

# 2020-21 SCHOOL YEAR

information



District  
202 –  
COVID-19  
Staff  
Handbook

## District 202 COVID-19 Staff Handbook

For the 2020-2021 School year, District 202 has approved a phased in Return to School plan. The plan will begin the year on Remote Learning. We will continue to update guidance regarding the Return to School plan.

Plainfield School District 202 will follow direction from the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), Will County Health Department (WCHD) and the Centers for Disease Control (CDC). Plans are subject to change.

**Updated 11/5/2020**

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## Board Policies

The following Board Policies directly address this topic:

- 4:130, Free and Reduced-Price Food Services
- 4:180, Pandemic Preparedness
- 5:40, Communicable and Chronic Infectious Disease
- 5:180, Temporary Illness or Incapacity
- 5:185, Family and Medical Leave
- 5:300, Schedule and Employment Year
- 5:330, Sick Days, Vacation, Holidays and Leaves
- 6:20, School Year Calendar and Day
- 6:150, Home and Hospital Instruction
- 7:70, Truancy
- 7:280, Communicable and Chronic Infectious Disease
- 8:100, Relations with Other Organizations and Agencies

Per the Board Policy, a Pandemic Planning Team has been preparing for the next steps for the district. The current members of the Pandemic Planning Team are listed below. Members participate in the process based on their individual area of expertise:

- Dr. Abrell, Superintendent
- Anthony Arbogast, Assistant Superintendent
- Mina Griffith, Assistant Superintendent
- Jennifer Orlos, Assistant Superintendent
- Glenn Wood, Assistant Superintendent
- Tom Hernandez, Director of Community Relations
- Christina Edwards, Health Services Administrator
- Paul Gonzalez, Director of Facilities
- Steve Belcher, Assistant Director of Custodial
- Jason Oskorep, Assistant Director of Maintenance and Grounds
- Lori Lenckus, Lead RN
- Local emergency and health departments – consultative
- District committees - consultative

## What is Coronavirus?

From the CDC: Coronavirus (COVID-19) is a respiratory illness that can spread from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible for a person to get Coronavirus (COVID-19) by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Symptoms typically appear between 2 and 14 days. Most people start showing symptoms about five days after becoming infected. Children typically show mild symptoms. Patients with Coronavirus (COVID-19) have had mild to severe respiratory illness with symptoms of:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Who is it currently impacted by Coronavirus the most?

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. Individuals at highest risk include people aged over 60 years.

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID. Based on what we know at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

## Preventative Measures

According to the CDC, the best way of preventing the disease is to avoid close contact with people, cover your mouth and nose with a cloth face covering when around others, cover coughs and sneezes, avoid touching your eyes, nose, and mouth with unwashed hands, clean and disinfect, and monitoring your daily health. Additionally, wash your hands often with soap and water for at least 20 seconds, and to use a hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. The district will utilize strategies at the building level to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Building on everyday school policies and practices.

- Emphasize actions such as staying home when sick
- Appropriately covering coughs and sneezes
- Wearing face covering when around others
- Social distancing
- Cleaning frequently touched surfaces
- Washing hands often
- Watch the handwashing video in class <https://www.cdc.gov/handwashing/videos.html>
- Post CDC resources such as posters with messages for staff and students. Here are links to resources for staff and students:
  - <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>
  - [staying home when sick](#)
  - <https://www.cdc.gov/handwashing/materials.html>

## COVID – 19 Communication Plan

The district will continue to share information about COVID-19 as it becomes available through the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD).

- The district will support our school community by sharing resources with students (age-appropriate), their families, and staff
- The district website has been updated to include information about Coronavirus. This website will be updated regularly. <http://www.psd202.org/announcements/5099>
- The website contains links to verified and reliable resources about the virus
- A general letter will be sent to all families with current information and plans
- An informational packet will be provided to all district staff and administration

## Return to Work Plan

The following guidelines will need to be followed on a daily basis:

- Each day, prior to arriving to work, follow the self-certification and attendance (see below)
- Wash hands upon entering the building
- All staff will be required to wear a face covering unless they have a physician's note that they are not able to wear a face covering
- Social distancing will be required, when possible

### COVID-19 Self-Certification and Attendance

All District 202 staff are required to complete a COVID-19 self-screening checklist prior to entering any District 202 building. The District has developed a District Wide self-screening program that is linked to staff members' district login and ID number. Staff must also conduct another symptom check after 5 hours of work in a building.

Each day, prior to arriving to work, complete the self-screening program per the attached directions

- The link for the building Self Certify Form is:  
<https://www.psd202.org/covid.php>
- Or you can scan the QR code



Staff who travel between buildings will only need to complete the form one time.

- When staff arrive at a new building during the day, they should check in at the main office to sign in and out for attendance purposes.
- The office staff will be able to either scan your staff ID or type your ID into the program to see if you have completed the screener.

If you have any of the listed symptoms or have been in contact with anyone with COVID or someone currently being tested or awaiting testing results for COVID-19 due to direct exposure, do not come into work.

- Let your supervisor know you need to take a sick day because you are not feeling well.
- If the symptoms, continue for more than 2 days, please call Becky Sipes.

Building Secretaries, administration, and District department coordinators will need to access the self-certify log to ensure that all employees present have completed the self-certify form.

Full directions for self-certification can be found on the Intranet under Employee News > COVID – 19 Information for District 202 Staff.

## Prevent and Reduce Transmission Among Employees

Monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and ensure that workers have access to that information. Frequently check the [CDC COVID-19 website](#).

