-12. Younger students may still be required to complete packets unless devices can be made available to them as well.

All students will have the ability to participate in remote learning upon the request by their parent/guardian or by the student if they are 18 or older or emancipated. Requests need to be made to the building level administrator.

Students opting to participate in remote learning are expected to have reliable connectivity along with a device, either school issued or personal. For families who do not have reliable connectivity, they are encouraged to contact their child's school and inquire about possible assistance through the CARES Grant.

Students participating in remote learning due to COVID reasons will fall under the minimum 5 clock hour daily requirement. They will be expected to participate daily and at designated times if required by the teacher. This home instruction does not fall under the traditional homebound instruction of 5 hours weekly.

Students who are participating in remote learning will be expected to enroll in a minimum of 9 week intervals. Students will not be allowed to bounce back and forth between in-person and remote learning.

Attendance will be taken by students logging into Google Classroom and signing in. This must be done daily, if not, students will be considered absent for that day. For those students who are still forced to use packets, attendance will be based upon homework/project completion.

## **Physical Education, Gymnasium, and Locker Rooms**

Face coverings must be worn unless students are outside and social distancing can be maintained at all times. No more than 50 individuals may be in one space at any one time during Phase 4. Activities must allow for 6-foot distance between students as much as possible. Games and sport activities that require close guarding and any potential physical contact with another player must be avoided in order to comply with IDPH requirements. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing.

If physical education must be taught inside, use open spaces and utilize markings on the gymnasium floor/wall/etc. to maintain distance between participants. Hand shaking, high fives, or other physical contact is not recommended.

Locker rooms will not be used during social distancing measures. PE activities will be of such a nature not to require students to change into PE clothes. Shoes may be changed.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each student 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. Focus on frequently touched surfaces, such as keypads, hand weights, handles, etc. Weight room equipment should be arranged 6 feet apart to maintain social distancing standards. Spotters are to be on the ends of the weight bar.

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.

## **Music/Band**

There is [documented evidence](#) of substantial spreading of the coronavirus during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections)

transmission. Indoor rehearsals are discouraged. If possible, move music and band-related courses outside. It is recommended that music and band classes be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. When possible, music teachers will move from classroom to classroom and travel to the students. Where possible, use separate partitions in open spaces; utilize markings on classroom floor/wall/practice field.

Students are to wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Students should provide their own equipment for class; sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Students should disinfect musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, National Association for Music Education [instrument cleaning](#)). Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or a face shield along with a mask.

## **Driver's Education**

In order to provide behind-the-wheel training to students in driver's education and remain in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.



## Return To Work

On June 23, ISBE released their guidance for the 2020-2021 with a strong emphasis of students returning to in-person learning. However, it is entirely possible that teachers and staff may be asked to operate in a Remote Learning Model as COVID-19 cases continue to climb across the nation and locally. The Remote Learning plan will be amended as new guidance is released from ISBE over the next several weeks. It is expected the plan will be amended and adjustments made to better enhance remote learning if it is to be rolled out in the future once again. The District's nonteaching staff would continue to function in their roles either as essential employees or functioning fully upon resumption of normal work hours. The District will make every effort to follow all CDC and IDPH guidelines regarding district employees who fall under one or more of the "High-Risk" categories for susceptibility to COVID-19 as displayed in the Table below:

- People 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with liver disease
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)

An employee's request for a special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) has to be sent to the District Office for review and consideration in the same way that time off requests are made in writing. Absences that are tied to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, State, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (sick time, vacation time, personal, etc.).

## Work from Home

If the District determines that it is both necessary and appropriate for an employee to work from home, the employee will be informed about the accommodation in writing. The employee and his/her supervisor will take steps to plan the scope of work that can be performed from home,

including ensuring that technology or other devices necessary for telecommuting are provided. If a decision is made to continue Remote Learning in the fall 2020 or beyond, the following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.

