

# Dallas City Elementary RETURN-TO-SCHOOL PLAN

*IN RESPONSE TO COVID-19*



#Bulldog Strong

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## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by ISBE, IDPH, CDC, and applicable local agencies. **This plan is subject to change.**

## GUIDING PRINCIPLES

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

1. STUDENT AND EMPLOYEES SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## RESOURCES

Illinois State Board of Education	<a href="https://www.isbe.net/">https://www.isbe.net/</a>
Illinois Department of Public Health	<a href="http://www.dph.illinois.gov">www.dph.illinois.gov</a>
Centers for Disease Control and Prevention	<a href="https://www.cdc.gov/">https://www.cdc.gov/</a>

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

### **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The Dallas City Elementary psychologist, social worker and counselor will develop resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. Teachers will perform a daily check in with students and provide social-emotional lessons and support. Teachers will implement the Second Step/Step Up curriculum.

### **CRISIS INTERVENTION RESPONSE**

Flexibility and communication are critical for the success of all students and staff, especially during times of crisis.

- Communication letters will be developed for:
- School closure for parents
- School closure for staff
- School closure electronic message
- Exposure (while protecting health and privacy information of affected individuals)
- Template in the event of significant illness or death of student or staff member

School mental health staff (counselor, psychologist, social worker, etc.) will be available either face to face or remote to address some (but not limited to) of the following concerns:

- Anxious or nervous feelings regarding wearing masks
- Anxious or nervous feelings about attending school and possible exposure to illness
- Anxious or nervous feelings about family members with possible exposure to illness
- Sad or anxious feelings about quarantining or isolation during periods of remote learning
- Grief support in the event of a significant illness or death of a student, staff member, or family member.

School mental health staff (counselor, psychologist, social worker, etc.) are in the process of developing an online system to allow for more frequent screening and check-ins regarding the mental health/social emotional well-being of students during periods of remote learning.

These systems are largely already in place during periods of face to face instruction, and the school mental health staff are dedicated to streamlining the process to be effective regardless of face to face or remote instruction

## **SPECIAL EDUCATION (IEP & 504)**

- Face to face instruction is recommended for all students with IEPs.
- Special education staff and related service providers will communicate with parents to make sure the needs of their students are being met.
- Flexibility and communication are critical for the success of students with IEPs and 504 plans.
- All special education staff and related service providers will maintain accountability documentation during periods of remote learning.
- For all students receiving IEP services, an Individualized Remote Learning Plan will be developed to outline for parents what a student will be doing while participating in remote learning. It will describe what FAPE will look like during periods of remote learning.
- During periods of remote learning, teachers and caseworks will collaborate via email and/or designated platform to ensure lessons are appropriately modified and accommodations are being provided.
- Annual IEP and evaluation dates and deadlines will be followed, per state and federal guidelines.

## **VISITORS/PARENTS**

The safety of our staff and students remains the district's primary concern. During the regular school day, Dallas City Elementary will not allow unannounced classroom or cafeteria visitation. Parents and caregivers are encouraged to make appointments to visit with teachers.

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire and temperature check. Participation is important to help us take precautionary measures to protect you and everyone in the building.

Visitors must wear a face mask and wash hands or use hand sanitizer and complete a screening questionnaire prior to entry into the school.

## STUDENT AND EMPLOYEE SCREENING PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, we will be requiring all to complete a daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

All staff, students, parents, and visitors are required to participate in a daily health screening including a temperature check before riding a bus or entering the school building. Parents will be provided with a system to report health information before sending a student or students to school each day by 7:30 a.m. Students of parents who have not completed the health screening will be screened by a staff member before entry to the school.

## HEALTH PROTOCOLS

- Students and employees will wash hands upon arrival, before and after eating, after recess, after using the restroom, and after sneezing or coughing.
- Hand sanitizer will be provided during the school day. The use of hand sanitizer will be closely monitored by school personnel.
- Face masks are an important part of health protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Face masks must be worn during the school day. Face masks may be removed when eating, drinking, and when socially distancing outdoors.
- Students will be seated as far apart as possible in classrooms and in common areas like the cafeteria and library.
- Social distancing is an effective way to prevent potential infection. Dallas City Elementary employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others. Gatherings – Non-essential/informal meetings and visiting will be avoided.
- If a student or employee becomes ill while at school or if a person is exhibiting symptoms of COVID19 at school, he/she will be quarantined until arrangements can be made for the individual to be picked up.
- Students and employees may be asked to submit a healthcare provider's release before returning to school/work.

