

**Cypress School  
District #64**

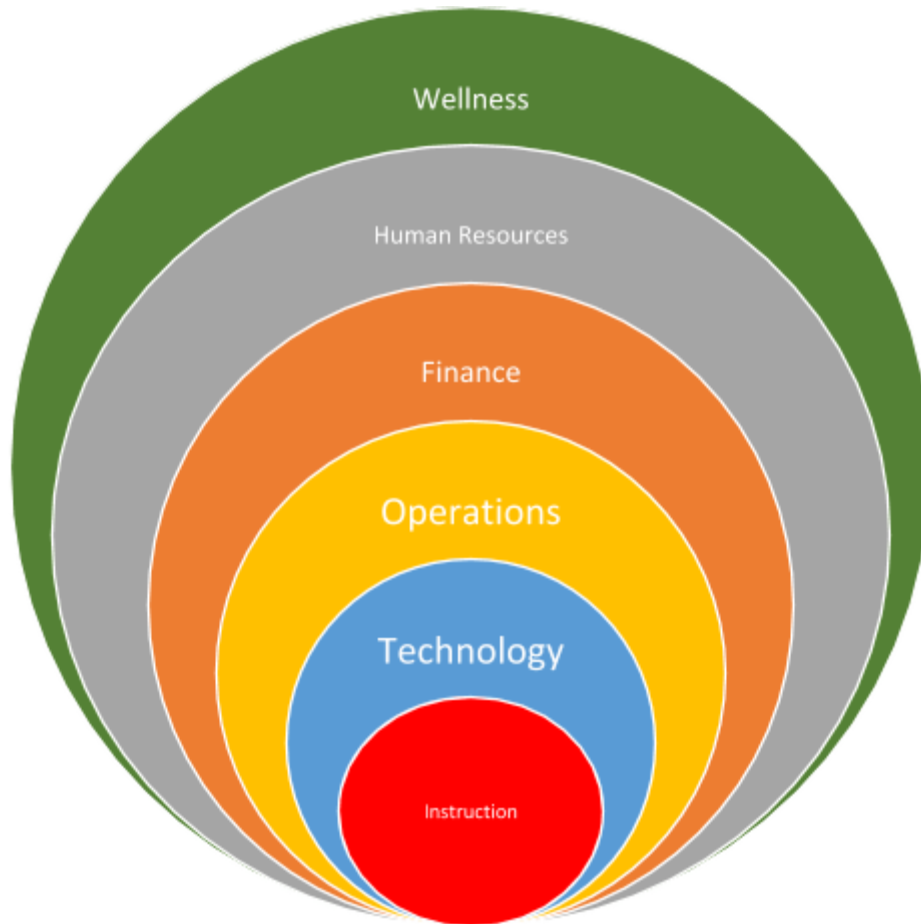


2020-2021

Cypress School District #64 has developed a Return to School plan for the 2020 – 2021 school year. The COVID-19 pandemic resulted in the immediate early closure of schools across the United States including all of Illinois' Schools. As a result of the closures, schools in Illinois developed remote learning opportunities for students and families. Many of these remote learning opportunities relied on the use of technology for remote video learning, paper packets, and for communication between student and teacher.

This plan was developed with collaboration from administrative staff, teachers, parents and families, the Regional Office of Education, the Southern Seven Health Department and other community stakeholders. This plan is subject to change.

It is general consensus that there are six areas of need when returning to school this year. These areas are **Wellness**, **Human Resources**, **Technology**, **Instruction**, **Operations**, and **Finance**. The following document outlines the details of this plan for each of the six areas.



# Table of Contents

## I.

### **Wellness.....4**

|                                 |   |
|---------------------------------|---|
| Staff & Student Protection Plan | 4 |
| Social Distancing               | 4 |
| Face Coverings & P.P.E.         | 4 |
| Hand Hygiene                    | 4 |
| Training                        | 5 |
| Health Screening                | 5 |
| Visitor and Vendor Policy       | 6 |
| General Classroom Guidance      | 7 |
| School Closure Plan             | 9 |

### **II. Human Resources.....11**

|                   |    |
|-------------------|----|
| Staff Return Plan | 11 |
|-------------------|----|

### **III. Technology**

|                      |    |
|----------------------|----|
| .....12              |    |
| Devices & Web Access | 12 |

## IV.

### **Instruction.....12**

|                 |    |
|-----------------|----|
| Remote Learning | 13 |
|-----------------|----|

In Person Learning

.....

