

Calumet Public School District 132



PANDEMIC RESPONSE MANUAL

Changes to the public health situation may necessitate changes to this guidance.

Table of Contents

| | | |
|--|-------|-------|
| 1. Introduction | ----- | 3 |
| 2. Learning Model | ----- | 3 |
| 3. Staffing | ----- | 3 |
| 4. Training | ----- | 3 |
| 5. Safety | ----- | 4 |
| 6. Prevention-Hygiene and Disinfection Protocols | ----- | 4-8 |
| 7. Personal Protection Equipment | ----- | 8 |
| 8. Staff expectations for Building Occupancy | ----- | 9 |
| 9. Visitor COVID-19 Certification and Verification form | ----- | 10 |
| 10. Available Space- Classroom Configuration, P.E./ Recess/Restrooms | -- | 11-15 |
| 11. Meals | ----- | 16 |
| 12. Transportation | ----- | 16 |
| 13. Response to Exposure - Quarantine & Isolation | ----- | 17-18 |
| 14. Staff screening | ----- | 19-20 |
| 15. Student Screening | ----- | 20-21 |
| 16. COVID testing/Return to School | ----- | 22 |
| 17. Contact Tracing | ----- | 21-22 |
| 18. Employee Personal Travel | ----- | 22 |
| 19. Travel Restrictions | ----- | 22 |

| | |
|------------------------------|-------|
| 20. Communication ----- | 22-23 |
| 21. Finances ----- | 23 |
| 22. Legal ----- | 23 |
| 23. Board of Education ----- | 23 |

Introduction

Updated August 2, 2021

The State of Illinois has adopted the CDC's updated guidance regarding COVID-19 prevention in K-12 schools for all public and nonpublic schools in Illinois. The Centers for Disease Control (CDC) released the updated guidance for operating schools on July 9, 2021. The guidelines referenced in the district's plan are based on the revised public health requirements for schools issued by the CDC. The CDC's guidance is intended to help K-12 school administrators and local health officials select appropriate, layered prevention strategies to maintain a safe in-person learning environment for students and staff during times of fluid transmission. Due to the emerging nature of the scientific understanding of COVID-19, it is highly probable that it will change as new information becomes available. Thank you for your support and understanding.

Learning Model

Calumet Public School District 132 has prepared the following plan for in-person instruction to take place as safely and quickly as possible. Procedures were developed to enable in-person instruction by implementing mitigations in our day to day operations, to reduce the spread of the virus that causes COVID-19.

Staffing

Due to the in-person learning model, all staff are required to return to on-site work on a regular schedule. The District has secured and trained substitute teachers to cover staff absences including quarantine periods. The District has added more custodial staff to maintain enhanced cleaning and disinfecting protocols.

Training

- a. All leadership-level staff have been trained in the SD132 COVID-19 Prevention and Response Protocol, prior to the return of employees. We will continue to monitor State and Federal guidance, and make staff aware of changes in procedures.
- b. All district employees have been trained in the SD132 COVID-19 Prevention and Response Protocol either by principals or safety coordinators, upon their return to work. We will continue to monitor State and Federal guidance and make staff aware of changes in procedures.
- c. The first day for face-to-face instruction included teaching students the ways of mitigating COVID-19, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

Safety

The safety of our staff and students is our primary concern. Implementing the following mitigations in schools will reduce the risk of in-school spread of COVID-19 to students and staff, regardless of the underlying community burden.

PREVENTION

Hygiene Protocols

Hand sanitizer and/or hand-washing stations have been provided at all building entrances to be used by staff, students, or visitors.

Hand sanitizer and/or hand-washing stations have been provided in all classrooms.

Proper hand washing includes using soap on all parts of the hand and fingers, and scrubbing for at least 20 seconds.

Teachers actively instruct students on proper hygiene practices, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

In grades PK-8, teachers engage students in supervised hand-washing for at least 20 seconds at least two times each day. Students at all grade levels are encouraged to wash hands after using the restroom and before eating.

Signage at each site is a reminder to students and adults of the importance of hygiene in disease prevention.

Teachers or paraprofessionals who work with younger students regularly monitor or verify their hand washing after trips to the restroom to ensure proper hand hygiene.

