



Parent and Student School Reopening Policies and
Procedures Handbook

2020-21

Created on August 13, 2020

Table of Contents

Letter from the Executive Director	3
Essential schedule	4
Pods	4
Back-to-School Events	5
Face Coverings	6
Social Distancing	7
Hygiene	7
Hand Sanitizing	7
Hand Washing	7
Lunch & Snacks	8
Lunch	8
Hallway and Lockers	8
Elementary & Junior High Movement	9
High School PE	9
Grading	9
After-School Programs	9
Restrooms	10
Water Fountains	10
Visitors	10
Remote Learning	10
Cleaning Procedures	16
Practitioner Protocols	16
Health Protocols	16
School Clinic/Students Who Get Sick During the Day	18
Sick Day Policies	18
The Cove School Sick Day Policies	18
Suspected/Reported COVID-19 Symptoms or Positive Test	19
Parent reports student absence/illness	20
Attendance staff will ask if student has had a close contact with someone who had a positive COVID-19 test	20
Staff Member reports absence/illness related to COVID-19	20
Student/Staff Exhibits Symptoms of COVID-19	20

Student/Staff Becomes Ill at School	20
Siblings or Other Students in the Household	21
Student/Staff had a Positive Test for COVID-19	21
References	22

Letter from the Executive Director

The COVID-19 Pandemic has had a significant impact on our lives and on our school. Cove has been continuously assessing and planning for the needs of our students, families, and staff. We are deeply committed to serving our students academically, socially, emotionally, and physically in the safest ways possible. We have been working closely with ISBE, the IDPH, and with our stakeholders to ensure that our plan is the strongest it can be.

Guiding Principles

- Our mission to provide a highly individualized education and life strategies for students with complex learning disabilities must remain strong
- Safety for our staff and students is of the utmost importance
- Collaboratively working with school districts, ISBE, and IDPH will be critical in our plan development
- All IEP requirements and goals must be honored
- Both our remote and in person learning models must be accessible, rigorous, and supportive
- Our parents are partners and need to work closely with us in individualizing each student's plan to reflect their child's and family's unique situations
- Students must be assessed to determine their current needs
- Emotional support, clinical needs, reading, and math will hold the highest priorities
- Learning should be as seamless as possible to allow for flexibility between in person and remote models

Parents Have a Choice

Parents will be able to choose between in-person learning 5 days a week or remote learning. Flexibility between options is permitted; 3 days notice is requested. Frequent transition is discouraged.

The in-person program will include these requirements from ISBE:

- 6 feet social distancing must be maintained as much as possible
- Masks must be worn by all staff and students (unless there are exemptions approved by a medical professional or IEP team)
- Courses, subjects, and schedules may be modified
- Symptom screenings and temperature checks should occur
- Schoolwide cleaning and disinfection should be increased
- Visitors to the building should be limited

Essential schedule

The Elementary and Junior High Units will operate on an 8:30 am - 2:00 pm schedule daily. The day will be comprised of the following periods:

- One 20 minute Morning Meeting (Homeroom)
- One 120 minute Literacy period
- One 60 minute Math period
- One 60 minute Science/Social Studies period
- One 30 minute Specials period (art, dance, PE/fitness, theater/music, STEAM)
- One 20 minute Lunch period
- One 20 minute Movement/Social Emotional Support period
 - This period includes structured time outside with teacher and social work support.
- Outdoor classes/activities will be held, weather permitting

The High School Unit will operate an 8:30 am - 2:30 pm schedule daily. The day will be comprised of nine periods that include:

- Two 60 minute English periods
- One 60 minute Math period
- One 30 minute Homeroom/Advisory period
- One 30 minute Lunch period
- Four 30 minute Elective periods, which include any required or elected History, Science, Physical Education, Technology, Fine Arts, and Career and Technical Education courses

We developed this schedule prioritizing the academic and social emotional needs of our students. Classes will be broadcast live for students attending remotely. These students will receive support from teachers and collaborate with teachers and peers through their Chromebooks, Zoom and other online resources.