.....15

**V. Operations**

.....

.....**16**

Food Services

.....

.....16

Transportation

.....

.....16

Facilities

.....

.....16

**VI. Finance**

.....

.....**17**

## **I. Wellness**

The following plan was developed with guidance from the CDC, the Illinois State Board of Education and the Illinois Department of Public Health. This plan is subject to change as these guidelines evolve.

### **Staff & Student Protection Plan**

Cypress School District #64 is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff, students, and buildings to follow, everyone's health and safety is dependent on each individual. Each staff member should ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal. Each of us will play a role in our collective safety. Every effort should be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within each building as feasible.

#### **Social Distancing**

Cypress School District #64 students and staff are encouraged to maintain social distancing (6 feet separation) throughout the school day. Students and staff should also be encouraged to abstain from physical contact, such as handshakes, high fives, and hugs. Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other common areas. Other visual reminders, such as tape, will be placed to indicate safe distances where students congregate or line up. Social distancing applies to all areas including the classroom, common areas and the main office. Student mixing should be reduced to a minimum. Students should remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Students should use one entrance to the building, one restroom, and one hallway. Building staff should review their student pick up and drop off procedures in an attempt to maintain social distancing.

#### **Face Coverings and P.P.E.**

Cypress School District #64 understands that social distancing will not be possible for all circumstances. All individuals within school buildings will be required to properly wear a nose and mouth covering (mask) in all areas. A face covering is required unless you have a note from your doctor indicating that the child has a condition that would prevent them from wearing a face covering (i.e. asthma, trouble breathing, etc.). Children under two years of age, individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the cover without assistance are not required to wear masks. Face coverings do not need to be worn outside if social distancing is maintained. Signage will be placed in common areas reminding individuals to use face coverings. Gloves or other PPE should be used as needed when assisting students requires close contact.

#### **Hand Hygiene**

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff should avoid touching their mouth, eyes or nose as much as possible. Staff and students should

hand sanitize upon entering the classroom each and every time. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing or sanitizing should be done before and after contact with students.

### **Training**

Each staff member will be required to complete safety training related to our social distancing, face covering and hand hygiene procedures. Hand hygiene and social distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations should they choose to do so.

### **Health Screenings**

Only students and staff who are healthy should report for in-person learning. In order to attend school, all students must be screened by their parents for symptoms of COVID-19 and other criteria. All staff must also screen themselves for these criteria prior to reporting to work. By attending school, all students and staff are certifying that they meet the following criteria:

1. They do not have a temperature at or over 100.4F.
2. They are not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever.
3. They have had close contact or cared for someone with COVID-19 within the past 14 days.
4. They have not returned from travel outside the United States or on a cruise ship or river boat within the past 14 days.
5. They have not been directed to self-quarantine by a health care provider.
6. They have not been directed to self-quarantine by the County or State Department of Public Health.
7. They do not have any of the following symptoms:
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Nausea or vomiting
  - Diarrhea

Students and staff who exhibit symptoms or do not otherwise meet the above criteria will not be allowed into the school building. If a student does not meet these criteria, parents should notify the school of the child's absence. Employees who do not meet these criteria will not be permitted to return to work until the employee provides the District a statement from a physician that he/she is cleared to return to work. The District will reimburse employees for the actual cost of obtaining the statement from a physician, such as the cost of an out of pocket co-pay for the office visit.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms while at school should report to the designated area, following the building procedure. Students will continue to wear a face covering and will remain in the quarantine area until a parent or guardian picks

the student up or alternative transportation home is arranged. Staff who exhibit symptoms while at school will remain in the quarantine area until they are able to leave.

Staff who have had contact with someone who is positive for COVID-19 should notify their building principal or supervisor immediately.

Students who are suspected to have COVID-19, whether they are tested or not, should follow the IDPH guidelines for self-monitoring and self-quarantine, including quarantining until at least 24 hours have elapsed from the resolution of a fever, without fever reducing medication, and 10 days have elapsed since symptoms first appeared.

