

RSD #140 - Fall Reopening Plan 2020

Executive Summary and Guiding Principles

Since March 2020, the Rockton School District has focused on the following three priorities in this evolving pandemic:

- Priority one: The safety, well-being and care of our families and staff
- Priority two: To provide accurate and clear information
- Priority three: To provide connection and engagement in learning

The district has prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state's five-phase reopening plan, Restore Illinois.

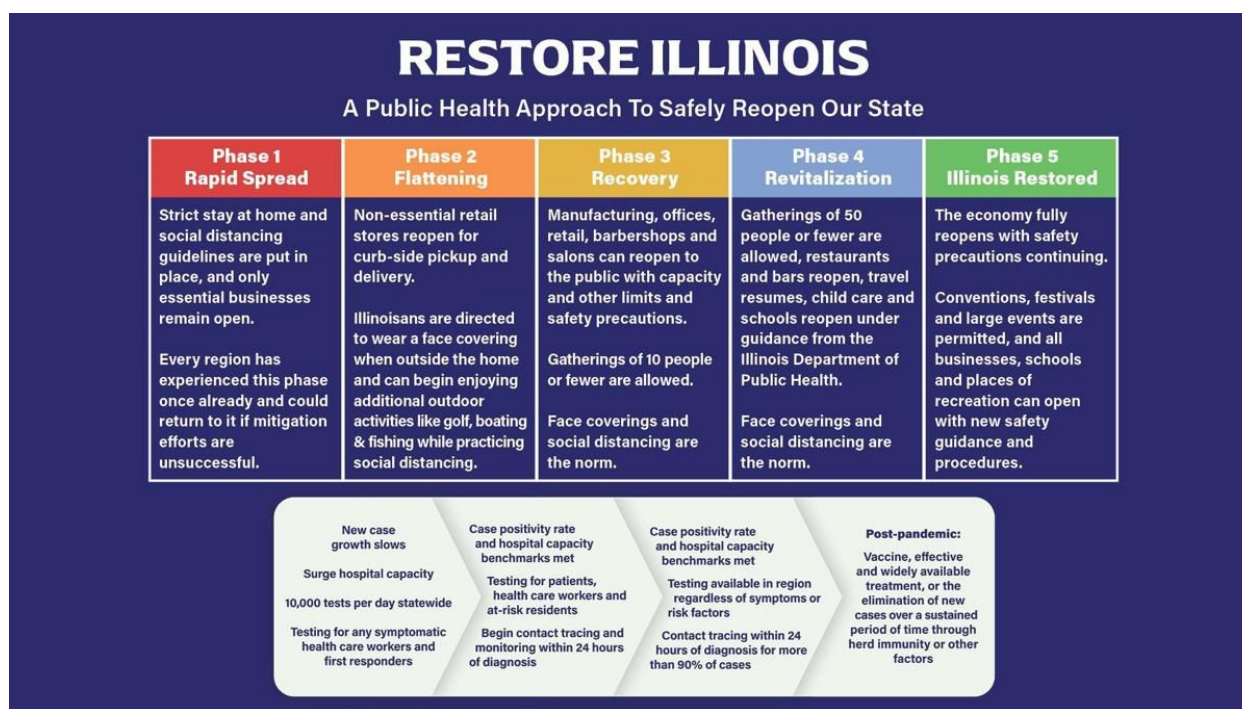
In addition, over the summer the district administered a survey to all parents in the district, in which they could provide feedback about the reopening of school.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. It is important to note, during any phase in which students and staff are on campus, no one will be penalized for missing school and we encourage those who are not feeling well to stay home.

While school will look very different, the district's commitment to providing a first class education to our students remains the same. **In-person instruction is set to resume on September 3rd for Grades PK-8 and will occur 5 days a week, except for holidays or non attendance days. All families may not be comfortable with returning to in-person instruction therefore, the Rockton School District will also offer a full time Remote Learning program to any student during the 2020-2021 school year.**

Note: Protocols outlined in this guide are subject to change as guidelines evolve.

Restore Illinois



Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place.

Only essential workers remain on school sites as necessary.

All students and staff engage in Remote Learning 2.0 (pg. 15), which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place.

Only essential workers remain on school sites as necessary.

All students and staff engage in Remote Learning 2.0 (pg.15), which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in space are permitted.

This means:

- Most students and staff engage in Remote Learning 2.0, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning.
- Staff is on site as required.
- The district follows IHSA and IESA guidelines for athletics.