Pods

Across all units, Elementary, Junior High, and High School, students and staff will be grouped into pods to limit the number of people to whom they are exposed throughout the school day. Pods will be self-contained units consisting of two to three classes, roughly 15-20 students, and five to eight staff members. All instructional and non-instructional activities will occur within the pod. By limiting the number of people with whom each student and staff interacts, pods allow for rapid contact tracing and dissemination of any self-quarantine guidance from the Illinois Department of Public Health (IDPH). Moreover, pods create an opportunity for community within our school and units, allowing students and staff to forge deeper connections and relations with one another during these challenging times.

Back-to-School Events

The Cove School will host in-person and virtual 'reintegration meetings' on Monday, August 17th and Tuesday, August 18th. During these days, families will have the opportunity to meet in-person or remotely with student case managers. Additionally, our social workers and Patti Lubin, our school nurse, will be available to meet with those who have any specific medical and/or mental health needs.

Families will have the opportunity to drop-off school supplies at the 'reintegration meetings.' Please, consider bringing in fidgets and/or high-interest independent student activities that they can use during the morning, lunch, and when work is finished.

New Student Orientation will be held virtually via Zoom on Friday, August 14th at 11:00 AM.

Families that have elected remote learning will be able to pick up class supplies on Monday, August 17th and Tuesday, August 18th. A schedule for pick up will be provided.

Arrival/Dismissal Procedures - Daily Screening/Certification

All parents and guardians will be asked to perform a daily certification of health, using the Parent Square web plat for their children before sending them to school. The following three questions will be asked in as part of the certification:

1. Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Have you experienced any cold or flu-like symptoms in the last 14 days (to include: fever or temperature of greater than 100.4 degrees Fahrenheit/38 degrees Celsius, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, and persistent loss of smell or taste)?

Students showing any signs of illness should not go into their transportation and may not attend school.

All staff members will be required to complete the same daily certification of health and may not report to duty if they are exhibiting any signs of illness.

Data will be reported in real time and monitored by Cove staff.

Upon arrival at school, temperature checks will be conducted by designated staff before entering the building. If the students temperature falls below 100.4, and they are symptom-free, they will be sent directly to their classrooms and will not congregate into other spaces of the building.

Students will remain in their classrooms at the time of dismissal until staff outside have communicated that their transportation has arrived. This will allow staff to control how many students are being dismissed at the same time.

Face Coverings

“All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distance is maintained.” (Starting the School Year, Part 3 School Guidance, 2020)

The Cove School will require face coverings to be worn by students, staff, and visitors at all times as follows:

- On transportation, unless transported by a parent or guardian
- Upon arrival at school / When leaving school
- While in any area of the school building

By definition, the term “Face covering” includes all of the following:

- Face mask (cloth or disposable) that covers the mouth and nose
- Face shield (only authorized under special circumstances)
- Gaiter (special guidelines will be required)

Exemptions will be provided for students who can demonstrate one or more of the following:

- Students with a pre-existing medical condition, mental health condition, or disability that would prevent them from wearing any of the face coverings outlined. The condition must be specific and the exemption must support that these students could not be accommodated using any of the approved face coverings listed.

- Students and staff who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. If not wearing a mask for this period of time, these individuals must utilize the face shield. Clear masks will also be provided.

Cloth face coverings must be washed daily or new cloth face coverings must be worn each day of the week and laundered on the weekends.

Social Distancing

Schools will work to maximize social distancing to the extent possible at all times. Our ability to adhere to 6 feet of social distancing could be limited by the physical classroom space and enrollment. However, we have found that most classrooms/spaces will accommodate 4-6 feet of social distancing. This coupled with the use of physical screens (where needed) and face masks helps to promote a safe classroom environment. The school will also install floor, wall or ceiling signs spaced six feet apart to promote social distancing.

Hygiene

The Cove School will continue to promote daily hygiene procedures including the appropriate use of face coverings, hand sanitizing, and handwashing consistently throughout the day.

Hand Sanitizing

- The school has installed hand sanitizing stations throughout the building.
- The CDC recommends using hand sanitizers “with greater than 60% ethanol or 70% isopropanol in healthcare settings. Unless hands are visibly soiled, an alcohol-based hand rub is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water. Hand rubs are generally less irritating to hands and are effective in the absence of a sink.” (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>)

Hand Washing

- Schools will incorporate additional time and increased frequency for handwashing throughout the day (e.g. arrival to school, following restroom usage, before and after lunch, after recess).
- Direct instruction of hand washing will be provided
- Hand washing will be accommodated in restrooms.
- Hand washing will be reinforced by staff and we ask that families also reinforce proper hand washing routines at home.