Sick employees must stay home: Updated 11/2/2020

- All staff are required to certify that that they completed a self-screening symptom checklist daily and that they will not report to work if any symptoms are present
- Employees who have [symptoms](#) should notify their supervisor and stay home.
- Sick employees should follow the [IDHP COVID-19 INTERIM EXCLUSION GUIDANCE](#). Employees should not return to work until they have the documentation required to return to school, in consultation with healthcare provider and their local health department.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- Employees who have been in contact with anyone with COVID or someone currently being tested or awaiting testing results for COVID-19 due to direct exposure, should complete the Contact Tracing form

Steps employees can take to protect themselves at work and at home:

- Stay home if they are sick, except to get medical care, and to learn [what to do if they are sick](#).
- Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do [if someone in their home is sick](#).
- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After blowing their nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.

Recommended practices for social distancing.

- Alter your workspace to help employees maintain social distancing and physically separate employees from each other and from others, when possible.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (at least 6 feet) from others when possible.
- Implement flexible workdays (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Implement flexible worksites (e.g., telework) as needed.
- When possible, increase physical space between employees at the worksite by modifying the workspace.
- When possible, increase physical space between employees (e.g., physical barriers such as partitions).

- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Deliver services remotely (e.g., phone, video, or web).

### Use Best Practices

- Employees should refrain from using each other's phones, desks, offices, or other work tools and equipment, when possible. If shared, the employee must be clean and disinfect them before and after use.
- If practical, avoid seating employees facing each other
- Employees are encouraged to remove personal items from desk to allow for easier cleaning
- Minimize the use of shared work materials / equipment
- Limit usage of telephone receivers to one receiver per person. If headsets are required, employer should provide employees with headset for individual use

Employees and visitors will be provided with what they need to clean their hands and cover their coughs and sneezes:

- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Hand sanitizer stations will be placed in multiple locations to encourage hand hygiene.
- [Posters](#) will be posted that encourage [hand hygiene](#) to help [stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Discourage handshaking. Encourage employees to use other noncontact methods of greeting.

Minimize risk to employees when planning [meetings and gatherings](#):

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

### Staff Lounge Procedures

Use of Kitchen equipment (microwave, toaster, Keurig, etc.)

- Wash hands prior to using any equipment and after
- All equipment should be cleaned after use
- Wipe down handle of the refrigerator after use

### Eating while in the building

- Wash hands prior to and after eating or preparing food
- Areas where employees consume meals should be thoroughly cleaned and disinfected between groups and after meals
- Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible
- Do not share food, no treat days or celebration days with food will be permitted

### Visitors to the building – Updated 9/21/2020

- Visitors to the building should be limited to an as required basis
- Before allowing a visitor to enter, or while requiring them to wait in a designated area, all visitors must complete a symptom checker and self-certify that they are symptom free
- Visitors may self-certify on a building specific Google Form or they may use the paper Self-Certify form found on the intranet. The form should be kept at least 14 days following the individual's visit to the building
- Buildings must maintain a log of all external suppliers and any visitors who enter the building with the date and time frame
- Suppliers and visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Limit contact between external suppliers/visitors and employees

### Building Safety Measures –

#### General Building Safety Measures

- All students will receive a reusable, washable face mask
- All classrooms are equipped with hand sanitizer
- All classrooms are equipped with disinfectant spray
- Hand sanitizer stations will be set up in each Middle School and High School.
- Hand sanitizer stations will also be added to elementary schools that do not have sinks in the classrooms including Crystal Lawns and Grand Prairie
- Floor decals, including directional arrows and stand here for social distancing.
- Traffic patterns have been established to assist with one-way student traffic, when possible
- Plastic partitions will be in classrooms and areas where staff and students may need to be less than 6ft apart (ie. Main office, related service providers, ELL, reading specialists, PreK, Kdg., etc.)
- Isolation area for students who have COVID-19 symptoms

#### Face Coverings (Updated 10/16/2020)

- All staff and students must wear a cloth face covering at all times when in school buildings or in transit to and from school (school buses)
  - The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others.
  - To be effective, face coverings must be worn properly and must completely cover both the nose and mouth.

- Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others.
- CDC does not recommend the use of gaiters or face shields. Considerations for these can be made based on a Face Covering Accommodation Request.
- In the school setting, face coverings must be worn by everyone except children younger than 2 years old, people with physical or intellectual disabilities who are unable to remove a face covering without assistance, and on rare occasions, individuals with severe breathing problems at rest.
- Personal cloth face coverings should be taken home, laundered daily, dried in a dryer, and reused
- Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container
- Students who have not been provided an accommodation to the face covering requirement and who refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be sent home and excluded from instruction, transportation, and other school activities.
- Face coverings may be temporarily removed at school:
  - When eating – if eating is permitted in the school setting
  - When outdoors and physical distancing of at least 6 feet can be maintained
  - When playing a musical instrument outdoors with at least 6 feet social distancing
  - If using a face shield when other methods of protection are not available or appropriate
  - <https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>

### Face Covering Accommodation Request – New 10/13/2020

A full version of the District Protocol – Face Covering Accommodations can be found at <http://www.psd202.org/documents/1602004706.pdf>

Students who cannot independently remove a face covering due to their age or a physical or intellectual disability may be exempt from the District’s requirements to wear face coverings or may be entitled to accommodations to the requirement. In rare cases, students with a medical condition that impacts their ability to breath at rest may also be entitled to accommodations in regard to this requirement.

- A Face Coverings Accommodation Form must be completed, verified by a physician, and submitted to the building nurse
- Each Face Covering Accommodation Request will be reviewed by the District and must be approved by the district before a staff member or student is permitted to not wear a mask on school grounds.

### Cleaning and Disinfecting

- The district will follow the [Guidance for Cleaning and Disinfecting](#) to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- All disinfectants must be stored in a responsible and appropriate manner according to the label.
- Dirty surfaces will be cleaned prior to disinfection.
- Staff will be provided with cleaning supplies so that employees can wipe down shared surfaces prior to use (copy machine, laminator, refrigerator, etc.)

