

KEWANEE SCHOOL DISTRICT #229 RETURN TO LEARN PLAN

2020-2021

Disclaimer

Since the coronavirus pandemic began, the Kewanee Community Unit School District 229 has been working with the Illinois State Board of Education, the Bureau, Henry, & Stark Counties Regional Office of Education, Illinois Department of Public Health, Henry and Stark County Health Department, and the Office of Emergency Management of Henry County to explore all ways possible to provide education and support for District students and staff. Because of the fluidity of the virus, this plan is a flexible document that can be changed to meet new guidelines.

General Health and Safety Guidelines

- Face masks must be worn at all times (even when social distance is maintained) except when eating or outdoors when social distancing can occur.
- Designated staff will be trained on newly purchased sanitation supplies/equipment to increase efficiency and effectiveness.
- District staff and new signage will emphasize frequent hand washing and hand sanitizing and other personal hygiene.
- All students will have daily screenings prior or as soon as possible when entering school, including symptom and temperature checks; students exhibiting symptoms or fevers greater than 100.4°F will not be allowed to attend.
- Masks must be worn prior to entering and while riding a school vehicle.
- Social distancing procedures will ensure 6-foot physical distance from other persons to the greatest extent possible.

Changes to School Days & Grading

- Student attendance times will vary by building, with all schools dismissed by 2:00 pm, except for scheduled early dismissals or late starts. PreK students will follow their regular schedule of "A" students dismissing at 10:30am and "B" students dismissing at 2:30pm.
- Kewanee schools will return to the district's grading policy.
- First day of student attendance will be Tuesday, August 18th.
- Kewanee students may opt in to a Remote Learning only plan with an understanding that enrollment will be for the entire first quarter. Families must select this option no later than 4:00 pm on Friday, August 7th.
- PreK -6th grade students will be divided into two groups: "A" and "B." Students will follow a hybrid schedule of both in-person and remote learning schedules. Students will remain in their designated classroom with their assigned grade-level teacher.
- 7th - 8th grade students will be divided into two groups: "A" and "B." Students will follow a hybrid schedule of both in-person and remote learning schedules. When possible students will remain in a designated classroom for multiple periods in a row.
- 9th - 12th grade students will be divided into two groups: "A" and "B." Students will follow a hybrid schedule of both in-person and remote learning schedules.
- The chart below shows a sample school week.
- Monday will be Remote Learning for All Students.
- Students with IEPs will be considered for in-person instruction up to four days per week.

	Monday	Tuesday	Wednesday	Thursday	Friday
"A" Group	Remote Planning Day or Remote Learning Day	In-Person	Remote	In-Person	Remote
"B" Group	Remote Planning Day or Remote Learning Day	Remote	In-Person	Remote	In-Person

Health & Wellness

Social & Physical Distancing

Per Illinois State Board of Education (ISBE), in-person instruction is allowed and encouraged to return in Phase IV. However, the purpose of allowing students to attend in-person only two days per week is to assist with social distancing in the building. Social distancing means keeping a separation of 6 feet from another person. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Lunch spaces will be limited to a total of 50 students and staff at any one time.

PPE and Face Coverings

All students will be issued two masks. Students will be expected to wear masks upon entering a bus and/or school building. Students who fail to bring a mask will be issued a mask for the day. Students who consistently refuse to bring a mask will be transferred to remote learning. Students who refuse to wear a mask will not be admitted onto a bus or into a school building. Those students who refuse to keep masks on during the school day will be subject to disciplinary measures which could include exclusion from in-person instruction and the student will have to learn via remote learning five days a week.

Masks must be worn at all times in school buildings even when social distancing is maintained.

For students who are unable to wear a mask due to a medical condition, the district will work with parents/guardians and the child to determine the best method of providing instruction for that student on a case by case situation in cooperation with the student's healthcare provider.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Students and Staff must avoid touching their mouth, eyes, or nose as much as possible. Hand sanitizer will be placed in common areas throughout each building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students. It is recommended that hand hygiene is performed upon arrival to and departure from school.