Lunch & Snacks

Snacks

- Elementary families are still encouraged to provide their child with a snack each day.
- Students will continue to be provided time during class to eat their snack.
- Hand washing is expected before and after eating snacks. Students will also assist with cleaning their area when completed.
- Per ISBE and IDPH guidelines, students may remove their mask to eat their snack in the classroom. Social distancing will be expected.

Lunch

- Lunch will be eaten in the classroom
- Hand washing is expected before and after eating lunch. Students will also assist with cleaning their area when completed.
- Per ISBE and IDPH guidelines, students may remove their mask to eat their lunch in the classroom. Social distancing will be expected.

Hallway and Lockers

Due to limited classroom space and our focus on maximizing social distancing, elementary and junior high students schools will continue to utilize their lockers for backpacks and jackets. Teachers will develop classroom procedures to ensure that students are released individually, staying at least 6 feet apart while at lockers, and locker handles are sanitized before and after use.

In the classroom, in addition to desk storage, students will have portable cubbies. These latchable containers with handles can hold students' personal school and art supplies, fidgets and other personal materials to limit cross contamination.

Elementary & Junior High Specials

Art, Music, STEAM, PE/Fitness, Dance

Instructional activities will be limited to those activities which can be done safely to minimize the spread of particles.

The school will accomplish this by:

- Postponing and/or limiting singing activities based on IDPH/ISBE guidelines.
- Limiting and sanitizing shared equipment.
- Remaining in the student's home classroom and participating in classes virtually with the support of their classroom teacher and instructional assistants.

- Performances and other events will be conducted virtually or postponed until later in the school year in order to ensure we follow IDPH/ISBE guidelines.

Elementary & Junior High Movement

Students will have movement breaks throughout the day and will participate in a larger movement break in place of a free recess. During the movement break, structured activities that promote social distancing will be provided by Cove staff in compliance with the limitations imposed by IDPH regarding sports and equipment usage.

Playground and basketball equipment will remain closed due to our inability to ensure adequate social distancing or that equipment is cleaned between each use. This will also be a time for social emotional check-ins and social skill support.

High School PE

We are developing a focus on overall wellness tailored to the needs of our students. The curriculum will focus less on individual sports/skills and have a greater focus on nutrition, lifestyle, heart health, weight management, and other wellness areas.

Grading

Grading will follow established policies as outlined by your child's teacher(s). Unlike e-Learning last spring ALL grades will count and teachers will provide feedback in the form of grades that best reflects the students mastery of the class content.

After-School Programs

After-School programs will not be offered at the current time. Administration will continue to discuss an appropriate time and format for after school programs in the future.

Restrooms

Custodial staff will follow a revised cleaning schedule to increase the frequency in which restrooms are cleaned and to ensure that soap and hand towels are available to students.

Student access to restrooms will not be restricted. However, restrooms will be monitored to ensure both capacity limitations and social distancing during queueing are also adhered to.

Water Fountains

Water fountains have been modified to support refill use by portable containers. Drinking by mouth at the fountain will not be permitted.

Visitors

In our effort to prevent possible exposure COVID events we will limit visitors to the school.

Knowing that issues may arise and that a parent/guardian may need to bring something to school for their child, the school has established the following guidelines:

- Upon arrival parents/guardians may buzz the door to request access to the front vestibule
- Items that are clearly marked with the student name may be dropped off through the vestibule window

Remote Learning

Cove students may elect to participate in our Remote Learning Program. Instruction will be provided in a synchronous manner where students who are at home will still participate in discussions with and collaborate with the teachers and students in their assigned classroom. Students are expected to be fully dressed in clothes that are appropriate for school in person. They also should participate at a desk or table. In the case of an emergency school closing, all students will participate in our Remote Learning Program. Cove will:

- 1. Ensure and verify at least 5 clock hours of instruction or school work**
 - a. Students will follow the same schedule as listed in 'Essential Schedule' above
 - b. Teachers will post all necessary instructional materials, assignments, and resources in their Google Classroom. Instructional materials will advance the curriculum and address IEP goals.
 - c. Teachers/Clinicians will be available to students during the normal school day times (Elementary/Junior High: 8:30 AM - 2:00 PM; High School: 8:30 AM - 2:30 PM) via Google Classroom, Zoom, GoGuardian and email.

