



CLEF Checklist for Reopening Chicago Lutheran Schools 2020/2021

Timeline of High-level Actions by Month (June - August 2020)

The following high-level checklist of activities to discuss and plan for is meant to accompany the “**CLEF Detailed Guidelines for Reopening Chicago Lutheran Schools - 2020**” document. The checklist is organized by month (June through August) and then by category within each month, where relevant. This is not meant to be an exhaustive list. Additional information and action steps for schools’ consideration and planning related to each Medallion category can be found in the accompanying “CLEF Guidelines for Reopening Schools 2020/2021” document.

Category	Check List Items
JUNE - Early July	
Financial Planning	<ul style="list-style-type: none"> <input type="checkbox"/> REASSESS the school’s budget for current and future school years to determine the need for modifications to accommodate combinations of in-school and remote learning needs. Personnel issues, facility maintenance, capital needs, additional hardware and software, transportation, and other needs are considered. <input type="checkbox"/> PLAN to review cash flow projections, tuition collections, and changing budget needs on a weekly basis <input type="checkbox"/> INVESTIGATE CARES Act funding and how it can be used to purchase technology, supplies, etc. that are needed to support the school’s response to the pandemic
School Leadership & Governance	<ul style="list-style-type: none"> <input type="checkbox"/> REVIEW and FOLLOW guidelines provided by the Illinois State Board of Education (ISBE) and City of Chicago Guidelines, the State of Illinois Department of Public Health (IDPH) and the national Center for Disease Control (CDC) regarding reentry of students to schools and COVID-19. For more information on COVID-19 please refer to the website coronavirus.illinois.gov. <input type="checkbox"/> CONTACT school insurance provider and attorney to ensure that the school has the appropriate coverage in place and understands the policies and liabilities <input type="checkbox"/> CONSIDER Board policy additions and revisions to reflect the opportunities and concerns of the crisis situation, particularly as it relates to communication, decision-making, and clear roles and responsibilities. <input type="checkbox"/> CONSIDER new Board policies pertaining to building cleanliness, health checks and other matters pertaining to the safety and wellness of all people who enter the

Category	Check List Items
	<p>school property (see Section V).</p> <ul style="list-style-type: none"> <input type="checkbox"/> CONSIDER organizing all information into a separate Handbook or Webpage for easy reference for parents and staff <input type="checkbox"/> SCHEDULE and HOLD monthly Board meetings (even over the summer) to ensure the Board and Principal are in close communication <input type="checkbox"/> CREATE & SUSTAIN a plan for ongoing communications with the Board and Pastor.
Student Learning	<ul style="list-style-type: none"> <input type="checkbox"/> BRAINSTORM with staff (or a focus group of staff) potential needs for more efficient and effective remote learning when the need arises <input type="checkbox"/> INVESTIGATE technology for remote learning needs, including potential live-stream technology and devices to bring the school 1:1, to avoid sharing devices <input type="checkbox"/> DETERMINE what platforms your school will use if school must pivot to remote – limit the number so that parents and students can be trained easily <input type="checkbox"/> ORDER/PURCHASE necessary devices & technology <input type="checkbox"/> DETERMINE your “Onsite School Return Schedule” (some models are included in the Student Learning section of the Detailed Guidelines document, for your consideration)
Instructional Space Planning	<ul style="list-style-type: none"> <input type="checkbox"/> ASSESS each of the school’s classrooms in order to determine how many students can be taught in each classroom based on ISBE guidelines. The ISBE regulations state that desks must face in the same direction and that the desks must have six feet between them, if possible. Thus, schools have the discretion to allow less than six feet between desks if they believe it to be safe and appropriate. <input type="checkbox"/> EXPLORE feasibility of utilizing additional school, church, or other accessible spaces for classrooms (e.g. mobile classrooms, community spaces, etc.) Note that a space designated as a classroom cannot be used for any other purpose at any time. <input type="checkbox"/> DESIGNATE areas which might be used for “outdoor classroom space” and PRESENT these as ideas for teachers when meetings begin, then determine some sort of schedule or sign-up <input type="checkbox"/> DETERMINE your space plan and student/teacher capacity -- be flexible in case needs change - consider enlisting classroom teachers to make a plan for their own rooms https://tinyurl.com/classroomspaceplan <input type="checkbox"/> ORGANIZE teams of volunteers or staff/maintenance crews to move desks, furniture, and other items to appropriate locations, to maximize social distancing
Facilities, Health & Wellness	<ul style="list-style-type: none"> <input type="checkbox"/> ORDER/PURCHASE necessary PPE and health supplies, and cleaning supplies for use when students may return to the building - as soon as possible as there may be shipment delays <input type="checkbox"/> CONSIDER purchase of plexiglass shields, partitions or other distancing mechanisms for higher traffic areas such as office reception desk, etc. <input type="checkbox"/> DESIGNATE areas in the school where children who become ill during the school day can be isolated. <input type="checkbox"/> DESIGNATE space near the entrance to the school where students can maintain social