If you have been diagnosed with COVID19, you may return to school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  3. At least 7 days have passed since symptoms first occurred
- If a student or employee has symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that he/she has COVID19 and may not return to school until the three criteria listed above have been met.

## GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If a student, employee or someone he/she has been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. Healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. The school office or administrator
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

All health information is confidential. Dallas City Elementary will not disclose identifying information regarding individual student or staff member illness. We will notify parents and staff of any possible contact with individuals with a confirmed diagnosis of COVID-19. We will maintain confidentiality to protect the rights of individuals.

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Dallas City Elementary employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines and signage on the floor will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet
- Gatherings – Non-essential/informal meetings and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

School employees, students, and visitors are required to wear a face mask.

Face masks are required in all parts of the school day including while at the bus stop, riding the bus, and while in the school building.

Parents are asked to provide a face mask for his/her own child(ren). Fabric face masks should be washed daily. Paper masks are disposable and should only be worn for one school day. The school will have a limited supply of fabric face masks for students to wear during the school day should the student's mask become soiled.

If providing a face mask for your child(ren) causes a hardship for you, please notify the school. We will assist you in obtaining face masks.

We understand that some students may have a medical reason that will prevent them from wearing a mask. A doctor's excuse will be necessary to exclude a child from the face mask requirement. Students and staff with a doctor's excuse will be required to wear a face shield in lieu of a face mask.

Students and employees may also wear face shields. Face shields must be worn in addition to face masks.

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

In addition to using PPE, our students and staff will:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching eyes, nose, and mouth

## RECESS AND OUTDOOR CLASSES

When students and staff are outside and are practicing social distancing, they **will not** be required to wear masks.

We recognize that children require time to play that is unstructured and free. We will continue to provide recess opportunities for our students. One classroom of students at a time will be permitted on each playground. After use of playground equipment, surfaces will be sanitized before the next group of students use the equipment.

When possible, teachers will be taking students outside for classes.



## CONSEQUENCES FOR NON-COMPLIANCE OF WEARING A MASK OR SOCIAL DISTANCING

Students will be provided with instruction regarding wearing of PPE and social distancing. Students will be given reminders, visual cues, and social stories related to the wearing of face masks and remaining socially distant from others. If a student is struggling with wearing the face mask or maintaining distance from others, we will problem solve to figure out the reason why the student is not being successful. We will try every option and solution available. For example, we may discover the student is becoming sensitive to the elastic around the ears. A face mask that uses ties might be provided instead. Parents of students who greatly struggle with wearing the face mask properly or cannot maintain distance from others, will be contacted to help figure out a solution. We may consider remote learning a solution for students in this situation.

## PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their classroom or grade level.

Employees are encouraged to disinfect their own personal workspace (desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Dallas City Custodial Team will clean all workspaces at their designated cleaning time.

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

## SHARED WORKSPACE

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

**Office**– Dallas City Elementary will be monitoring the number of visitors, employees and students in the office while the risk of infection exists and begins to diminish.

**Conference Rooms and Teacher Lounge**– Signage indicating closure/capacity limits will be placed on conference room and teacher lounge doors. All meetings are required to use Zoom or Google Meets as a virtual option even for employees in the office or school. Staff members are required to disinfect shared appliances such as coffee machines, refrigerators, microwaves, and copy machines after each use.

## FACILITIES CLEANING

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

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	At the end of each use
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID19 based on testing.

## **RESTROOM USAGE DURING THE SCHOOL DAY**

Maximum capacity for each restroom facility that allows for social distancing has been created. The capacity for restrooms will be posted and adhered to by students and staff. Regular cleaning and disinfecting of the restrooms will be maintained throughout the school day.

## **LOCKER ROOMS**

Locker rooms will not be utilized until we enter Phase 5. Students will not change clothes for PE classes.

## **CAFETERIA AND MEAL PERIODS**

Meals for students in PreKindergarten through 2nd grade will be held in the cafeteria with social distancing measures in place. Meals for students in grades 3-8 will be served in the cafeteria or classrooms depending on the ability to socially distance and clean facilities properly.

## **CLASSROOM TREATS**

Bringing or sharing refreshments in the classroom or during meetings is prohibited in order to limit the risk of contamination. Birthday treats, snack items, candy, and drinks will not be permitted until further notice.

## **CLASSROOM ARRANGEMENTS**

Student desks or seating assignment will be arranged to provide the greatest distance possible between the student and others. Classroom furniture and accessories that can not be easily sanitized will be removed from the classroom.

## **TRANSPORTATION AND STUDENT ENTRY**

Students riding the bus will exit the bus in the morning in front of the school. Students in PreK-5th grade will enter the doors to the west of the main entrance next to the art room. Students in 6th-8th grade will enter the main entrance doors.

Students who are being dropped off by a parent in the morning will enter the main entrance. Please ensure parents pull up to the main entrance so only one family at a time is in the entryway.

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check email often
2. Visit our district website
3. Follow our social media platforms
4. SeeSaw PK-2; Google Classroom Grades 3-12

## II. ACADEMICS AND HOME-BASED LEARNING

### INSTRUCTION OPTIONS

There are three possible arrangements for instruction including Face-to-Face, Hybrid, and Remote.

1. **Face-to-Face** means instruction will be held at the school in the traditional classroom with modifications. Students will remain in the classroom for instruction including art and music. Students will attend PE in the gymnasium or outside. Students will also be allowed recess following social distance protocols and cleaning of equipment. Classrooms of students will not mingle with students in other grade levels or classrooms. Students will not share materials and supplies.
2. **Hybrid** means that some of the instruction is held remotely and some Face-to-Face. We could, for example, implement an alternating day schedule where students attend school every other day and complete remote learning the opposite days. In this option students half of the students would attend face-to-face and the other half would attend remotely.
3. **Remote** learning means we will follow our school Remote Learning Plan. This means that students in grades PreK-2 will typically complete assignments through paper packets. Teachers of students in grades PreK-2 will communicate with students through an online program called SeeSaw and through phone calls home. Students in grades 3-8 attend lessons through Zoom or Google Meets and submit assignments online using Google Classroom.

Dallas City Elementary may need to move from one to another of the instructional models noted above as the school year progresses. For example, if a student or staff member at Dallas City Elementary is diagnosed with COVID19, all students and staff that have had contact with that individual for longer than 15 minutes will begin having lessons delivered remotely.

## PARENT OPTIONS FOR STUDENT LEARNING

For the start of the 2020-2021 school year, parents have two options for student learning.

**Option #1:** Face-to-Face instruction 8 a.m.-1 p.m. with safety protocols in place including masks.

**Option #2:** Remote/Online instruction with mandatory student participation following a predetermined schedule. Students will view pre-recorded lessons in the morning and attend daily live virtual classes with teachers from 1-3. It is expected parents will provide internet access and support to allow for online instruction for their child(ren).

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

Once a student is enrolled as a remote learner, this decision cannot be changed until the end of the quarter. At any time a student enrolled in face-to-face learning can switch to remote learning.

Remote learning is best when students have access to the internet at home. We will help families as much as possible to obtain internet services if remote learning is desired. In instances when there is no possibility of internet service, we will offer a paper solution for families. This system will involve paperwork packets that students complete while at home, along with frequent phone calls- either to the students directly or to their parents.

## GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to attend classes in person or remotely and complete assignments. The grading and attendance policies are located in our Student Handbook.

### Completion Protocols

Students not making progress, not completing academic packets or opting not to participate in remote learning, will be provided with guidance and support. For promotion to the next grade level, students will need to have completed the requirements outlined in the grading policy in the Student Handbook.

## RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 3-12 and SeeSaw for PK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

Remote learning is best when students have access to the internet at home. We will help families as much as possible to obtain internet services if remote learning is desired. In instances when there is no possibility of internet service, we will offer a paper solution for families that do not have access to the Internet. This system will involve paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Dallas City Elementary staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

### PACKET PREPARATION

Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.

1. No school personnel who have symptoms consistent with COVID19 will prepare packets. Each day that a staff member will be involved in packet preparation, they will, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic will self-quarantine as recommended by the CDC.
2. No school personnel will be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation will be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

## **PACKET DISTRIBUTION**

Parents or caregivers may pick up packets at the school on the designated day. Unfortunately, when we have students in attendance at school we will be unable to deliver packets directly to student's homes.

## **PACKET RETURN OPTIONS**

1. Dallas City Elementary will establish a drop-box at the front entrance of the school. A clearly marked bin or box will be used for parents to drop off completed assignments.

Parents dropping off packets are reminded to maintain distance from other parents. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, parents should not drop off materials if they are symptomatic. Instead, parents should send someone else or wait until they are no longer exhibiting symptoms. Wait 24 hours after a drop off cycle before beginning to open the packets.

2. Parents may mail completed assignments to the school.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.

## **ONLINE INSTRUCTION**

Zoom, Google Meets, and SeeSaw are our online components to help deliver weekly live and recorded instruction from the classroom teacher. Teachers will instruct live online lessons and will be available for follow-up with tutorials with small groups and/or individuals.

A weekly remote learning schedule will be provided to students and parents and displayed on our school district website.