Phase 4: Revitalization

During this phase, social distancing guidelines are in place.

Gatherings of 50 people or less in a space are permitted.

This means:

- All students and staff are on site, with the option of Remote Learning 2.0 for some.
- The district follows IHSA and IESA guidelines for athletics.

Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place.

Reopening Schools

In person instruction is strongly encouraged in Phase 4 of the Illinois Restore Plan; however, it is critical to note that this does not signify a return to pre-pandemic operations. IDPH guidelines will:

- Require use of appropriate Personal Protective Equipment (PPE) including face coverings (masks ~~or gaiters~~); ***Please note, gaiters and masks with exhalation valves or vents are no longer acceptable forms of face coverings per the Illinois Department of public Health & CDC. (Updates 8/18/20)**
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct or pre-certify symptom screenings and temperature checks; and
- Require an increase in schoolwide cleaning and disinfection.

All public schools in Illinois must follow these guidelines.

The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus.

The Rockton School District has divided these protocols into six categories:

- Health & Wellness
- Instruction
- Transportation
- Operations
- Human Resources
- Communications

Health and Wellness

Physical Distancing

The Rockton School District has developed procedures to maintain six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible.

- Students will remain with their grade level cohorts of 50 or less to reduce mixing grade levels within the building as much as possible.
- Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).
- The Rockton School District will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety.
- Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.
- Staff break areas will be arranged to facilitate social distancing. Staff should consider eating outside whenever possible.

Personal Protective Equipment (PPE) and Face Coverings

Schools will aim for the highest level of PPE and face covering appropriate to the role for their teachers and staff. Face coverings must be worn at all times in school buildings even when social distancing is maintained.

- All individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. ***Please note, gaiters and masks with exhalation valves or vents are no longer acceptable forms of face coverings per the Illinois Department of public Health & CDC. (Updated 8/18/20)**
- Face coverings do not need to be worn outside if social distance is maintained.
- A physician's note is required to be given to the school principal for students and staff who are not able to wear a face mask due to a medical contraindication. The note should address 1) the condition that makes the individual unable to wear a face mask 2) any suggested alternatives to wearing a face mask. The Winnebago County Health Department will be contacted to determine if an accommodation is appropriate for a face mask exemption.
- Our educational team to consider accommodations for face mask exemptions.
- The Rockton School District will provide reusable masks to students and employees when acquired by the state of Illinois.
 - All students and staff will receive one cloth face covering from the Illinois Emergency Management Agency. It is recommended that students and staff have at least two cloth masks to allow for nightly cleaning at home.
- The Rockton School District will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.

- After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.
- School nurses will use PPE (e.g., face shields, face masks, and gloves) when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Personal care aides working with medically fragile students will wear PPE (e.g., face shields, face masks, and gloves).
- Gloves or other PPE will be used as needed when assisting students requires close contact.
- Employees and students may use their own face covering.
- Face masks may be removed for eating or drinking.
- While face coverings are required at all times within the school building during the school day, there may be times when a teacher uses a face shield for instructional purposes, to better communicate with the students. In the event that this is the preferred practice, teachers will maintain a minimum of 6 feet social distancing and will return to mask coverings when instruction is complete.
- Face shields will be provided to students who the Winnebago County Health Department or an educational team based on a doctor's recommendation supported by an IEP, 504 or Individual Health Plan have determined that a face shield is warranted.

What if an individual forgets/refuses to wear a face covering (mask or gaiter)?

Face coverings are imperative to reducing the spread of COVID-19 and increasing the school's ability to maintain in-person learning. If an individual forgets or refuses to wear a face mask or gaiter the following progressive measures will be taken:

1. The individual will be offered a mask.
2. The individual will enter into a dialogue of inquiry to provide further insight into the refusal.
3. If no medical documentation is provided, the individual will be counseled to wear a mask or will be required to attend remote learning.
4. Disciplinary action, including the change from in-person instruction to remote learning may be taken by administration, if necessary.

Hand Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. The Rockton School District will encourage and schedule frequent and proper handwashing. The Rockton School District will ensure availability of supplies such as soap and paper towels, and hand sanitizer for all classrooms, office and common areas.