Category	Check List Items
	<p>distancing while preparing to enter the school.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DETERMINE traffic patterns for hallways, common areas, classrooms, etc. in accordance with ISBE guidelines <input type="checkbox"/> START TO THINK ABOUT - What level of staff illness would cause you to close school/shift to remote learning - speak with your School Board about this plan - make and publish policy
Staffing & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> ESTIMATE the number of adults needed to maintain proper ratios with regards to current number of enrolled students <input type="checkbox"/> DETERMINE how paraprofessionals may be used to fill personnel/ratio needs <input type="checkbox"/> DETERMINE the number of teachers, staff, and volunteers needed to support the school during the year based on the Guidelines, including trained staff to maintain wellness check areas. <input type="checkbox"/> CONTRACT with or hire additional individuals needed to meet the increased cleaning requirements of the Guidelines.
Communications	<ul style="list-style-type: none"> <input type="checkbox"/> PREPARE schedule of communication to staff, parents, boards, and the public for marketing purposes, as well as other constituents <input type="checkbox"/> WRITE communication pieces as more information comes out from government and health officials <input type="checkbox"/> WHEN you determine your back-to-school plan, transmit info to the general public as well as constituents. Some families may be looking for alternatives to their public-school situations, especially as many Lutheran Schools are smaller in size
JULY	
Financial Planning	<ul style="list-style-type: none"> <input type="checkbox"/> CONTINUE to review and reassess budget projections, cash flow, tuition collection, etc. based on changing financial needs <input type="checkbox"/> PROVIDE regular updates to the Board on financial situation <input type="checkbox"/> ANTICIPATE financial needs and potential shortfalls and plan with the board ways to maintain a healthy operating budget
School Leadership & Governance	<ul style="list-style-type: none"> <input type="checkbox"/> The Principal and the Board of Education FINALIZE the school reopening plan. <input type="checkbox"/> REVIEW and REVISE policies to require everyone at the school to comply with ISBE guidelines; and make other necessary changes in policy related to calling in sicknesses/absences, remote work/learning, expectations, etc. Policies that apply to staff, students, board, and families should be reviewed <input type="checkbox"/> PROVIDE regular updates to the board and school community regarding the implementation of the reopening plan as well as any changes <input type="checkbox"/> CONDUCT outreach to families to support their return to school
Student Learning & Instructional Space Planning	<ul style="list-style-type: none"> <input type="checkbox"/> MOVE furniture into place to create new classroom space (in gym, cafeteria, and other public gathering spaces, as appropriate)

Category	Check List Items
	<ul style="list-style-type: none"> <input type="checkbox"/> STREAMLINE extraneous items in classrooms to create more space and to minimize surfaces which need cleaning <input type="checkbox"/> INSTALL classroom technology – allow teachers to come in and become acquainted with it during the summer - consider offering training during summer so that there’s time for practice
Facilities, Health & Wellness	<ul style="list-style-type: none"> <input type="checkbox"/> DETERMINE changes in drop-off policy, to be included in communication document <input type="checkbox"/> DETERMINE entry and exit flow plans for your school <input type="checkbox"/> CREATE reminder signs to hang in the school: Wash Hands/Cover Your Cough/Maintain Social Distancing – hang the signs <input type="checkbox"/> SIGN TEMPLATES for your consideration: https://www.signs.com/coronavirus-signage/ <input type="checkbox"/> DISPLAY proper signage for water fountains to ensure usage complies with ISBE regulations: no-touch water fountains if feasible, or only used to refill personal water containers. <input type="checkbox"/> REMOVE nonessential furniture in common areas to prevent congregating and to allow for appropriate social distancing <input type="checkbox"/> ARRANGE staff break areas and administrative offices to facilitate social distancing <input type="checkbox"/> DETERMINE ISBE compliant protocols for locker usage as well as alternate storage solutions <input type="checkbox"/> SHUT DOWN playground equipment, as per law, or publicize limits of use <input type="checkbox"/> DEVELOP plan for providing access to library resources, gymnasium, cafeteria and other shared resources in a way that is compliant with ISBE regulations (e.g. minimize sharing of materials, cleaning protocols for materials/spaces, providing access, traffic flow, etc.) <input type="checkbox"/> CREATE a tentative schedule for cleaning, based on the instructional delivery model you choose -- include bathrooms and office space where students may enter <input type="checkbox"/> IMPLEMENT all Guidelines relating to the preparation and service of food at the school. <input type="checkbox"/> EXAMINE current policy and BRAINSTORM alternate ideas, if necessary, for student cell phone use and storage - cell phone screens harbor significant bacteria. Perhaps require staff and students to sanitize their hands after using cell phones and other devices <input type="checkbox"/> ORDER all materials, equipment and supplies needed to accommodate the government regulations (at least one month prior to opening). CLEF will assist the schools in placing these orders for certain items in which it can receive a discount. <input type="checkbox"/> ASSESS usage of school facilities by outside groups and take appropriate steps to communicate with those groups regarding updates /changes in usage restrictions
Staffing & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> LATE JULY - Look at current enrollment numbers to determine if tentative staffing plan is still accurate, as per current state and health guidelines <input type="checkbox"/> CONTACT your Title provider to determine what their plan for sending teachers will be

Category	Check List Items
Community/ Culture	<ul style="list-style-type: none"> <input type="checkbox"/> BRAINSTORM alternative welcome back activities to take the place of Ice Cream Socials and other assimilation activities <input type="checkbox"/> EXAMINE current school calendar to map out typical school-wide celebrations, traditions, and events and work with teachers to devise alternatives, to accommodate social distancing guidelines or in the event that the school needs to close and revert to 100% remote learning
Internal Communications & Training	<ul style="list-style-type: none"> <input type="checkbox"/> The Principal leads a staff meeting in which the Guidelines and the plan are reviewed, and the staff has the opportunity to make comments, raise concerns and ask questions. <input type="checkbox"/> PLAN and begin to DELIVER required staff and teacher training for use of new technology and/or learning platforms, updated protocols and school policies, and any other changes to the school year requiring additional professional development support
External Communications	<ul style="list-style-type: none"> <input type="checkbox"/> COMMUNICATE your “Onsite School Return Schedule” as soon as possible to parents so that they have time to plan, in case you cannot accommodate all students onsite at once <input type="checkbox"/> PREPARE and distribute a survey to all parents that would gauge their concerns about sending their children back to school and convey their expectations about the manner in which the school will be operated. <i>[NOTE: CLEF could provide a model survey - Nurse Pat is willing to help prepare it].</i> <input type="checkbox"/> PLAN training sessions and/or communications pieces for parents to inform them of new instructional technologies, class schedules, expectations, support systems, and any other changes to the school year or their student(s)’ educational experience. <input type="checkbox"/> WRITE communication pieces as more information comes out from government and health officials
AUGUST	
Financial Planning	<ul style="list-style-type: none"> <input type="checkbox"/> CONTINUE to review and reassess budget projections, cash flow, tuition collection, etc. based on changing financial needs <input type="checkbox"/> PROVIDE regular updates to the Board on financial situation <input type="checkbox"/> UPDATE cost per pupil based on current enrollment and updated budgets
School Leadership & Governance	<ul style="list-style-type: none"> <input type="checkbox"/> PROVIDE regular updates to the board and school community regarding the implementation of the reopening plan as well as any changes <input type="checkbox"/> CONTINUE outreach to families to support their return to school
Staff Training & Support	<ul style="list-style-type: none"> <input type="checkbox"/> PREPARE agenda for back-to-school meetings, to include training for staff for: <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning during the day – changing groups of kids, etc. <input type="checkbox"/> Daily student re-entry <input type="checkbox"/> What to do if a child is sick

