



Berwyn South School District 100

District 100 Transition to Hybrid – Health & Safety

When it is determined District 100 can transition to hybrid learning, the district will implement a four-phase transition, with students initially attending half-days in person two days per week and remotely three days per week. During each phase, we will increase the number of students attending in a hybrid format. For more information on the hybrid model, please visit our website.

In **Phase 1**, students in select special education programs, preschool, kindergarten, and first grade students will begin the hybrid model. In **Phase 2**, 6th grade will begin, in **Phase 3** 2nd, 3rd, and 7th grades will begin, and in **Phase 4**, 4th, 5th, and 8th grades will begin (outlined below and in more detail on our [website](#)). Start dates from Phase 1 and each subsequent phase are tentative and will be dependent on community spread metrics, communication with local health officials, and other considerations based on district operations.

Phase 1 TBD – January, 2021	Phase 2 TBD	Phase 3 TBD	Phase 4 TBD
<u>Hybrid</u> Special Programs Preschool Kindergarten 1st Grade	<u>Hybrid</u> Special Programs Preschool Kindergarten 1 st Grade 6th grade	<u>Hybrid</u> Special Programs Preschool Kindergarten 1 st Grade 6 th Grade 2nd Grade 3rd Grade 7th Grade	<u>Hybrid</u> Special Programs Preschool Kindergarten 1 st Grade 2 nd Grade 3 rd Grade 6 th Grade 7 th Grade 4th Grade 5th Grade 8th Grade
<u>Remote</u> 2 nd grade – 8 th grade	<u>Remote</u> 2 nd – 5 th 7 th & 8 th	<u>Remote</u> 4 th – 5 th 8 th	

We are committed to starting on a path that gradually brings students and staff back to full in-person learning safely, while maximizing our ability to meet the needs of students in a remote setting. Staff and some students will be accessing our buildings during remote learning and during hybrid and full in-person learning, all students and staff will be back in our schools. Our current plan is based on Phase 4 Guidance and decisions about moving through the three

phases of our plan will be made in partnership with local health officials. This document outlines the safety guidelines for District 100's back to school plan.

District 100 has established protocols and procedures to maintain a safe and healthy environment utilizing guidance from Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH) and Cook County Department of Public Health (CCPDH). During Phase 4 of the Restore Illinois Plan, all schools will implement the following requirements outlined by ISBE & IDPH for all PK-12 schools.

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; a
- Require an increase in schoolwide cleaning and disinfection.

Face Coverings & PPE

District 100 will ensure that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, and that all staff are trained on the proper use of PPE and health and safety guidance and prevention.

Guidance from ISBE and IDPH requires "all individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they have a medical contraindication, are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distance is maintained. It is recommended that schools require physicians notes for students and staff who are not able to wear a face covering."

District 100 requires all staff, students, and visitors wear face coverings while in school buildings and on school buses. One mask will be provided by the District for each student and staff member. Additional face coverings for students must be provided by families.

When selecting a face covering, staff and students should make sure

- the mouth and nose are fully covered.
- the covering fits snugly against the sides of the face so there are no gaps.
- your student does not have any difficulty breathing while wearing the face covering.
- the face covering can be tied or otherwise secured to prevent slipping.

- the face covering is replaced daily. For cloth face coverings, washing after each use is recommended.

Face shields may not be used in lieu of face masks, but will be provided to staff members who wish to use them in addition to face masks.

Face coverings may be removed when individuals are eating and/or drinking in spaces where they can effectively social distance and when outside and social distance is maintained. Staff members alone in their classrooms or offices with the door closed may also remove masks.

Hand Hygiene

Appropriate hand washing hygiene will be taught and reinforced, including washing hands with soap and water frequently. Bathrooms will have proper supplies and extra time will be allowed throughout the day for hygiene practices. Soap, paper towels, hand sanitizer, and tissues are available for all students throughout the school (classrooms and common areas). Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer will be used. Hand sanitizer stations will be available in classrooms and common areas and signage to reinforce effective handwashing techniques will be visible in bathrooms and in classrooms with sinks. Students and staff will be encouraged to sanitize or wash hands frequently throughout the day, including upon entering the building, after blowing one's nose, coughing, or sneezing, following restroom use, and before and after eating.