### **Visitor and Vendor Policy**

To the greatest extent possible, visitors will be restricted to authorized personnel only. All visitors must undergo a health screening prior to entering the building. If the door entrance has a buzzer/intercom, a District employee will ask the visitor health screening questions over the intercom. If the school building does not have a buzzer/intercom system, a District employee will conduct the health screening outside the entrance to the building or a designated space outside the building. All visitors and vendors entering the building must have their temperature taken and asked the following questions:

1. Are they taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever?
2. Have they had close contact or cared for someone with COVID-19 within the past 14 days?
3. Have they returned from travel outside the United States or on a cruise ship or river boat within the past 14 days?
4. Have they been directed to self-quarantine by a health care provider?
5. Have they been directed to self-quarantine by the County or State Department of Public Health?
6. Do they have any of the following symptoms?
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Nausea or vomiting
  - Diarrhea

The District employee conducting the screening should ensure that they verbally provide any and all health requirements to the visitor before they enter, including but not limited to telling the visitor that they: (1) Must wash their hands and/or use appropriate alcohol based hand sanitizer upon entry; (2) Must wear a cloth face covering at all time within the building; and (3) Must observe social distancing by avoiding close contact with other individuals. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to maintain social distancing. This should be in addition to the normal sign in procedures. Parents who need access to their children are to remain in their vehicle until such time the child is brought to them. If at all possible, Cypress School District #64 will make every effort to limit access to the facility so if parents need to drop

off items, please contact the office at 618-658-8536 and procedures can be worked out between the parents and the school.

#### **Pre-Kindergarten (PK) classrooms**

- Classroom areas should be clearly marked to show where to sit, stand or line-up for 6 foot spacing (if possible)
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas should be clearly marked to show where to stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by classroom to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff should review their student pick up and drop off procedures

#### **General Classroom Guidance through all stages**

#### **Kindergarten to 8<sup>th</sup> grade classrooms**

- Seating should be arranged 6 feet apart (if possible) and should all be facing the same direction as feasible
- Common areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- If possible, students will remain with the same classroom group throughout the day, teachers will change classrooms rather than students as much as possible during passing time
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned daily



### **Hallways, Main Office and Common Areas**

- Six feet social distancing, as much as possible
- Face coverings will be required for all individuals, unless medically contraindicated
- Areas will be clearly marked to indicate safe distancing for students
- Health screens will take place for visitors
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Shared playground equipment should be made unavailable for use
- Only Authorized personnel will have access to buildings. Visitors will be as needed only – and will be restricted to a main office area (Clearly visible signage at each entryway)
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day

### **Cafeteria**

- Six feet social distancing, as much as possible
- A meal procedure plan should be developed.
- Cafeteria should be cleaned in between use
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Face coverings will be required for all individuals (if not eating), unless medically contraindicated

### **Restrooms**

- Six feet social distancing, as much as possible
- Face coverings will be required for all individuals, unless medically contraindicated
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings
- Restroom and handwashing breaks should be scheduled and coordinated as feasible
- High touch areas will be cleaned throughout the day
- Restrooms should be assigned to student groups as feasible