Students, teachers, staff, and campus visitors are encouraged to cover coughs and sneezes with a tissue or, if no tissue is available, into their elbows, and to wash their hands immediately after coughing or sneezing.

Disinfection Measures

The following procedures are implemented for the health and safety of all staff and visitors to our building sites. These procedures were developed through guidance from the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Cook County Department of Health (CCDH).

Procedures by Area

Classrooms/Office Area

Daily (7:00 a.m. – 3:00 p.m. 40 minute intervals) Concentrated high touch point disinfectant wipe down (exterior door knobs, Note: Cleaning staff does not interrupt instruction. Interior classroom/office area high touch points are disinfected upon request during instruction hours)

Nightly – Normal classroom cleaning procedures have been implemented with the addition of electrostatic disinfectant spray down of the entire building and concentrated high touch point wipe and spray down.

Restrooms

Daily (7:00 a.m. – 3:00 p.m. 30 minute intervals) Concentrated high touch point wipe down with the addition of fixture disinfectant wipe down (water faucets, soap dispenser, paper towel dispenser, toilet paper dispenser, feminine product dispenser, stall handles, flush valve handles, hand dryers) Electrostatic spray downs occur twice daily at 9:00 a.m. and 12:00 noon. Once the restroom is cleaned, a check off document has been initiated by cleaning staff who serviced the area.

Nightly – Normal restroom cleaning procedures have been implemented with the addition of entire area electrostatic disinfectant spray down and concentrated high touch point wipe down.

Staff Lounge Area

Daily (7:00 a.m. – 3:00 p.m. 60 minute intervals) High touch point wipe down with the addition of microwave keypad and handle, water cooler handles, refrigerator/freezer handle and sink fixtures.

Nightly - Normal cleaning procedures have been implemented with the addition of entire area electrostatic disinfectant spray down and concentrated high touch point wipe down.

Copy Room

Daily (7:00 a.m. – 3:00 p.m. 60 minute intervals) High touch point wipe down with the addition of copy machine keypad and paper drawer handles. Note: Gloves, sanitizing wipes and hand sanitizer are available for use in these areas.

Nightly - Normal cleaning procedures have been implemented with the addition of electrostatic disinfectant spray down and concentrated high touch point wipe down.

Main Office

Daily (7:00 a.m. – 3:00 p.m. 60 minute intervals) Concentrated high touch point wipe down

Nightly - Normal cleaning procedures have been implemented with the addition of electrostatic disinfectant spray down and concentrated high touch point wipe down.

Hallway/Stairway

Daily (7:00 a.m. – 3:00 p.m. 60 minute intervals) High touch point wipe down (exterior classroom door knob/handles, stairway railings, elevator buttons, water fountains)

High Touch Points by Area

Classroom

- door knobs
- student chair grip points
- desk tops
- light switch
- telephone
- arm rests
- cart handles
- cabinet handles
- pencil sharpener

Restroom

- water faucets
- soap dispenser
- paper towel dispenser
- toilet paper dispenser
- feminine product dispenser
- stall handles
- flush valve handles
- hand dryers

Staff Lounge Area

- door handle/knobs
- microwave keypad
- water cooler dispenser handles
- refrigerator/freezer handles
- table tops
- vending machine

Copy Room

- Copy machine keypad and paper drawer handles
- light switch
- telephone
- laminator handle
- resource tools (paper cutter, hole puncher)

Main Office

- door handles

- light switches
- table tops
- reception surface top
- telephone
- armrest

Hallway/Stairway

- exterior classroom door knob/handles
- stairway railings
- elevator buttons
- water fountains

Playgrounds

- swings/slides
- railings
- other play structures made of plastic/metal

Personal Protective Equipment

All persons on school grounds including students, teachers, school nurses, administrative and secretarial staff, food service personnel, custodial staff, etc., are required to wear a face covering at all times, when in school or in transit to and from school via group conveyance (i.e., school buses), unless a specific exemption applies. The face covering should have two or more layers to stop the spread of COVID-19, and are instructed to be worn over the nose and mouth, secured under the chin, and snugly against the sides of the face without gaps. Masks intended for healthcare workers, such as N95 respirators, should not be worn. There are also masks available with exhalation valves or vents. These are not recommended for source control of COVID-19 and should NOT be worn.

