



Chicago Ridge
School District 127.5

Roadmap to Reopening

**Our Guide to Reopening School
Based on Guidance from
ISBE, IDPH, & CDC**

October 2020

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Modified Physical Spaces and Space Utilization

- 1. The maximum allowable distance between students will be maintained in relation to the physical size of each place, which will be within the recommended range of 3 feet to 6 feet apart.**
 - Non-essential furniture and equipment will be removed from classrooms to maximize distance between students.
 - Students will have assigned seating and all seats will face in the same direction.
 - Some classes may utilize larger areas like libraries to maximize social distancing.
 - Only classroom teachers, support staff, nurses, required paraprofessionals, custodians, and administrators will be allowed access to the classroom.
 - Personal protective equipment will be utilized as required by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).

- 2. Plexiglass barriers will be utilized when and where their use is appropriate.**
 - Main offices will be equipped with Plexiglass barriers to shield staff from visitors that are required to enter buildings.
 - Plexiglass barriers may be used in various situations when social distancing cannot be maintained.
 - Plexiglass barriers may be used to provide services to students who are exempt from a face covering (medical, social, emotional).

- 3. Sharing of items amongst students will be minimized.**
 - Student belongings will be kept separately in individually labeled bags, storage containers or other appropriate self-contained places.
 - When necessary, additional classroom supplies will be purchased to minimize sharing of high-touch materials (i.e., art supplies, manipulatives) to a single student or groups of students at a time. If shared, materials will be disinfected between uses.
 - Each student (K-8) will have their own technology device to eliminate sharing.

- 4. Student movements will be limited to assigned restrooms and outside areas.**
 - When outdoors and six feet apart, students will be permitted to remove face coverings.

- 5. Most communal areas will be closed.**
 - Playgrounds, media centers, and other communal areas with the exception of hard surface recess areas will be closed. These areas may be utilized on a limited basis

when deemed safe and appropriate by an administrator and the appropriate cleaning and sanitizing can happen between uses.

6. Fresh air ventilation will be increased in classrooms.

- Classrooms with windows will remain open to increase ventilation when weather permits.

7. All assemblies and large gatherings will be cancelled.

- Large communal spaces will be closed and large gatherings in excess of 50 will be prohibited.

8. Access to the Health Office will be limited based on symptoms and students exhibiting COVID-19 symptoms will be isolated.

- Staff will follow new protocols for determining which medical needs warrant a visit to the health office.
- Classrooms will be provided first aid supplies to allow teachers to attend to minor health/medical needs (i.e. band aides, etc.).
- Students and staff with COVID-19 symptoms will be isolated in a quarantine setting until safely dismissed from school.

9. Hallways and building entrances/exits will be designated one-way where possible.

- Wall and floor signage will provide visual reminders of designated traffic flow and social distancing.

10. The use of student lockers and cubbies will be minimized.

- The use of lockers will be restricted as recommended by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).
- Washable personal student items/apparel will be taken home daily.

11. Widespread safety signage will be posted.

- Signage will be posted throughout buildings to remind students and staff of mandatory safety procedures.

12. Water fountains will only be utilized for filling reusable water bottles.

- Each school will be equipped with reusable water bottle fillers. Students will be trained on appropriate use of water bottle fillers.
- Students will be encouraged to bring a water bottle to school.

13. Restroom use will be designated by class and all restrooms use will be tracked and logged.

- Each classroom will be assigned a designated restroom for classroom restroom breaks. Individual restroom use outside of breaks will be logged for contact tracing purposes.

Access to School Buildings and Administrative Offices

- 1. Visitors will be prohibited during the school day to the greatest extent possible.**
 - Nonessential visitors and activities involving external groups or organizations will be restricted.
 - Allowable visitors will be restricted to the main office.
 - Drop boxes will be available in main office vestibules for material drop-off.

- 2. Mandatory IEP and 504 meetings will continue to be held remotely due to social distancing limitations whenever feasible.**
 - In-person meetings will occur as required by state and/or federal law.

- 3. Parent-teacher conferences, curriculum nights and back to school events will be held remotely.**
 - These events will be held via Zoom or telephone.
 - Some events may occur on-site but limited to small groups with appropriate social distancing.

- 4. In-person meetings at school and district offices will be held by appointment only.**
 - Only meetings required to be held in person will be scheduled. All other meetings will occur via Zoom or by telephone.

Academic and Co-Curricular Programs

1. All field trips will be canceled.

- To minimize student movements and the mixing of students, all field trips will be canceled during Phase 4.

2. Extracurricular activities will be limited to those that can maintain social distancing, limited mixing of students, and support proper health and safety guidelines.

- Most in-person extracurricular activities will be suspended during Phase 4.
 - Some extracurricular activities may shift to a remote platform.
 - Those extracurricular activities considered for in-person must maintain the social distancing and face covering requirements.

3. Athletics

- Athletics will only resume when recommended and approved by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH).
- Decisions will be made in conjunction with the South Suburban Junior High School Conference (SSJHSC).

4. Pre-Kindergarten enrollment will be limited to start the year.

- To ensure proper cleaning and space between students, there will be three sessions offered.
- Session 1: 8:10-9:40
- Session 2: 10:30-12:00
- Session 3: 1:30-3:00

Student Attendance & Health and Safety Protocols

1. Attendance will be taken daily during in-person instruction.

- Students who are sick should not attend school.
- Attendance personnel will request specific symptom reporting when parents report absences.
- Any known confirmed COVID-19 diagnoses and COVID-19 exposure must be reported if the reason for the student's absence.
- While student attendance is important, it is essential that symptomatic students do not enter school buildings.

2. All staff, students and visitors to the school will be required to wear face coverings (face masks) at all times when in school buildings with the exception of when eating is taking place and during outdoor recess.

- CRSD 127.5 has purchased washable reusable masks for students. Parents are encouraged to purchase additional washable and reusable masks that are preferred and comfortable. Students are more likely to wear the mask if it meets their personal preference.
- Teachers will be provided masks. A limited supply of disposable and/or reusable masks will be available in the event a student or staff member does not have one to use.
- School staff will work directly with parents of students who are exempt from wearing a mask (medical diagnosis or Individualized Education Plan accommodation).

3. Daily temperature checks and self-certification forms are required for daily access to school buildings.

- All students will need to provide their self-certification form and have their temperature taken before entering school buildings.
- For students riding the bus, parents will be required to fill out a self-certification form prior to the students boarding school buses.
- Staff will be required to complete online temperature check and symptom forms prior to arriving at work.
- Staff and students with a temperature of 100.4 degrees Fahrenheit or greater will be quarantined in an isolation room until they can be picked up from school.
- Parents and guardians are expected to pick up students within one hour of notification of quarantine.
- Parents must provide their school with valid emergency contact numbers of individuals available during the school day to pick up students.

4. Students and staff will receive training/education on how to prevent the spread of infectious disease.

- Training/education will include but is not limited to proper handwashing, covering coughs and sneezes, appropriate utilization of face coverings, and identification of infectious disease symptoms.

5. Frequent and proper handwashing will be encouraged throughout the school day.

- Hand sanitizing will be performed upon arrival to and departure from school, after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; upon return from recess.
- Classrooms will be stocked with hand sanitizer and where sinks are available, antibacterial soap will be supplied.
- Hand sanitizer with at least 60% alcohol will be available for use under the supervision of staff.
- Additional hand sanitizing stations will be available throughout the buildings.
- Parents will be encouraged to have their student(s) wash or sanitize their hands before arriving at bus stops or exiting.

Responding to Infectious Disease Symptoms (COVID-19)

1. Any infectious disease symptoms observed during the school day will be addressed immediately.

- Students or staff displaying symptoms of an infectious disease (COVID-19) will be immediately referred to the school health office.
- Only one student or staff member will be allowed in the health office at a single time.
- If symptoms of an infectious disease (COVID-19) are present, students will be quarantined and monitored in a quarantine room until parents/guardians pick them up from school.
- Students should be picked up within one hour of notification from the school health office.
- If symptoms of an infectious disease (COVID-19) are present in staff, they will be sent home.
- The Health Office staff will follow specific guidelines for determining which students will be sent home. Parents will receive a copy of the guidelines. Some of the symptoms include but may not be limited to:
 - Temperature of 100.4 degrees Fahrenheit or greater
 - Persistent cough that interferes with learning and is not relieved by water or a rest period.
 - Breathing difficulty not associated with an isolated asthmatic episode.
 - Sore throat or loss of smell or taste.
 - Chills, muscle pains and/or headache.

2. Areas of the school used by a symptomatic student or staff member will be closed off.

- Areas will not reopen until after they have been cleaned and disinfected following CDC and IDPH guidelines.

3. All individuals coming in close contact with a symptomatic student or staff member will be notified.

- Close contact means the individual was within 6 ft. of the individual with symptoms for more than 15 minutes.
- Any individual coming in close contact with a person who tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and monitor symptoms for 14 days.

- Individuals with close contact with a symptomatic student or staff member will receive information outlining CDD and IDPH guidelines for monitoring for symptoms.
4. **Symptomatic staff and students may not return to school unless they meet CDC and IDPH guidelines.**
 - Symptomatic staff and students who suspect they have COVID-19, whether they were tested or not, should stay home and not return to school until 24 hours have elapsed from resolution of fever without fever-reducing medication AND 10 days have passed after symptoms first appeared.
 - All symptomatic staff and students are highly encouraged to be tested for COVID-19.
 - Parents will be provided guidance to assist in determining if their student(s) should return to school.
 - Medically fragile and immunocompromised students must consult with their medical provider prior to returning to school.
 - Returning students must check in with the health office upon reentry into school.
 5. **Staff members with a confirmed case of COVID-19 will be required to report their diagnosis to their administrator as allowable under current law, labor agreements and school board policy.**
 - If unallowable under current law, labor agreements and/or school board policy, staff members will be highly encouraged to voluntarily report a COVID-19 diagnosis.
 - Employee confidentiality will be maintained as required by the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.
 6. **Parents/guardians of a student with a confirmed case of COVID-19 will be highly encouraged to voluntarily report a COVID-19 diagnosis.**
 - Student confidentiality will be maintained as required by the Americans with Disabilities Act, the Family Education rights and Privacy Act, state law and the Illinois School Code.
 7. **Local health officials will be notified of any known confirmed case of COVID 19.**
 - The school district will notify the Cook County Department of Public Health of any known confirmed cases of COVID-19 within any school or district administration building.

8. The school district will coordinate with local health officials to determine if and what extent the school must be closed.

- The school district will follow recommendations from local and/or state health officials' recommendations for the scope (single classroom quarantine, multiple classroom quarantine, single school closure, multiple schools closes, entire district closures) and the duration (days, weeks) of school closures.
- In cases where groups of students must quarantine, Remote Learning will be implemented.

9. Schools will communicate to their respective school communities any known confirmed cases of COVID-19.

- Building principals will notify their school communities of known confirmed cases of COVID-19 via the school district's electronic notification system and the scope and duration of any classroom quarantines or school(s) closures.

10. Individual classrooms, identified areas within a school or entire school buildings will be cleaned and disinfected thoroughly prior to re-opening.

- Any areas used by a staff member or student with a confirmed case of COVID-19 will be immediately closed off until proper cleaning and disinfecting procedures have been completed.
- The school district will follow all CDD, CCDPH, IDPH and ISBE recommendations for sanitizing schools prior to re-opening.

Transportation

1. Symptom checks will be required.

- Students will be required to show the bus driver and/or a staff member their symptom check certification form, filled out prior to boarding the bus.
- It is critical that an adult be at the bus stop with students to ensure they have their forms and can board the bus safely.

2. Bus capacity will be limited to 50 occupants.

- Bus riders will practice social distancing to the greatest extent possible and be required to wear masks.

3. All students will be assigned a seat.

- Siblings or students residing together in the same home may be assigned seats without social distancing.

4. Students will be encouraged to practice social distancing at bus stops.

- Students will receive education on maintaining social distancing at bus stops.
- Parents will be encouraged to monitor their student(s) social distancing practices at bus stops.

5. Bus drivers and students will be required to wear face coverings while occupying the bus.

- Any other employee who may be assigned to assist on a bus route will also be required to wear a face covering.
- School staff will work directly with parents of students for whom wearing a face covering is exempt (medical, social, emotional).

6. Windows will be open as weather permits.

- To increase fresh air flow during operation, bus windows will be open as weather permits.

7. Buses will be sanitized to the greatest extent possible.

- Buses will be fully disinfected nightly.

8. Families are encouraged to drive students to and from school when possible.

Cleaning and Disinfecting Protocols

- 1. The school district will follow all recommendations from Centers for Disease Control and Prevention (CDC), Illinois Department of Health (IDPH) and the Illinois State Board of Education (ISBE) for cleaning, sanitizing and disinfecting equipment, classrooms and buildings.**
 - The school district will utilize cleaning products that are known to combat COVID-19 and are approved by the United States Environmental Protection Agency (EPA) for safe use in school.

- 2. Cordless electrostatic sprayers for quick and effective infection control will be utilized as recommended.**
 - Sprayers will be used when students are not present in school buildings.
 - Sprayers reduce the amount of time required to disinfect an area.
 - Sprayers will not replace other effective cleaning practices such as wiping down high touch areas.

- 3. Classrooms and restrooms will be sanitized throughout the day.**
 - Frequently touched classroom surfaces and restrooms will be cleaned and sanitized throughout the day. Between the AM/PM classes, classrooms will be sanitized including each student desk and chair.

- 4. Frequently touched surfaces will be cleaned and sanitized frequently throughout the day.**
 - Frequently touching surfaces including but not limited to doorknobs will be cleaned and sanitized throughout the school day.

- 5. All schools and the district office will be disinfected nightly.**
 - Sanitation procedures per recommendation from Centers for Disease and Prevention (CDC) and Illinois Department of Public Health (IDPH) will be followed nightly to disinfect schools prior to use the next day.