- Hands should be washed 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 and students must avoid touching their mouth, eyes, or nose as much as possible.
- Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Students and staff will wash or sanitize hands:

- Upon arrival to and departure from school
- Upon entering the classroom and hourly as possible
- Before eating and after eating
- Before/after routine care for another person, such as a child
- After being in contact with someone who may have been sick
- After touching frequently touched surfaces (railings, doorknobs, counters, equipment, etc).
- After using the restroom
- After coughing, sneezing or blowing the nose
- Before and after changing locations on site
- After using any common items, such as SmartBoards or keyboards.
- Before food preparation, and
- Following PPE and glove removal.

Shared Objects

Students and employees are restricted from borrowing or sharing of 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, iPads, 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 each use and individuals must perform hand hygiene between use.
- Utilizing hand sanitizer before and after the use of any shared item is recommended.
- Materials that can be thrown out, cleaned after one use, or labeled for individual child use will be maximized.
- Cloth toys or other classroom items should be removed from the classroom to the extent possible.
- Individual snacks, if applicable, will be provided by the student. Utilizing food for instruction purposes and sharing birthday treats will not be permitted.

Training

Staff and students will be required to participate in safety training related to physical distancing, face covering, and hand hygiene procedures.

- Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety.
- Each building will provide training to staff and students that is specific to their unique circumstances.
- Employees will complete safety training prior to the return of students related to physical distancing, PPE, hand hygiene and proper disinfectant measures and expectations.

Health Screenings

Only students and staff who are healthy should report for in-person learning. It is important to note, students will not be penalized for missing school and are encouraged to stay home when not feeling well. **The school's best defense against COVID-19 is cooperation and commitment from our families and staff to remain home if any of the following symptoms are present:**

temperature of 100.4 degrees Fahrenheit or greater, cough, fatigue, fever or chills, headache, known close contact with a person who has been diagnosed with COVID-19, nausea or vomiting, new loss of taste or smell, shortness of breath or difficulty breathing, or sore throat.

First Aid and Medical Management

The Rockton School District will supply staff with first aid supplies, such as bandages and gauze, in the classrooms. Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.

Healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, will be treated in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children. Frequent cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus will be performed by nurse and custodial staff.

Precertification and Temperature Checks

The Rockton School District will use a symptom checklist for families and staff to determine if they are well enough to attend that day. Schools will conduct temperature and symptom screenings or require self certification and verification for all staff, students and visitors entering school buildings.

- Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19 will be isolated in a quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged.

When a Student or Staff Becomes Sick at Home

Students and staff with any of the following symptoms of COVID-19 must remain home:

- Measured temperature of 100.4 degrees Fahrenheit/38 degrees Celsius or greater
- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Families and staff should report possible cases of COVID-19 to the school where the individual attends school or works, to initiate contact tracing.

- Call the school and leave your student name, grade and classroom and best contact phone number. Staff members will enter their absence in AESOP/Frontline.
- Attendance personnel will request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure.
 - Is a close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - When symptoms appear
 - Travel and events
- Winnebago County Health Department will determine who needs to be quarantined and/or isolated.
- Close contacts include:
 - Household contacts including siblings in other grades and/or schools.
 - Anyone who is within 6 feet of the case for a cumulative of 15 minutes spends or more. (Updated 8/18/20)
 - A contact of a close contact does not require quarantine.
 - The infectious period begins 2 days before the onset of symptoms or 2 days before the positive sample was obtained. (Updated 8/18/20)
- Close contacts are quarantined for a period of 14 calendar days.
- Individuals who are diagnosed with COVID-19 are isolated for a period of 10 calendar days after symptom onset but must be fever free for 24 hours without fever-reducing medications and symptoms improved. (Updated 8/18/20)
- Individuals who have had close contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately.
- Information will be documented and shared with the health staff or other appropriate personnel and the local health department.
- It is recommended that medically fragile and immunocompromised students/staff consult their medical provider prior to attending school.
- A *negative* test during quarantine does not release the individual to return sooner.
- The Winnebago County Health Department will authorize return to work/school.

When a Student or Staff Becomes Ill at School

Any student or staff member who exhibits a high fever or symptoms of COVID-19 or is associated with COVID-19 like symptoms must follow the building procedure.

- Any individual who shows symptoms and their close contacts within the school environment will be immediately isolated from the rest of the school population and parents/guardians contacted.
- Students will not be allowed to utilize the school bus for the return home.