- It is permissible for a teacher to take student records home, including students' personally identifiable information or PII, for the purpose of preparing and instructing students online. However, the teacher **MUST** take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is **NOT** disclosed during the lesson. However, as a precaution, letting nonstudents observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII. And, if the recorded class contains PII, then the teacher **MUST** obtain appropriate written consent, electronically or otherwise, before sharing the recording; such recording can **ONLY** be shared with students who are enrolled in the teacher's class.
- It is permissible for a teacher to conduct a "Parent-Student" conference virtually while the teacher's significant other is in the same room provided no PII is disclosed. If PII must be discussed during the virtual conference, then the teacher **MUST** either (a) Move away from his/her spouse to hold such discussion, or (b) Obtain prior consent from the parent/guardian in writing prior to holding the conference.

## **HEALTH AND SAFETY PROTOCOLS**

School personnel should proactively instruct students how to prevent the spread of COVID-19 or any other infectious disease. All employees will be trained on health and safety protocols related to COVID-19 prior to resuming in-person instruction.

### **Student or Staff Members Becomes Sick**

If any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing. In instances where a student or

family member has traveled to areas that are experiencing higher level of COVID-19 cases, a quarantine may be required.

Currently 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.

Attendance personnel should request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Parents will be instructed to state the child's symptoms in instances where messages are left on voicemail. Information should be documented and shared with the health staff or other appropriate personnel and the local health department.

In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. Medically fragile and immunocompromised students should consult their medical provider prior to attending/returning school.

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

Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population. Individuals who are sick should be sent home. If emergency services are necessary, call 911. When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on [standard and transmission based precautions](#). Students or staff who may have one or more symptoms but suspects that it's unrelated to COVID-19, should seek medical attention and return upon a medical recommendation. Medical certification may be required.

Each school will designate a safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students should never be left alone and must always be supervised while maintaining necessary precautions.

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. If possible, open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as is possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Vacuum the space if needed. Wait until the room or space is empty to vacuum, such as at night, and temporarily turn off room fans and the central HVAC system that services the room or space, if possible. The area can be opened for use once it has been appropriately disinfected. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection may be required to 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. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

### **COVID-19 Attendance, Readmission, & Exclusion Policy (To Be Placed on Website)**

Students and staff should be aware of the currently known symptoms of COVID-19. These include 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. If these symptoms occur, students and staff should stay home and contact their health care provider.

If a student or staff member is tested & diagnosed with COVID-19 or has COVID-19-like symptoms, whether they were tested or not, they should not attend school until they are fever free, **without the use of fever-reducing medication**, for 24 hours and 10 days from the onset of symptoms. The first day of symptoms is day one, remain home through day 10 and may return to school/work on day 11.

If a student or staff member came into close contact, defined as within 6 feet for 15 minutes or longer, with an individual diagnosed with COVID-19 or having COVID-19-like symptoms, the exposed individuals should isolate at home and monitor for symptoms for 14 days. If symptoms do not develop during the 14 days, they may return on day 15. If symptoms do develop, the first day of symptoms is day one. If they have been fever-free for 24 hours, they may return to school/work on day 11 from when symptoms began.

If a student or staff member has COVID-19 like symptoms, it is recommended that they follow-up with their health care provider. If the health care provider performs a test for COVID-19 and determines the student is negative, the provider can provide a note to the school stating the test was negative and the student may return to school after they have been fever free for ~~72~~ 24 hours without the use of fever reducing medication. The local health office may impose additional guidance if the student or staff member is part of a contact tracing effort.

Nurse's Office Fax at K-12: 618-445-2075

WSGS Office Fax: 618-456-3510

## **HAND HYGIENE**

Edwards County CUSD #1 encourages frequent and proper handwashing. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used. If any student or staff members is sensitive or suffers allergies to hand sanitizer or soap please notify the nurse or school administrator so alternative handwashing measures can be taken

Hands should be washed often with soap and water for 20 seconds. 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; 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 the playground/physical education; and following glove removal. Area deemed to be "hot spots" where germ transmission may easily occur and ensure hand sanitation/handwashing supplies will be made readily available. Faculty and staff are asked to notify the building administrator of any areas of concern.