Updated July 12, 2021 - Masks are required for all students and staff regardless of vaccination status unless a specific medical exemption applies. The large majority of our student population are not yet eligible for vaccination (Pre-k – 6 grade)

The district will continuously monitor the community's Covid-19 rates, vaccination rates, screenings, and outbreaks of Covid-19 to help guide decisions of whether or not to maintain the

universal masking wearing requirement. (ISBE says requiring people to wear a mask is a local decision and to do so or not should be based on these factors.)

Staff Expectations for Building Occupancy

In efforts to keep staff safe and healthy, the following items are

expectations for all staff who occupy any building site of Calumet Public School District 132.

1. **Updated July 12, 2021 - One-Time Acknowledgment COVID-19 Self-Certification and Verification Expectations Form** All staff and students will be required to submit a one-time Acknowledgment COVID-19 Self-Certification and Verification Expectations Form agreeing to conduct a daily self-screening confirming that they have no fever or COVID symptoms before entering the building or boarding a bus during the 2021-2022 school year.
2. **Updated July 12, 2021 - Face coverings are worn at all times while inside school property or any property being utilized for district functions. (i.e. Calumet Park Recreation Center).** Five reusable, washable face masks have been provided to all Calumet Public School District Employees for use while on campus. Disposable face masks are available in each school main office in the event a person does not have a mask for the day. A personal solid color, double layered, face mask must be worn provided it is clean and covers the mouth and nose. (No bandanas or gaiters can be used as face masks.) Face shields cannot be worn without a mask.
3. **Maintain Social Distancing at all times.** Social distance for in-person learning is defined as 3 to 6 feet for students and fully vaccinated staff. Unvaccinated staff should maintain 6 feet social distancing.
4. **Limit travel around the building.** Staff members who have an assigned classroom, office, or work area, must remain in that area for the duration of their work day, with the exception of restroom breaks and copy room usage. Staff members use designated area telephone to contact colleagues and/or administration when needed. Staff members refrain from visiting other colleague's classrooms or work areas. Staff members call the main office secretary to gain clearance to visit the main office if a visit to the office is required.
5. **Update July 12, 2021 – Limited Occupancy.** Areas such as main offices, copy rooms, mail rooms, resource rooms, and staff lounges are limited to the number of occupants that will allow 6-foot social distancing to be adhered to at all times.
6. **Adhere to all posted signage.** All building occupants will adhere to all posted signage related to occupant health and building safety.

7. **Clear desktops at the end of each work day.** In order to properly spray disinfectant every evening, all staff members are asked to clear desk areas before leaving their classroom/office, at the end of the day. Staff members should remove paper and any other item that would be adversely affected by water droplets. Desks not cleared cannot be disinfected properly.
8. **Use water bottles to hydrate.** Staff members are asked to use reusable bottles to get water for hydration. Water fountains are not being used conventionally. (Mouth to water outlet)
9. **Use restrooms designated for staff.** Each school has designated restrooms for staff use. Staff members only utilize those designated facilities while occupying any building. (Note: Some staff restrooms are located in teacher lounge areas. If an individual is using a staff restroom only, that does not count toward the 2 occupant limit, providing the staff member using the restroom immediately leaves the area when finished using the restroom)
10. **Do not use staff lounges/break rooms for eating.** Staff lounges are reserved for utilization of warming appliances (i.e. microwaves, toasters) and filling hydration vessels only. Staff members do not use common staff break areas to eat or converse. **Staff members eat inside their classroom or work area only.**

Visitor COVID-19 Self-Certification and Verification Form

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, Joint Guidance from the Illinois State Board of Education and the Illinois Department of Public Health requires that every visitor undergo a symptom screening prior to entering any School District building. The District reserves the right to not allow a visitor to enter any School District building.

Visitors are asked to certify that:

- They are not experiencing any known symptoms of COVID-19, including, a fever (100.4 or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, or any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or the Illinois Department of Public Health (IDPH).
- Within the last 14 days, have not tested positive for COVID-19 and do not suspect COVID-19.
- Within the last 14 days, have not had close contact with someone who has tested positive for or is suspected of having COVID-19. *For COVID-19, the CDC defines a “close contact” as “any individual who was within 6 feet of an infected person for at least 15*

minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”

- Within the last 14 days, have not traveled internationally.