- Staff should routinely clean all frequently touched surfaces in their own workplace, such as desk, keyboards, telephones.
  - If surfaces are dirty, clean them before you disinfect them.
- To disinfect, the district is using a variety of [products that meet EPA’s criteria for use against SARS-CoV-2external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Custodial staff will disinfect touch points throughout the building and restrooms hourly (e.g., doorknobs, handrails, restroom touchpoints, other work tools and equipment)
- A disinfecting check sheet will be added to all restrooms to initial once disinfecting is complete

## Operations: Maintain a healthy work environment – Updated 9/21/2020

The District Maintenance department regularly monitors ventilation systems throughout the district on a regular schedule.

**As needed:** When the ventilation system sends an alarm, maintenance will report to the building. This can be due to:

- The system is not running
- High temperatures (temperature set point for MDF systems -computers)
- Low temperatures in winter so we don’t freeze pipes.

### **Weekly:**

- Maintenance staff conducts weekly building rounds. Building rounds increase to three times per week in the winter
- Maintenance specialists go through each building and ensure that air and fans are running properly
- Setpoint for temperature 68-72 with 70-degree mid-range. Look at setpoint to see how close the system is to this point. If outside of the range, they will investigate
- Look at any work orders and address as needed

### **Quarterly:**

Preventative maintenance is conducted including:

- Greasing motors and bearings
- Changing air filters
- Vacuum and clean out air handlers
- Vacuum and clean out all classroom uni-vents

**Yearly:** Boiler tests

**Every Ten Years (by building date):** 10 year life safety evaluation. Architects and engineers go through the building and inspect all of the equipment for functionality.

Air Filtration System – Updated 10/16/2020

Improved Air Filters

- All the classroom unit vents filters were upgraded from MERV 8 to MERV 11. The MERV 11 is the highest MERV rating that can be used due to the design specifications of the unit vent motor and it's capabilities
- All air handling units in the district were upgraded from MERV 8 to MERV 13
- MERV rating stands for Minimum Efficiency Reporting Value. The higher the MERV rating the SMALLER the particle it catches. A MERV 8 filter is 20% efficient catching a 0.3-1-micron particle, a MERV 11 filter is 85% efficient and a MERV 13 is over 90% efficient.
- Studies find that the COVID 19 particle is attaching itself to these 0.3-1-micron particles and going downstream. That is why using the new filters is very important in combating the virus and improving indoor air quality.

**The District has made efforts to improve the building ventilation systems. This includes:**

Recommendation from CDC	District Response
Increase ventilation rates	Completed.  Turned fans on to the required level per student occupancy. This ensures proper ventilation.
Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.	Completed.  By design, when turned on to the required level per student occupancy, the systems should be providing acceptable indoor air quality.
Increase total airflow supply to occupied spaces, when possible	Completed. Turned fans on to the required level per student occupancy
Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.	Completed. Turned fans on to the required level per student occupancy
Disable demand-controlled ventilation (DCV).	The District does not have any DCV
Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.	Not Implemented due to concerns below.  This can be done, however, there are concerns.  The room temperatures will then vary by outside temperature. There would be potential air quality issues such as increased mold and allergens. Also, dampers cannot run at 100% in the winter due to freezing.

Recommendation from CDC	District Response
Consider running the HVAC system at maximum outside airflow for 2 hours before and after the school is occupied.	Not Implemented due to concerns below.  We can implement this when students return. Concerns would be potential air quality issues such as increased mold or freezing.
Ensure restroom exhaust fans are functional and operating at full capacity when the school is occupied.	Completed.
Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers (especially in higher risk areas such as the nurse’s office).	The isolation room will have the return air vent turned off, closed, or removed depending on the system at each building.
Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass	Completed  See below for additional information
Check filters to ensure they are within service life and appropriately installed.	Completed. Service life of MERV 11 is 3 months. They will be changed every three months.
Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.	Completed

## Athletics and Activities –

District 202 follows the guidelines per IHSA regarding High School Athletics. The IHSA’s Sports Medicine Advisory Committee developed its own Return To Play Guidelines, which were then collaboratively amended, and then approved, by IDPH. The Phase 4 Return To Play Guidelines were then amended at IDPH’s request to include a greater emphasis on masks, and also eliminated scrimmages in sports that require physical contact. For an up to date view of the IHSA Return to Play Plan, please refer to the IHSA website:

<https://www.ihsa.org/documents/Phase4RTP.pdf>

The IHSA has developed a new schedule for athletics for the 2020-2021 school year. For the most up to date plan, please refer to the IHSA website:

<https://www.ihsa.org/News-Media/Announcements/ihsa-board-announces-modified-schedule-for-2020-21-school-year>

## Remote Learning

Please refer to the district Remote Learning plan found at:

<http://www.psd202.org/documents/1595891870.pdf>

## School Trips

- All school/field trips are cancelled for the 2020-2021 school year
- All trips for athletics or extra-curricular activities are cancelled until further notice.

## Meal Service during Remote Learning – Updated 9/21/2020

Schools participating in the National School Lunch Program and/or School Breakfast Program are encouraged to continue to provide meals to their students.

During Remote Learning, District 202 schools will provide meal services to ALL children through 18. The meals will be a cold, grab-n-go lunch which will meet the USDA guidelines. Meals will also be provided in a manner that meets the social distancing requirements to keep our community and staff safe.

Meal service will be provided on Thursdays from 2:30 pm-6:00 pm. Families will receive one week's worth of breakfasts and lunches.

The service will be located at 12 total sites.

- Plainfield Central High School
- Plainfield East High School
- Plainfield North High School
- Plainfield South High School
- Aux Sable Middle School
- Richard Ira Jones Middle School
- Indian Trail Middle School
- Drauden Point Middle School
- Timber Ridge Middle School

A limited number of meals will be served at these locations until 5pm:

- Grand Prairie Elementary School
- Lakewood Falls Elementary School
- Lincoln Elementary School

## Reimbursement of Fees, Tuition, and Deposits for Preschool and Full Day Kindergarten Tuition Programs – Updated 9/21/2020

### **Tuition based Preschool and Full Day Kindergarten Programs**

#### Tuition for the program

Students who continue to be enrolled in the tuition based preschool or full day kindergarten program will receive their instruction based on the Return to School phase that the district is in. For example, if the district is in phase 4B, students will receive Remote Learning. Students in the full day kindergarten program will receive more direction instruction, as compared to the half day students.