Social Distancing

Social distancing procedures to ensure six-foot physical distance, to the greatest extent possible, will be in place for all students, staff, and visitors to buildings.

When District 100 transitions to a hybrid model, the following procedures will be in place and communicated by each school. Procedures may be adjusted to ensure the health and safety of students based on the needs of individual schools.

Arrival and Departure

- Upon arrival at designated times students will go directly to their classrooms.
- A designated route for entry and exit will be established.
- Staff will supervise entrances and exits to ensure social distancing.
- Face coverings must be worn during entry and exit.
- Hand sanitizer will be available at entry/exit points.
- Social distancing markers will be visible.

Classroom Space

- Classroom occupancy will be limited to ensure social distancing
- Student seats will be physically distanced from one another.
- Social distancing markers will be visible.

Non-Classroom Spaces

- When outside, students can remove masks when six-foot physical distancing is maintained.
- Hallway capacity will be limited
- Face coverings and social distancing will be required in all common areas
- Passing periods will be scheduled to ensure social distancing is maintained to the greatest extent possible.
- Bathroom breaks will be structured to minimize the number of students in bathrooms and hallways.
- Water fountains will be turned off - water bottle fill stations will only be available.
- Social distancing markers will be visible.

A summary of health and safety protocols in classrooms, common areas, and on buses is highlighted in the chart below:

Phase 4: Return to In-Person Learning Guidance Health & Safety Protocols			
Classrooms	Hallways/Lockers Common Areas	Lunch/ Food Service	Bus Transportation & Arrival/Dismissal
Face coverings required at all times	Face coverings required at all times	Whenever possible, students eat in classrooms	Face coverings required at all times
Six-foot social distancing, to the greatest extent possible	Six-foot social distancing, to the greatest extent possible	Limit number of students or staff in lunchrooms to 50	Limit number or students/staff on a bus to 50
Assigned seating	Limit number or students/staff in hallways at a time	Hand washing before meal service	Signage and visual guides for social distancing
Tables separated for social distancing	Students remain in classrooms, staff rotate whenever possible	Alternate schedules and/or add meal times to adhere to capacity limits	Assigned seating for students
Open windows for increased ventilation		Stagger classroom release	Seating arrangements/social distancing may be

No shared devices or supplies	Supervision for restroom entrances to ensure limited numbers	Meals individually plated – no buffets, salad bars, sharing of food	adjusted for students in the same family
Built-in hand washing/hand sanitizing breaks	Social distancing signage in hallways, restrooms, and common spaces	Use disposable utensils	Clean and disinfect buses between routes
Students remain in one classroom space as much as possible	Marked, one-way paths on floors	Cleaning and disinfecting areas between groups or immediately following meals	More frequent routes will be necessary
Remove soft furniture that can't be properly disinfected	Remove hallway furniture	Ensure 6-foot distancing, since face coverings won't be possible	Temperature checks for drivers, monitors, and students before boarding
Signage for walls and floors to ensure safe social distancing practices	Suspend shared lockers and limit use of lockers to every third locker	Ensure same protocols for snacks	Staggered start and end times to limit number of students entering or leaving buildings at the same time
No outside visitors/volunteers	Use bottle fill stations and turn off bubblers when possible		Assigned entrance/exit doors for students

Symptom Screenings

IDPH currently requires daily symptom screening and temperature checks for students, teachers, and visitors. Staff members and on-site students will self-certify each morning before entering the building using the Raptor self-certification tool. Access to buildings will be limited to visitors, but if access is required, visitors will be asked to complete a self-certification form and complete a temperature check before being admitted to the building.

During remote learning, parents of students entering the building will be asked to complete a symptom checklist each morning and students will have their temperature checked upon arrival. In addition, parents will be asked to report if their child or anyone in their family has been in close contact with, been diagnosed with COVID-19. Families should notify the school nurse immediately if students have been diagnosed or have been in close contact (within 6 feet for more than 15 minutes) of someone with COVID-19.

