



School Re-Opening Plan

August, 2021

It is the role of District 148 to ensure the health and safety of all staff members is protected. In order for this to occur, District 148 will follow the recommendation of CDC as noted below:

Given new evidence on the B.1.617.2 (Delta) variant, CDC has updated the [guidance for fully vaccinated people](#). CDC recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. Children should return to full-time in-person learning in the fall with layered prevention strategies in place.

Dolton West School District 148 serves Pre-K through 8 grade for the communities of Dolton, Riverdale, Harvey, and South Holland.

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Serving the communities of Dolton • Riverdale
Harvey • South Holland

August 2021

Greetings Dolton West School District 148!

I welcome students, staff, and families to the full re-opening to in-person learning for the 2021-2022 school year. I am pleased to announce that everyone will be returning to a thoroughly clean and disinfected environment that has been prepared for the safety of everyone. The attached Re-Opening Plan has been carefully prepared to provide a clear and precise explanation of the safety protocols that are in place while students, staff and visitors are present in District 148 school buildings. School District 148 will continue to follow suggestions and recommendations by the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) Cook County Department of Public Health, and Governor JB Pritzker as it pertains to the safety and health of everyone within the school district. This plan serves as a guide to assist with answering questions that may arise as we return to in-person learning. The goal is to continue to practice safe measures at all times. Please be advised that the attached plan may be modified at any time as updates are provided and made available by the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) Cook County Department of Public Health, and Governor JB Pritzker.

Your input is valued! I strongly encourage the staff and community to read the attached re-opening plan, as it will answer questions and concerns pertaining to in-person interaction and building cleanliness. As School District 148 continues to navigate through the pandemic and provide a quality education to students, we must also ensure the health and safety of everyone remains a priority. I welcome comments, suggestions and concerns regarding the attached re-opening plan.

I thank you in advance for entrusting School District 148 with educating your students, as well as remaining informed and doing your part as we are all in this TOGETHER!!

Educationally yours,

A handwritten signature in black ink, appearing to read "Kevin Nohelty", written over a large, stylized blue and black graphic element that resembles a signature or a logo.

Dr. Kevin J. Nohelty
Superintendent of Schools

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Administrators

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Martez James, Principal – Franklin School
Byron Stingily, Principal – Lincoln Avenue School
Jennifer Williams, Assistant Principal – Lincoln Avenue School
Dione Wilson, Principal – Park School
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Tiffany Bennett, Assistant Principal – Roosevelt School
Josh Markward, Principal – Washington School
Vernetta Banks, Assistant Principal – Washington School
Katie Cline, Math Coordinator
Dornetta Walker, Curriculum Coordinator

A special “Thank You” to the Project LEARN committee, for the constant and tireless work on preparing this vital re-opening plan. Many updates have been shared since the inception of COVID-19. The committee stayed focused and committed to ensuring that the re-opening plan will be a useful guide for the staff and community. This plan will be updated as information is made available.

Project LEARN Committee

Rashida Bonner
Chris Dines
Melanie Llanes
Torie Navarre
LeShele Silas-Armour

School Facilities and Operations

Facilities, Cleaning, and Sanitation

The custodial staff in District 148 is following all federal, state, and local guidelines to ensure a safe, clean environment is present in all buildings. The following provides an example of the mitigating efforts currently being used to help keep staff and students safe in our buildings:

- Limited access to the buildings.
- Thermal scan body temperature stations are present and utilized in all buildings.
- Cleaning and disinfecting schedules are being followed.
- Cleaning and sanitizing will be performed daily and after school.
- Building and Grounds keeps an inventory of PPE and disinfectant.
- Hand sanitizers are placed in the hallways throughout the buildings.
- Disposable wipe containers will be utilized for cleaning classrooms during the day.
- Plexiglass barriers have been installed in the main offices.

Personal Protective Equipment (PPE) and Classroom Disinfecting Supplies

Some PPE and classroom disinfecting supplies can be obtained by submitting a work order via School Dude on SharePoint to the Buildings and Grounds Department. Listed below are some of the products that are being provided and where to obtain those items. Classroom staff is to keep track of in-room supplies and request replacement supplies in advance of running out. All cleaning products must be kept out of reach of students.

Building Custodian

- Disposable gloves
- Paper towel rolls
- Disinfecting wipes

School Office

- Disposable adult and child face masks.

Work Order

- Hand sanitizer and technology cleaning wipes

Building Entry and Exit

Each building has designated entry and exit doors that staff/students/visitors are expected to utilize throughout the day. Staff/students/visitors should only enter and/or exit doors identified for use. Entry criteria shall be where thermal scan devices are located. Building administration will be responsible for determining exit criteria to promote social distancing/contact tracing and submit to Mrs. Navarre and Mrs. Llanes by June 3, 2021. They will review and submit to Superintendent of Schools, Dr. Kevin J. Nohelty.

Student Lockers/Coatrooms Procedures

Each building is responsible for developing a social distancing procedure for student lockers/coatrooms use. Things to consider: spacing of lockers/coat hooks; time(s) students can access lockers/coatrooms outside of beginning/end of day; sending students in small groups to the lockers/coat rooms; alternating lockers based on homeroom (ex. Homeroom A uses even locker numbers; Homeroom B uses odd locker numbers – homerooms dismiss at different times for locker access). Lockers/coat hooks should be spaced as much as possible.

School Facilities and Operations (continued)

Building Movement

Buildings will determine the most logical building movement for their staff and students. Building movement has been reduced to ensure limited interaction between students and staff members unless required. Schedules should reflect limited movement between classrooms during the day. Social distancing floor decals are on the floors throughout district buildings. Staff must remain in their assigned programs throughout the course of the day. This will allow for contact tracing to occur should there be a need.

Related Services/MTSS Facilitators/CARE Facilitators/Safety Facilitators/Social Workers/Special Education (Resource)

Services will be provided as outlined in the student's MTSS plans and/or Individualized Education Plan. Service providers will pick students up from the classroom if they are to leave the classroom for services. Service providers will sanitize between groups of students.

Visitors/Contractors/Vendors

Visitors, contractors, and vendors will be allowed in buildings. They are required to go through the temperature check station as well as self-certify for COVID-19 prior to being allowed entry past the main office. Visitors, contractors, and vendors need an appointment, and they are to be escorted to the location they need to visit or service. Aside from the building administrator(s) and administrative support, **staff is restricted from allowing building access to anyone.**

Classroom Setup

The Building and Grounds Department will work with building administrator(s) to ensure that safety and social distancing guidelines are being observed in each room and throughout the buildings. Use of shared items is to be suspended until further notice. Cloth and plush toys need to be removed from the rooms due to these items being difficult to disinfect.