- Individuals will never be left alone and will be supervised while maintaining necessary precautions. If emergency assistance is needed, call 911.
- Individuals who have had close contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.
- Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes.
- Close contacts are quarantined for a period of 14 calendar days.
- CDC and IDPH guidelines for students/staff who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared
- It is recommended that medically fragile and immunocompromised students/staff consult their medical provider prior to attending school.
- A *negative* test during quarantine does not release the individual to return sooner.
- The Winnebago County Health Department will authorize return to work/school.

How will the school respond when a staff or student is removed for possible COVID-19?

- Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed.
- Isolate close contacts.
- Open windows to increase air circulation in the area.
- Contact tracing will begin immediately and the WCHD will be notified.
- It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible.
- Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick.
- Ensure cleaning products are stored and used a safe distance away from children and staff.
- Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection.
- Persons identified as being in close contact with the individual will be asked to stay home, isolate and be alert for symptoms of Covid-19 for 14 days.
- Close contact means the individual (with or without PPE) was within six feet of the individual with symptoms for more than 15 minutes.
- Authorized school personnel and WCHD officials will notify parents/guardians and staff of affected students and staff maintaining student and staff confidentiality.
- Staff and students who become isolated or quarantined will transition to remote learning.
- Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school.
- Continue routine cleaning and disinfection.
- Attendance personnel and WCHD officials will maintain communication with the individuals.
- Students or staff returning from illness related to COVID-19 should call to check in with their school nurse or supervisor following quarantine.
- As new guidance emerges, guidelines may change.

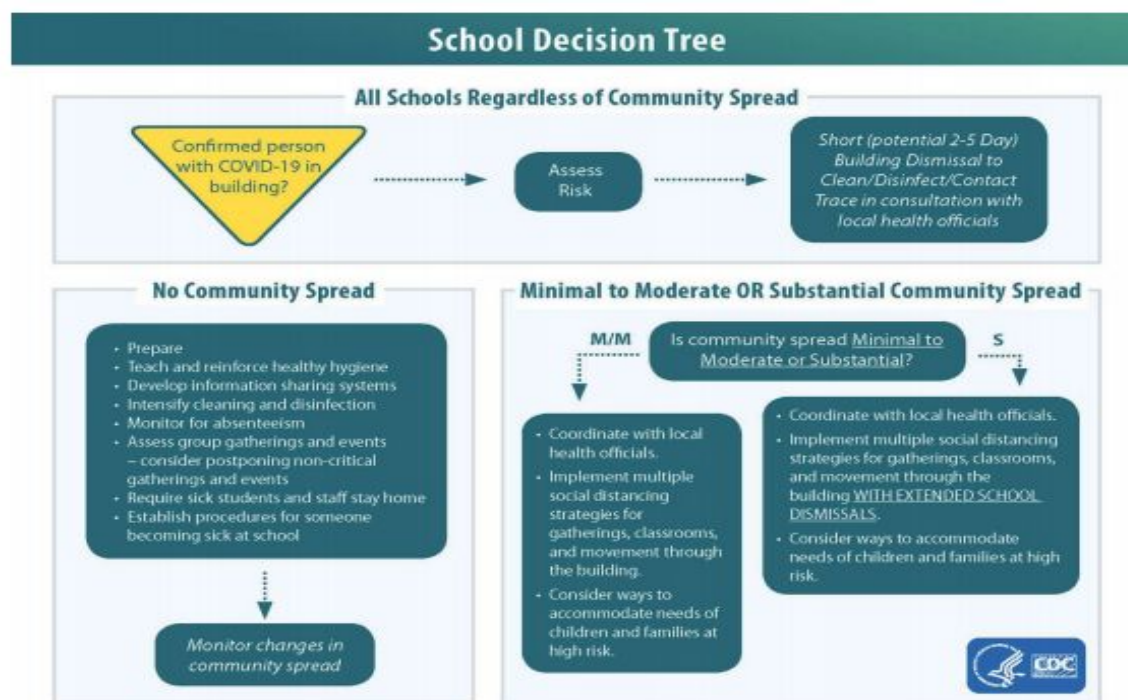
Illness and Diagnoses Monitoring

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

- Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school.
- Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met.
- Tracking will take place prior to a return to the classroom.
- Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff.
- Employees and families will be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.
- The district will maintain a current list of community testing sites to share with staff, families, and students.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.
- Districts will inform the school community of outbreaks per Winnebago County Health Department or Illinois Department of Public Health guidelines while maintaining student and staff confidentiality rights.