- d. Attendance will be taken at the start of the school day and during each period.

2. Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.

- a. Every Cove student is provided with a Chromebook or appropriate device with access to Google Apps for Education, Blended Learning Apps (Lexia, STMath, etc...) and assistive technology. Every student has access to these apps with single-sign on through Clever, which can easily be accessed at <http://clever.com/in/coveschool>
- b. Cove provides WiFi to students who do not have any Internet access at home. These are available to students through our Technology Coordinator.

2.5 Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

- c. In these specific circumstances, the student would be provided with paper materials before Remote Learning begins. Since all students have Chromebooks or other devices and we have provided many ways for families to have Internet access, this is not likely to be an issue.

3. Ensure appropriate learning opportunities for students with special needs

- a. Special Education students are familiar with and utilize their Chromebooks or appropriate devices throughout their academic courses. Special Education students receive their accommodations built-in to the course work delivered through Google Classroom. That is, the special education student completes the given assignments with access to their accommodations and special education case manager for guidance/assistance.
- b. The Cove School is providing FAPE to all students by providing remote instruction through Google Classroom assignments and video sessions.
- c. The Cove School is following guidance and providing teletherapy and tele-intervention services. Services might not be able to be provided to students who may be out of state on an attendance day.
- d. The Cove School will provide families with additional optional activities that can be practiced more frequently at home to target specific skills.
- e. The Cove School will collaborate with school districts, when applicable, and families to make all reasonable efforts to comply with IEP meeting requirements.

- f. The Cove School will consider convening evaluations and reevaluations that do not require face-to-face assessments or observations, whenever possible.
- g. The Cove School will use alternate online platforms to assess skills and collect work samples for analysis and will make all reasonable attempts to evaluate IEP goals and objectives. Providers will maintain notes that can be used to determine progress on annual goals and objectives.
- h. The Cove School will take particular care in documenting special education and related services provided, methods and minutes of instruction, content, and accommodations provided. This data will be taken by logging daily participation and clinical service logs.
- i. Paraprofessionals, including individual aides and classroom aides, will participate in the provision of services in a remote learning environment.
- j. Alternative activities will be utilized, such as, but not limited to, career exploration, online research, transition-related materials, virtual direct instruction, resources, task boxes, and websites toward the attainment of Transition related skills.
- k. Age-appropriate assessments related to employment, education or training, and independent living shall be conducted prior to development of appropriate, measurable, postsecondary IEP goals. Alternate methods for conducting these assessments remotely will be used.
- l. The Cove School will continue to provide documentation of student attendance to resident school districts by the 15th of each month for the preceding month and immediately after five consecutive days of absences. The Cove School will also continue to provide documentation of student progress, including in relation to goals, reintegration, and transition.
- m. The Cove School will provide an individualized Remote Learning Plan to parents and resident school districts, specifying services provided and how they are to be delivered.

4. Monitor and verify each student's electronic participation

- a. Cove will use several school-level reporting tools to monitor Remote Learning participation. In addition to the attendance records described in Section One of this document, Cove will use GoGuardian, a device monitoring system, to monitor the activity of Chromebooks connected to WiFi. We will use the administrative reporting features in G Suite for Education to monitor Gmail, Google Drive, and Google Calendar usage, along with the number of files shared internally and externally.

5. Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

- a. Each student will be provided 5 hours of school work during Remote Learning. All class expectations and instructional materials will be posted by their teachers. Teachers are encouraged to provide enough time to complete Remote Learning work, especially since students may be dealing with emergency situations in their own homes. Teachers will be available during normal school hours (Elementary/Junior High: 8:30 AM - 2:00 PM; High School: 8:30 AM - 2:30 PM). Assignments will be graded.
- 6. Provide effective notice to students and their parents or guardians of the use of particular days for Remote Learning**
- a. Remote Learning Day communication will follow the standard communication protocols that Cove uses for emergency day notifications. These include automated phone calls, the Cove School [Website](#), social media (Facebook, Instagram and Twitter), Cove Minute email newsletter, traditional media (Newspapers and Chicago TV news), and [Emergency Closing Center](#).
 - b. The Cove School Case Managers will collaborate with related service providers and classroom teachers to provide two-way communication with families.
- 7. Provide staff and students with adequate training for Remote Learning days' participation**
- a. Cove Staff have been using G Suite for Education for over 5 years and have been provided extensive training throughout this time period. Cove staff regularly use Google Classroom to post and manage assignments.
 - b. Cove offers a robust professional development program during the school year and many of these offerings focus on how to use technology effectively in the classroom. Cove also has a full-time instructional technology facilitator who can provide one-on-one assistance for any teacher. The facilitator will be available as a resource for teachers during a Remote Learning Day. If staff members have technical issues on the Remote Learning Day, or at any time, they can contact the Technology Coordinator and/or the Technology Facilitator for assistance
 - c. Cove will provide training for specific Remote Learning topics, including: Remote Learning Attendance & Grading, Remote Learning Instructional Tools and Strategies and other topics to be decided as needed.
 - d. All students are provided training on how to use their Chromebook, G Suite for Education and Assistive Technology apps.
- 8. Ensure that all teachers and staff who may be involved in the provisions of Remote Learning have access to any and all hardware and software that may be required for the program**

- a. Every teacher is provided with a Cove Macbook with access to Google Apps for Education, Blended Learning Apps (Lexia, STMath, etc...), Clever and Assistive Technology apps.
 - b. Every staff member has a G Suite for Education account with access to core productivity tools.
- 9. Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of a Remote Learning day.**
- a. Cove school employees are not represented by a union.
- 10. Review and revise the program as implemented to address difficulties confronted**
- a. The Cove Remote Learning Program will be reviewed annually by the Cove Technology Committee.
- 11. Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students prior to utilizing an Remote Learning day.**
- a. Families and students will be notified via the Cove Minute email newsletter, social media (Facebook, Instagram and Twitter), the Cove School [Website](#).

Cleaning Procedures

Students and staff will have access to hand sanitizers throughout the building and in classrooms throughout the day.

Classrooms will have disinfectant to wipe down desks and other shared items between classes.

- Any areas that have shared equipment will be wiped down.
- Increased custodial staff will clean and disinfect high touch surfaces/ bathrooms throughout the school day with ISBE and EPA approved disinfectants.
- Evening custodial staff will complete a deep clean each night
- Installation of bipolar ionization generators to actively and effectively eliminate bacteria, viruses and other pathogens will be installed

Practitioner Protocols

Practitioners will:

- Be limited to the number of pods they serve and may need to provide some services virtually even if students are in person
- Wear a mask when working with others. Face shields are available as well.
- If seeing a student within their office, ensure 6' distance, when possible. Use the plexiglass screen if less than 6' of separation.
- Wash/sanitize their hands between work with different students
- Disinfect with disinfectant wipes provided to them on all surfaces and materials used in their office after a student leaves
- Keep track of all students they work with and the dates and times they worked with them in the event of the need for contact tracing.
- As an extra safety option, disposable gowns are available for their use.

Health Protocols

As we look to reopen under Phase 4, we have developed the following procedures as derived from ISBE / IDPH Starting the 2020-2021 School Year Guidance to address a confirmed person with COVID-19 at The Cove School. The overarching guidelines are as follows:

- Prepare to respond effectively to a infected person within our school community
- Follow CDC symptomology guidelines that include shortness of breath, cough and two of the following symptoms: fever >100.4F, chills, muscle aches, headaches, sore throat, loss of taste/smell, or diarrhea. Children may have inflammatory symptoms such as bright red rashes, swollen body parts, reddened/discoled palms/soles of feet;
- Document, track and monitor COVID-19 diagnoses/exposure and share with local department of health; and
- Not allow sick people to return before 72 hours elapses from resolution of fever without fever-reducing medication and 10 days have passed since first symptoms appeared.