Classroom Cleaning Responsibility

Except for floor spills and bodily fluid clean-ups, all staff members are expected to regularly clean and disinfect the following surfaces throughout the day when in use:

- Tables
- Desks
- Countertops
- Changing tables (ECC)

The Buildings and Grounds Department will conduct routine cleanings at the end of each day. Custodial staff will make cleaning and disinfecting the nurse's office and COVID Comfort Rooms a high priority. Disinfectant cleaner and towels can be obtained from the building custodians or by completing a work order as explained in the **PPE and Classroom Disinfecting Supplies** section of this manual. Floor spills and bodily fluid clean-ups must be reported to the office immediately so custodial staff can be notified. Please specify exactly what needs to be cleaned. Classrooms with washrooms will be provided aerosol disinfectant spray to allow staff to disinfect washroom surfaces after staff or student use. Aerosol disinfectant spray is not to be used outside of the washrooms, and students should not be present in the washrooms when the spray is used.

Clean and Disinfect Classroom Surfaces

- Pre-clean heavily soiled areas by removing excess food and soil.
- Utilize wipes provided by custodial staff to clean desks/countertops. The products being supplied are safe for adults and students to touch.
- Allow disinfectant to air dry.

School Facilities and Operations (continued)

Custodial Staff to Disinfect Washroom Surfaces Students Use

- Pre-clean heavily soiled areas by removing excess soil.
- Apply disinfectant aerosol spray being sure the entire surface is covered with disinfectant solution.
- Allow disinfectant to air dry.

Use of Shared Learning Equipment

Learning equipment includes everything from desks to hockey sticks to keyboards and everything in between. Individual sets of manipulatives will be provided to students when possible. Teachers must reduce the amount of sharing between students and staff to the greatest extent possible. When it is not feasible to avoid sharing equipment, staff and students must take an active role in cleaning the shared learning equipment. Therefore, the following will be put into effect:

- Staff will work together to clean learning equipment before and after use.
- Teachers will ensure adequate time for the cleaning of learning equipment.
- Teachers and students will wash hands and/or use hand sanitizer after using shared learning equipment.

Physical Education

Students will attend physical education in the gymnasium or outside when the weather permits. According to ISBE/CDC guidance, activities allow for 3 feet distance between students as much as possible. Face masks must be worn at all times. Equipment used will be disinfected with sprayers between classes by the custodial staff. Junior high students will be expected to change into uniforms for physical education, and the locker rooms will be sprayed to sanitize between uses. Each school will be responsible for developing a physical education schedule that will allow for cleaning between classes. The total time to disinfect with the sprayer is approximately 5 to 7 minutes per cleaning.

Technology

The Buildings and Grounds Department will provide wipes to staff. Staff and students should clean the device assigned to them once weekly. There is to be no sharing of computers. Only teachers will be allowed to operate SMART Boards. This includes turning them on and off or touching the screen for interactive activities. Directives for cleaning of SMART Boards can be found in the **Addendums section of this manual on pages 13-14**. SMART Boards will need to be cleaned between uses.

Restroom Usage

Buildings will develop a process and schedule for the bathrooms to ensure only one class is at the bathroom at any time. Staff will work together to reduce the number of students in the restroom; the number of students permitted in the restroom at one time will be limited. A same-sex bathroom monitor will ensure proper bathroom usage and hand washing. Every other urinal in the boy's bathroom is to be marked as "**DO NOT USE**". All stalls will be available for use. There will be a set schedule for custodial staff to clean the bathrooms throughout the day. This includes classrooms with bathrooms. Custodians are to sign off on the times they clean the bathrooms. This will be posted on or near the outside of the bathroom door.

Risk Reduction Chart

Building administrator(s) and School Leadership Teams will perform quarterly walk-throughs to ensure safety measures are in place. A baseline will be completed before the building opens for the year, then completed at the end of each quarter. The initial Risk Reduction Chart is due to Mrs. Llanes and Mrs. Navarre by noon on August 13, 2021. Subsequent Risk Reduction Charts are due to Mrs. Llanes and Mrs. Navarre no later than one week following the end of the quarter. This can be completed on a School Improvement Day by the School Leadership Team in the building. See **Addendum pages 28-30** to access the chart that will need to be completed and submitted as noted.

School Facilities and Operations (continued)

General Safety Measures

- All staff, students, and visitors are required to wear masks throughout the day, except during the process of eating/drinking or when in their room alone with the door closed.
- Students are required to wear masks throughout the school day including recess and physical education.
- All drinking fountains will be turned off until further notice; therefore, students and staff are encouraged to bring water bottles to school. Water bottles should be clearly labeled with student/staff name.
- Adequate hand soap and sanitizer will be available in restrooms and throughout the buildings.
- School visitors, contractors, and vendors required to be onsite must abide by district mask and self-certification policies.

Nursing

Student/Staff COVID Procedures

- **Any cases of positive COVID cases are to be reported by the school nurse to the building administrator(s). The building administrator(s) will need to e-mail the information to the Office of the Superintendent of Schools immediately upon receipt of knowledge.**
- Self-Certification through Frontline Health Portal
 - Information will be shared with parents regarding the required self-certification process.
 - Parents are required to self-certify their child(ren) each morning by 8:20 a.m. For students that do not self-certify, they will not be allowed classroom entrance until they pass the temperature check and answer questions to self-certify. Buildings should develop a team to assist with this which includes both the school nurse and the agency nurse.
 - Staff are required to self-certify by 7:00 a.m. The portal will be open at midnight to self-certify for the school day.
 - Staff are required to self-certify on sick, personal, or vacation days.
 - If a parent or staff member have questions or issues around the self-certification process, they should contact the school nurse and/or refer to the district website for assistance. Questions can also be emailed to healthportal@district148.net.
- Staff/Student Exposure – Bus
 - The building administrator(s) will be notified of COVID-19 exposure while the student(s) were commuting on the bus.
 - The building administrator(s) will request the seat arrangement of the students on the bus.
 - The school nurse will be notified, and a letter will be sent home notifying parent/guardian of exposure.
 - The building administrator(s) will contact the Office of the Superintendent of Schools.
 - If the student(s) are required to quarantine at home, CDC guidelines will be followed.
- Staff/Student Exposure – Classroom: CDC/IDPH/ISBE guidelines will be followed.