Families who choose to keep their children enrolled in the tuition preschool program or the full day kindergarten or tuition preschool program will be required to continue to pay full tuition. If a family chooses to withdraw their child from a tuition program, the family will lose their child's preschool or full day kindergarten spot. If the family chooses to enroll at a later date, the child will be placed at the bottom of the waiting list

## Staff Illness and Absences –

### When an employee is sick Updated 11/2/2020

- If an employee becomes sick at work, he/she should leave immediately and work remotely, if possible.
- Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day should immediately be separated from other employees, students, and visitors, and sent home.
- Employees who have visible signs of illness at work may be asked to go home and work remotely by their supervisor.

### If an employee is suspected or confirmed to have COVID-19 infection:

We cannot share any identifying information about the individual who was diagnosed (name, position, gender, etc.) If the individual has chosen to share that information with others, that is their decision.

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow the [CDC cleaning and disinfection recommendations](#).

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions and follow the Public Health Recommendations for Community-Related Exposure.

### Staff Absences – Updated 9/21/2020

Staff absences during Remote Learning \*\*Follow normal building level procedures for reporting an absence.

1. Contact building administration when a sick or personal day is needed.
2. Put themselves in AESOP as a sick or personal day. Identifying no sub is needed during Remote learning
3. Staff members who are unable to work during Remote Learning should have prepared lesson plans / videos for students to access, if a sick or personal day is needed.

All school district staff must maintain the confidentiality of the staff member or student who is suspected of having Coronavirus. **No identifying information can be shared with staff, students, parents, or the community.**

### FMLA during the School Closure

Building Administration should follow the guidelines set forth by C&I and SS regarding Remote Learning

1. Ensure there is a system in place for FMLA subs to access the ability to work remotely from home. (what materials do they need to organize? How do they get the materials to the students? Etc.)
2. Ensure the FMLA sub knows what their remote teaching responsibilities entail.
3. Ensure any district wide email correspondences, related to curriculum or job responsibilities, to the FMLA sub. FMLA subs are not in our district email distribution

FMLA substitutes are held to the same expectations of our teachers during Remote Learning. The teacher on FMLA leave is not responsible for any Remote Learning planning and is not expected to do any work during the time of their leave.

### Student Illness– New 10/16/2020

#### When a student is sick at school

There will be three clear areas used for health services at all schools:

1. Health Office
2. Screening Space
3. Isolation Room

#### Health Office

Health Office will be used for students who require medical management, such as medications, tube feedings, assessment of injuries or first aid. Whenever possible, Building RNs should stagger students' routinely scheduled visits to avoid having multiple students in the health office at the same time.

Healthy students should avoid contact with potentially ill children.

- The health office will be utilized for routine care.
- Maintain social distance of at least 6 feet apart
- Areas will be clearly identified for student care
- Cot will only be utilized when a student has a significant issue. Student will sit in chair
- Health Office restroom is reserved for only for students in the medical office
- Items that cannot be sanitized should not be utilized unless there is an emergency. These include such items as blankets. pillows etc.

### Screening Space

Each school will have a designated screening space. The screening space will be an area where the nurse will evaluate a student to determine if the student's needs should be met in the health office or in the isolation room. Any student who develops symptoms listed in the IDPH School Screener while at school will be sent to the isolation room and sent home.

### Students who are exhibiting COVID-19 Like Symptoms at school

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported, from mild symptoms to severe illness. In the school setting, we have no way of determining if the symptoms are caused by COVID or another cause.

- Therefore, nursing staff will assume any student with the symptoms listed in the screener could potentially have COVID-19 and will need to be sent home.
- Students sent home with COVID-19 like symptoms can return when he/she has met the IDPH return to school guidelines regardless of student's health history.
- Symptom screenings do not provide enough information to diagnose someone with COVID-19.

### Isolation Room

Each school will establish a dedicated space for symptomatic individuals who arrive at school ill or become ill at school and are waiting to go home. This area will be identified as the Isolation Room. Isolation "separates sick people with a contagious disease from people who are well."

Schools must immediately isolate any student who presents with COVID-19 symptoms while at school and isolate them from others until the student can be picked up. The District will follow the guidelines of IDPH for an Isolation room.

The Isolation Room should:

- Accommodate social distancing, either by physical distancing or physical barriers such as partitions
- Be located close to an exit
- Have an identified isolated restroom for use
- The isolation area should be set up in a way that allows for clear visibility for supervision from at least 6 feet away
- Only essential staff and students assigned to the space may enter the room

Guidelines for Sending Students to the Health Office **New 10/16/2020**

The Health Office is asking for your assistance. This sheet provides some guidelines for sending students to the Health Office. When possible, please call the Health Office prior to sending a student.