Safe hand sanitizer use:

- Alcohol-based hand sanitizers should be used under adult supervision with proper child safety precautions and stored out of reach of young children when not in use to reduce unintended, adverse consequences. It will be necessary to ensure that students do not ingest hand sanitizer or use it to injure another person.
- Alcohol-based hand sanitizers must be properly stored – which includes away from high temperatures or flames – in accordance with National Fire Protection Agency recommendations.
- Hand sanitizers are not effective when hands are visibly dirty.
- Alcohol-based hand sanitizers do not remove allergen proteins from the hands.
- Staff preparing food in the cafeteria/kitchen should ALWAYS wash their hands with soap and water. The IDPH Food Service Sanitation Code does not allow persons who work in school cafeteria programs to use hand sanitizers as a substitute for handwashing.
- The Food and Drug Administration controls sanitizers as over-the-counter drugs because they are intended for topical antimicrobial use to prevent disease in humans.

## **FACE COVERINGS/FACE SHIELDS**

All individuals in school buildings, must wear face coverings at all times unless they are younger than 2 years of age, have trouble breathing, are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. 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 distance is maintained. A physician's note is required for students and staff who are not able to wear a face covering due to trouble breathing or other health issue. An accommodation could be a face shield in this situation.

Face covering is to fully cover the mouth and nose and the covering must fit 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.

Face coverings do not have to be worn during meal time.

Per ISBE and IDPH guidance, face shields can only be used when other methods are unavailable. If there is a medical situation that prevents the wearing of a face covering, face shields may be used. A physician's note documenting the medical condition will be necessary for the use of a face shield. Since face shields are not considered to be effective against the spread of the coronavirus, strict social distancing must be practiced to the greatest extent possible.

Face coverings are a mandate of ISBE and the District's guidelines align with those of ISBE. If restrictions are lessened, the District will reevaluate this policy and make any necessary adjustments to the mandatory wearing of face coverings.

## **SOCIAL DISTANCING**

6-foot physical distance from other persons should be maintained as much as possible. The expectation pertains to students and staff members in all areas and settings to the greatest extent possible.

While in-person instruction is at 100%, social distancing in the classroom will be done to the greatest extent possible. In order to make as much space available in the classrooms, teachers need to only have the essential items in the classroom. Items and furniture, which are not essential should be stored while we are under social distancing guidelines.

If in-person instruction is forced to reduce capacity levels, such as 50%, 6 foot social distancing will be required between desks and students. Alternative blended schedules will/may be used in order to allow for this.

## **SYMPTOMS SCREENINGS**

Anyone entering the school building must have their temperatures taken and screened for symptoms prior to entering the building. Employees and students are to self-certify daily that they have a temperature less than 100.4 and do not have any COVID-19 symptoms. Individuals who have a temperature greater than 100.4 degrees Fahrenheit or have currently known [symptoms of COVID-19](#), such as 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, may not enter buildings. Individuals who exhibit symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school. Students who exhibit symptoms will be quarantined until they can be picked up from school. Records of these screens will be maintained.

Student's temperatures may be taken anytime they appear to be symptomatic by any school personnel. This information will need to be documented and reported to the nurse.

### **Instructions to complete daily self-certification for students and staff**

In order to comply with ISBE guidelines, parents/guardians must self-certify their child(ren) every day before they can attend school. Staff will follow the same procedures listed below.

#### If you have internet access:

-Click the link sent to you by the nurse through the Remind App or go to [www.edwardscountyschools.org](http://www.edwardscountyschools.org) and click the self-certification link on the district home page.

-Type in student's first name.

-Type in student's last name.

-Click on the school the student attends.

-Click on the drop-down box and select grade level.

-Click yes or no depending upon if your child has experienced any symptoms of COVID-19 in the last 24 hours.

-If you answered yes, please type the symptoms your child is experiencing.

-Type the name of the person completing the self-certification.

-Click the box indicating you agree with the statement.

-Click submit to send the certification to the school.

-If you have another student to self-certify, click "submit another response", if not, you have completed the daily self-certification.

#### If you do not have internet access:

-Complete the daily self-certification form found on the notepad you received at registration. You may list multiple children on the same form if they attend the same school and enter the building through the same doors in the morning. Otherwise, each child will need their own self-certification form to enter the building.