COVID Comfort Rooms

- COVID Comfort Rooms have been established in each school to support those who are demonstrating COVID-19 symptoms during the work/school day. The Comfort Room will be staffed with a RN/LPN to supervise those assigned to be held in that space. Students and staff will remain in the designated room until they leave the building. Students and staff with similar symptoms will be grouped but allowing for social distancing if space becomes limited.
- The Comfort Room will be cleaned between students and deep cleaned at the end of the school day.

Staff/Student Incidents of COVID-19 like Symptoms – Home

- The staff member/student **must** remain home during the period of illness.
- The staff member and/or parent/guardian will self-certify through the Frontline Health Portal regarding if staff or student(s) are experiencing COVID-19 symptoms.
- The parent/guardian must still contact the school to report the student(s) absence. Staff must still report their absence in Frontline Absence Management (formerly AESOP).
- Upon receiving the self-certification report from the Frontline Health Portal, the school nurse will conduct a follow-up phone call with staff and/or parent/guardian for staff/student(s) who failed. The school nurse will advise of the options for re-entry into school post-illness.
- A letter informing staff and/or parent/guardian of the required steps which will allow the staff/student(s) to return to the building will be sent via email and US mail. Building administrator(s), Mrs. Llanes, and Mrs. Navarre will be informed of the affected staff/student status as well as the Office of the Superintendent of Schools. This information will be sent via e-mail.

Nursing (continued)

Options for Re-entry

- Ill staff and/or student(s) will remain home until they receive their test results.
- Staff and/or student(s) with a suspected case of COVID-19 must complete 10 calendar days of isolation from the onset of symptoms, be fever-free for 24 hours without use of fever-reducing medications, have an improvement of symptoms, and be without any new symptoms before returning to district buildings.
- Staff and/or student(s) returning to school less than 10 calendar days after experiencing COVID-19 like symptoms must provide a negative test result (no more than 2 days old) or a doctor's note stating an alternate diagnosis with no suspicion of COVID.
- Staff and/or student(s)* who are considered "close contacts" of a person with a confirmed case of COVID-19 must complete 14 days of quarantine/isolation. If symptoms develop within the 14-day quarantine period, the student or staff must then complete 10 days of isolation from the onset of symptoms, be fever-free for 24 hours without the use of fever-reducing medications, have an improvement of symptoms, and be without any new symptoms before returning to district buildings.
 - *Staff and/or student(s) who are fully vaccinated (last dose or 1 & done dose more than 2 weeks prior to exposure) do not have to follow 14-day close contact quarantine procedures.

Staff/Student COVID-19 Symptoms – On Site

- The COVID Care Nurse and administrator(s) will be notified of the individual experiencing symptoms.
- The COVID Care Nurse will escort the ill staff/student to the COVID Comfort Room wearing the appropriate level of PPE.
- The COVID Care Nurse will perform an assessment to determine if symptoms are a suspected COVID case or other illness.
- **STUDENT:** If the COVID Care Nurse deems it necessary for student to exit school, nurse/administrator(s) will contact the parent/guardian for pick-up. If parent/guardian is unavailable, emergency contacts will be called. If the student has siblings, all siblings will also be sent home and required to follow current CDC/IDPH quarantine/isolation guidelines.
- **STAFF:** If the COVID Care Nurse deems it necessary for the staff to exit school, **the staff will be asked to leave the building immediately without returning to his/her classroom or school building.** They will be asked to follow CDC/IDPH steps for re-entry.
- School custodian will be informed of the area(s) where staff and/or student(s) were present including the route traveled within the building.
- COVID Care Nurse escorts student(s) to parent/guardian or emergency contact. Parent/guardian or emergency contact must sign the student(s) out of school.
- Notification letter informing of COVID-19-like symptoms is provided and signed by parent/guardian or ill staff member.
- Student remains in COVID Comfort Room until they are picked up or for the remainder of the school day.
- Affected area(s) will receive a deep cleaning by building custodial staff.
- If a staff member becomes ill during the school day, the building administrator(s) will find coverage for the classroom via a permanent substitute, internal substitute or splitting the classroom between teachers.

Student Positive COVID-19 Diagnostic Testing

- School administrator(s) and COVID Care Nurse are notified of a positive COVID-19 test.
- The COVID Care Nurse will distribute COVID-19 exposure letter(s) as necessary. The letters will be adapted to the exposure location where indicated. Notifications will be sent via email and US mail.
- Staff will be notified of a positive COVID-19 case in the school.
- If the student rides a bus, the bus will be notified by the building administrator(s) of a positive COVID-19 case and which bus route the student was on for proper disinfection of the bus.
- An email notification to the Building and Grounds Department regarding disinfecting the affected area(s) will be sent from building administrator(s).

Student Asymptomatic Close Contact Status

- Administrator(s) and COVID Care Nurse are notified of exposure.
- Interview conducted by COVID Care Nurse.
- 14 calendar day quarantine as per CDC/IDPH exclusion guidance, testing recommended.
- COVID Care Nurse will follow up during the quarantine period per CDC/IDPH guidelines to re-assess student health status.
- COVID Care Nurse will determine when the student is clear to return to school and notify the building administrator(s).

Nursing (continued)

Frontline Health Portal

Staff:

All District 148 staff will use the Frontline Health Portal to self-certify. The portal will be open at midnight for those wishing to certify early. Staff will self-certify every school day by 7:00 a.m. Staff is expected to certify on sick days taken for family illnesses as well as personal illnesses or doctor appointments. Staff is also expected to certify on personal days and vacation days. The Frontline Health Portal shall be monitored by the school nurse as well as building administrator(s). Process to follow:

- Building administrator(s) notify staff not utilizing the health portal.
- Building nurse contacts staff who fail the self-certification and reports information to building administrator(s) and District administration.

School nurses will also be responsible to monitor the Frontline Health Portal for staff starting before 8:20 a.m. and night custodial staff.

If a staff member is unable to come to work because they have COVID-19 symptoms or because they test positive for COVID-19, they are to use their own sick days until the District receives documentation indicating a positive test result. Documentation is to be given directly to the building administrator(s). The building administrator(s) will need to forward the documentation to the Office of the Superintendent of Schools via e-mail immediately upon receipt of documentation.

If a staff member answers the health portal questions and comes up red, but they do not feel it is due to COVID-19 (ex. allergies, aches from arthritis, etc.), they are to report to work for the nurse to assess and clear them for work. Staff is not to report if they have a fever of 100.4 or higher and will need to call in sick.

For staff without updated technology, they are to self-certify on the iPad placed in the school office for their use before proceeding to their designated work area. If staff member does not clear their health check, the school nurse will be notified, and staff member will not be allowed in the building.

There will be disciplinary action for staff that is not self-certifying. Safety of ourselves and others is the number one priority.

Students:

The parent/guardian will be responsible to self-certify their child(ren) through the Frontline Health Portal before 8:20 a.m. If student(s) do not complete the self-certification process, the building will have a team of individuals, including the building nurse(s), that will do temperature checks on the student(s) and have them self-certify by asking the portal questions to the student(s) before allowing entry into the classroom. **Buildings will be responsible for creating a procedure to ensure all students are in compliance with self-certification. The building administration will submit this information to Dr. Nohelty with their arrival/dismissal procedures. No child is to be denied entry to the classroom if they are deemed well enough to enter the school building after the assessment.**

Student and Staff Supports

Preferred Meals Food Service

Preferred Meals has provided Dr. Nohelty their guide displaying COVID-19 protocol. Preferred Meals is in compliance with federal, state, and local agencies to mitigate risk to staff and students. The following describes meal distribution in each situation:

Type of Learning Plan	Handling of Meals
Full In-Person Learning	Each school will be responsible for developing a schedule for breakfast/lunch. Social distancing and masking must be in place that aligns with IDPH guidance. Students will continue to receive hot lunches.

Transportation

School District 148 utilizes Alltown Bus Service for students who take the bus. The following outlines the plan from the bus company which is accurate as of May 20, 2021 based off the current guidelines that have been put forth by the CDC, IDPH, and local districts:

- All drivers, bus aides, and students will be required to wear face masks.
- Gloves will be available upon request.
- CDC certified disinfectant will be provided for use on critical touch points on the interior of the bus. Touch points include entry handrail, seats, driver controls, seatbelt buckles, windows, and any other surface that may have come in contact with the students or drivers.
- Hand sanitizers will be available on each bus near entrance way for students and drivers. All students and drivers will be encouraged to utilize the hand sanitizers upon entry of the vehicle.
- Battery powered backpack sprayers will be used to disinfect the interior of the buses.
- Tissues will be made available as well as trash bins located in the front of the bus for disposal.
- Drivers who feel ill at work will be instructed to alert their manager/dispatch as soon as it is safe to do so.
- Drivers must go through symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers with a temperature greater than 100.4 degrees Fahrenheit should stay home.
- Drivers will be reminded to maintain social distancing throughout the workday.
- Depending on weather drivers will be instructed to keep all windows open to increase circulation and air flow on the bus.
- Signage will be posted on the buses reminding riders of proper methods to protect others from spreading the virus.
- Alltown will create seating charts to assist with social distancing while on the school bus. The students will be seated in the following way:
 - Arrival to school: First students on will sit in the rear of the bus and continue in said order so that there is minimal contact with other students.
 - Departure from school: Students will be seated based on bus route. Students disembarking first will sit in the front of the bus and continue in said order so students disembarking last will sit in the rear of the bus.
- Rigorous Alltown staff training will be conducted by the bus company prior to the start of the school year.

Student and Staff Supports (continued)

Transportation - As added bus safety, District 148 will:

- Each school will identify doors for drop-off/pick up. This is to be submitted to Mrs. Navarre and Mrs. Llanes by June 3, 2021 for review by the Superintendent of Schools, Dr. Kevin J. Nohelty.

Parent Drop-Off/Pick-Up Procedures:

- Each school will be responsible for determining drop-off/pick-up procedures that ensures social distancing in an orderly manner. The procedures are to be sent to Mrs. Navarre and Mrs. Llanes by June 3, 2021. Final approval will be given by the Superintendent of Schools, Dr. Kevin J. Nohelty upon review.

Social-Emotional Supports

District 148 has Safety Facilitators, CARE Facilitators, Social Workers and School Psychologists who work closely with their assigned building(s). School Psychologists will work with the building administrator(s) and the Director of Support Programs to incorporate small groups into their assigned building(s). This will allow for assistance with transition back to in-person instruction for students who may be struggling. Social Workers are responsible first for providing services to their students with needs identified in their Individualized Education Program (IEP). Along with Safety Facilitators and CARE Facilitators, Social Workers also have access to Suite360. They can assist the classroom teachers with topics that may need a higher level of support.

Programs utilized include:

- PBIS
- Suite360 Student and Suite360 Intervention
- Capturing Kids' Hearts
- Restorative Justice

Instances of CPI – Physical Restraint

Trained staff have certification that allows them to utilize Nonviolent Crisis Prevention Intervention (CPI) Manual Restraint as a last resort when a student is acting out. This is to keep both the student and staff safe. Summer school staff was trained on May 27, 2021. Training will also occur in the summer and fall of 2021.

In the event of physical restraint:

- The student's mask will be removed, and a face shield will be provided to aid in maintaining clear airways.
- Face shields will be available in the Safety Facilitator's office.
- After the event is under control, staff will complete the necessary use of physical restraint forms.
- In accordance with ISBE, after three restraints, a meeting must be held with the parent/guardian, the administrator(s) and the team to discuss the physical restraints and to problem solve around additional behavioral interventions that may be needed.

Student and Staff Supports (continued)

Safety Measures

- All staff are required to wear masks throughout the day, except during the process of eating/drinking or when in their room alone with the door closed.
- All drinking fountains will be turned off. Students and staff are encouraged to bring water bottles from home. Water bottles should be clearly labeled with student/staff name.
- Sanitizer will be available at building entrances.
- School visitors, contractors, vendors, etc. required to be onsite must self-certify and wear a mask.

Safety Drills

Buildings will continue annual safety drills as required by law with social distancing being adhered to as much as possible.

Classroom/Related Service Providers

Classroom Guidance – Including Related Service Offices:

- Small group instruction was piloted this summer. There should be no more than three students in a group, and desks need to be socially distanced 3 feet apart. More information will be forthcoming.
- Clean SMART Board between use.
- Classroom door glass is to be kept free of decorations and signs.
- Classrooms will be set up per federal, state, and local guidelines. Furniture is not to be moved once approved to be safe for learning.
- Communal use items should be removed (ex. plush toys, dramatic play clothing, etc.)
- Toys and manipulatives not being used for lessons should be stored out of student sight.
- Personal belongings in the classroom need to be removed before the first day of school.
- There is to be no sharing of items in the classrooms/offices.
- Designate a space and have items labeled with the child's name that were previously set out for communal use (i.e., crayons, scissors, etc.)
- All countertops, tabletops, and desktops should be kept clear of items other than computer equipment or items that are difficult to place in storage.

Disinfecting Guidance

- Tables, countertops, sinks, and desktops are to be cleared of supplies at the end of each day to help with sanitizing/disinfecting procedures.
- All toys and manipulatives used during the day must be disinfected after student use.
- Staff must follow the daily room disinfecting procedures.

Maintaining a Clean Classroom/Office Environment

To maintain clean and sanitary learning environments, staff will be responsible for wiping down desktops, countertops, and tabletops after each use with the supplies provided. Ensure surfaces are completely dry before reuse. This is essential to proper surface disinfecting. District 148 staff will be responsible for keeping their environments clean, disinfected, and safe.

Cleaning Space

Staff should have a space in their classrooms/offices where they can place toys and materials that need to be removed for cleaning. Any material that has been placed in a child's mouth or that has been coughed or sneezed on should be removed from use as quickly as possible and placed in a bin until staff can clean it with disinfectant. Toys and materials which cannot be cleaned and sanitized are not to be used. Frequently used classroom toys and materials should be cleaned and disinfected at the end of each day. After cleaning and disinfecting, materials should be air-dried and placed in storage.

Substitute Teachers/Lunch Monitors

Substitute teachers and lunch monitors are expected to follow CDC/IDPH guidelines to promote social distancing throughout the day, encourage hand washing, and general cleanliness. Building custodians/maintenance will be expected to clean the spaces after use.

Addendums

Cleaning Your Interactive Display Screen

Follow these instructions to clean your interactive display screen without damaging its anti-glare coating or other product components. These instructions are also suitable for interactive whiteboards and all other SMART accessories. Details

Generally, it is best to use only a cloth slightly dampened with distilled water to clean your SMART Board. Never spray liquid directly onto the surface of the SMART Board.

SMART has tested and approves the use of the following:

Diluted bleach solution

To mix the correct solution, using standard household bleach at a strength of 5% Sodium Hypochlorite:

- 4 tsp. of bleach per quart of distilled water
- 1/3 Cup bleach per gallon of distilled water
- 20ml bleach per 980ml distilled water
- 80ml bleach per 3.92L distilled water

Adjust accordingly to maintain the 0.1% solution if you're using bleach stronger or weaker than 5% Sodium Hypochlorite.

We recommend using a spray bottle for applying the solution to the cloth to avoid oversaturating it.

Note: Test a small, inconspicuous area before you clean the entire surface.

70-90% isopropyl alcohol

Isopropyl alcohol comes pre diluted and no mixing is required. For concentrations above 90%, dilute accordingly with distilled water.

We recommend using a spray bottle for applying the solution to the cloth to avoid oversaturating it.

Note: Test a small, inconspicuous area before you clean the entire surface.

To clean the screen

You will need two lint free, non-abrasive cloths for this procedure.

1. Turn off any connected computers.
2. Turn the display off. Go to support.smarttech.com/hardware/displays and find your specific model for instructions.
3. Wipe all surfaces with the first dry lint-free, non-abrasive cloth to remove dust and debris.
4. Gently spray a small amount of the water or cleaning solution on the second cloth.
Note: Do not oversaturate the cloth to the point it is dripping.
5. Wipe the screen with the dampened cloth.
6. After wiping the screen, wipe off the remaining SMART Board surfaces that one can normally touch, such as the frame, pens, and other accessories.

For information about disinfecting surfaces as they apply to Covid-19, please visit these links:

- cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- cdc.gov/coronavirus/2019-ncov/community/
- epa.gov/coronavirus

Otherwise, please refer to your local government website for more information.

Cleaning Your Interactive Display Screen (continued)

CAUTION

- Do not use permanent or dry-erase markers on the screen. If dry-erase markers are used on the screen, remove the ink as soon as possible with a lint-free, nonabrasive cloth.
- Do not rub the screen with dense or rough material.
- Do not apply pressure to the screen.
- Do not use cleaning solutions or glass cleaners on the screen except as noted previous, because they can damage or discolor the screen.
- Do not use pre-moistened wipes.
- Refer to the cleanser's packaging for safe handling instructions.

For the BENQ Screens:

The best you can hope for here is a good cleaning with a cloth slightly dampened by water only, or ideally a microfiber cloth. Microfiber cloths do a decent job of manually picking up germs and lifting them away from the screen, and because they are not abrasive, there's almost no chance of scuffing or scratching of that lovely glare-free monitor surface.

The slightly damp part works to remove fingerprint smudges without much rubbing and is also effective for dust.

The basic 3-point procedure for monitor cleaning

1. **Unplug the monitor from power:** electronics and fluids don't mix, and it's best to not clean an active LCD. The transistors that control each pixel don't take kindly to pressure while active, so make sure your display is completely powered down.
2. **Avoid too much liquid:** Use as little liquid as possible, since we know electronics and fluids don't mix well. Whatever you're using, even if it's just regular water, don't use too much.
3. **Apply VERY mild pressure:** don't press on the screen as you're wiping it off. It doesn't matter if you use circular motion, up down, left to right...just **don't press on the screen**. Simply allow the cleaning cloth to glide on the monitor. Too much pressure may lead to dead pixels, uniformity issues, dirty screen effects, and even light bleed.

Face Masks

All persons, including students, teachers, school nurses and other health personnel, administrative and secretarial staff, food service personnel, custodial staff, public safety personnel, etc., on the grounds that service students in prekindergarten through grade 12 must wear a face mask at all times when school in school or in transit to and from school via group conveyance (e.g., school buses), unless a specific exemption applies.

The face mask should have two or more layers to stop the spread of COVID-19 and should be worn over the nose and mouth, be secured under then chin, and should fit snugly against the sides of the face without gaps. School leaders, local leaders, and others respected in the community should set an example by correctly and consistently wearing masks.

Face masks must be worn at all times in school buildings even when social distancing is maintained, except as follows:

- When eating.
- When outdoors unless there is a high transmission rate in the community.
- If using a face shield when other methods of protection are not available or appropriate.
- While children are napping with close monitoring to ensure no child leaves their designated napping area without putting their face mask back on.
- For staff when alone in classrooms or offices with the door closed.
- For individuals who are younger than 2 years of age; those who have trouble breathing; or those who are unconscious, incapacitated, or otherwise unable to remove their face mask without assistance.

Strict adherence to social distancing must be maintained when face masks are removed in limited situations and monitored by school staff.

Individuals who have a condition or medical contraindication (e.g. difficulty breathing) that prevents them from wearing a face mask are required to provide documentation from the individual’s health care provider. These persons may wear a face shield in lieu of a face mask; however, social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons should be implemented where possible.

Most students, including those with disabilities, can tolerate and safely wear a face mask. Students with an Individualized Education Program or 504 Plan who are unable to wear a face mask or face shield due to a medical contraindication may not be denied access to an in-person education. Staff working with students who are unable to wear a face mask of shield due to a medical contraindication should wear approved and appropriate PPE based on job-specific duties and risks and maintain social distancing as much as possible. Other students should remain socially distant from students who are unable to wear a face mask or face shield due to a medical contraindication. Schools should consult with their local public health department regarding appropriate PPE for these situations.

Information will be forthcoming on discipline of students refusing to mask. Discipline should not begin with punitive. Staff should first encourage mask use, offer a mask, discuss a possible mask break, etc. before discipline becomes punitive.

Covid Case Indicators

Both indicators must be met for 3 consecutive days to move to the higher transmission category	Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Indicators				
Covid cases per 100,000 (Over the last 7 days)	Case counts less than 10	Case count 10-49	Case count 50-99	Case count Over 100
Positivity Rate	Less than 5%	5 - 7.99%	8 - 9.9%	Over 10%

Hand Hygiene:

- Train and encourage frequent and proper hand washing. School nurses can assist with hand washing training if necessary.
- Cloth towels should not be used.
- Handwashing with soap and water is always the first recommended line of defense.
- If soap and water is not an option, the use of hand sanitizer with at least 60% alcohol may be used.
- Hands should be washed often with soap and water for 20 seconds.
- Recommended times for hand washing:
 - Upon arrival to and departure from school.
 - After blowing one's nose, coughing, or sneezing.
 - Following restroom use or diaper changes.
 - Before food preparation or before and after eating.
 - Before/after routine care for another person, such as a child.
 - After contact with a person who is sick.
 - Upon return from the playground/physical education.
 - Following glove removal.

Adhere to recommendations for safe hand sanitizer use, including:

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

Respiratory Etiquette

Respiratory etiquette should be taught and reinforced frequently. Respiratory etiquette practices include masking the nose and mouth with a tissue when coughing or sneezing, disposing of the used tissue in a trash receptacle, and then immediately washing hands. If wearing a mask, turn away from others and cough/sneeze into the crook of the elbow. If the mask becomes moist, soiled, or torn, it should be replaced with a clean, dry mask.

Staff and students should be directed and encouraged to avoid touching the face (eye, nose, mouth) to decrease the transmission of COVID-19 or other infectious diseases.

School Building Custodial Staff Cleaning and Sanitizing Routine Check List

Hallways & Stairways	Time Task Completed
1. Sweep stairs and landings clear of dust and debris	
2. Dust mop floor	
3. Dust lockers/ shelving	
4. Run floor machine and use mop where the machine cannot reach	
5. Mop stairs	
6. Dust all railings	
7. Disinfect lockers (during break)	
8. Disinfect pictures and shelving (during break)	

Offices (Main, Principal, MTSS, Speech, Sp. Ed., Social Worker)	Time Task Completed
1. Pull trash	
2. Dust mop floor	
3. Dust lockers/ shelving	
4. Run floor machine and use mop where the machine cannot reach	
5. Mop	
6. Dust all cabinets and counter tops	

Nurse's Office	Time Task Completed
1. Sweep floor	
2. Dust mop floor	
3. Pull trash	
4. Run floor machine and use mop where the machine cannot reach	
5. Disinfect all couch/ lounge beds	
6. Disinfect all cabinets/counters/shelving	
7. Disinfect the sink(s)	
8. Disinfect washroom (if applicable)	

Classroom	Time Task Completed
1. Wipe down all student desks	
2. Dust mop floor	
3. Wipe light switches and doorknobs	
4. Run floor machine and use mop where the machine cannot reach	
5. Dust countertops/window ledge/shelving	
6. Pull trash	
7. Wash trash cans and recycle bins (weekly)	
8. Vacuum all carpeted areas	
9. Disinfect all cabinets (during break)	
10. Wash and disinfect walls surrounding the doors (during break)	
11. Wash and disinfect the walls nearer the trash cans (during break)	

Staff Washrooms	Time Task Completed
1. Sweep floor	
2. Wash and disinfect toilets/ urinals	
3. Pull trash	
4. Mop floor (do not recycle this mop head in other areas)	
5. Wash and disinfect sinks and counter areas	
6. Disinfect all paper towel holders/ toilet paper holders	
7. Wash and disinfect mirrors	
8. Wipe and disinfect stall doors and latches	
9. Wipe light switches and doorknobs	
10. Wash and disinfect cabinets	

Student Washrooms	Time Task Completed
1. Sweep floor	
2. Wash and disinfect toilets/ urinals	
3. Pull trash	
4. Mop floor (do not recycle this mop head in other areas)	
5. Wash and disinfect sinks and counter areas	
6. Disinfect all paper towel holders/ toilet paper holders	
7. Wash and disinfect mirrors	
8. Wipe and disinfect stall doors and latches	
9. Wipe light switches and doorknobs	

Locker Rooms (if applicable)	Time Task Completed
1. Sweep/dust mop	
2. Wash and disinfect all seating	
3. Pull trash	
4. Mop floor	
5. Disinfect all lockers	

Media Center	Time Task Completed
1. Sweep/dust mop/vacuum floor	
2. Wipe down and disinfect all tabletops/desks	
3. Pull trash	
4. Mop floor (if applicable)	
5. Disinfect chairs/seating	
6. Disinfect all cabinets/shelving (during break)	
7. Disinfect doorknobs and door frames	
8. Wash and disinfect windowsills (during break)	
9. Wash and disinfect countertops	

Teacher's Lounge	Time Task Completed
1. Pull trash	
2. Dust mop floor	
3. Wash and disinfect sinks and countertops	
4. Run floor machine and use mop where the machine cannot reach	
5. Mop	
6. Wash and disinfect all tables and chairs	
7. Wash and disinfect shelving (during break)	
8. Wash and disinfect windowsills (during break)	

Library	Time Task Completed
1. Pull trash	
2. Dust mop floor	
3. Wash and disinfect tables and chairs	
4. Run floor machine and use mop where the machine cannot reach	
5. Mop	
6. Vacuum carpeted areas	
7. Wash and disinfect shelving (during break)	
8. Wash and disinfect windowsills (during break)	

Date:

Re: COVID Positive in Classroom

Dear Parent/Guardian,

The administration of Dolton West School District 148 is doing everything in its power to provide the safest environment while providing education to our students, especially during the COVID-19 pandemic. Our top priority is protecting students, families and staff by following the guidance of the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) for the individuals diagnosed with or exposed to COVID-19.

We have been notified of a person in your child's classroom who has been diagnosed with COVID-19 and your child is considered a "close contact" (within 6 feet for at least 15 minutes in the last 48 hours). Our local health department—the Cook County Department of Public Health will immediately begin an investigation to determine who may have been a close contact with that student. All who have been identified as close contacts will be notified and instructed to quarantine at home and away from school for 14 days from their last contact with that student. Please ask the Cook County Department of Public Health to share the information about your child with us.

Students diagnosed with COVID-19 are to remain at home for 10 days from the onset of their symptoms. To return to school, the student must:

- * be fever-free for 24 hours (without the use of a fever-reducing medication)
- * have improved symptoms

It is still important to watch for symptoms if it has been determined your child was not a close contact. Contact your child's health care provider for guidance if your child develops any COVID-19 symptoms. Please see the following for symptoms related to COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you have any questions about the above information, please contact your healthcare provider, or your child's school. Thank you.

Sincerely,

Potential COVID-19- Quarantine Notice

Name: _____

Date: _____

Return Date: _____

Phone: _____

Teacher: _____

Your child came to the health office with complaint of one or more COVID-19 symptoms:

<input type="checkbox"/> Fever/Chills	<input type="checkbox"/> New onset of cough	<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Fatigue from unknown cause
<input type="checkbox"/> Muscle or body aches from unknown cause	<input type="checkbox"/> Headache – new onset moderate to severe	<input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Vomiting	<input type="checkbox"/> Diarrhea		

Per IDPH/CDC guidelines, one of the following must occur for your child to return to school:

Students returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medications and have had no diarrhea or vomiting in the previous 24 hours. A healthcare provider’s note documenting the alternative diagnosis, or a negative COVID-19 test result should accompany a student returning to school with an alternative diagnosis after experiencing COVID-like symptoms. Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately: Trouble breathing, Persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

Students with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a healthcare provider’s note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Each episode of new symptom onset should be evaluated. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms; it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.

Siblings of the student sent home from the health office with COVID-19 symptoms must also be sent home per IDPH/CDC guidelines. If one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to a known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. (Note that cases are to isolate for a minimum of 10 calendar days or if symptoms persist, when released by the LHD, while contacts are to quarantine for 14 calendar days. This is because the incubation period - the time they might develop symptoms after an exposure - is 14 calendar days, while the infectious period when a case can transmit illness is approximately 10 calendar days.) The health department also will provide guidance on how to safely quarantine and isolate within the household.

PLEASE CONTACT YOUR SCHOOL NURSE AT _____ PRIOR TO YOUR CHILD RETURNING TO SCHOOL.

Thank you,

District 148 Nurses

Parent/Guardian Signature: _____ Date: _____

Health Office Student Sign Out Sheet

Date	Student Name	Grade	Time In	Time Out	Parent/Guardian Signature	Parent/Guardian Initial COVID-19 Letter

THINGS THAT CAN BE MANAGED IN THE CLASSROOM

<u>ILLNESS/CONDITION</u>	<u>ACTION</u>	<u>INJURY</u>	<u>ACTION</u>
Stomachache/Nausea	Have student go to the bathroom, get a drink, put head down and rest, eat a snack.	Minor cuts with minimal bleeding.	Wash area with antiseptic wipe and apply Band-Aid.
Runny nose/Congestion	Have student get a tissue and blow their nose, get a drink of water, and put their head down to rest for 10 minutes.	Nosebleed—minimal bleeding that does not saturate a tissue.	Give student white towel and have them apply pressure to the bridge of nose for 2 to 3 minutes. If bleeding does not stop call the nurse.
Mosquito bite or itchy area	Give student a cold wet paper towel and apply to area for 5 minutes.	Bruising- minor or barely visible.	Give student a cold wet paper towel and apply to area for 5 minutes.
Chapped lips or dry skin	Apply Vaseline.	Scratches/Scrapes- skinned knees or elbows minimal bleeding.	Wash area with antiseptic wipe and apply Band-Aid.
Headache	Give a snack, get a drink, and put head down and rest for 10 minutes.	Lost tooth minimal bleeding and not related to trauma.	Send to restroom, have them rinse their mouth at the sink. Put tooth in container to take home.

If classroom interventions do not improve the condition, call the nurse to come to your classroom.

ALWAYS CALL THE NURSE FOR:

Suspected fever
 Trouble breathing
 Stung by insect
 Head injury

Vomiting (observed)/Diarrhea
 Issues related to diabetes
 Potential exposure to food allergy
 Significant physical injury

Persistent cough or sneezing
 Allergic reaction
 Rash

COVID-19 MASK POLICY

Per guidance by the Centers for Disease Control (CDC), all schools should implement and layer prevention strategies and should prioritize universal and correct use of masks and physical distancing. In accordance with such guidance, individuals who are over the age of two, and are able to medically tolerate a face covering are required to cover their nose and mouth with a multi-layer face covering when inside any District 148 facility.

A distance of at least three feet shall be maintained within classrooms, combined with indoor mask wearing to reduce transmission risk. Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.

POLICY ON STAFF USE OF FACE COVERINGS DURING PANDEMIC

General Statement

The district's highest priority is the health and safety of employees and students. To meet this priority, all individuals must wear face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education.

Face coverings are not required on school property outside of the buildings if individuals are able to remain 6 feet apart from each other. Additionally, employees may remove their face coverings for limited periods of time to eat and drink inside the buildings, provided they remain 6 feet apart from others, perform the necessary hand hygiene and replace the mask when done.

The district will issue a cloth face covering to each employee along with instructions on how to wear and clean the mask. Employees may wear the District-issued face covering or another face covering that is not disruptive to the educational environment.

In general, all employees must wear a cloth face covering in a school building or school bus unless they:

- Have a medical condition
- Have trouble breathing
- Are unconscious, incapacitated, or unable to remove the face covering without assistance

Employees who have a medical contraindication to using a face mask may request an accommodation, such as wearing a face shield or to work remotely, as described in the Exemption or Accommodation Request section below.

Clear Face Shields

Clear face shields are not an appropriate substitution for cloth face masks as they do not offer the same level of protection against the Coronavirus.

Certain employees whose job duties place them at a greater risk of coming into contact with the virus will be issued a clear face shield to be worn in addition to a mask.

Certain employees whose job duties require facial visualization for instruction and communication (e.g., DHH, EL, SLP) will be issued a clear face shield to be worn instead of a mask during periods of required facial visualization; such employees should wear a mask at all other times per this policy.

Exemption or Accommodation Request

The decision to grant an exemption or accommodation will be made on a case-by-case basis. Employees whose request for an exemption or accommodation has been denied must wear a face covering in accordance with this policy.

An employee who cannot wear a face covering due to one or more of the medical reasons listed above must make a written request for an exemption or accommodation to the face covering requirement by submitting a completed Medical Certification for Student Face Covering Exemption/Accommodation Form which can be obtained from speaking with the building administrator. Staff must submit their request with the necessary physician documentation to Dr. Kevin J. Nohelty, Superintendent of Schools.

Enforcement

Employees who refuse to wear a face covering are subject to progressive discipline, up to and including dismissal, during the pendency of the directive to wear face coverings while at school.

MEDICAL CERTIFICATION FOR STAFF/STUDENT FACE COVERING

EXEMPTION/ACCOMMODATION

As the result of the COVID-19 pandemic, District 148 is requiring that masks be work both on school property and in the buildings in order to keep students and staff safe. A person may be exempt from using a face covering if there is a bonafide medical contraindication to use it. This requires a physician statement. Staff or parent/guardian of student(s) requesting exemption must have their physician complete this form and return it to the building nurse.

Nurse: _____

E-mail: _____

Contact #: _____

TO BE COMPLETED BY PHYSICIAN LICENSED TO PRACTICE MEDICINE IN ALL BRANCHES OF MEDICINE:

1. Check all that apply and provide explanation/diagnosis:

Medical Contraindication to Wearing Cloth Face Covering

Expected Duration of Contraindication: _____

Medical Condition that Limits Students Ability to Wear Face Covering

Expected Duration of Medical Condition: _____

Other Factors that Limit Student's Ability to Wear Face Covering

Expected Duration of Other Factors: _____

2. Can the student wear a cloth face covering for any period of time less than a full school day? Y/N
If yes, please describe the time limitations and provide any recommendations on the amount of time and frequency that the student can safely wear a face covering

3. If a student is exempt from wearing a face covering, what accommodations, if any, are recommended to maintain the student's health and safety and to maintain the health and safety of others in the school environment?

4. What accommodations, if any, are recommended to maintain the student's health or safety if the student would be in contact with other students who are exempt from wearing a face covering?

Printed Name of Physician licensed to practice medicine in all branches of medicine:

Provider Address: _____

Provider Telephone Number (including area code): _____

Original Signature of Physician APRN, PA, or Audiologist:

FOR DISTRICT USE:

Date Completed Form Received _____

COVID-19 HEALTH AND SAFETY PROTOCOL/LIABILITY RISK REDUCTION CHART

	Training/Education for Staff, Students, Parents and Visitors	Notices/Signage	Equipment/Supplies	Protective Measures/Rules
Area/Activity				
<u>GENERAL HEALTH</u>				
1. Health reporting/screenings/ certifications before school/work				
2. Health reporting/screenings at school/work				
3. Isolation from school/work				
4. Exclusion from/return to school or work				
5. Face coverings				
6. Social distancing				
7. Hand washing				
8. Cleaning generally				
9. Cleaning contaminated areas				
10. Mental Health				
<u>OFFICES</u>				
11. Offices---administrative and support staff				
12. Offices---main and visitor areas				
13. Offices---faculty				
14. Offices---nurse’s office(s)				
15. Offices---health isolation				
<u>CLASSROOMS</u>				
16. Classrooms – general				
17. Classrooms—art				

	Training/Education for Staff, Students, Parents and Visitors	Notices/Signage	Equipment/Supplies	Protective Measures/Rules
18. Classrooms—music				
19. Classrooms—OT/PT				
<u>LARGE ROOMS AND AREAS</u>				
20. Multipurpose Rooms				
21. Gyms				
22. Outside physical education and athletic areas				
<u>OTHER ROOMS</u>				
23. Music Practice rooms				
24. Library/Media Center				
25. Computer Labs				
26. Before and after schools				
27. Student nap area				
28. Athletic Locker Rooms				
29. Staff break rooms/lounges				
30. Restrooms				
31. Preferred Meals				
32. Other:				
<u>PASSAGE, STORAGE, EQUIPMENT AND FACILITIES</u>				
33. Storage rooms				
34. Entryways				
35. Hallways				
36. Stairs				
37. Elevators				
38. Classroom and hallway lockers				
39. Coat Rooms/Coat Hooks				

	Training/Education for Staff, Students, Parents and Visitors	Notices/Signage	Equipment/Supplies	Protective Measures/Rules
40. Gym/Athletic lockers				
41. Drinking fountains				
42. Shared equipment				
43. Personal effects—backpacks, outerwear, hats, books, electronics				
<u>NON-INSTRUCTIONAL ACTIVITIES</u>				
44. Extracurricular activities-athletics				
45. Extracurricular activities-non-athletic				
46. Field Trips				
<u>TRANSPORTATION</u>				
47. Transportation—general bus				
48. Transportation---special needs				
<u>OTHER</u>				
49. Parking Lot				
<u>SCHEDULING</u>				
50. Preferred Meals				
51. Specials				
52. Arrival/Dismissal				
53. District Assessments				
54. Bathroom Breaks				
55. Related Services				
56. Media Center				
57. Band/Choir				