<p align="center"><b>Send to Health Office</b> ** Do not send alone</p>	<p align="center"><b>Does Not Have to Come to the Health Office</b></p>
<ul style="list-style-type: none"> <li>• Any student having an asthma attack, excessive coughing or difficulty breathing **</li> <li>• Head trauma**</li> <li>• Any diabetic student who is not feeling well or is experiencing symptoms related to low/high blood sugar. **</li> <li>• Any eye trauma or evidence of eye discharge and redness</li> <li>• Lacerations larger than a papercut or when bleeding does not stop after 2 mins of continuous pressure</li> <li>• Student that appears pale or lethargic</li> <li>• Any rash with fever</li> <li>• Vomiting</li> <li>• possible wound infection</li> <li>• Suspected Child Abuse</li> <li>• Daily medication at scheduled time</li> <li>• Allergic reaction suspected</li> <li>• Earache in a child who appears uncomfortable</li> </ul> <p><b>Serious Health Situations: Call for help!</b></p> <ul style="list-style-type: none"> <li>• Loss of consciousness – fainting</li> <li>• Head/Neck injuries (serious fall)</li> <li>• Possible broken bone</li> </ul> <p>Remember: Stay with the student, maintain a good airway, remain calm and use gloves for control of bleeding. <u>Do not move the child for suspected neck or back injury.</u></p>	<ul style="list-style-type: none"> <li>• Student who has just arrived at school and “wants to go to the nurse” (allow the student time to settle into class)</li> <li>• Old injuries or injuries that happened outside of school</li> <li>• Minor cut, bruise or abrasion (have student wash the area and give band-aid)</li> <li>• Loose baby tooth</li> <li>• For breakfast or appropriate clothes</li> <li>• To call his/her parent for non-specific complaints</li> <li>• For a safety pin</li> <li>• To sleep</li> <li>• To fix glasses</li> <li>• To have a “time out” for emotional upset</li> <li>• Clothing issues</li> <li>• Menstrual cramps</li> <li>• “Stomachache” in a child who appears well. (Send to bathroom and offer water; send if no improvement)</li> <li>• “Headache” in a child who appears well. (Have the student rest and drink water; send if no improvement).</li> <li>• Blister on hands (Send to bathroom to wash hand and offer band-aid)</li> <li>• Chapped lips / cold sores</li> <li>• Dry skin or requesting lotion or Vaseline</li> <li>• Bug bites from home</li> </ul> <p align="center"><b>Middle and High School</b></p> <ul style="list-style-type: none"> <li>• Dress Code Violations</li> <li>• Personal products (available in bathrooms at)</li> <li>• Change of clothing in the bathroom</li> </ul>
<p align="center"><b>Students Experiencing COVID-19 Symptoms listed on the screener</b></p>	

Students Identified During Screener Flow Chart **NEW 10/16/2020**

The chart below is the procedure nursing staff will follow after they screen a student who is experiencing symptoms or has been exposed to COVID

	<b>Exposure, No Symptoms</b>	<b>Diagnosis, No Symptoms</b>	<b>Symptoms</b>
<b>When</b>	<b>Student shares he/she was exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic</b>	<b>Student shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic</b>	<b>Student presents with at least one COVID-19 symptom</b>
<b>Initial Building Entry Screening</b>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Notify Building Contact Tracer</li> <li>• Participate in remote learning while out</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> </ul>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Follow positive COVID-19 procedures</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to get student home safely, and cannot be through school transportation</li> <li>• Notify Building Contact Tracer</li> <li>• Participate in remote learning while out</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> </ul>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Bring student to RN screening Space for further evaluation</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to get student home safely, and cannot be through school transportation</li> <li>• Notify Building Contact Tracer</li> <li>• Participate in remote learning while out</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> <li>• All household members should be sent home to quarantine</li> </ul>
<b>During School Day</b>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Notify Building Contact Tracer</li> <li>• Participate in remote learning while out</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> </ul>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Follow positive COVID-19 procedures</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to get student home safely, and cannot be through school transportation</li> <li>• Notify Building Contact Tracer</li> <li>• If possible close off facility areas used by the infected student. Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li>• Participate in remote learning while out</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> </ul>	<ul style="list-style-type: none"> <li>• The student should continue to wear a cloth face covering</li> <li>• Bring student to RN screening Space for further evaluation</li> <li>• Place student in the isolation room with supervision by an adult wearing a face covering standing at least 6 feet away</li> <li>• Enact plan to get student home safely, and cannot be through school transportation</li> <li>• Notify Building Contact Tracer</li> <li>• If possible close off facility areas used by the infected student. Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li>• Follow <a href="#">IDPH interim exclusion guidance</a> as to when student can return to school</li> <li>• All household members should be sent home to quarantine</li> </ul>

## Procedures if an individual has had direct exposure or is diagnosed with COVID-19

### If there is a Confirmed Case of Coronavirus

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). This is an evolving situation; therefore, we will continue adjust and adapt as new information is coming in. Letters have been drafted in the event that we have a staff member who has a diagnosed case of Coronavirus.

- Staff members who are diagnosed with Coronavirus should not report to work and should follow the direction of their physician.
- Staff members who are diagnosed must contact Becky Sipes at [RSipes@psd202.org](mailto:RSipes@psd202.org) or (815)577-4090
- Any staff member diagnosed will need to be off work until the WCHD/CDC determines the staff member is no longer contagious.

### Communication Plan if there is a Confirmed Case

The district will follow the required communication, per direction from CDC, IDPH, and Local Health Department. Typically, we communicate to a broader group than required. People will receive individualized communication if they had direct exposure with an individual with COVID-19 during a time the individual was an exposure risk (see below). Communication will be through email, and phone call if needed.

All school district staff must maintain the confidentiality of the staff member or student who is diagnosed. **No identifying information (name, position, gender, etc.) can be shared with staff, students, parents, or the community.**

### When is the exposure risk for COVID-19? – Updated 9/21/2020

People are at risk for exposure if they were with an individual who was diagnosed with COVID-19 during the time frame of 48 hours before the individual had symptoms onset for symptomatic or 48 hours before positive test date for asymptomatic. For example, if an individual started experiencing symptoms on Wednesday and was later diagnosed, we would contact anyone who was with that individual since Monday of the same week.

The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### Who will receive notification if there is a confirmed case?

The District will only communicate with individuals who were direct exposure to the individual during the time of exposure risk.