- Send the completed form with your child to school.
- Your child will give the completed form to the staff member at the entrance of their building. Self-certification for today is now complete.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Based upon staff member's exposure risk, appropriate personal protective equipment (PPE) will be made available to and used by staff. Any staff member needing PPE needs to make your building administrator and or nurse aware of needs. Training will be provided to staff prior to the start of student attendance on the proper use of PPE, including putting on and removing PPE.

## **SCHOOLWIDE CLEANING AND DISINFECTING**

Edwards County CUSD #1 sanitation procedures will be developed per recommendations of the CDC, IDPH, and local health departments. More frequent cleaning and disinfection will be necessary to reduce exposure. Visibly dirty areas should be scrubbed to remove visible dirt/silage and then an approved disinfectant should be used to *kill* germs. Emphasis must be put on maintaining clean, safe, and healthy school buildings at all times but especially during times of health pandemics.

Clean frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) on a daily basis. Cloth toys or other cloth material items that cannot be disinfected should not be used. Classroom teachers will be expected to clean these items throughout the school day. Custodians will be expected to clean and disinfect daily/nightly. Extra measures will be implemented as compared to normal cleaning procedures.

Day custodial staff will be required to clean and disinfect the bathrooms at a minimum of midmorning and midafternoon at the junior high and high school. Elementary restrooms will need to be cleaned and disinfected additionally at midday. More frequent cleaning and disinfecting may be necessary.

Measures will be put in place to sanitize soft surfaces, such as carpeted areas, rugs and curtains. The District will clean with an approved soap/disinfectant for the surface area. Launder at high temperatures, if possible, and dry. If cleaning with soap and water is not feasible, disinfect with a household disinfectant that has been registered with the Environmental Protection Agency (EPA) and follow contact times on the label. Vacuum daily.



To ensure everyone's safety and wellbeing, the District and custodial staff are to maintain appropriate documentation upon the completion of cleaning. Custodians will be required to maintain daily cleaning logs.

[EPA-approved disinfectants](#) for use against the coronavirus will be available to staff responsible for cleaning.

- Gloves and other appropriate [Personal Protective Equipment](#) must be used during cleaning and disinfection. Ensure that appropriate PPE is made available to and used by staff, as appropriate, based on job-specific duties and risk of exposure.
- Always follow label directions.
- Allow the required wet contact time.
- Keep all disinfectants out of the reach of children.
- Do not mix bleach or other cleaning products and disinfectants together.
- Ensure that cleaning supplies brought by staff and students are approved by the EPA.

## **INFECTION CONTROL PROCEDURES FOR SPECIFIC AREAS AND ACTIVITIES**

### **Classrooms**

Teachers will provide assigned seating for students and require students to remain in these seats to the greatest extent possible. A marked path of travel inside the classroom should be used to maintain social distancing from the entry point of the classroom to the student's assigned seat. If possible, rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction. If 6-foot spacing is not possible, then desks are to be spaced to allow for the greatest social distancing possible. For increased ventilation, rooms with windows should be opened periodically.

Only allow supervisors and staff who are required for instruction to be in the classrooms. Build in time for hand hygiene and/or schedule hand hygiene breaks, including before/after eating snacks/meals and upon exiting and returning to the classroom. Ensure adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings, and gloves for staff, are present in the classroom.

Computer keyboards and/or touchscreens can be difficult to clean, so consider utilizing keyboard covers to facilitate cleaning. Shared computers should have signs posted instructing proper hand hygiene before and after computer use, with hand sanitizers readily accessible.

Classroom teachers should communicate with parents of younger students to discourage their children from bringing any toys from home to school. Consider labeling students' personal items

and keeping them in a separate bag or container to ensure they remain separate from the belongings of other students.

## **Shared Objects**

Borrowing or sharing of any items should be discouraged unless the object can be disinfected between uses. Per [CDC](#) recommendations, electronic devices, toys, books, and other games or learning aids not be shared.

Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Use of wipes or sprays of at least 70% alcohol are permitted but items must be dried completely and kept out of the reach of students.

Items that must be shared or communally used must be cleaned after each use and that the individuals perform hand hygiene between use.