School Closure Plan (guidance from CDC)

The Rockton School District must be prepared for a possible 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 regardless of the level of community spread.



Instruction

The Rockton School District has developed an instructional plan to allow for a return to in person learning for students, while holding paramount the health and safety of our students and staff. We also will provide a quality remote learning option for families who may not be ready or may not be able to enroll their children in an in-person environment.

Remote Learning

We understand some families may not feel comfortable sending their children to school. All families will have the opportunity to indicate if they would like to opt out of in person learning and choose to remain at home for Remote Learning. **If you chose the Remote Learning option, you can't switch to in-person until the end of the quarter or trimester, whichever applies.**

- Students will utilize district grade level curriculum and will be assessed according to the grading policy.
- Daily attendance reporting is expected for each student.
- Staff assigned to Remote Learning will maximize the use of live instruction utilizing available platforms.
- Students will engage in instruction and work tasks at the same level of rigor as their in-person peers.
- Instruction and student engagement in learning tasks will account for at least a **five** hour day.
- Any family that chooses to change from remote learning to in-person learning will have to wait until the necessary changes can be made at school before the change will take place.

- If a student opts out of in person learning, it is possible that the student's Remote Learning teacher and classmates may not be their assigned teacher/classmates when returning to in person learning and vice versa.
- Students will be assigned a remote learning classroom teacher and a Chromebook device as well as other materials to supplement their learning.
- Live streaming and/or recorded direct instruction of new material will be provided by the classroom teacher or a co-teacher.
- Students in Remote Learning may occasionally participate in Google Meets of subject matter or SEL instruction and activities with their in-person learning peers.
- Benchmark diagnostics will be given, at the beginning of the school year and throughout in order to assess where student strengths and deficits are.
- All classrooms (PK-8) will have a launch pad from Google Classroom into their remote learning lessons.
- Students/Families who enroll in remote learning will receive daily communications and check-ins with updates on deadlines, and important announcements.

Social and Emotional Learning (SEL)

Second Step, a SEL curricula, and supplementary services will be provided for students and staff. Teachers will implement the SEL curriculum with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support by administrators, social workers, psychologists, at school. Surveys will continue to be conducted for students in grades PK-8 quarterly and problem solving teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures.

During phase 4, this will include:

- Utilizing outdoor spaces whenever possible.
- Utilizing physical distancing, 10 ft when students are singing or playing instruments
- Wearing face coverings while singing.

In addition, during SMMS Band:

- It is permissible for woodwind and brass band members to remove their mask during the time they are playing, but only if necessary.
- Additional safety measures will be taken for disinfecting instruments after each use.

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 will select outdoor PE non-contact activities that allow physical distancing.
- Handshaking, high fives, or other physical contact is prohibited.

- It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.
- 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.
- Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty.
- Schools will eliminate the need for use of locker rooms and allow students to participate in activities without changing clothing.

Large Group Events/Gatherings

Due to the health and safety restrictions placed on schools, traditional school based events, like school supply drop-off, back to school nights, field trips, concerts, etc. will not be permitted until the State of Illinois reaches Phase 5 of the Recovery Plan. The Rockton School District understands the importance of school events in the life of a school community and encourages Principals to consider hosting virtual events when possible.

Athletics/Extracurriculars

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19.

- Athletics will follow the guidelines provided by the IESA.
- A signed release of liability by the parent/guardian will be required prior to student participation in any district extracurricular.
- Prior to the start of any after school meeting, practice or event, students will undergo a temperature check.
- Currently, a decision regarding athletic extracurricular activities has not been made.

Students Who are Medically Fragile or at Higher Risk

The administration will work closely with school nurses and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. The Rockton School District will consider continuing Distance Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4. Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-feet distance, when possible.

- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in person learning, The Rockton School District will provide appropriate PPE for continuous wear and during health care procedures.

Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE will be used in conjunction with appropriate hand hygiene.

Special Needs

The Rockton School District understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Student Services Department is developing plans and procedures to address the various unique challenges of our students. The Student Services team will remain in contact with special needs families throughout the summer and will be ready for the 2020-2021 school year.

The Rockton School District must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws.

- All individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance.
- IEP teams will update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

Staffing Levels

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning.

- In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning.
- Every effort shall be made to ensure substitute teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions.
- In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

Operations

Food Services

The health and nutrition of our students is of the utmost importance to our daily school functions. We will continue to provide quality meals for our students, but will have to be cognizant of what we are able to allow during this structured time. Below are the guidelines we will be following.

- Seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible.
- Seating areas outside will be assigned classroom/cohort areas, maintaining social distancing.
- Seating areas inside will be marked with decals.
- Access to serving areas will be staggered where possible to promote social distancing.
- Groups will be limited to the maximum gathering size per the Restore Illinois plan.
- Meals will be individually plated or packaged as grab and go items.
- Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Areas where students consume meals will be thoroughly cleaned and disinfected.
- Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.
- Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations.
- Mealtime expectations will be shared with students and staff.
- Allergy awareness procedures will be followed.
- All water fountains will be turned off and we will be using water bottle filling stations to provide students with access to water throughout the day.

Facilities

In order to proactively prepare our facilities to prevent the spread of COVID-19 or any other infectious disease the following will be implemented until further notice.

- The use of school facilities by external parties is suspended until further notice.
- Playgrounds will be closed for student use until further notice.
- PK-5 Specials (Art, Music, Library, Stem & PE) will take place outside or in a student's classroom.
- SMMS Electives will take place outside or in a designated area that follows IDPH guidance.

Strategies to:

- reduce unnecessary visits from students, staff, and visitors;
- reduce office and health office congestion;
- reduce exposure to infection,
- and allow for separation will be implemented throughout the Rockton School District.

Sanitation, hygiene, and PPE supplies will be ordered for employee access. All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops

- Door handles
- Bottle fillers
- Handrails
- Light switches
- 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 high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected will not be used.

Cleaning schedules will be created and implemented for all facilities and equipment. Custodial schedules may be adjusted to meet reopening school needs. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

Visitors

Visitors will be restricted to authorized and itinerant personnel only. Visitors will not have access to the building in general to maintain physical distancing.

- Higher discretion will be given while inviting visitors to schools.
- Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check.
- Visitors will wear their face covering.
- Visitors will wash their hands or use hand sanitizer throughout their time in the building
- Visitors will not shake hands with, touch or hug individuals during their visit.

Classroom Guidance

Pre-Kindergarten (PK) Classroom Guidance

- **Class sizes will not be known** until all parents make a selection of in-person learning or remote learning. We will social distance within classrooms to the extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible.
- Clearly mark common areas to show where to stand or line-up for six feet spacing.
- Keep windows open as much as possible.
- Schedule/coordinate restroom and hand washing breaks throughout the day.
- Schedule/coordinate recess by classroom to minimize student mixing.

- Sanitize hands whenever anyone enters the classroom.
- Do not use items like play food, dishes, and utensils.
- Clean classrooms after each use or at least daily.
- Building staff must review student pick up and drop off procedures.

Kindergarten-Grade 5 Classroom Guidance

• **Class sizes will not be known** until all parents make a selection of in-person learning or remote learning. We will social distance within classrooms to the extent possible.

Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.

- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom cohort throughout the day to the extent possible.
- Schedule/coordinate restroom and handwashing breaks throughout the day.
- Additional recess times will be scheduled to allow for students to remove their masks.
- Sanitize hands whenever anyone enters the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

Grades 6-8 Classroom Guidance

• **Class sizes will not be known** until all parents make a selection of in-person learning or remote learning. We will social distance within classrooms to the extent possible.

Arrange seating six feet apart, if possible, and face the same direction as feasible.

- It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Stagger transition times and review schedules.
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level and cohorts to minimize student mixing.
- Sanitize hands whenever anyone enters the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

Hallways, Main Office, and Common Areas

- Maintain six feet physical distancing when possible.
- Require face coverings for staff and students.
- Clearly mark areas to indicate safe distancing for students.
- Clearly mark hallways to indicate flow of traffic for students and staff.
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas.
- Restrict students to specific areas as identified by the building principal.
- Clean high touch areas throughout the day.

Cafeteria

- Maintain six feet physical distancing when possible.
- Develop a meal procedure plan.
- Clean cafeteria in between uses.
- Clearly mark areas to indicate safe distancing for students.
- Require staff and student face coverings (if not eating).

Restrooms

- Maintain six feet physical distancing when possible.
- Require face coverings for staff and students.
- Clearly mark areas to indicate safe distancing for students.
- Display clearly visible signage reminding everyone of physical distancing and face coverings.
- Schedule/coordinate restroom and handwashing breaks when possible.
- Clean high touch areas throughout the day.
- Assign restrooms to student groups when possible.