For more information about Community-Related Exposure to COVID-19, please go to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

## Building COVID-19 Team Members

Each building has established a COVID team that consists of:

- Build Administrator
- Building Nurse
- Building Contact Tracer

## Types of Exposure

### Direct Exposure - Updated 11/5/2020

Individual who has had close contact (< 6 feet)\*\* for a cumulative total of 15 minutes during a period of 24 hours\*\*\* EXPOSED TO:

- Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until he/she meets criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until he/she meets criteria for discontinuing home isolation).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE)

### Indirect Exposure

All U.S. residents, other than those with a known risk exposure, could have possible unrecognized COVID-19 exposures in U.S. communities.

## Contact Tracing

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with, (contacts), and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily. All buildings will have a Contract tracing team that will go through training at the beginning of August.

### Contact Tracing involves

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- Notifying contacts of their potential exposure. Refer to the section on who receives letters
- Encouraging contacts to monitoring for [signs and symptoms of COVID-19](#). Contacts should complete the [Direct Exposure Self-Monitoring Symptom Tracker](#)

### Documents required for Contract Tracing Purposes when students are in-person

The building requirements should be accessible outside of the school day

- All classroom seating charts
- Bus seating charts

- Bus lists
- Daily Attendance list
- Related Service Providers schedules and the students they serve and their seating chart for each group

Students and staff MUST adhere to that seating chart. If a change is needed, staff must

- keep the old seating chart and put the dates the old seating chart was in effect.
- date the new seating chart with the start date

### Building Administrator Point Person

- Inform Mina Griffith, Christina Edwards, and Building Contact Tracing Team of any positive cases ASAP
- Each building will set up a building COVID team that will consist of a Building Administrator, RN and Building Contact Tracer.
- Building Administrator will oversee the building COVID Team
- Send out letters based upon Student Services directions

### Building Contact Tracer

- Inform Mina Griffith, Christina Edwards, and Building Contact Tracing Team of any cases ASAP
- Ask the designated questions bases upon the situation
- Inform the diagnosed individual that he/she can return after following the [CDC guidance](#)
- Complete the building tracking sheet to monitor attendance
- Determine the students and staff who could have had direct exposure to the diagnosed individual. Share this information with Building Contact Team and Student Services

### Building RN

- Inform Mina Griffith, Christina Edwards, and Building Contact Tracing Team of any positive cases ASAP
- Monitor diagnosed individual's attendance and return to school notes based upon the [IDPH IDPH COVID-19 Interim Exclusion Guidance](#) to determine when the diagnosed individual can return to school
- Review doctor's notes, and release letters from the local Health Department to confirm that the diagnosed individual or direct exposure has meet the [IDPH COVID-19 Interim Exclusion Guidance](#) return to school

### District Contact Tracing Procedure for Staff – **New 11/5/2020**

All staff members must complete an online contact tracing form as soon as the staff member is aware that they have been:

1. Diagnosed with COVID-19
2. Directly exposed to someone who was diagnosed with COVID-19 or highly suspected of having COVID-19
3. If a staff member is living with someone who is currently being tested for COVID-19 due to exposure or symptoms.

**It is critical that staff complete the form ASAP when they are aware that they meet one of the criteria listed above.** For contact tracing purposes, timeliness is critical in preventing the potential spread of COVID-19. Staff must thoughtfully answer all questions on the form.

Each contact tracing form will be different depending on the individual's responses. [The contact tracing form](#) is an adaptive form. This means that as the individual answers questions, the form will adjust the follow up questions based on the individual's responses. For example, when an individual answers that they were diagnosed with COVID-19, a series of questions will pop up that need to be answered. These follow up questions will not appear if an individual answers that they were indirectly exposed to someone with COVID-19.

The link to the form is: <http://intranet.psd202.org/contact-tracing.php>

The link can also be found on the main page of the intranet under [COVID-19 Information for District 202 Staff](#)

## Positive COVID-19 Case While Staff or Students are in the Building

When the district received a report that a staff member or student has tested positive for COVID-19 when the individual has been in a school building. **This individual will be referred to as Diagnosed COVID (DC).** This is not for suspected cases or cases without confirmed test results.

### Building Contact Tracer Expectations for Student/ Becky Sipes for Staff – Updated 11/5/2020

1. Ask the parents the questions on the [Contact Tracing Questionnaire](#) . Staff will complete the District Contact Tracing Form.
2. After speaking with the parent/staff member follow up with Student Services (Christina and Mina) for next steps.
3. After direction from SS, gather a list of employees and students who were in the building and would have had direct or indirect contact with diagnosed individual on the days the diagnosed individual would have been contagious (SS will provide the dates)
  - a. Create a list of students and staff with potential direct exposure (less than 6 feet for more than 15 minutes utilizing two days before symptoms started).
    - Bus seating chart
    - bus stops list
    - classroom seating charts
    - Related service providers schedule
    - Classroom schedule (specials teachers)
    - Students in related services with the student where social distance is not maintained based upon the seating chart
  - b. Create a list of indirect exposure
    - i. Classroom
    - ii. Bus
    - iii. Students in related services with the student where social distance is maintained based upon the seating chart
4. Inform Building Contact Tracing Team (Student cases only)
5. Add the DC and the students with direct exposure (DE) to the attendance tracking sheet

6. Follow the directions for individuals who were directly exposed (DE)

#### Student Services – Updated 11/5/2020

- Work with the family/staff to contract trace, if needed
- Work the Local health department for further guidance
- Contact Building Tracing teams to send home students with Direct Exposure in other district schools based upon information gathered from family.
- When an individual is diagnosed, SS will inform the building administration/department administration, Bus Company (Septran or First Student) and time frame the DC will be out
- Work with Building Contact Tracer Team to create a list of students and staff who may have had direct or indirect exposure
- Update direct and indirect letters
- Send letters to building principal with direction regarding who should receive the letters
  - direct contact letter to anyone considered “close contact”
  - indirect to anyone on the bus or in the class
- Work with Operations and Maintenance to create a list of staff who may have had direct or indirect exposure
  - Send letters to Directors in Operations and Maintenance with direction on who should receive the letters
- Identify if a room needs to be closed and work with maintenance to ensure proper cleaning