The following procedures outline the school's response to any instance where a possible COVID-19 exposure may have occurred:

- The student or employee demonstrating symptoms will be isolated, removed from campus, and referred for testing.
- The student or employee's information will be shared with the local Health Department for tracking purposes.
- The student/employee must remain at home for the duration of the 14 day quarantine or until such time as they meet the following criteria:
 - They receive negative COVID-19 test result and/or alternate diagnosis from a medical provider

- They have been fever-free for at least 72 hours without the use of fever-reducing medication Note - In the absence of testing or negative test results, the student or employee will be quarantined for a period of 14 days from the start of their symptoms.
- Families of students in the classroom/pod will be notified by school staff regarding a possible exposure event. Subsequent follow-up communication will be provided as needed.
- The classroom or area will be closed for a period of 24 hours. It will then be cleaned in accordance with IDPH and local Health department guidelines.
- The class will be temporarily reassigned to another classroom or area during this 48 hour period.
- Anyone having had close contact with the initial student/staff member “MAY” be sent home to quarantine for a period of 10 days. Please note that “close contact” is defined as being within 6 feet of the infected student or employee for a minimum of fifteen minutes with or without a mask. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (i.e. coughing, sneezing) persons with briefer periods of exposure may also be considered contacts.
- Those who did not have close contact may return to school/work so long as they remain symptom-free.
- At this time there is no official number of positive COVID-19 cases where a decision would be made to close a school, club, or event. This remains a discussion with the local health department.

School Clinic/Students Who Get Sick During the Day

The school clinic will continue to be open to accommodate the regular medical needs of our students who require assistance with administering medications and/or testing.

Students who become ill or develop COVID-19 symptoms will be sent to an alternate room for screening. This initial screening site ensures that the school clinic will remain open and that we minimize possible exposure to others. The procedure is as follows:

- The student reports to their teacher or employee that they are not feeling well.
- The student will be asked to wait at the doorway until such time as an administrator or nurse comes to get the student. Note: Older students may be sent directly to the alternate screening location so long as they are wearing their mask.
- The student will be escorted to an alternate screening site (e.g., empty classroom, office, or conference room) to be evaluated by the school nurse or other staff.
- If the student reports that they have any of the COVID-19 symptoms the school will isolate the student and contact the parent for them to be picked up.

- Any student who has a fever will be required to stay home until they have met the criteria outlined by IDPH for a return to school.

When appropriate, basic first aid may be applied in classrooms by the classroom teacher or supervising adult.

Sick Day Policies

School Policies - Now more than ever it is crucial that families strictly adhere to our policies pertaining to student illness.

- As outlined in the ISBE guidance, the symptoms of COVID-19 include “fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea”.
- As you know, these symptoms mirror those of multiple other illnesses so it is imperative that families adhere to our school’s policies to ensure that a student does not create an exposure risk or unnecessary concern for others.

The Cove School Sick Day Policies

To help prevent the spread of illness, we would like to give you some guidelines to help with your decision on whether or not to send your child to school. We ask that you keep your child home if he or she:

- Has a fever of 100 (oral) degrees or higher
- Has cramps and or vomiting
- Has a sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hrs)
- Has a rash or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as:
 - Excessive tiredness or lack of appetite Headaches, body aches, earaches
 - Severe sore throat (could be strep-throat) even without fever. Other symptoms of strep throat in children are headache & stomach upset. Contact your pediatrician to assess or diagnose strep throat).

If you child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- They should feel fit for at least 24 hours
- Be free of fever for at least 72 hours (without fever reducing medication)
- Be free of vomiting and or diarrhea for at least 24 hours.
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours.
- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician.

- Rash illnesses should be assessed by a doctor. If chicken Pox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over.
- They must be cleared to return per the recommendation of their practitioner

To keep children healthy:

- Please make sure they have plenty of rest and a nutritious diet.
- Show your child the proper way to wash their hands and to do it frequently throughout the day.
- Make sure to use soap & water and to rub hands together for at least 20 seconds.
- Limit touching areas such as the eyes, nose or mouth.
- Teach your child to cover coughs and sneezes with a tissue or their arm.
- Minimize the time your child spends with others who are ill.
- Avoid sharing personal items such as hats, brushes, combs, lip balms or towels.
- Please notify the school if your child has been diagnosed with an infectious condition such as strep throat, chickenpox, scarlet fever, pertussis, mono, or is showing ANY signs or symptoms related to COVID-19.