Recommendations for Families

- Please make sure all emergency contact information is up to date and kept current.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms.
- For students with asthma, no nebulizer treatments will be given at school during the pandemic. Asthma action plans should reflect the use of asthma inhalers and spacers.

Transportation

Arrival/Beginning of the day

- | | |
|---------------------------------|---------------------------------|
| • <u>RGS/WPES</u> | <u>SMMS</u> |
| Arrival 7:30 | Arrival 7:40 |
| Start of School Day 7:40 | Start of School Day 7:50 |

- There will not be early morning access to playgrounds.
- Schools will assign supervision to support physical distancing.
- Schools will designate student entry points.
- Face masks or gaiters will be required prior to entering the building.
- Students will report directly to the classroom.
- Students will use hand sanitizing stations upon entry of classrooms.
- At the middle school student lockers and locker room will not be used.

Bus Transportation

- Per state guidelines, there will be no more than 50 students per bus.
- Drivers will follow pre-certification requirements and will wear face coverings while picking up students.

- Each student will be required to wear a face mask. Failure to wear a face mask, without a valid exemption, could result in being reprimanded or unable to ride the bus for a specific duration of time.
- Assigned seating charts for all routes will be established on the busses.
- It will be the expectation of the student that they will sit in their assigned seat for the duration of the bus ride.
- As with the typical rules during a normal school year, if a student does not follow the expectations of riding the bus they may be reprimanded or unable to ride the bus for a specific duration of time.
- Busses will be cleaned and disinfected daily.

Dismissal/End of Day

- School times for students who walk/bike, as well as, drop off and pick up by parents/guardians or buses will be adjusted to meet the needs of a safe and staggered entrance and exit into the school buildings.
- **RGS/WPES**
End of School Day 2:30
Parent Pick-up 2:35
- **SMMS**
End of School Day 2:40
Parent Pick-up 8th - 2:20, 7th - 2:30, 6th - 2:40



Back to school will be more challenging this year for a variety of reasons. Reworked school routines, new transportation protocols, social distancing and thorough disinfection will be necessary responses to the novel Corona Virus outbreak.

First Student has developed the Start Safe program to ensure our district partners are protected with the best protocols and the right tools for communicating with concerned parents. Developed by a team of leaders pulled from every function of our organization, the Start Safe program, outlined below, reflects our company-wide commitment to our students' and employees' safety



Team of Experts

First Student has developed a team of industry experts that have been hard at work dissecting and researching every aspect of school transportation.

Our expert team, the Start Safe Taskforce, is driving the charge to reduce disease exposure and prevent transmission throughout our operations. As such, they are actively collaborating with governmental agencies, health care organizations, university research teams and vehicle manufacturers to test and share information about:

- Virus dwell-time
- Virus reaction
- Decontamination methods
- Instantaneous disinfection
- Prolonged environment protection



Industry Best Disinfection

First Student recommends monthly disinfection of buses using a carefully selected disinfectant called Zoono-Z71.

Our Start Safe Taskforce has tested numerous products and methods of bus disinfection and found the extended protection provided by Zoono-Z71 makes it ideal for school transportation environments.

How Zoono Destroys Viruses



1 The long lasting shield attracts pathogens



2 Pathogen makes contact with treated surface



3 Pathogen ruptures on contact with surface



Start Safe Toolkit

This fall, your team will need to communicate more frequently about the safety of the evolving school bus environment. In addition to our standard back-to-school tool kit materials, we are compiling all of our best-practice protocols, and developing new resources, for you to share with your parents and the community. The toolkit will include content like:

- SOP's
- District Resources
- Parent and Child Friendly Resources
- Safety Dog Materials



PPE & Workplace Protection

In addition to following all state and provincial guidance and regulations on PPE and social distancing, First Student is also:

- Providing all employees with face-coverings
- Posting signage promoting & encouraging best practices
- Shifting employee training to a virtual platform wherever possible
- When virtual training is not possible, consolidated training sessions will ensure proper social distance
- Employing a special HR team to help address concerns and accommodations for high-risk employees
- Incorporating a new Safe Start training module that details minimizing exposure and limiting spread

For complete details on First Student's Start Safe Campaign please visit firststudentinc.com/startsafe



Vehicle Disinfection Protocol



Recommended Disinfectants

Note: Disinfectant used may vary based on available supply and is at First Student's discretion.