Visitors are asked to certify the information below:

I also certify and verify that I am not presently under an isolation or quarantine protocol related to COVID-19.

Visitor Signature: _____ Printed Name: _____

Company/Relationship: _____ Phone: _____

Date: _____

Available Space

Guidance from federal and state health officials has indicated that social distancing is a key component to reducing the spread of COVID-19. This is usually defined as keeping a minimum of six feet of distance between individuals to the greatest extent possible. While the following paragraphs refer to students, the same social distancing requirements apply to staff members and visitors.

In accordance with the revised public health requirements, capacity limits for in-person learning and other in-school activities in classrooms, gyms, cafeterias and multipurpose rooms, are determined by the space's ability to accommodate social distancing instead of a set capacity limit number or a percentage. In addition, the revised public health requirement for in-person learning, this is defined as 3 to 6 feet for students and fully vaccinated staff with 6 feet being the safest. For the safety of district staff and students, no schools should operate at no less than 3 feet in order to provide in-person learning. Unvaccinated staff should maintain 6 feet social distance as much as possible. The allowance of 3 to 6 feet social distance requires the wearing of a mask in all schools.

Social distancing also means eliminating contact with others, such as handshakes or hugs. Effective social distancing requires that people avoid touching surfaces touched by others to the extent possible and that they avoid anyone who appears to be sick or who is coughing or sneezing.

In some cases, where social distancing cannot be practiced (such as when a nurse is checking a pulse, for example), one or more other mitigation strategies should be implemented. This includes, but is not limited to the wearing of a face covering and gloves (as in the case of a

nurse) or engineering controls like Plexiglas shields (as in the case of a secretary). Plexiglas shields should be cleaned multiple times per day.

Directional arrows mark the walking direction throughout the schools in order to maintain the social distancing requirement of 6 feet.

Each SD132 school has its own unique floor plan and needs. As such, each school has designed and developed a plan to address social distancing throughout the buildings and in each classroom. The plans are specifically designed to accommodate the needs of each school and are based on the building's layout and the number of students who choose to attend in-person learning. Other areas where students and staff are asked to keep at least six feet between themselves and others outside of their household include:

- Parent Drop-Off
- Bus Drop-Off
- Parent Pickup
- Bus loading
- Employee arrival and departure
- Hallways
- Restrooms
- Teacher workrooms/lounges
- Cafeterias/gyms/libraries/commons areas/band halls
- Recess
- Meetings
- Classrooms

Classroom Configuration

Teachers have worked with administrators and other school staff (e.g., custodians or janitors) to modify the layout of their classrooms, in a way that promotes healthy behaviors, environments, and operations that reduce the risk of COVID-19. As outlined in CDC's Considerations for Schools, these modifications could include: • spacing seating/desks 6 feet apart when feasible or no less than 3 feet; • turning desks to face in the same direction (rather than facing each other), or

having students sit on only one side of tables, spaced apart; and • modifying learning stations and activities as applicable so there are fewer students per group, placed at least 6 feet apart if possible.

As staff members considered modifying the layout of their classrooms, they were encouraged to work with their school administrators and custodial staff. For example, a staff member might ask if it is possible to add, remove, or change classroom furniture, if there is a budget for purchasing physical barriers, or if there are any restrictions to modifying their classroom (e.g., adding tape to the floors). Other considerations include the following:

1. **Spacing students at least 6 feet apart**, when possible, but no less than 3 feet. Having students sit in the same assigned seat every day. Consider working with administrators and teachers to standardize seating charts across classes.
2. **Turning desks to face the same direction (rather than facing each other), or having students sit on only one side of tables, spaced apart.** Students can be instructed to avoid spinning or turning around in their chairs.
3. **Modifying learning stations and activities** so that there are fewer students per group and students can be at least 6 feet apart if possible, but no less than 3 feet. When it is difficult to space students at least 6 feet apart, use physical barriers, such as a sneeze guard or partition.
4. **Marking “X’s” on tables** to keep at least 6 feet of distance between students, when possible, using colorful tape. Explain to students that they should not sit in “X” zones.
5. **Marking walking paths** or providing physical guides, such as colorful tape on floors and signs on walls, to ensure that students remain at least 6 feet apart where possible, but not less than 3 feet. Consider making these paths one way for students when entering and exiting the classroom, making sure walking paths still comply with emergency exit procedures. If students need to move around the classroom (e.g., to sharpen their pencil or dispose of trash), remind students to stay at least 6 feet apart—or two airplane arms or the length of a bike apart. Encouraging students to only walk on the taped lines, and ensure that paths are accessible for students and staff with disabilities.
6. **If a handwashing station is not in your classroom, set up at least one or two hand sanitizing stations**, such as one near the door and one by your desk. Use posters near each station to remind students to wash their hands with soap and water for at least 20 seconds or, if soap and water are not readily available, use an alcohol based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can. If using hand sanitizer, rub hands together for at least 20 seconds.