#### Principals, Assistant Superintendents O&M Director and Assistant Directors, Technology Updated 11/5/2020

- If an administrator, staff member, or RN is contacted first by the parent or staff member, he/she should refer the parent to speak with identified the Building Contact Tracer.
- Work with the Building Contact Tracer to gather a list of employees and students who were in the building and would have had direct or indirect contact with the DC on the days the individual would have been contagious (SS will provide the dates)
- If in person, find a space to relocate the classroom while the area is closed for cleaning
- Contact families of students and staff members who had Direct Exposure (DE)
  - Student/Family Communication: Email the Direct Exposure letters, per the direction from Student Services. This should be an emergency call, email, and text to ensure that our families quickly have the information needed
  - Staff Communication: Staff must be blind copied on the emails so they do not see the names of others. Also copy SS on the email
- Contact families of students and staff members who had Indirect Exposure
  - Student/Family Communication: Email the Indirect Exposure letters, per the direction from Student Services. This should be a call and email. Does not need to be emergency contact
  - Staff Communication: Email the Indirect Exposure letters. Staff must be blind copied on the emails so they do not see the names of others. Also copy SS on the email

### Custodial

- The identified areas that the DC occupied will be left alone for 24 hours since last known exposure if possible.
- After 24 hours the custodial staff will clean the areas following the cleaning procedures

### Operations and Maintenance

- After receiving information from SS, Jason and Steve will need to identify if any grounds, maintenance, or custodial staff were in the building where the diagnosed student was on the days and during the time frame when the diagnosed employee would have been contagious.
- Share the list of individuals with SS
- After receiving the letters for staff, Assistant Director will email the letters, blind copy, to staff impacted per direction from SS

### Direct Exposure

The school receives information that an individual has direct exposure (Less than 6 feet for more than 15 minutes cumulative) with an individual diagnosed with COVID-19. **This individual will be referred to as the Directly Exposed person (DE)**. The DE must self-quarantine for at least 14 days regardless of negative COVID test.

### Building Contact Tracing Team Expectations for Student Cases/Becky Sipes for Staff

Updated 11/5/2020

1. Inform District Health Services and Student Services Administrators and Building Contact Tracing Team of any cases ASAP. Staff directly exposed must inform Becky Sipes
2. Ensure the individual who had direct exposure (DE) is not in attendance at the school building. If the DE is in school, send the staff member home or send the student to the isolation room with his/her belongings. Enact plan to get student home safely and cannot be through using school transportation.
3. Staff will complete the District Contact Tracing form
4. Building contact tracing team will complete the Student Direct Exposure Questionnaire with parents
5. After speaking with the parent, follow up with Student Services (Christina and Mina) for next steps.
6. Monitor student's attendance based upon IDPH Guidelines.
7. Building Administration will provide the student's family/staff member with a letter with the next steps. Staff letters are provided by Becky Sipes
8. Follow up with family at day 2 and day 7 to see if the student developed symptoms or tested positive
  - a. If the student/staff develops symptoms encourage them to get tested for COVID-19
  - b. If the student test positive, call Student Services for more direction. If staff test positive, they will need to complete an updated Contact Tracing form.

### Student Services Expectations

- Review the information from the Building Contact Tracer to see if more information is needed.
- Provide building with appropriate letters and directions.

### Building Administration Expectations

- Student's family will receive a letter from Student Services with the next steps.
- Building Principal will date, sign your name, enter the first date the student can return, save as a PDF, and send to the parent/guardian
- If the student is receiving in person instruction Student Services will provide building administration with an email template to send to staff who have direct contact with the student. If during Remote Learning, no email is necessary.

### IDHP Return to school Guidance - Updated 10/10/2020

- Cannot return to school regardless of negative COVID Test.
- Must self-quarantine for at least 14 days.
- Complete symptom tracker sheets from Health Department.
- If person develops symptoms, they should contact his/her health care provider.
- Provide "Release from Quarantine" letter issued by Local Health Department.
- Can Participate in remote learning or work while out.

### Cleaning

Per the CDC no extra or specific cleaning is required for person has had direct exposure.

### Positive Case with Outside Vendors/Contractors

The department working with Outside Vendors/Contractors must determine how the vendors or contractors will inform the district if an outside employee was in the district with COVID-19

When an outside vendor/contractor shares that an individual was in our building with COVID-19, the director/supervisor must immediately inform SS, Mina Griffith and Christina Edwards

### School Closure

Plainfield 202 will follow the guidance from the local health department regarding school closures due to positive COVID-19 Cases. It is rare that a building will be fully closed. If a building is closed due to COVID-19, SS will inform Dr. Abrell, building principal impacted, Assistant Superintendents, Steve Belcher, Jason Oskorep, Tom Hernandez, and Margie Bonuchi

### Principals and Department Administrators

If the building needs to be closed, Principals or District Department Administrators must:

- Inform all students and staff of the dates the building will be closed. Sample email:
  - BUILDING will be closed until DATE. An individual who was in the building was diagnosed with COVID-19. If you were directly or indirectly exposed, you will receive a letter with the next steps. The building will reopen on \_\_\_\_\_ after a thorough cleaning based upon the CDC guidelines.
- Put a note at main door and receiving door that the building is closed until DATE

### Operations and Maintenance

- Paul will inform any outside contractors or vendors if a building is closed for a period of time and reschedule the planned work

- Jason will communicate to the entire maintenance/grounds/ delivery personnel, the time frame a specific building is closed.
- Steve will communicate to the appropriate custodians, who solely work at the building, the time frame it is closed and they are to stay home.