Since the use of liquid disinfectants is harmful to library and archived materials it is not recommended. Utilization of hand sanitizer before and after use of books or library material is recommended.

Be mindful of items such as play food, dishes, and utensils that are more likely to be placed in a younger child's mouth. Use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

## **Traffic Flow, Hallways, and Lockers**

Face coverings must be worn at all times. The following hallway procedures are to be followed to ensure social distancing requirements and IDPH limitations on gathering sizes are met, when possible:

- Schedules will be developed by building administrators to limit number of persons within hallways at any given time to the greatest extent possible.
- When and where feasible, limit student movement between classes. When possible, staff will rotate through classes rather than requiring movement/mixing of student groups.
- Students are to stay to the right side of the hallway. Hallways should be marked.
- Place floor markings to delineate 6-foot distance between students in locations where they line up. Signs will be posted in these areas.
- Sharing lockers is prohibited. Locker use will be suspended if the following cannot occur: Staggered locker assignments or create schedules to stagger locker access to allow

for 6-foot distancing between students. There may be differences between the 3 Edwards County Schools due to the inability to meet these requirements.

## **Restrooms**

Restroom breaks should be scheduled and individual classrooms should be escorted to the restroom to monitor social distancing, as appropriate. Individual students may sign out to go to the restrooms but this should be on a limited basis. Best judgement needs to be utilized and taken on a case by case basis.

## **Water Fountains**

Students are encouraged to use reusable water bottles. If conditions warrant, water fountains will not be allowed for individual use, only the non-touch water bottle fill units will be used. When using the water fountain, the following procedures should be used:

- Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling.
- Ensure the appropriate water flow height to discourage students placing the mouths on the spout.
- Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
- If the fountain requires you to push a button or lever, clean the surface before and after or use your elbow.
- Clean your hands after use.

Social distancing is required during drinking fountain use. Floor markers and signage around fountains will be put in place. Drinking fountains should be cleaned and sanitized midmorning, noon, and midafternoon.

## **Cafeteria/Food Service**

No more than 50 individuals (students and adults) can be in the cafeteria at any given time. School administrators will provide alternate scheduling to adhere to capacity limits. Classrooms will stagger their release time to the cafeteria to help ensure social distancing while students wait in line. When social distancing or capacity limits cannot be managed, meals will need to be brought to classrooms or another location. If students eat in the classroom, an allergen free area will be provided in cases where allergies are present. Additionally, the room should be disinfected after eating and prior to resuming classroom activities. Students may eat outdoors so long as social distancing is implemented and adequate supervision is available

Meals should be individually plated. Students are to be served at all items, including items such as milk and fresh fruits, rather than having students help themselves. All non-disposable food service items are to be handled with gloves and washed with dish soap and hot water or in a dishwasher.

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 coverings at all times. 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.

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 as much as possible. Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.

## **Visitors**

Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible. Visitors will be restricted to the main office area, when possible. Hand hygiene facilities or hand sanitizer should be readily available for visitors to use upon entry.

Building secretaries will keep records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.

School buildings will be equipped with drop boxes just inside the main doorway for material drop-off. It is recommended that families use electronic submission of documents and electronic payment of any fees whenever possible. Discipline meetings, IEP, 504 meetings, and other meetings between staff and visitors/families will be held remotely, to the greatest extent possible. However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held.

Indoor facility rentals and use of facilities by 3<sup>rd</sup> party will not be allowed.

## **Student Transportation**

All individuals on buses must wear a face covering at all times, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible. To assist with social distancing, siblings should set together. Students must undergo self-certification checks at home before boarding a bus. Students and families will be made aware of procedures and expectations regarding transportation prior to the beginning of the school and periodically throughout the year.

Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their Aline/Darrel immediately.

Drivers are to provide visual guides to ensure that students comply with expectations set forth by the IDPH (e.g., floor decals, colored tape, or signs to indicate where students should not sit or stand may be used to assist in compliance).

Seating charts are to be used. Charts should be designed to limit the as much student contact as possible. If age appropriate, first riders on should be assigned to the back seats and would be the last students off. Once the bus arrives at school, students will be released in such as fashion to not cause large groups of students gathering as they enter the school. The driver will dismiss students off the bus by rows to ensure social distancing.