Remember, young children should be supervised when using hand sanitizer.

7. **Teaching and modeling healthy hygiene behaviors by creating hand hygiene routines and procedures.** Collaborate with school and district leaders to obtain adequate supplies, including soap and water, when possible, and/or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, masks (as feasible) and no-touch/foot pedal trash cans.
8. **Identifying where cleaning and disinfecting supplies are stored.** Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
9. **Marking a “teacher zone”** by providing physical guides, such as colorful tape on floors and signs on walls, to ensure that you can remain at least 6 feet apart from students while at your desk and in your teaching space. Explain to students that they should not enter the “teacher zone”.
10. **Opening a door or windows to increase ventilation,** when weather conditions allow and with approval by school administrators, to increase fresh outdoor air. Opening interior doors can also improve ventilation and reduce touching of the doorknob. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma attacks).
11. **Using fans** to increase the effectiveness of open windows. Positioning fans securely and carefully in or near windows so as not to push potentially contaminated air directly from one person over or to another.
12. **Reducing the use of shared space and objects in the classroom.** Keeping each student’s belongings separated from others’ and in individually labeled containers, cubbies, or areas. Ensuring adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment, optimizing educational technology to limit shared paper materials) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
13. **Posting signs** in the classroom that promote everyday protective measures and describe how to stop the spread of germs, such as by properly wearing a mask, properly washing hands, and covering coughs and sneezes with a tissue. CDC has several child-friendly print posters you can use.
14. **Adding videos and activities about reducing the spread of COVID-19 into the curriculum.** Using materials that are accessible for all students, including those with disabilities. CDC has some short informational videos available. For younger students, consider art materials and other creative outlets to help students understand why mitigation strategies are important. For older age groups, consider lesson plans about COVID-19 symptoms and ways to decrease spread of the virus. Consider ways to

encourage students to participate in classroom mitigation measures to protect themselves and their classmates (e.g., positive reinforcement, incentives).

Physical Education

Physical education classes are conducted outdoors whenever possible. When outdoors, social distancing recommendations are followed. When outdoor PE is not possible, activities must allow 6 feet of space as much as possible between students in the gym. Facemasks must be worn at all times. Teachers can work with administrative and custodial staff to use separate partitions in open spaces, using markings on the gym floor/wall/field to maintain distance between students when possible. Hand shaking, high fives and any other physical contact is prohibited. Students receive periodic physical education lessons in their regular classrooms so that smaller groups can rotate gym usage. When physical education classes are conducted in the gym or classroom, heavy respiration activities are avoided to accommodate the wearing of face coverings. Student are not allowed to change clothes to participate in activities. Students can change shoes in the classroom prior to arrival to the gym. Students are not allowed to use lockers.

Recess

Schools limit the number of students per recess group such as to consist of one classroom at a time. Staggered schedules are utilized when needed. All students and staff utilize an alcohol-based hand sanitizer before entering the playground and upon exiting the playground. Any equipment that cannot be cleaned should not be used. Additional, brain breaks are implemented as needed, at the discretion of the teacher.

Restrooms

Social distancing during restroom use is required. Signage is taped on the floor outside of restrooms to assist with social distancing when students line up to use the restroom. The number of students entering the restroom at a single time is limited to such a number as required to maintain six feet of distance between users. This number is posted in a visible location for teachers' and students' ease of reference. For young students, teachers ensure that students wash their hands after using the restroom. For older students, frequent hand-washing reminders are provided in the form of announcements and signage.

- Designated times by classes are posted at the bathrooms.
- Maximum capacity of 2 students at one time in each bathroom.
- Number of students occupying the bathroom is posted on the bathroom door.
- Middle stall is closed off to maintain social distancing in the girl's washroom.
- Only one urinal and one stall available in the boy's bathroom to maintain social distancing.