### Technology

- Director or Assistant Director must inform all technology staff and outside contractors or vendors that a building is closed for a period of time
- Any work that was scheduled in the building during the time frame the building is closed must be rescheduled

## Frequent Asked Questions - Updated 11/5/2020

### Who will receive letters if someone is diagnosed, directly exposed, or indirectly exposed?

Letters are sent to staff for a variety of reasons and circumstances. Each case is unique and follow up is based on the circumstances and the guidance from the local health department at the time of the situation. Currently, letters are sent in the following situations:

1. If staff or student is **diagnosed** positive for COVID-19 and were in person for school, athletics, or an activity during the window of time when they were contagious, the following people will receive a letter:
  - a. The individual diagnosed will receive their own specific letter and be required to quarantine
  - b. Anyone who was considered close contact during the time period the individual was contagious will receive a Direct Exposure letter and be required to quarantine. Close contact is within 6ft or less of the individual for a total of 15 min. in one day.
  - c. If students are in session, the entire class, group, or team that was with the individual will receive an Indirect Exposure letter if they were not considered “close contact”. These individuals do not need to quarantine
  - d. Custodians will receive a Custodial Indirect Exposure letter and do not need to quarantine
2. If staff were determined to be in **Direct Exposure** to an individual diagnosed or probable for COVID-19
  - a. The individual who was directly exposed to an individual with COVID-19 will receive a letter and be required to quarantine
  - b. Letters are not sent to anyone else if an individual is only considered Direct Exposure. This is typically for staff or students who were directly exposed out of work

### Can I self-certify if a student is sent home with symptoms?

Yes, staff can self-certify if a student is sent home with symptoms. The building contact tracing team will work with the family and monitor the student’s symptoms and response from physician and/or any follow up COVID-19 testing. Staff will be informed if they need to quarantine at a later date if the student is determined to be positive for COVID-19 and they were with staff during they time when they would be contagious.

**If a staff member (who is in person with students) has to stay home sick or due to quarantine, can they work remotely from home?**

For the first phase (students in MN programs) staff will have the opportunity to work remotely if they have to stay home sick or due to quarantine. If the staff member can work remotely but there is a need for another adult in the classroom to support students in person, building administration will try to hire a supplemental substitute to support the classroom.

**When should I complete the District Contact Tracing Form?**

Staff should complete the form ASAP if they have been diagnosed, directly exposed to someone with COVID-19, or have been in close contact with someone getting tested for COVID-19.

Staff who have been diagnosed with COVID-19 should complete the form ASAP after they receive their results. It is critical for staff to complete the form quickly if they are diagnosed in order to start the contact tracing process and to determine if any staff or students have been directly exposed and need to quarantine.

**Please visit ISBE, IDPH and CDC for up to date information and FAQs. Click on the link for more info.**

[ISBE Coronavirus \(COVID-19\) Updates and Resources](#)

[IDPH Frequently Asked Questions](#)

[ISBE Starting the 2020-2021 School Year](#)

[CDC Coronavirus COVID-19 Frequently Asked Questions](#)

[IDPH COVID-19 Exclusion Decision Tree](#)

Returning to School following a Positive COVID Case, Direct Exposure, or Symptomatic – Updated 11/5/2020

## IDPH Return to School Requirements

**According to the Illinois Department of Public Health and the Will County Health Department, an individual must quarantine/isolate until you meet the all the criteria to return in either A, B, C, or D as listed below.**

*Medical evaluation and testing are strongly recommended for all persons with COVID-like symptoms.*

A. COVID Like Symptoms	B. Physician Confirmed Condition
<p>The individual can return when ALL 3 of the below criteria have been met:</p> <ol style="list-style-type: none"> <li>1. Home for 10 days since the onset of symptoms, <b>AND</b></li> <li>2. At least 24 hours with no fever <i>without the use of fever reducing medication</i> <b>AND</b></li> <li>3. Symptoms have improved/resolved <b>AND</b></li> <li>4. (For Students) A note from Parent/Guardian documenting the ill student or household contacts are without a fever without the use of fever reducing medication and symptoms have improved.</li> </ol>	<p>If your physician has confirmed the individual has a non-COVID viral illness, the individual may return with:</p> <ol style="list-style-type: none"> <li>1. A doctor’s note explaining an individualized plan of care for your specific medical concern. <b>AND</b></li> <li>2. 24 hours fever free <i>without the use of fever reducing medication</i> <b>AND/OR</b></li> <li>3. 24 hours of antibiotic treatment for contagious infections when appropriate</li> </ol>

C. If an individual receives a Negative COVID 19 Diagnostic Test WITHIN 48 hours of symptom onset:	
<i>With clinical evaluation</i>	<i>Without clinical evaluation</i>
<ol style="list-style-type: none"> <li>1. Provide a dated Negative Nasal Swab (RT-PCR COVID-19) test result <b>OR</b></li> <li>2. Health care provider’s note indicating the negative RT-PCR test results <b>AND</b></li> <li>3. Health care provider note with:                             <ul style="list-style-type: none"> <li>• Alternative diagnosis <b>AND</b></li> <li>• Return to school date consistent with school policies for the diagnosis.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Provide a dated Negative Nasal Swab (RT-PCR COVID-19) test result <b>AND</b></li> <li>2. Stay home until symptoms have resolved.</li> </ol>

D. <u>If an individual is diagnosed with COVID-19</u>	
Parents should contact your child’s school and they will refer you to the building contact tracer. Staff should complete the District Contact Tracing Form.	
Diagnosis, No Symptoms	Diagnosis, Symptoms
<ol style="list-style-type: none"> <li>1. Home for 10 days since first positive COVID test <b>AND</b></li> <li>2. Must provide date proof of COVID test <b>AND</b></li> <li>3. Release from Isolation letter from the Will County Health Department</li> </ol>	<ol style="list-style-type: none"> <li>1. Home for 10 days since symptom appeared <b>AND</b></li> <li>2. At least 24 hours fever-free <i>without fever reducing medication</i> <b>AND</b></li> <li>3. Symptoms have improved <b>AND</b></li> <li>4. Release from Isolation letter provided by the Will County Health Department.</li> </ol>