COVID-like symptoms during school

Anyone at school who shows symptoms will be immediately separated from the rest of the school population. All schools will designate a safe area to separate anyone experiencing COVID-19-like symptoms. Students will never be left alone and will always be supervised while maintaining necessary precautions. When interacting with students or staff who may be sick, school nurses will wear proper PPE, including masks, gowns, and gloves.

Individuals who are presenting with symptoms will be sent home with a recommendation to see their health care provider. In accordance with state and federal guidance, students who are sick cannot return to school until they have met criteria to return. District 100 will follow the CDC and IDPH guidelines; students who were suspected of having COVID-19, whether they were tested or not, must be fever free for 24 hours without fever-reducing medication and 10 days must pass after symptoms first appeared. Students will be provided with access to instruction via remote learning.

District 100 will implement following protocols based on recommendations from the CDC:

COVID-19 Test Results Pending: A student or staff member that has been tested for COVID-19 should not return to school until notified of their results.

Positive COVID-19 Test: A student or staff member who tests positive for COVID-19 will need to remain at home based on CDC guidelines. A parent or staff member should notify the school nurse if their child tests positive, so basic contact tracing can be initiated and the health department can be contacted. A positive test requires the student or staff member to quarantine at home for at least 10 days from the onset of symptoms, 24-hours with no fever without the use of fever reducing medications, and improved symptoms (cough, shortness of breath, etc.).

Negative COVID-19 Test: A student or staff member who tests negative for COVID-19 may return to school once they have been fever free for 24 hours, without taking fever-reducing medication, and symptoms have improved. If a student or staff members was a close contact of an individual who tested positive for COVID-19, they still must quarantine for 14 days, even if they receive a negative test result.

Close Contact of COVID-19 positive Individual: A student or staff member considered to be a close contact (less than 6 feet for more than 15 minutes) of an individual that has tested positive for COVID-19, may not attend school for at least 14 days from last contact with the individual.

Other diagnosis (not COVID): A student or staff member who is diagnosed with an alternate clinical diagnosis or laboratory confirmed condition (norovirus, strep throat, etc.) should follow provider directions/treatment and return to school per recommendations from their physician. Individuals must be fever free for 24 hours, without taking fever-reducing medications.

Students and staff returning from illness from COVID-19 should check in with the school nurse following isolation/quarantine. Teachers or office staff will notify the school nurse as soon as the student is present.

District 100 will contact CCDPH when notified of any positive COVID-19 cases. Notification of close contacts will be determined and communication protocols will be implemented based on guidance from health officials. A general notification of a case in a school will be sent to staff and families. Anyone determined to be a close contact will be contacted directly to discuss quarantine protocols.

Visitors

In an effort to help reduce opportunities for the virus to enter our schools, District 100 will limit the individuals entering our buildings to staff and essential visitors. Parent meetings, including IEP and 504 meetings, will be held virtually whenever possible. Essential visitors to our buildings will be required to wear face coverings at all times and will need to complete a temperature check and symptom screening. No volunteers will be allowed in classrooms at this time.

Cleaning & Disinfecting

Frequent cleaning and disinfecting of buildings will take place during school hours and a more thorough cleaning will be conducted when students and staff have left for the day.

- Increased routine cleaning will be implemented, especially of frequently-touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, hand rails, etc.
- Classroom spaces will be cleaned and sanitized daily when students are in session.
- Classrooms will be supplied with hand sanitizer and sanitizing wipes so surfaces can be wiped down before and after eating or as needed throughout the day.
- Buses will be sanitized after each route

Ventilation

- School buildings in District 100 have a variety of different HVAC configurations.
- HVAC systems have been operating on regular schedules since the start of the school year to ensure proper airflow and functioning.
- HVAC schedules have been adjusted to start earlier in the day to allow flushing of fresh air into schools.
- We have increased natural ventilation by opening windows to allow for fresh air as much as possible.
- Systems are set to draw in additional outside air.
- Filter changes have been increased to monthly and coils and the interior of air handling units have been cleaned.
- Air filtration machines are being introduced in buildings as necessary.