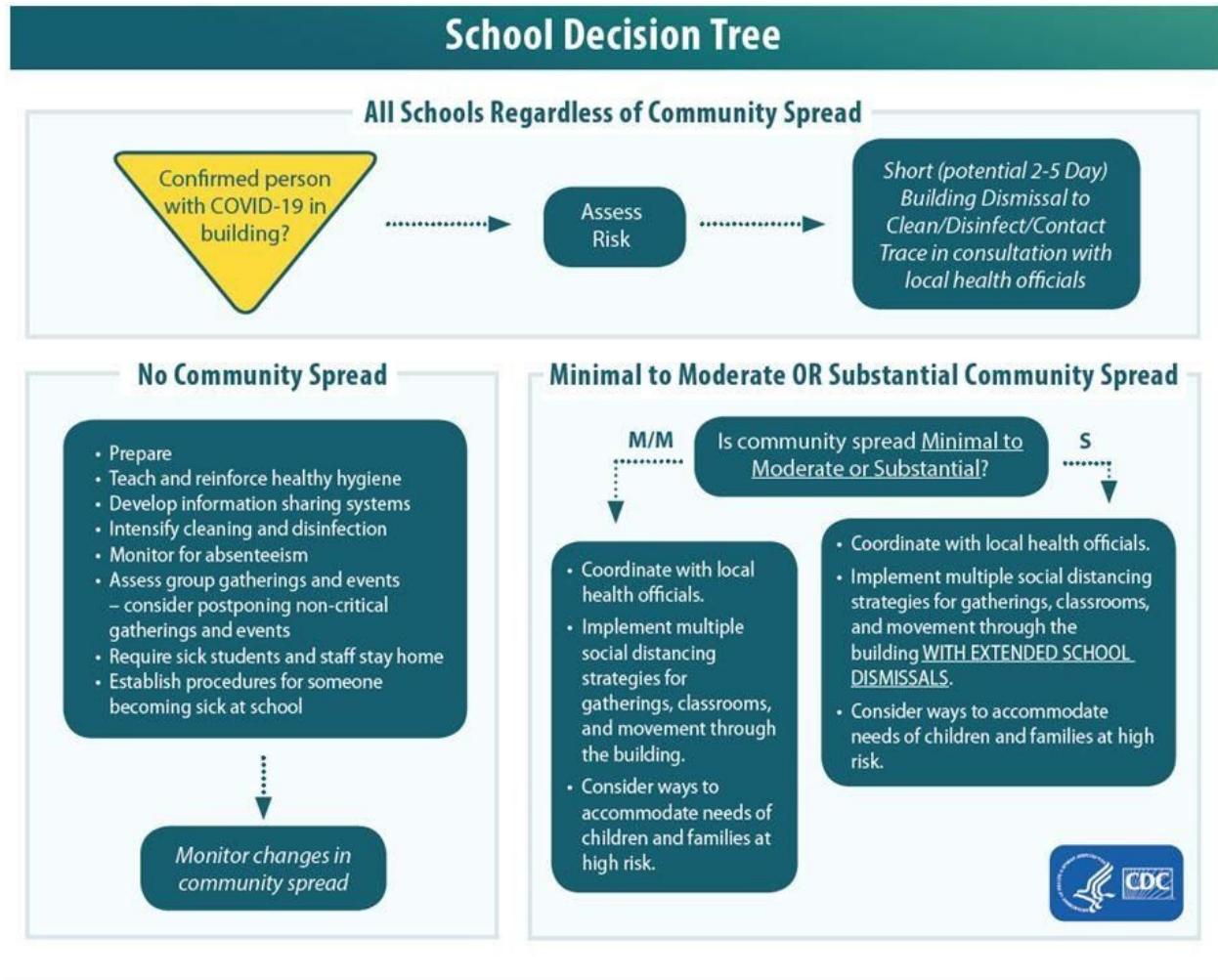
### **Shared Objects**

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead

use materials that can be thrown out, cleaned after one use, or labeled for individual use. Machine washable cloth toys should be used by one individual at a time and washed after each use

**School Closure Plan**

Cypress School District #64 must be prepared for a short-term closure, regardless of community spread, **if an infected person has been in a school building**. If this happens, the CDC recommends the following procedures:



**Coordinate with local health officials**

Once learning of a COVID-19 case in someone who has been in a school, Cypress School District #64 will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- The Building Principal will notify the Southern Seven Health department of the positive case of COVID-19
- The two entities will collaborate to confirm the positive COVID-19 case and to what degree the Cypress School District #64 Plan will be implemented.

## **School Dismissal**

The school, grade level or classroom may be dismissed for 2-5 days. This initial short-term dismissal allows time for Cypress School District #64 and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Cypress School District #64 along with the Southern Seven Health Department recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) may be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- During any school dismissal, full remote learning will continue for all students M-F as scheduled.
- Meals will be offered as "grab-and-go" bagged lunches from a location to be determined for families affected by the school closure.

## **Communication Plan**

Cypress School District #64 will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community will align with the communication plan in the school's emergency operations plan.
- In such a circumstance, Cypress School District #64 will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Families will be notified of the planned duration of the closure and the anticipated return to in-person

## **Cleaning and Disinfection**

Cypress School District #64 custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. Cleaning staff should use disinfectants that are EPA-approved for COVID-19.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

**Extending the school dismissal.**

Temporarily dismissing public schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Southern Seven Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), Cypress School District #64 may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Southern Seven Health Department.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

**II. Human Resources**

**Staff Return Plan**

It is possible that teachers and staff may be asked to continue to operate in the Remote Learning mode as it was implemented during the spring 2020 shutdown of schools. The District’s non-teaching staff would continue to function in their roles either as essential employees or functioning fully upon resumption of normal work hours. The District will make every effort to follow all CDC, IDPH, and SSHD guidelines regarding district employees who fall under one or more of the “High-Risk” categories for susceptibility to COVID-19 as displayed in the Table below:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● People 65 years and older</li> <li>● People with chronic lung disease or moderate to severe asthma</li> <li>● People who have serious heart conditions</li> <li>● People who are immunocompromised</li> <li>● People with liver disease</li> <li>● People with diabetes</li> <li>● People with chronic kidney disease undergoing dialysis</li> </ul> | <ul style="list-style-type: none"> <li>● Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications</li> <li>● People with severe obesity (body mass index [BMI] of 40 or higher)</li> </ul> |
|---|--|

An employee’s request for a special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) has to be sent to the District Office for review and consideration in the same way that time off requests are made in writing. Absences that are tied to COVID-19 concerns must be

accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, State, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time for their absence from work (Sick time, vacation time, personal, etc.)

### **III. Technology**

We believe that device availability along with access to the internet are key to student remote learning. Therefore, Technology will play a vital role in student success. It is possible that we may need to suspend school and return to Remote Learning.

#### **Devices & Web Access**

A device and web access will be required for both blended and all remote learning options. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning and assignment retrieval. However, in the event of a COVID-19 related closure, paper packets may be made available as needed and high-speed internet access will be provided in the school parking lot.

### **IV. Instruction**

**Cypress School District #64 will give parents/guardians 2 options to select for their student's mode of learning at the start of the 2020-2021 school year.**

**Option 1: In-Person Option:** By enrolling your child for in person learning, you are agreeing that you and your child will comply with the criteria for in-person instruction, including performing a daily self-certification health check of your child prior to sending your child to school, and your child's compliance with school safety procedures, such as wearing a face covering while on a school bus and while present in a school building, unless your child meets the criteria for an exemption from wearing a face covering. Students enrolled in in-person instruction will attend school 5 days per week with five (5) clock hours of instruction/learning activities per day. Students will be dismissed each day at 2:00 p.m. The 2:00 p.m. dismissal is only for students. All staff will be required to remain at the schools for the day in order to coordinate remote learning.

**Option 2: Remote Learning Option:** You may elect to enroll your child for remote learning if you want to limit your child's exposure and contact with other individuals during the current pandemic. By enrolling your child for remote learning, you are making an irrevocable commitment to remote learning for a minimum of a quarter (9 weeks). Students enrolled in the remote learning option will participate remotely 5 days per week with five (5) clock hours of instruction/learning activities scheduled/assigned per day. Your child will not be eligible to participate in **in-person** extracurricular activities during any period of time he/she is enrolled in the remote learning program.

You may elect remote learning if your child has an underlying medical condition that exposes him/her to a higher risk of complications if he/she contracts COVID-19. You will need to contact your child's school district to discuss your child's specific issues and the school district will address your child's needs.

### **Required Physicals**

Traditionally, the State of Illinois has mandated that these be submitted no later than October 15th. Although we will follow the dates set by the State of Illinois, we encourage you to obtain these requirements at the earliest possible date.

### **Safety Education for Students**

Students will be receiving grade level appropriate education and guidance for proper social distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

### **Social and Emotional Learning**

SEL supports will be provided for our students and staff. A process to identify students and staff who maybe experiencing stress or trauma related to COVID-19 will be developed. We will continue to implement SEL curriculum with the addition of an intentional focus on student's emotional health which may be impacted by COVID-19. Other SEL supports will be developed to add supports to our students as needed.

### **Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools should select outdoor PE activities that allow social distancing. Face coverings must be worn. No more than 10 individuals may be in one space at any one-time during Phase 3. No more than 50 individuals may be in one space at any one-time during Phase 4. Activities must allow for 6-foot social distancing between students as much as possible.

If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff should wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students should perform hand hygiene after the use of each piece of equipment.

Schools should consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

### **Special Needs**

Cypress School District #64 will develop plans and procedures to address the various unique challenges the blended model creates.

### **Remote Learning**

Any family that chooses to enroll in the all remote learning option will do so for the entire grading period or nine (9) weeks. Families will be allowed to change to in-person learning at the end of the nine (9) week period. In order for a family to enroll in the all remote learning option, they will need to have an internet capable device for their student(s) to use. The family must confirm that an appropriate internet connection is available for students to access with their device. Families who have enrolled in all remote learning will be enrolled as such. The students will remain a part of this learning entity during the entire time their students are enrolled in all remote learning.

### **Learning Assessment**

A district approved online program will be used to provide student assessment and grading. Students will use this platform for learning, grading and for attendance purposes while enrolled in all remote learning.