Health Screenings

Parents and Staff must sign the *Self-Certifying Health Screening Form*. The questions asked of staff are:

1. Have you or anyone in the household experienced any cold or flu-like symptoms in the last 72 hours (fever, cough, shortness of breath, vomiting, loss of taste or smell or other respiratory problem)?
2. Have you or anyone in your household been in close contact with or cared for someone with COVID-19 within the last 14 days?
3. Has the employee taken any fever reducing medication within the last 24 hours in order to alleviate a fever?
4. Has the employee has a temperature greater or equal to 100.4 Fahrenheit within the last 72 hours?

The questions asked of students are :

1. Have you or anyone in the household experienced any cold or flu-like symptoms in the last 72 hours (fever, cough, shortness of breath, vomiting, loss of taste or smell or other respiratory problem)?
2. Have you or anyone in your household been in close contact with or cared for someone with COVID-19 within the last 14 days?
3. Has the student taken any fever reducing medication within the last 24 hours in order to alleviate a fever?
4. Has the student had a temperature greater or equal to 100.4 Fahrenheit within the last 72 hours?

Parents and Staff are encouraged to take temperatures at home, however, all students and staff will have their temperature taken prior to entering a building or as soon as possible.

Visitors

Visitors to the building will be restricted in comparison to past practice. Building principals will determine the amount of access visitors will have to a building. All visitors must complete a *Self-Certifying Health Screening Form* and will have their temperature taken prior to entering a building.

General Building Cleaning

The custodial staff will be cleaning commonly touched surfaces on a regular basis. Cafeteria staff will be cleaning the kitchen area on a regular basis.

The Kewanee American Job Center will be providing three additional individuals to help clean buildings after students and staff have left the building. One person will be hired to clean/sanitize the school buses. Specialized equipment has been ordered to help clean and sanitize the buildings.

The Great Dane Strength Training Center (KHS) will continue to be cleaned by staff and participants.

Busing

Buses will be limited to a total of fifty people on a bus. (49 passengers and one driver.) Weather permitting, all windows will be lowered to the appropriate level. Everyone on the bus will be required to wear a mask. The Kewanee American Job Center will provide a person to clean the buses throughout the day.

Illinois Department of Public Health (IDPH)/Henry & Stark County Health Department/Henry County Office of Emergency Management (OEM)

When assessing the health and welfare of students and staff, the District will follow IDPH guidelines. Locally, the Henry & Stark County Health Department will be providing guidance concerning the following: 1) How and who gets notified if there is a confirmed or suspected case of COVID-19 among students and/or staff, and 2) How long a person(s) must be absent from school/work.

IHSA/IESA

The District will follow IHSA/IESA rules concerning social distancing and the wearing of a mask during practice/competition. This also includes following specific rules that cover fan participation. (i.e. Seating capacity and the wearing of a mask.) Students will be expected to follow all rules concerning physicals.

Instruction

Music-Related Courses

Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds. (p. 37, *ISBE Part 3-Transition Joint Guidance*)

Driver's Education Behind-the-Wheel Instruction

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

(p. 37, *ISBE Part 3-Transition Joint Guidance*)

Physical Education, Gymnasiums, Playgrounds, Lockers and Locker Rooms

P.E. activities will allow for a 6-foot distance between students as much as possible. Masks must be worn inside during physical education class. Students may remove their mask outside if social distancing can be maintained. Hallway lockers and gym lockers will not be utilized during hybrid instruction. Students will be allowed to carry a backpack or bag with their textbooks/materials and personal belongings. Use of playground equipment will follow IDPH guidelines.

RETURN TO SCHOOL HEALTH SCREENING AND COVID-19 SICK LEAVE POLICY (STUDENTS)

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires all students and visitors to undergo a daily health screen before entering any District Building.