- Teachers ensure that hand washing or hand sanitizer has been completed before students reenter the classroom environment.

Meals

Breakfast is a grab-n-go format to eat in their classrooms.

Principals have developed schedules that allow all classes equal access to the cafeteria or alternate eating area (gym, library, classroom or multipurpose room). Students are released to the lunchroom to line up for meals in waves to prevent an overwhelming number of students in the lunch line at a single time. The goal is for students to avoid or eliminate close contact while receiving meals, arriving at their assigned seat and eating meals.

Employees are stationed to monitor social distancing among students going through the lunch line as well as students eating lunch in the cafeteria. Students are prevented from socializing in line if such socializing violates the 3 to 6 feet social distancing norm. Students must maintain a minimum 6 feet social distancing at all times when eating. Similar rules should apply to prevent social distancing violations of employees in break rooms.

Cafeteria workers are required to use face coverings and gloves while serving food or working at the cash register. Social distancing is enforced during lunch lines.

Sufficient time gaps are established between student and staff lunch times and break times to permit the wiping down of tables, seats, all surfaces, serving lines, refrigerators, microwave ovens, and vending machines after each use.

Bus Transportation

The SD132 Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation on daily bus routes and field trips entering the 2020-2021 school year:

Updated July 12, 2021 - As part of the registration process, parents will be required to acknowledge that they agree to conduct daily screening to certify that their child has no fever or symptoms.

Although the district is implementing the safety protocols and disinfecting efforts, families are encouraged to identify opportunities to drop students off, carpool, or walk their students to school to avoid possible exposure on buses.

SD132 is requiring all bus drivers and monitors to wear a face covering aboard the buses. Additionally, all students are required to wear a face covering while aboard school buses.

Social Distancing at Bus Drop-off*

Students are asked to keep at least six feet between themselves and other students and be wearing a mask when leaving the school bus, walking on the sidewalks, and entering the building. Students from the same household are not required to maintain six feet of distance between them.

Social Distancing at Bus Loading*

Students are asked to keep at least six feet between themselves when leaving the building, waiting for their buses, and walking on the sidewalks. Students from the same household are not required to maintain six feet of distance between them. Masks are required before boarding the bus.

Details as to the locations of students waiting for bus pickups and the logistics of spacing them out have been determined on a school-by-school basis.

Safety Protocols Aboard School Buses

Students have been assigned seats on their daily routes. To the greatest extent possible, seat assignments have been made with the intent to maximize distance between students. When it is feasible to do so, bus windows are opened to allow outside air to circulate within the bus.

Students are loaded onto buses according to their seat assignments. The buses load from back to front and they unload from front to back.

Bus Disinfecting Protocol

Buses are thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, bus drivers wear face coverings.

Response to Exposures

Isolation/Quarantine/Nurse

- Each school has designated rooms to be used as an isolation room or a quarantine room.
- In an effort to minimize exposure, students who have symptoms, will be isolated in a designated room under the staff nurse supervision. Students without symptoms are diverted to the quarantine room under a staff member's supervision.
- All teachers and the front office have been provided a basic first-aid kit. The kit assists in handling minor injuries in the classroom and front office.

- Teachers call the office before sending a student to the Nurse, so that the nurse can make preparations if the student is symptomatic, relocate any healthy students, and allow the nurse to don proper PPE.
- The nurse and others attending to the suspected infected student will wear protective face coverings, gowns and gloves, while working with the suspected infected student.
- The nurse will call the parent of the student to be picked up. At that time, they are given return to school protocols, according to the IDPH-ISBE exclusion guidance.
- The nurse and Principal identify persons who may have come in contact with the suspected infected student. *Unless required by the local health authority, the name of the student is not provided.*
- The parents of students are advised that their child may have been in contact with a suspected infected person and they will be contacted by the nurse for further instructions according to the IDPH-ISBE exclusion guidance.
- The isolation area and suspected student's work area/classroom and all other common surfaces recently touched by the student are thoroughly cleaned and disinfected.

If an employee becomes ill on campus, he/she immediately contacts administration. The employee should exit the building immediately at the nearest exit, once classroom coverage has arrived.

- The employee will inform the HR department of symptoms. At that time, the HR department will instruct the employee on the return to work protocols, according to the IDPH-ISBE exclusion guidance.
- If the employee is unable to leave the building due to unavoidable circumstances, the employee will be asked to remain in the isolation room until they can leave the building. When the employee is able, he/she should exit the building immediately at the nearest exit.
- The isolation area and suspected employee's work area/classroom and all other common surfaces recently touched by the employee are thoroughly cleaned and disinfected.
- The nurse and Principal identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee is not provided.*
- Employees are advised that they may have been in contact with a suspected infected person and to carry out self-screening every morning. Employees will contact the HR department if symptoms develop or a positive test, for further instructions.

Screening - Staff

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we require employees to complete a daily self-screening which includes a temperature reading and answering any health related questions.

Updated April 12, 2021 - All employees submit a One-Time Acknowledgment COVID-19 Self-Certification and Verification Expectations Form for the school year. All employees are required to conduct a daily symptom screening on each day prior to utilizing School District transportation (i.e., van drivers) or entering any School District building. The Illinois Department of Public Health (IDPH) has issued a new guidance document (COVID-19 Interim Exclusion Guidance Decision tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs) which states that an employee experiencing COVID-19 symptoms, which are not new or unusual for the employee and are attributable to allergies or a pre-existing condition, may not need to be absent from work, stay home or be denied entry into a School District. When employees experience symptoms associated with COVID-19 that are attributable to allergies or a pre-existing condition, they contact Nancy Munoz at nmunoz@sd132.org for further direction.

The daily symptom screenings are conducted prior to the employee's arrival for work. They include the following:

Fever (100.4 or higher) New cough; Shortness of breath; Fatigue from an unknown cause; Muscle or body aches; New onset of moderate to severe headache; Sore throat; New loss of sense of taste or smell; Nausea; New congestion/runny nose; Vomiting; Diarrhea; Abdominal pain from unknown cause; or Any other COVID-19 symptoms.

If, as a result of daily symptom screening, an employee determines that they are experiencing COVID-19 symptoms that are new or unusual, they notify the District in writing of their absence and the symptoms they are experiencing by sending an email to Nancy Munoz at nmunoz@sd132.org, and provide necessary information as requested.

Additionally, the Center for Disease Control (CDC) also recently updated its definition of "close contact." For COVID-19, the CDC defines "close contact" as any individual who was within 6 feet of an infected person for at least 15 minutes (consecutive or non-consecutive within a 24-hour period) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Briefer periods of exposure may qualify an individual as a close contact if there is direct physical contact (kissing or hugging), eating or drinking utensils were shared, or the infected person sneezed, coughed, or transferred respiratory droplets to the individual. Per the CDC, an individual that tested positive for COVID-19 within the past three (3) months may be excluded from the 14-day quarantine protocol for a "close contact."

Employees are asked to notify the school district if they will be absent pending further direction from the District if: (1) they receive a diagnosis of COVID-19; (2) they are suspected of having

COVID-19; (3) they come in close contact with an individual who tested positive for COVID-19 or is suspected of having COVID-19; or (4) they traveled internationally to a country on the CDC's Level 3 (high-risk assessment level for transmission of COVID-19) travel list. Also, employees are asked to notify the school that they will be absent and awaiting COVID-19 test results. If District staff contact an employee to gather additional information related to the reason(s) for their absence, they are asked to provide the necessary information as requested.

Updated 1/25/21

**This document refers to "close contact" with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19. In general, close contact is defined as: a. being directly exposed to infectious secretions (e.g., being coughed on); or b. being within 6 feet for a total of approximately 15 minutes throughout the course of a day; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination. Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.*

Screenings - Students

1. Parents are expected to ensure their child(ren) would answer "no" to the following prior to sending their child(ren) to school each day:
2. Has your child recently begun experiencing any of the following COVID-19 symptoms in a way that is not normal for him/her?
 - b. Temperature of 100.0 degrees Fahrenheit or higher when taken by mouth;
 - c. Loss of taste or smell;
 - d. Fatigue;
 - e. Chills;
 - f. Sore throat;
 - g. Congestion or runny nose;
 - h. New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
 - i. Shaking or exaggerate shivering;