Category	Check List Items
	<ul style="list-style-type: none"> <input type="checkbox"/> More tech support, and training in flipped learning to prepare if/when students are in the building <input type="checkbox"/> Little-used online assessment tools which may be present in your curriculum already <input type="checkbox"/> Messaging and communication about ANYTHING -- stress to staff the importance of communication about protocol, illness, etc., staying on message, and new info coming through a central point, so that message is consistent <input type="checkbox"/> COMPLETE all staff and teacher training required to successfully implement the reopening plan. <input type="checkbox"/> REVIEW our State attendance requirements and allowances for Inservice Days <input type="checkbox"/> EXAMINE and revise school calendar to SCHEDULE additional time during the school year for further training for teachers on technology and platforms <input type="checkbox"/> CONSIDER establishing a Staff Care team (perhaps using congregational volunteers, parent volunteers, or part time teachers and paras) to devise a systematic Calendar of Encouragement - sending notes, little gifts, check-ins, etc. to staff who are going to be pretty stressed
Facilities, Health & Wellness	<ul style="list-style-type: none"> <input type="checkbox"/> BRAINSTORM with teachers how to keep congestion at a minimum in bathrooms - they will know their typical practices, and may have valuable suggestions <input type="checkbox"/> ENSURE all school staff members receive a COVID-19 test at least two weeks prior to the start of school to assure parents that the school staff is free from infection at the start of school. The Concordia Health plan may pay for these tests, or free tests are administered at various locales. The results of these tests will be communicated by each staff member to the Principal, who will make a record of each result. <input type="checkbox"/> ALL SIGNAGE relating to the Guidelines is posted, and all areas referred to in Section VI are appropriately marked for proper social distancing. To the extent that partitions will be used at the school, they are installed. <input type="checkbox"/> ALL new materials, equipment and supplies are in place and ready for the start of the year, including partitions if they are to be used. <input type="checkbox"/> DETERMINE how health and wellness checks will be done on a daily basis, and how many volunteers are needed to perform that function; prepare a schedule and all forms to be used in this process. <input type="checkbox"/> COMPLETE a deep cleaning of the entire school within one week of the start of the school year. <input type="checkbox"/> CONSULT with Nurse Pat Braun at CLEF or other health professionals regarding any questions during the planning phase of reopening the school.
External Communication	<ul style="list-style-type: none"> <input type="checkbox"/> HOST a “town hall” meeting(s) with all parents in which the Guidelines for the school are rolled out and discussed; allow time for Q&A. <input type="checkbox"/> CONDUCT parent orientation seminars/webinars to help them become familiar with technology and platforms used <input type="checkbox"/> COMPLETE all parent trainings to ensure students and families have a successful start

Category	Check List Items
	<p>to the year.</p> <ul style="list-style-type: none"> <input type="checkbox"/> COMMUNICATE the school plan for reopening to all staff and parents via the school newsletter and other communication vehicles. <input type="checkbox"/> PROVIDE a written set of rules to the parents and have them review the rules with their children. The school could have parents to sign a document acknowledging that they had read and understood the school plan and the Guidelines. <input type="checkbox"/> All communications to constituents are phrased in a warm and loving manner, but with the firm understanding that the school intends to enforce all applicable governmental regulations and the Guidelines contained in its plan. <input type="checkbox"/> UPDATE communication pieces as more information comes out from government and health officials