The District will require daily health screening for all students and visitors before entering the school building. This may be in the form of a self-certifying Health Screen Form temperature testing and screening at school, or both. This policy lays out the procedures for both options, as guidance is rapidly changing, and the District will notify parents of the screening requirements and any changes.

At Home Screening

Prior the beginning of the school year, all students must complete and submit the District's Health Screen Form (a copy attached as **Exhibit A**). This form shall self-certify that the student will monitor themselves for COVID-19 symptoms and will only come to school if the student does not have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius, is not exhibiting any of the known COVID-19 symptoms, and has not been in close contact with someone who has tested positive for COVID-19. The known COVID-19 symptoms are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

The District may also require visitors to sign a Health Screen Form.

At School Screening

1. **Prior to Entry Screening.** Prior to entry into the District building or as soon as possible, all students and visitors must have their temperature taken and may be asked questions about their health. Visitors shall have their temperature taken and may be asked questions about their health, including whether they exhibit any COVID-19 symptoms.
2. **Exhibiting Symptoms Screening.** Any student or visitor exhibiting any COVID-19 symptoms while on District property shall have their temperature taken by a school employee and asked questions about their health and symptoms.

Presenting with Symptoms

Any student or visitor exhibiting COVID-19 symptoms or who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius shall not enter District buildings and must remain at home or will be sent home.

Any student exhibiting COVID-19 symptoms cannot return to school until they have a doctor's authorization or otherwise meets the Illinois Department of Public Health and/or county health department rules and regulations.

If a student exhibits any symptoms of a communicable illness while at school, they will be immediately quarantined (to the extent possible) from other children and parents and guardians will be notified to pick them up and take them home. Students shall always be supervised, while maintaining necessary precautions, while quarantined and waiting for pickup.

Sharing of Health Information

The District may share health screening information among staff about students and visitors as necessary to protect the health and safety of students in the District. As required by law, the District will obtain consent to release any personally identifying information about a student to anyone outside of the District. A copy of the Template COVID-19 FERPA Consent Form is attached as **Exhibit B**. If a student tests positive for COVID-19 and the District determines that there is an articulable and significant threat to the health or safety of a student at the District, the District may disclose, without prior written consent, identifying information about the student to the Illinois Department of Public Health and the county health department. Additionally, the District will need to engage in contact tracing and the District will notify other parents and staff that a student has tested positive for COVID-19, but will not reveal the identity of that student without consent of the parent or unless it is absolutely necessary to protect the health or safety of students or other individuals. All disclosures of personal identifying information will be recorded pursuant to State and Federal law.

Quarantine

Individuals who have tested positive for COVID-19 or individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should follow the Illinois Department of Public Health and/or county health department rules for quarantine. Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes. Individuals cannot return to school unless they meet the criteria of this policy.

During this quarantine, remote learning for students will be available consistent with the District's Remote Learning Plan.

Adopted:

Exhibit A

Self-Certifying Health Screening Form

Student: _____

Date: _____

Grade:

I certify that I will check and monitor myself for COVID-19 symptoms on a daily basis before entering a District building, which I understand to mean answering the questions provided on this form. I certify that if any of the answers to these questions are "YES," I will contact District administration for further guidance before entering a District building.

1. Have you or anyone in the household experienced any cold or flu-like symptoms in the last 72 hours (fever, cough, shortness of breath, vomiting, loss of taste or smell or other respiratory problem)

YES NO

2. Have you or anyone in your household been in close contact with or cared for someone with COVID-19 within the last 14 days?

YES NO

3. Has the student taken any fever reducing medication within the last 24 hours in order to alleviate a fever?

YES NO

4. Has the student had a temperature greater or equal to 100.4 Fahrenheit within the last 72 hours?

YES NO

Signed:

ExhibitB

Template COVID-19 FERPA Consent Form

Disclosure of Information Protected by the Family Educational Rights and Privacy Act by
Kewanee CUSD 229 to [IDPH, Local Health Department, Close Contact Individuals]

Pursuant to the Family Educational Rights and Privacy Act ("FERPA") (20 USC §1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of post-secondary education, he or she is an "eligible student" and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

I, _____ hereby agree to allow Kewanee CUSD 229 to disclose the following personally identifiable information or education records:

- Student's name and the information that the student has a positive COVID-19 test.
- This information may be disclosed to public health officials and any staff and parents of students who had close contact with my student (were within 6 feet of my student for more than 15 minutes) in order for the District and others to take appropriate precautions and other actions to ensure the health and safety of others.