If a student gets sick on the bus, the student should be taken back home as quickly as possible. If there is no one to supervise the child at home, then the student will be brought back to the school until they can be picked up. Keep the child isolated and away from other bus riders to the greatest extent possible.

If a rider is found to have COVID-19 or suspected to have it, the bus will be taken out of service for a minimum of 24 hours, if possible, and will be cleaned and disinfected thoroughly.

After each run, buses are to be disinfected with approved chemicals provided by the District. Buses must be kept clean and sanitized daily to ensure the safety of all riders.

## **Playgrounds**

Playgrounds may be utilized during Phase 4. Social distancing must be enforced when playground equipment is being used. Equipment being used should be monitored, and the number of students using each piece of equipment should be limited. Playground times may need to be staggered to allow one class in a playground space at one time rather than multiple classes playing together. Maintain appropriate cleaning of playground equipment. Any equipment/items that cannot be cleaned should not be utilized. Discourage the sharing of toys. High-touch surfaces made of plastic/metal, such as swings/slides, railings, and other play structures, should be cleaned routinely and disinfected as per the most recent [CDC guidance](#). There should be no groups bigger than 50, however, multiple groups are acceptable if they are spaced at least 30 feet apart.

Students should perform hand hygiene prior to touching playground equipment and upon return from the playground.

## **Illness and Diagnoses Monitoring**

School personnel will maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking should take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families are to be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences. The District is to 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.

Confirmed cases of COVID-19 will be reported to the local health office by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH. The District will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

## **Mental Health**

School personnel will monitor the impact that COVID-19 has had on the mental health of faculty, staff, students, and their families. The mental and emotional wellbeing of students and staff members is of great importance. Access to school counselors and supports will be readily available as possible and communicated to students. To the greatest extent possible, services will be provided to staff members as well.

## **Napping/Rest Time**

Ensure that children's naptime mats are spaced at least [6 feet apart](#) as much as possible.

To the greatest extent possible, children should be placed head to toe to further reduce the potential for viral spread. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed [weekly](#). Keep each child's bedding separate and stored in individually labeled bins, cubbies, or bags. Label mats individually for each child.

## **After School Programs/3<sup>rd</sup> Party Groups/Facility Use**

After school programs for Edwards County students are allowable. Outside individuals coming in for the programs must self-certify they are symptom free.

Groups outside of the school system are not permissible during Phase 3 and 4 of Restore Illinois. Social distancing must be enforced and not groups of 50 in one space are permissible.

Use of facilities by outside groups and facility rentals are not allowed.

## **Field Trips**

Field trips outside of the surrounding county area are discouraged until state and local health officials have determined they are safe to resume. The CDC recommends pursuing virtual activities and events in lieu of field trips. When safe to resume, allow minimal interaction of different groups of students. Ensure IDPH requirements for social distancing, capacity limits, hand hygiene, and PPE both at the field trip destination and during travel to and from the location are met.

## **Quarantine of Students Traveling**

Students who have traveled out of the area to areas considered to be COVID-19 “hotspots” or areas with elevated positive cases may be required to self-quarantine for a period up to 14 days. The school nurse will consult with the local health office and school administration prior to any determination being made. Decisions will not be taken lightly but decisions will be made based upon the safety and well-being of all students. Any student quarantined will not be counted absent so long as they participate in Remote Learning.

## **Extracurricular Activities**

The District will follow the guidelines provided by either ISBE, SIJHSAA, IESA, and/or IHSA for athletic extracurricular activities.

Students who are remote learning due to medical reasons will need to have a medical release from their medical provider stating conditions are safe enough for the student to participate in in-person activities. Students who are enrolled in remote learning for other reasons may have the opportunity to participate in in-person extracurricular activities, however, circumstances will be

evaluated individually and decisions will be based on a case by case basis by building administration. All safety guidelines by ISBE, IDPH, SIJHSAA, IESA, and IHSA must be followed at all times.

When opportunities are available, students may also participate virtually in extracurricular activities such as clubs.