First Student's cross-functional team of experts has partnered with governmental agencies, health care organizations and university research teams to test & share information about disinfection methods; examining virus reaction & dwell-time, instantaneous disinfection and prolonged environment protection.

This research underpins our recommended cleaning protocols and our preferred cleaning products, listed below in order of preference.

1. Zoono-Z71™ Monthly Disinfectant

First Student's preferred disinfectant is Zoono-Z71. We trust Zoono-Z71 because it provides superior protection for up to 30 days and replaces the need for chemicals and alcohol.

Zoono is different because when applied, it leaves behind a molecular layer that bonds to surfaces & fabrics. These molecules form a barrier of microscopic spikes that (through ionic action of negatively and positively charged particles) attract, pierce and destroy pathogens (including COVID 19).

How Zoono Destroys Viruses



Zoono creates an antimicrobial coating on surfaces, technology the WHO (World Health Organization) describes as the "nearly perfect disinfectant" to prevent cross-contamination.

Note: All Zoono products are EPA registered and/ or FDA compliant. Zoono- Z71 is pending CDC approval

2. Signet® Neutral Disinfectant DS1

If the district prefers daily disinfection, First Student has chosen Signet® Neutral Disinfectant DS1 due to its non-corrosive effect on school buses. The solution is an EPA-registered disinfectant, that is bactericidal, viricidal, fungicidal and meets the OSHA Bloodborne Pathogen standard for decontamination of blood and bodily fluids.



Disinfection PPE

When cleaning or disinfecting a bus, First Student employees will use the product manufacturer's recommended PPE (personal protective equipment) to minimize their exposure to disinfectants, including:

- Safety glasses with eye shields
- Cloth face cover or disposable mask
- Non-slip shoes
- Splash goggles (where applicable)
- Disposable gloves (where applicable)



Disinfection Process

1. Battery powered backpack sprayers will be used to apply disinfectant to the interior of buses.
2. Disinfectant will be applied uniformly on seat tops, the seat's front and back, bus handrails and window latches.
3. First Student's best practice for bus disinfection is using a back-to-front and then front-to-back application.



Additional Cleaning

This document outlines the best practice for all vehicles. For park out vehicles unable to return to the depot or for districts preferring daily disinfection, an EPA-registered disinfectant must be used and applied via hand sprayer.

For complete details on First Student's disinfection process please visit firststudentinc.com

Additional Resources

[Center for Disease Control \(CDC\): Coronavirus \(COVID-19\)](#)

[Illinois Department of Public Health \(IDPH\)](#)

[Winnebago County Health Department](#)

[Illinois State Board of Education: CORONAVIRUS \(COVID-19\) RESOURCES](#)

[Illinois Elementary Sports Association \(IESA\)](#)

IDHP Guidance

[Public Health Interim Guidance](#)

[Adaptive Pause and Metrics](#)

Testing Sites:

Physicians Immediate Care - Machesney Park

11475 N. Second St.

Machesney Park, IL 61115

Hours: 8:00AM - 4:30PM

Days of Operation: Monday - Friday

Requirements: Curbside exam to determine if testing is appropriate; capacity may be limited

COVID Hotline: 312-767-0400

Languages Offered: English and Spanish

physiciansimmediatecare.com

Crusader Community Health

6115 N 2nd St

Loves Park, IL 61111

Hours: 9:00am - 4:30pm

Days of Operation: Monday - Friday

Requirements: Appointment required. Testing available to fq patients only. Must be referred by FQ provider.

COVID Hotline: 815-490-1600

Languages Offered: Spanish and language line service with over 50 languages

Physicians Immediate Care - Loves Park

1000 E. Riverside Blvd

Loves Park, IL 61111

Hours: 8:00AM - 4:30PM

Days of Operation: Monday - Friday

Requirements: Curbside exam to determine if testing is appropriate; capacity may be limited

COVID Hotline: 312-767-0400

Languages Offered: English and Spanish

physiciansimmediatecare.com

IDPH Rockford Drive-Through

1601 Parkview Avenue

Rockford, IL 61107

Hours: 8:00am - 4:00pm

Days of Operation: Daily

Requirements: No appointment required. Capacity is limited. Hours of operation subject to change on a daily basis, based on available equipment and throughput.

COVID Hotline: 1-800-889-3931

<http://dph.illinois.gov/testing>