You may withdraw your consent to share this information at any time. A request to withdraw your consent should be submitted in writing and signed.

Signature of Parent, Guardian or Eligible Student

Date:

RETURN TO SCHOOL HEALTH SCREENING AND COVID-19 SICK LEAVE POLICY (EMPLOYEES)

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires all employees to undergo a daily health screen before entering any District Building.

At Home Screening

Prior the beginning of the school year, all employees must complete and submit the District's Health Screen Form (a copy attached as **Exhibit A**). This form shall self-certify that the employee will monitor themselves for COVID-19 symptoms and will only come to school if employee does not have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius, is not exhibiting any of the known COVID-19 symptoms, and has not been in close contact with someone who has tested positive for COVID-19. The known COVID-19 symptoms are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

At School Screening

1. **Prior to Entry Screening.** Prior to entry into the District building or as soon as possible, all employees must have their temperature taken. Employees will have their temperature taken and may be asked questions about their health.
2. **Exhibiting Symptoms Screening.** Any employee exhibiting any COVID-19 symptoms while on District property shall have their temperature taken by a school employee and asked questions about their health and symptoms.

Presenting with Symptoms

Any employee exhibiting COVID-19 symptoms or having a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius shall not enter District buildings and must remain at home or will be sent home.

Any employee exhibiting COVID-19 symptoms cannot return to work until they have a doctor's authorization or otherwise meets the Illinois Department of Public Health and/or county health department rules and regulations.

If an employee exhibits any symptoms of a communicable illness while at school, they will be immediately quarantined (to the extent possible) or sent home.

Sharing of Health Information

The District may share health screening information as necessary to protect the health and safety of employees in the District. If an employee tests positive for COVID-19 and the District determines that there is an articulable and significant threat to the health or safety of students or employees at the District, the District may disclose, without prior written consent, identifying information about the employee to the Illinois Department of Public Health and the county health department. Additionally, the District will need to engage in contact tracing and the District will notify other parents and employees that an employee has tested positive for COVID-19, but will not reveal the identity of that employee without consent or unless it is absolutely necessary to protect the health or safety of employees or other individuals. Unless necessary to protect the health or safety of employees or other individuals, the District shall keep employee's health information confidential.

Quarantine

Employees who have tested positive for COVID-19 or employees who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should follow the Illinois Department of Public Health and/or county health department rules for quarantine. Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes. Employees cannot return to school unless they meet the criteria of this policy.

If the employee is able, remote teaching will be expected and will be available consistent with the District's Remote Learning Plan.

Adopted:

Exhibit A

Self-Certifying Health Screening Form

Employee: _____

Date: _____

Grade:

I certify that I will check and monitor myself for COVID-19 symptoms on a daily basis before entering a District building, which I understand to mean answering the questions provided on this form. I certify that if any of the answers to these questions are "YES," I will contact District administration for further guidance before entering a District building.

1. Have you or anyone in the household experienced any cold or flu-like symptoms in the last 72 hours (fever, cough, shortness of breath, vomiting, loss of taste or smell or other respiratory problem)
YES ___ NO

2. Have you or anyone in your household been in close contact with or cared for someone with COVID-19 within the last 14 days?
YES __ NO

3. Has the employee taken any fever reducing medication within the last 24 hours in order to alleviate a fever?
YES __ NO

4. Has the employee had a temperature greater or equal to 100.4 Fahrenheit within the last 72 hours?
YES ___ NO

Signed: