

## V. School Environment, Health and Wellness: Facilities, Infrastructure, and Health & Wellness

Students need a safe, secure, and healthy environment in which to learn and grow, a need which has been accentuated by the COVID-19 pandemic. The safety and aesthetics of the school campus, and the ongoing health and safety of the students, staff and the entire community must be emphasized in all aspects of the school's ongoing operations.

### Medallion Considerations

Irrespective of the scenario under which the school is operating, issues that reflect the hallmarks of a Distinguished school under the Medallion program must continue to be addressed in a meaningful way. Links to the rubrics for School Environment, Health and Wellness are included below:

- [School Environment](#)
- [Health and Wellness](#)

The safety and health of the students, parents, staff, and visitors at the school is a major priority. From an overarching point of view, COVID-19 is mostly spread by respiratory droplets released when people cough, sneeze, talk or sing. It is also believed that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. **Therefore, personal prevention practices (such as wearing effective masks, frequent and vigorous [hand washing](#), [staying home when sick](#)), appropriate social distancing (six feet per person in every direction), and environmental [cleaning and disinfection](#) are important principles that are covered in these Guidelines.** Fortunately, there are several actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Under this scenario, some or all students, staff and visitors will be coming to the school building on a regular basis, and therefore the school must be operated in accordance with the health and safety regulations of applicable government entities. The following guidelines, which have been prepared in consultation with Dr. Patricia Braun, CLEF school nurse, incorporate the guidelines and regulations of the Illinois State Board of Education (ISBE) as well as several organizations listed as Additional Resources at the end of the Guidelines, including the Center for Disease Control, the State of Illinois, and the City of Chicago, the Illinois Department of Public Health, the Chicago Department of Health, and the Chicago Public Schools. Additional regulations from these organizations will be incorporated into these Guidelines as they become available. These Guidelines, which are best practices, must be addressed in an ongoing way both before the school reopens and while students continue to attend school.

Note that several important ISBE regulations are set forth in italics in the Guidelines.

All teachers and staff members must be trained on and prepared to implement the safety and health protocols listed in these Guidelines.

The ISBE regulations recommend that the safety and health protocols are “overcommunicated” to parents so that everyone is clearly on board with these procedures. Communicate with families about how they can reinforce and help explain safety protocols at home. Provide families with ample opportunities to ask questions. Parents are critical partners in helping students make academic gains in a safe and healthy environment.

It is imperative that the principal and staff be continually sensitive to **the physical, social and emotional issues** that may arise among students, staff and parents during the school year; these issues will need to be addressed in a timely and appropriate manner as they arise. In addition, students and parents are given ongoing access to health and wellness information and are directed to resources where they can receive health and emotional well-being support when needed.

## **1. Prior to Reopening School**

### **A. Space Planning for Classrooms and Common Areas**

- Each classroom is reviewed in order to determine how many students can be placed into each classroom while maintaining appropriate social distancing. Consider the removal of other furniture and equipment in the classroom to determine the maximum amount of space available for students.
- 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.
- The use of plexiglass and/or other kinds of separating barriers (such as screening devices used now in testing situations) is explored for use in the office, the entrances to the school and other appropriate areas. Note that ISBE has made it clear that the use of these types of barriers does not excuse the need for masks or facial coverings to be worn at all times in the classroom. [CARES Act §]
- Spaces are designated near the entrances of the school so that social distancing is maintained outside the building as students and others prepare to enter school.
- Common areas, hallways (which are made one-way if possible), the office, and other areas at the school are marked (with tape or in another manner) so that everyone is reminded of appropriate social distancing spaces in those areas.
- If feasible, make all room and building entry points accessible with handleless options.
- A space/room is designated in the school where any child who becomes ill during the school day can be isolated until his/her parent or caregiver can take them home. This room is monitored by a volunteer or cameras, so the child is safe while in the room. [CARES Act §]
- Appropriate signs are prepared and posted throughout the school reminding individuals of the Guidelines.

- ISBE has provided several examples of signs that can be posted throughout the school reminding everyone of the Guidelines and best practices. These signs are posted before the opening of school.
- Nurse Pat Braun at CLEF will also provide videos and/or other health materials to the school relating to best practices in connection with the Guidelines.

B. Review and Revision of Existing Policies

- The principal and the School Board should implement a policy requiring everyone at the school to comply fully with the Guidelines. Appropriate disciplinary action for infractions of the Guidelines are promulgated and communicated to staff, parents, and students.
- Policies relating to social distancing, the use of masks and frequent hand washing are critical and must be communicated to everyone and reinforced in connection with all activities at the school.
- The emergency contacts for each student are reviewed and updated as necessary.  
**Parents/caregivers are informed that one of these contacts MUST always available when communication is needed.**
- Appendix C to the ISBE regulations (pages 56-57) provide a Sample Student Intake/Need Assessment form that might provide valuable information in assessing the needs of individual students. Consider collecting this information before the school year starts so that the school can proactively address student needs as they return for instruction.**
- This survey could also be distributed to school staff to determine their support needs, address their concerns, and guide transition planning.**
- Procedures for calling in sicknesses and absences are reviewed and revised as necessary; information regarding the reason for any absence is documented. Attendance personnel should request specific symptoms when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Information is shared with key personnel at the school.
- A current list of community testing sites for COVID-19 is available for all families
- A policy relating to student possession of phones in school is implemented and communicated.
  - If phones are to all be stored in one place, the person collecting them should wear gloves during this process. The phones should be cleaned before they are returned to the students.
  - If students can retain their phones, they should be cleaned frequently and cannot be shared with others.
- Parents are required to meet all the existing immunization requirements of the State of Illinois **before** the start of school.
- Lists of all students who will be using before- and after-school services and school buses are made so that sufficient personnel are available.

- A policy relating to instructional/disciplinary actions for violations of the Guidelines is prepared and communicated to students and parents.
- Package deliveries are made to the school in accordance with local requirements.
- Consult on a weekly basis the CLEF newsletters and Nurse Pat Braun's blog to obtain updates on the Guidelines and other health-related information.

C. Supplies, Equipment and Additional Personnel (Specific to Health & Safety Requirements)

- Prepare a list of additional staff/volunteers who are needed to attend to all the additional duties required by these Guidelines, particularly daily health checks and cleaning. Conduct appropriate training for these individuals so that the testing and other activities are safe, effective, and appropriate. These procedures need to be followed as consistently as possible. [CARES Act §]
- Prepare a schedule for the regular cleaning and disinfecting of restrooms, common areas and classrooms during the school day.
- Order all health and safety supplies and equipment at least one month prior to the start of classes to allow the school to meet the requirements of the Guidelines. [CARES Act §]
  - Touchless sanitizers.
  - Touchless door access devices.
  - No-touch drinking fountains.
  - Touchless soap dispensers.
  - Paper towels
  - Appropriate cleaning and disinfectant supplies.
- Appropriate levels of masks, gloves and other health and safety supplies are available to students and staff members. [CARES Act §]
- Stations containing sanitizer with at least 60% alcohol (no-touch dispensers are preferred) are ordered and placed in classrooms and public areas. [CARES Act §]
- Hire and train the custodial staff and/or an outside service so that the school is appropriately cleaned and disinfected daily. [CARES Act §]
- The school undergoes a deep cleaning within a week of the start-up of school. [CARES Act §]

D. Handwashing and Use of Sanitizers

- Educate staff, teachers and students on healthy hygiene and handwashing to prevent the spread of infection. Signs regarding such actions are posted in restrooms and other common areas of the school.
- Individuals are directed and encouraged to avoid touching the face, eyes, nose, and mouth to decrease the transmission of infectious diseases.

- The school undergoes a deep cleaning and disinfecting within a week of the start-up of school. [CARES Act §]
- Frequent handwashing is encouraged. Ensure that supplies such as soap and paper towels, hand sanitizer, tissues, etc. are available in the restrooms and common areas of the school. Cloth towels should not be used. Handwashing with soap is the first line of defense, but the use of hand sanitizer with at least 60% alcohol may be used. The school is cognizant of individuals with sensitivities to hand sanitizer and soap, and easy access to other means of cleaning should be made available.
- Hands are washed often with soap and water for at least 20 seconds. Hand hygiene is practiced upon arrival to and before departure from school; following restroom use; after blowing one's nose, coughing or sneezing; before food preparation or eating; before/after routine care for a child; after contact with a sick person; return from the playground or physical education; and following glove removal.
- Hand sanitizers are used under adult supervision with proper child safety precautions and stored out of reach of young children to reduce unintended, adverse consequences. Ensure that young children do not ingest hand sanitizer or use it to injure another person.
- Hand sanitizer must be stored away from high temperatures and flames.
- Hand sanitizers are not effective when hands are visibly dirty.
- Hand sanitizers do not remove allergenic proteins from the hands.
- Nurse Pat at CLEF will send the school a PowerPoint presentation and video regarding proper training on hand washing.

## **2. Daily Entry to School Upon Reopening**

### **A. Use of Face Coverings/Masks**

- The ISBE regulations state that all individuals in school buildings must wear face coverings at all times unless they are younger than 2 years of age, have trouble breathing (based on a physician's note), or are unconscious or otherwise incapacitated.
- Ensure that the facial covering completely covers the nose and mouth, and that the covering fits snugly against the side of the face with no gaps.
- ISBE regulations allow teachers and students to use face shields instead of masks.
- Face coverings must be worn inside the school even when social distancing is maintained.
- Face coverings may be removed outside if social distancing is maintained.
- Reusable coverings are machine or hand washed daily and are allowed to dry completely after each use.
- Quantities of disposable masks should be available for use if a student forgets a mask or the mask becomes contaminated.

## B. Drop Off at School and School Buses

- Start times for each class are staggered so that there is no line at the school entrance or congregating in groups outside of the school entrance(s).
- Designate the entrances which each class is to use as the students enter the school.
- Parents are instructed to have their children stay in the car until there is an appropriate space before they enter the school building.
- A list of all students attending class that day is provided to the staff/volunteers who do the daily health screening.
- If the weather permits, the doors to entrances are propped open so that entering individuals do not need to touch the door handle.
- A space close to the entrance to the building is established and marked where incoming students are tested daily by staff or volunteers in compliance with all social distancing requirements.
- The ISBE regulations state that students who ride a school bus must wear a mask at all times; no more than 50 individuals should be on a bus at one time; and social distancing should be maintained to the greatest extent possible.
- The ISBE regulations state that students must undergo a symptom and temperature check, which may include self-certification, before boarding the bus. Students with an elevated temperature (99.5 or 100.4 degrees – see below) are not allowed to board the bus.
- Seating charts are recommended so that students from the same household can sit together.
- Drivers must wear face masks and must undergo symptom and temperature checks or self-certify that they are free from symptoms before the start of each workday. Drivers with an elevated temperature (99.5 or 100.4 degrees – see below) cannot work.

## C. Health Screening Procedures

- Volunteers or staff are scheduled each week to maintain the wellness-check areas. These individuals are trained in the implementation of these procedures so that they are administered in a safe and consistent way.
- A list of all students attending class that day is provided to the staff/volunteers who do the daily health screening.
- If the weather permits, the doors to entrances are propped open so that entering individuals do not need to touch the door handle.
- A space close to the entrance to the building is established and marked where incoming students are tested daily by staff or volunteers in compliance with all social distancing requirements.

- The ISBE regulations require daily temperature and symptom screenings or self-certification and verification for all staff, students, and visitors to the school building.
- The number of temperature checks and health screenings that can be done at one time depends on the number of trained volunteers available and the space available near the entrances to the school.
- Students and staff members are given daily wellness checks, and their temperature is taken with a no contact infrared temperature screening device in the entrance area of the school.
- The ISBE regulations state that students with temperatures of 100.4 degrees or higher are not allowed to enter the school. Nurse Pat at CLEF recommends that students with a temperature of 99.5 degrees or higher are not allowed to enter the school. Whichever standard the school chooses to implement, it must be communicated to parents and others, and be consistently enforced. [CARES Act §]
- The results of each student's temperature are recorded, and a permanent record of these readings is maintained.
- If a student is coughing or complains of other conditions, the student should be questioned further regarding these issues.
- In connection with the temperature-taking, students and staff are asked the following general questions regarding how they feel that day and the responses are recorded.*
  - Do you currently have fever, cough, sore throat, shortness of breath, new loss of taste or smell, or any other COVID-19 or flu-like symptoms?
  - Have you been diagnosed with COVID-19 by a medical provider? In the past 14 days, have you had close contact (within six feet for 10 or more minutes or a member of your household) with anyone who has been diagnosed with COVID-19 by a medical provider?
  - Have you been told by a medical provider or public health official that you should self-quarantine due to potential COVID-19 exposures or that you are suspected of having COVID-19?
  - Do you have symptoms of fever, cough, chills, fatigue, muscle and body aches, headaches, sore throat congestion or runny nose, nausea, vomiting or diarrhea?
  - Do you have a new shortness of breath that you cannot attribute to another health condition?
  - Have you recently developed a complete loss of smell or taste?
- The ISBE regulations (page 34) allow for an alternative of a self-verification process. An online form with each of the questions listed below could be prepared; the form could be submitted each day by the parent online or at the entrance to the school. This process requires parents to verify on a daily basis that:
  - The child's temperature had been taken that morning and list that temperature.
  - The child has taken no fever medication within the past 24 hours.
  - The health questions listed above are all answered.



- The ISBA regulations seem to permit the school the option of either allowing or not allowing the self-verification process.
- Individuals who exhibit or report symptoms are referred to a medical provider for evaluation, treatment, and given written information about when they can return to school.
- Masks are available for students at the entrance if they do not have one or if their cloth mask has not been washed the previous day. [CARES Act §]

### **3. Activities During the School Day**

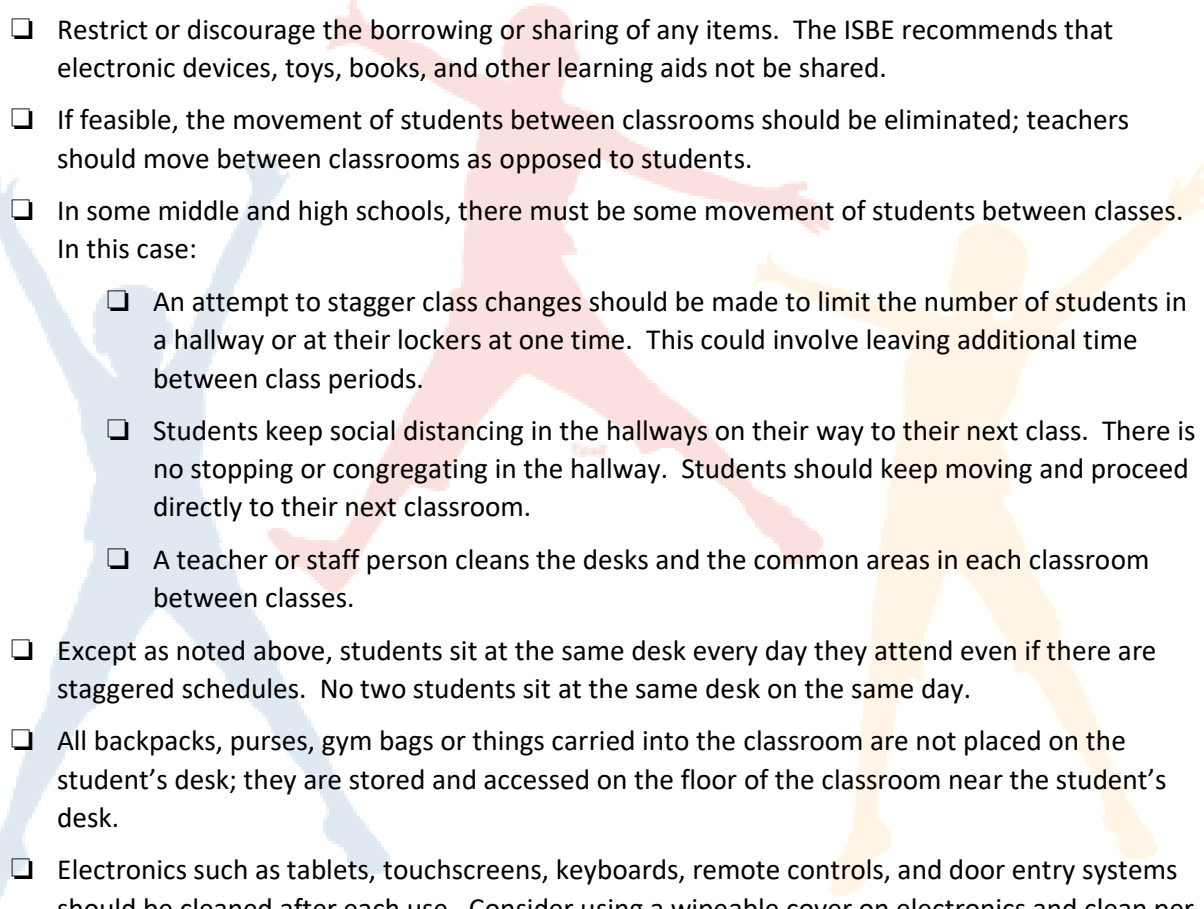
#### **A. Before- and After-School Care**

- The aide in charge of this activity has a list of all students that will participate in this activity each day.
- Sign-in and sign-out activities are maintained, eliminating the common use of pens or other materials.
- All the Guidelines apply equally to all activities in this room
- Visitors and the use of school facilities by external parties are discouraged to the extent possible.

#### **B. Classroom Protocols**

- In the management of their classrooms, teachers are encouraged to be creative and innovative with their students as they ensure compliance with the Guidelines.
- Students are trained in the proper protocols to follow when in the classroom and in other areas at the school, and appropriate action is taken when deviations from the Guidelines are observed.
- It is recommended that teachers provide assigned seating for students and that they remain in those seats to the greatest extent possible. Teachers may develop a marked path of entry inside the classroom to maintain social distancing from the entry point of the classrooms to the student's assigned seat.
- Teachers have their room set up given the need for social distancing and the number of students that will be in class each day. The ISBE regulations state that if possible, rearrange desks so that there is a 6-foot distance in all directions between the desks, and that the desks all face in the same direction.
- Have tape or other markers to indicate the space around individual students' desks that conform with proper social spacing.
- Open the windows if possible, for increased ventilation.
- Only staff required for instruction are allowed in the classroom.



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- Social distancing, the use of masks and frequent hand washing are critical and must be reinforced in connection with all activities in the classroom. [CARES Act §]
  - Students are instructed to cover their mouths and noses with a tissue when they cough or sneeze. They are to throw away used tissues in a lined trash can, and then immediately wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
  - No hugging, shaking hands, high-fiving or touching of another person is allowed.
  - Limit the sharing of objects and discourage touching of shared surfaces. When in contact with shared objects or frequently touched areas, wear gloves or sanitize or wash hands before and after contact.
  - Restrict or discourage the borrowing or sharing of any items. The ISBE recommends that electronic devices, toys, books, and other learning aids not be shared.
  - If feasible, the movement of students between classrooms should be eliminated; teachers should move between classrooms as opposed to students.
  - In some middle and high schools, there must be some movement of students between classes. In this case:
    - An attempt to stagger class changes should be made to limit the number of students in a hallway or at their lockers at one time. This could involve leaving additional time between class periods.
    - Students keep social distancing in the hallways on their way to their next class. There is no stopping or congregating in the hallway. Students should keep moving and proceed directly to their next classroom.
    - A teacher or staff person cleans the desks and the common areas in each classroom between classes.
  - Except as noted above, students sit at the same desk every day they attend even if there are staggered schedules. No two students sit at the same desk on the same day.
  - All backpacks, purses, gym bags or things carried into the classroom are not placed on the student's desk; they are stored and accessed on the floor of the classroom near the student's desk.
  - Electronics such as tablets, touchscreens, keyboards, remote controls, and door entry systems should be cleaned after each use. Consider using a wipeable cover on electronics and clean per manufacturers' instructions using wipes or sprays with at least 70% alcohol.
  - The exchange of paper and other materials between the teacher and the student, and between students, is kept to a minimum. Extra supplies may be needed for students who lack them.
  - Small group discussions can take place if proper social distancing can be practiced.
  - The ISBE regulations provide that singing is allowed if it is done with masks and proper distancing.
  - Areas that are used by more than one student on a recurring basis (e.g., pencil sharpeners) are cleaned by the teacher on a regular basis.

- Recesses and physical education classes can take place outside and in spaces that allow for appropriate social distancing (see below).
- Students should take “brain breaks” in the class in the area around their desk.
- Students are instructed in the proper ways to utilize restroom facilities.

#### C. Chapel Services

- Masks are always worn before, during and following the chapel service.
- If chapel services are held in the church, classes file over to church one at a time maintaining proper social distancing at all times.
- Classes are scheduled so that those first into the church move to the front.
- Social distancing is always maintained during the chapel service.
- The Pastor or person conducting the service must wear a mask except when speaking to the students at an appropriate social distance.
- Singing is allowed at chapel if it is done with masks and proper distancing.
- Students are dismissed from the back of the church to the front.

#### D. PreK and Kindergarten Activities

- The general guidelines of the Center for Disease Control for Day Care Centers are found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General> and provide general guidelines for PreK and Kindergarten classrooms.
- Detailed ISBE regulations for Social Distancing in Early Childhood Education can be found at pages 23-24 of the ISBE document. These regulations recognize that young learners may struggle more than other students in understanding and complying with social distancing and the wearing of facial coverings.
- The ISBE regulations require masks for everyone over the age of two unless there is a medical condition supported by a physician’s note. The ISBE encourages teachers to model the proper behavior, and states that they will need to enforce the social distancing and mask requirements in creative and innovative ways.
- Teachers implement strategies to model and reinforce social and physical distancing and movement. Teach, model, and reinforce healthy hygiene habits and social skills.
- Create a classroom environment that promotes positive student-teacher relationships that support student social-emotional well-being and self-esteem. Promote empathy through conversations about other people’s feelings and perspectives. Talk about responsibilities.
- Each class of children is in a separate room. Teachers rearrange furniture and play spaces to meet social distancing requirements, when possible. Find creative ways to allow students to create their own space using yarn, masking tape or other materials.

- Eliminate the mixing of children from different classrooms; stagger playground times and keep groups separate for special activities such as art, music, and exercising.
- If possible, at nap time, ensure that children’s naptime mats and cots are spaced out as much as possible, ideally six feet apart. Consider placing children head-to-toe to further reduce the potential for viral spread.
- Masks can be removed while children sleep if they are more than six feet apart.
- Use bedding that can be washed weekly. Keep each child’s bedding separate and stored in individually labeled bins, cubbies, or bags. Label cots and mats individually for each child.
- Parents are discouraged from having children bring their own toys from home. Students’ personal items are labeled and kept in a separate bag, so they remain separate from the belongings of other students.
- Eliminate the sharing of toys and other materials. Teachers should make only a limited number of toys available on any one day, keeping others on the shelf in the classroom. The teacher will need to frequently clean the toys and other materials after they are handled by individual students.

#### **4. Use of Restrooms and Drinking Fountains**

- The number of individuals allowed inside a restroom depends on the size of the restrooms. Social distancing is always practiced in the restrooms.
- No lines are allowed outside of the restrooms.
- Physical barriers are considered between bathroom sinks and urinals.
- No-touch or handless access to restrooms, individual stalls and handless soap dispensers is preferred if possible. [CARES Act §]
- Paper towels are available in the restrooms and are used when touching any surface (e.g., stall entrances, faucets, soap dispensers, the door handle on the way out).
- The restrooms are cleaned every 1-2 hours.
- Students will be trained in the proper way to wash their hands.
- Nurse Pat will provide a video and signs that indicate the proper way to wash one’s hands.
- The ISBE regulations state that students are encouraged to use drinking fountains (no-touch if feasible) only to refill an individual’s own water container. Their container cannot come into contact with the nozzle when refilling. If drinking is allowed directly from the fountain, students are instructed to not place their mouth on the fountain. If they touch the fountain, individuals wash their hands or use sanitizer. Drinking fountains are cleaned and sanitized frequently.
- Floor markers are placed near drinking fountains so that social distancing is maintained.

## 5. Use of Common Areas

- Face masks are always worn in all common areas.**
- If possible, hallways and stairways are made one-way and are marked as such by tape on the floor and signage.
- If one-way hallways and stairways are not feasible, then students are instructed to stay to the right in these areas, and to practice social distancing to the extent possible.
- No stopping and/or talking to other students or staff is allowed in common areas. Students should keep moving in these areas.
- Furniture and other equipment in common areas is limited to prevent congregating and to allow for appropriate social distancing while in these areas.
- The ISBE regulations state that if a school has lockers, their use should be suspended. If allowed, no lockers are shared, and the time spent by a student at a locker is brief and social distancing is practiced.
- The ISBE regulations state that elevators are limited to one or two students with an additional adult when a student needs supervision.

## 6. School Office and Break Rooms

- Staff break areas should be arranged to facilitate social distancing. Lunch and break times should be staggered to minimize eating with the mask off near others.
- Limit non-essential visitors' access to the school and the office. There should be a limited number of people allowed in the school office at one time depending on the size of the office to maintain proper distancing.
- Keep accurate records of visitors, including their contact information, in case contact tracing is required.
- A space is provided where students who are not feeling well can be kept while awaiting their parents to come pick them up. The ISBE regulations state that the student can never be left alone, and the room must be monitored by an adult who maintains social distancing. If possible, the room should be near an exterior door to limit the child's contact with common areas. The room is cleaned after each student leaves and on a daily basis.
- Students who need first aid in the office should be treated by individuals wearing gloves; social distancing is maintained to the extent possible.
- The ISBE regulations state that Nebulizer treatments should be administered at home. Each family should consult with their health care provider for alternate asthma medication delivery systems. Any asthma action plans should be reviewed prior to the beginning of the school year.
- ISBE regulations state that employee workstations are properly distanced so that employees maintain a six-foot distance from one another, if possible. Physical barriers between workstations should be considered.

- Sharing of office equipment or supplies is limited or prohibited.
- Cleaning protocols are established and implemented for the frequent cleaning of frequently touched items such as copy machines, table surfaces, refrigerator door handles, microwaves, and coffeemakers. The use of disposable items is encouraged.

## **7. Library, Physical Education and Extracurricular Activities**

- Consider delivering library items to classrooms or have library staff visit classrooms and provide video presentations or read to groups of students.
- Books and library materials are cleaned after each use.
- Gymnasiums or large common rooms can be used when proper social distancing is practiced.
- The ISBE regulations state that students wear face masks and practice six-foot social distancing as much as possible during all physical education classes. No more than 50 people may be in one space at one time, and physical floor markings to demonstrate social distancing are encouraged.
- Games and sports activities that require close guarding or potential physical contact are to be avoided. Any physical contact, including handshaking and high-fives, between individuals is prohibited.
- Whenever feasible and weather permitting, outside activities are encouraged.
- The use of shared equipment, including balls, is discouraged. Any shared equipment must be cleaned and sanitized before and after each class.
- Students should practice hand hygiene before and after each PE class.
- For high schools and some middle schools, consider the elimination of the use of locker rooms, and allow students to participate in activities without changing clothes. Shoe changes can be made in a classroom prior to the PE class.
- Students can go outside for activities if they practice appropriate social distancing. The ISBE regulations state that individuals in a group do not need to wear masks outside if each of the individuals maintains six feet social distancing. Each group must be at least 30 feet away from other groups in the same area.
- ISBE regulations state that playground equipment can be used, but schools may prohibit the use of it due to social distancing requirements. If the equipment is allowed it must be monitored and the number of students using it at one time should be limited.
- Playground equipment must be cleaned and sanitized continuously. Students should practice hand hygiene before and after the use of playground equipment.
- The ISBE regulations state that a school should consider moving music and band related courses outside if possible. It recommends that these classes be organized into smaller classes, minimizing the number of students for group rehearsal to provide for appropriate social distancing.

- It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Students sanitize their hands prior to handling instruments. Instruments are never to be shared. Instruments should be cleaned after each use; special care should be taken with instrument mouthpieces.
- Conductors and other leaders wear a face shield or mask, and face students from more than 10 feet from the first row of singers/band members
- Field trips are discouraged, and virtual activities and events are recommended in lieu of them.

## 8. Lunch

- The ISBE regulations state that the allergies of individual students must continue to be accommodated while meals are being served and consumed.**
- Whether the students eat their lunch in a lunchroom or in the classroom, proper social distancing is essential as masks are not to be worn while eating.*
- When removed, masks should be kept close to the individual so that they are not contaminated by food or others.
- If the students bring their own lunch, they should store it in their desk until it is time to eat.
- If students eat lunch in their classroom, they remain at their desk and eat.
- If milk or other beverages are provided to students, it should be put in one spot in the classroom and students come one at a time to pick up their container, being careful not to touch the other containers. In the alternative, a teacher or someone else wearing gloves can hand it to them to prevent the students from having to leave their seats.
- Food or other lunch materials cannot be shared with another student.
- ISBE has stated that the use of disposable materials for lunches brought from home is encouraged. Paper bags and disposable containers are recommended over lunch boxes and plastic containers. If the latter are used, they should be put in a place where other students will not come into contact with them, and they should be cleaned on a daily basis.
- If lunch is prepared at the school for students, the area in which the food is prepared and personnel in the area must comply with the CDC guidelines for the safe operation of a food service facility (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-restaurants-bars.html>).
- These guidelines must be communicated to the kitchen staff and be enforced by the principal and the school staff. **[CARES Act §]**
- Meals are individually plated. Buffets, salad bars and the sharing of food and utensils is prohibited.
- If the school uses a lunchroom to provide food, classes are staggered so the number of students in the room at one time is limited to the lesser of 50 individuals or the number where proper social distancing can be practiced.

- Social distancing is used as students move through the line, and then find their space at a table.
- The ISBE regulations state that if possible, schools consider delivering the food to each classroom by kitchen personnel using a cart(s). Students come one at a time to pick their food and beverage from the cart, being careful not to touch any other food on the cart and maintaining proper social distancing at all times. In the alternative, the food service worker wearing gloves can hand the food to each student in the classroom. [CARES Act §]
- Consider using disposable food service items such as plates and utensils. If disposable items are not available, all non-disposable items are handled with gloves and are washed in hot water and soap or in a dishwasher. The lunchroom is thoroughly cleaned and disinfected after each meal.
- Once students are finished with lunch, they deposit garbage in an appropriate container. The ISBE regulations state that the room should be disinfected before resuming regular classroom activities

### **9. After School Pick-Up Procedures**

- Class completion times are staggered so that parents arrive at different times to pick up their children.
- Parents remain in their cars until their children are released from the school building.
- There is no congregating at the entrance of the school or elsewhere on school property.
- Procedures are established for the pick-up of students in the after-school care program.

### **10. Daily Cleaning of the School**

- The CDC guidelines for proper cleaning and disinfecting a facility should be followed in all respects. The link is found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.
- The ISBE regulations state that visible dirty areas should be scrubbed to remove dirt/soilage, and then an approved disinfectant should be used to kill the germs.
- Current data show that the COVID-19 virus can live on a plastic surface for 48 hours, a glass surface for 72 hours, a wood surface for 95 hours, and a metal surface for 120 hours. Cleaning is done in light of this data.
- EPA-approved disinfectants are used at all times
- An individual (a volunteer or a janitor) cleans the entrances, the public areas, and the restrooms every one- to two-hours during the school day. [CARES Act §]
- The way that each classroom is to be cleaned on a daily basis must be determined and communicated to the teachers and the janitorial staff.
- The entire school is cleaned and disinfected daily by the janitorial staff or a janitorial service. [CARES Act §]



- Maintain a cleaning log in the school office that documents the date, time, and scope of cleaning daily.

### **11. Procedures If a Student or Staff Member Becomes Ill with COVID-19**

- Guidelines from the Center for Disease Control relating to the symptoms of COVID-19 can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. These symptoms include fever, cough, shortness of breath, difficulty in breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea.
- Anyone who has any of these symptoms must remain at home or leave the school immediately at the onset of the symptoms.
- Persons responsible for attendance monitoring request specific symptom reporting when absences are reported. Information is documented and shared with the appropriate personnel at the school.
- Appropriate school personnel remain in continuous contact with the staff person or the family of the student who reports symptoms of COVID-19.
- The Center for Disease Control Guidelines for dealing with situations in which individuals become ill with COVID-19 can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
- The following Guidelines are to be followed in a general way, recognizing that the manner in which people become infected with COVID-19, how or if symptoms of the disease are manifested, and how people with the virus pass it on to others is still not totally understood. All school staff members and parents are flexible in their response to a report of a case of COVID-19 at the school, as each case will be needed to be addressed given the specific facts presented. Nurse Pat at CLEF is available for consultation in all cases.
- At least two weeks prior to the start of school, all school staff members are tested for COVID-19. The result of each person's test is communicated to the principal and is documented in his/her file.
- If a staff member is feeling ill at any time during the day, they must go home immediately. They are not to return to school until at least 10 days after their symptoms first appeared, they have had a COVID-19 test that is negative, and they have a temperature within normal limits for at least 72 hours without fever-reducing medication.
- If a student is not feeling well during the day, that child must be taken to the school office and then placed into the room or space that has been designated for that purpose. The child's parent will be contacted immediately, and the parent will pick that child up and take them home as soon as possible. This child will not return to school until  until at least 10 days after their symptoms first appeared, they have had a COVID-19 test that is negative, and they have a temperature within normal limits for at least 72 hours without fever-reducing medication.

- ❑ If a student or staff member is diagnosed with or tests positive for COVID-19, the school must immediately notify the State of Illinois and City of Chicago health departments. The school must cooperate with contact tracing efforts, including notification of potential contacts, such as staff members, students, parents, and visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- ❑ **Nurse Pat Braun at CLEF should also be notified if a student or staff member is diagnosed or tests positive for COVID-19.** She should be consulted with respect to the proper actions for the school to take in such a situation. She should be consulted in order to determine the proper steps to be taken, including who needs to be notified. The number of people, if any, to be quarantined at home and for how long will depend on a number of factors to be determined by the principal (and Board of Education) in consultation with Nurse Pat Braun at CLEF or some other health professional. This determination is made on, among other things, the amount of contact the ill person had with others, the length of time of that contact, and the nature of the contact.
- ❑ If a student or staff member is diagnosed with COVID-19, the school should ❑ close off any areas of the school used by the sick person and not use those areas until proper cleaning and disinfection procedures have been completed. Open windows to increase circulation in the area. It is advisable to wait 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas such as offices, classrooms, bathrooms, common areas, shared electronic equipment, etc. Vacuum empty spaces with a high-efficiency particulate air (HEPA) filter, if available. If possible, turn off fans and the HVAC system that services the room or space, so that particles that escape from vacuuming do not circulate throughout the facility.
- ❑ The ISBE regulations define “close contact” as an individual who was within 6 feet of the person with symptoms for more than 15 minutes)
- ❑ Individuals who did not have close contact with the person who is sick can return to school immediately. Those who had close contact with the person should isolate at home and monitor for symptoms for at least 14 days.
- ❑ If the classroom in which the sick student attended class had less than six feet between desks, it is likely that the entire class will need to be quarantined for at least 14 days as at least some of the students had “close contact” with that student by definition.
- ❑ The ISBE regulations state that schools should institute a tracking process to 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 that criteria for discontinuing home isolation or quarantine before a staff member or student returns to school. Nurse Pat should be consulted during all steps of this process.
- ❑ Students quarantined at home can return to school if they meet the health protocols set forth in these Guidelines.
- ❑ Except when a student is returning from an illness or a quarantine, the testing of students for COVID-19 is at the discretion of the parent.

## Scenario 2

Since this scenario envisions students and staff being present in the school for part of the time that Phase 4 is in effect and then out of school if Chicago moves back to Phase 2 or 3, all of the protocols listed in Scenario 1 will be in effect during the time that students and staff are present at school. Other considerations under this scenario include:

- There is consistent and timely communication between the school and parents regarding the scheduling to be followed and the expectations that the school has for parents and students in leaving the school and returning to it.
- Access to the school building is limited during remote learning except as specifically allowed by the principal.
- Prior to the time that school reopens for students and staff, the janitorial staff or company will conduct a deep cleaning of the entire school.

## Scenario 3

Since no students or parents will be coming to the school on a regular basis, there is no need for the protocols described above. However, anyone who enters the school building for any reason is subject to all the rules set forth under Scenario 1.

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