Suspected/Reported COVID-19 Symptoms or Positive Test

Students and staff will be excluded from school if they test positive for COVID-19 or have had a close contact with someone who had a positive COVID-19 test or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:

- A. A fever of 100.4° F or greater
- B. Cough
- C. Shortness of breath or difficulty breathing
- D. Chills
- E. Repeated shaking with chills
- F. Muscle pain
- G. Headache
- H. Sore throat
- I. New loss of taste or smell.

Similar to adults, however, children may report symptoms of vomiting and diarrhea. Medical Inquiries: Given the nature of the pandemic, the school will make additional medical inquiries of students and staff than they otherwise would have.

Parent reports student absence/illness

- Attendance staff will ask whether the student is exhibiting any symptoms of COVID-19 and the date symptoms first appeared
- Attendance staff will ask if student has had a positive test for COVID-19

Attendance staff will ask if student has had a close contact with someone who had a positive COVID-19 test

Staff Member reports absence related to illness

- Staff member reports absence/illness via AESOP **and** email (for documentation purposes) to Yael Frankel and building supervisor
- Yael will follow up with staff member (and cc supervisor):
 - will ask staff member to specify the symptoms and the date symptoms first appeared,
 - instruct staff member to see a physician and/or obtain a COVID-19 test and to provide the results, and
 - ask staff member if they have had close contact with someone who had a positive COVID-19 test.

If responding 'YES' to any of the three questions above, the following will be implemented:

Student/Staff Exhibits Symptoms of COVID-19

Instruct student/staff to stay home and isolate until:

- Fever free for at least 72 hours (without the use of medicine that reduces fever)
- At least 10 days have passed since symptoms first appeared.

Student/Staff Becomes Ill at School

- Staff will notify school nurse for suspected symptoms of COVID-19 (self or student)
- School nurse will provide assessment
- Students/staff with COVID-19 symptoms will be immediately separated and placed in a designated isolation room
- Masks will be provided if not wearing one. Additional PPE may be provided.
- Only essential staff and students assigned to the room may enter.
- Staff will sign in so there is a record of the persons who entered the room
- Room will be cleaned or disinfected several times throughout the day.
- Strict social distancing is required.
- Staff must wear appropriate PPE
- Students who are ill will be walked out of the building to their parent/guardian.
- School Nurse will ask parent/staff the following:
 - Has the student/staff exhibited any symptoms of COVID-19 and when did symptoms first appear
 - Has the student/staff had a positive test for COVID-19
 - Has the student/staff had a close contact with someone who had a positive COVID-19 test

The same exclusion criteria will be applied based on the responses to the above 3 questions.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine based on local health department guidance.

Upon return to school, student/staff members must report to the school nurse prior to attending class/work. School Nurse will:

1. Do a temperature check
2. Assess for other symptoms
3. Allow to proceed to class/work if fever free and symptom free

Student/Staff had a Positive Test for COVID-19

Instruct the student/staff to stay home and isolate until:

- Fever free for at least 72 hours (without the use of medicine that reduces fever)
- At least 10 days have passed since symptoms first appeared.
- PROVIDE NOTE FROM PHYSICIAN CLEARING RETURN TO SCHOOL/WORK
- Obtain contact information and inform parent/staff the school nurse will be providing follow-up
- Notify the School Nurse and building Principal
- Student/Staff has been in Close Contact with Someone with a Positive COVID-19 Test
- Instruct the student/staff to stay home and quarantine for 14 days (or longer) from last day of exposure and monitor for symptoms

Attendance Staff will report student/staff attendance to the school nurse on a daily basis.

References

- CDC Hand Hygiene -
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- CDC Use of Cloth Face Coverings -
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- ISBE Guidance
<https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>
- ISBE FAQ <https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>
- American Academy of Pediatrics
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance>
[/covid-19-planning-considerations-return-to-in-person-education-in-schools/](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/)