Students/Families who enroll in remote learning will receive daily communications and check-ins with updates on deadlines and announcements. Remote learning families will also have access to meals as per our meal distribution plan.\*

*\*Pending approval from the USDA*

### **Diagnostic Testing**

All students will need to take diagnostic testing at the start of the 2020 – 2021 school year.

### **E-Learning/Remote Learning Plan 2020**

#### **1. Jr. High School**

- Teachers provide a technology-based platform for instruction (Google Classroom, I-Ready and MobyMax, etc...)
- Teachers need to be available via email or Class Dojo from 8:00 - 3:00 daily.
- Lessons will need to be provided daily and should be equivalent to a class session.
- Every teacher is responsible for making sure that all their students have the teacher's email

## **2. Elementary School**

- Teachers provide technology-based platform for instruction (Class Dojo, Google Classroom, I- Ready, and MobyMax or other available platforms)
- Teachers need to be available via email from 8:00 -3:00 daily
- PreK - 5 - Assignments will need to be provided daily and equivalent to your daily lesson plans.

## **3. Staff expectations**

- Staff will be present in the school building during normal work hours.

The Main Office will be open during the school closure days.

## **4. Special Education teachers**

- Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special education teachers will work with general education teachers to determine the appropriate modifications for any electronic/home based learning materials.
- Special education teachers will contact families to determine appropriate methods to supply help during the assigned work times.
- Help may be provided via email, school phones, texting, facetime etc.

## **5. Educational Support Personnel**

- Assignments may vary depending on the nature of duties, check with building principal.

### **In-Person Learning**

This is our traditional learning model, as outlined in the Cypress Elementary School Return to School Plan, which follows the guidelines outlined by the Illinois State Board of Education. Social Distancing of all individuals will be observed, as much as possible. Face coverings for all individuals would be required as specified. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias and other common areas will be cleaned throughout the day.

Operations such as transportation and food services would be provided consistent with the Traditional Education Model. The windows can remain open for increased ventilation throughout the school year.



The capacity of the school bus would follow state guidelines. The school buses will be disinfected each evening at the end of the day.

Athletics will follow the guidelines provided by the SIJHSAA.

## **V. Operations**

### **Food Services**

The Cafeteria Staff will design a meal plan that follows state guidelines and according to USDA standards.

### **Transportation**

Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors are subject to the same health screenings as all other employees, as described in Section I.

### **School Bus Sanitation**

The transportation sanitation plan will include daily disinfection of our facilities and school bus fleet. Our facilities will be cleaned daily with emphasis on high touch surfaces and restrooms. Schools buses will be disinfected daily at the end of routes and allowed to sit overnight for maximum disinfectant dwell time.

### **Social Distancing During Transport**

Following the ISBE and CDC guidelines, school buses should modify seating layouts and create distance between children on school buses to the greatest extent possible. All individuals on a bus must wear a face covering, unless medically exempt. No more than 50 individuals should be on a bus at one time during Phase 4. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses will be reduced.

### **Facilities**

All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Desktops
- Door handles
- Countertops
- Handrails
- Light switches
- Drinking fountains
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be

disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected should not be used.

Building and Grounds may be adjusting personnel schedules to meet the return to school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

- | High Traffic Areas |                | Low Traffic Areas |                        |
|--------------------|----------------|-------------------|------------------------|
| ● Hallways         | ● Entry ways   | ● Gym             | ● Cafeteria            |
| ● Stairwells       | ● Restrooms    | ● Locker Rooms    | ● Auditorium           |
| ● Foyers           | ● Main offices | ● Weight Rooms    | ● Playground equipment |

Each week, a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas. Cleaning and buffing of areas, ground operations and Regional Office of Education compliance duties will be occurring on those all remote learning days.

Sanitation, hygiene and PPE supplies will be ordered and stockpiled for employee access.

## **VI. Finance**

Due to the additional requirements, the following additional expenses may occur:

- 2 Face coverings for each employee
- Hand sanitizer for each classroom, main office and entryways
- Signage for social distancing, hand hygiene and face coverings for each building
- Visitor specific signage on the main entrances
- Door Stops
- Chromebooks
- Gloves and other specialized PPE for special needs applications
- Disinfectant and cleaning supplies
- Disinfectant Wipes
- Painters tape for area markings
- Face coverings for building visitors
- Thermometers for fever checks
- Increased Wifi capability