- j. Significant muscle pain or ache;
 - k. Diarrhea, nausea, vomiting, or abdominal pain; or
 - l. New onset of severe headache, especially with a fever.
 - m. In the past 14 days, has your child had known prolonged (>15 minutes) close contact (within 6 feet without a face covering) with a person who has tested positive for COVID-19, is suspected of having COVID-19, or is awaiting COVID-19 test result?
3. Touchless thermometers on-site have been distributed for student/visitor screenings

COVID Testing/Return to School

Students will be denied entry and provided remote instructions, if ANY of the following symptoms are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

All students and staff sent home with COVID-like symptoms are required to have diagnostic testing. Students and staff are instructed to remain home from school until they receive the test results. Students and staff who are confirmed or probable cases of COVID-19 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. Individuals who have been cleared by a doctor for release from isolation are allowed to return to school even if other household members are in isolation or quarantined in the home.

Contact Tracing

A close contact is anyone (with or without a face mask) who was within 6 feet of a confirmed case of COVID-19 (with or without a face mask) for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period. Repeated exposures result in an increased amount of time of exposure; the longer a person is exposed to an infected person, the higher the risk of exposure/transmission.

The infectious period of close contact begins two calendar days before the onset of symptoms (for a symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. **Persons who have had lab-confirmed COVID-19 within the past 90 days or those fully vaccinated, according to CDC guidelines, are not required to quarantine if identified as a close contact to a confirmed case.**

Contact tracing is used by health departments to prevent the spread of infectious diseases. In general, contact tracing involves identifying people who have a confirmed or probable case of COVID-19 (cases) and people who they came in contact with (close contacts) and working with them to interrupt disease

spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily. The local health department will make the final determination on who is to be quarantined and for how long.

Employee Personal Travel

Employees who have traveled outside of the community and are intending to return to work must complete the Recent Travel Reporting Form. An employee who has traveled to an area where there is a risk of exposure to COVID-19 may be required to stay home and complete a 14-day isolation period. Based on the information provided, HR may contact the employee for additional information to determine if the employee will be required to remain away from the workplace. Please refer to the Centers for Disease Control (CDC) website for more information about travel risks.

Travel Restrictions

(Updated 1/4/2021) There is widespread, ongoing transmission of novel coronavirus worldwide. Anyone who has traveled internationally or domestically where COVID-19 transmission is high or increasing should stay home and monitor their health for 14 calendar days. For the CDC's most current details on COVID-19 Travel Recommendations by Destination visit CDC's Travel Page. Testing before and after travel can reduce the risk of spreading COVID-19. The CDC requires all air passengers coming to the United States, including U.S. citizens, to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. Masks are required when traveling on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. The CDC current recommendations for travelers are as follows:

- Get tested 3-5 days after travel AND stay home for the 7 days after travel.
- Even if testing was negative, stay home for the full 7 days.
- If the test is positive, isolate for 14 days to protect others from getting infected.
- If there is no testing, it's safest to stay home for 10 days after travel.

Avoid being around people who are at increased risk for severe illness for 14 days, whether or not testing was administered.

Communication

The district will continuously provide clear, concise and frequent communications to staff and families with information, updates and surveys to involve them in the decisions made during this pandemic.

The SD132's contact person for concerns and questions related to COVID-19 is Nancy Monahan, Human Resource Director. She can be reached at nmonahan@sd132.org, 708-388-8920 ext. 4834.

Finances

According to the Illinois Association of School Boards (IASB), having solid finances is the key to surviving the crisis. Calumet Public School District 132 is funded through tax revenues, state and federal funding sources. Additionally, districts received funding through the Elementary and Secondary School Emergency Relief Funds (ESSR) to address issues caused by COVID-19.

Legal

The attorneys for Calumet Public School District 132 have been engaged since the beginning of the pandemic, keeping us informed of what is permissible and legal in the event of an emergency or an outbreak, or consequences for not following Illinois State Board of Education (ISBE), Center for Disease Control (CDC) or Illinois Department of Public Health (IDPH) recommendations.

Board of Education

The Board of Education along with the Superintendent of Schools works collaboratively to set the direction for the district, providing information to the community and supporting staff members and families. The team has worked proactively allowing important action to quickly occur, limiting missteps and focusing on the challenges of the pandemic.