

# Aviston District #21 Reopening Plan



**Fall 2020-2021**

Approved July 15, 2020

## Summary

Aviston Elementary District #21 has prepared educational plans and operational protocols based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the state's five-phase reopening plan, Restore Illinois.

Over the summer the district administered a survey to all parents in the district in which they could provide feedback about the reopening of school. District leaders also met with teachers, staff members and community members to gain additional feedback on the best course of action for the reopening of the building for in-person student instruction.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the State of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. While school will look very different, the district's commitment to providing a first class education to our students remains the same.

**Note: protocols outlined in this guide are subject to change as guidelines from the national, state and local levels evolve. Executive orders from the Illinois Governor or guidance by the Illinois Department of Public Health and the Illinois State Board of Education take precedence over any Aviston Elementary School District #21 decisions or plans.**

# RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

## Phase I: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in remote learning according to the district remote learning plan.

## Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in remote learning according to the district remote learning plan.

## Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in a space is permitted. This means:

- Most students and staff engage in remote learning.
- Students in some special education programs may return to the building for learning.

- Staff is on site as required.
- The district follows IJHSAA and IESA guidelines for athletics.

## **Phase 4: Revitalization**

During this phase, social distancing guidelines are in place. Gatherings of 50 people or less in a space are permitted. This means:

- All students and staff are on site, with the option of remote learning for some with health concerns noted by a physician.
- The district follows IJHSAA and IESA guidelines for athletics.

## **Phase 5: Restored**

During this phase, school resumes as “normal” with new public health guidelines in place.

## **On-Campus Protocols (Phases 3 and 4)**

The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus. Aviston District #21 has divided these protocols into six categories:

- Health and Wellness
- Instruction
- Transportation
- Operations
- Human Resources
- Communications

## **Health and Wellness**

### **Social and Physical Distancing**

Aviston District #21 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and

staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school building and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom line, hallways, recess lines, library, cafeteria).

Bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. will be staggered to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing.

## **PPE and Face Coverings**

Aviston Elementary understands physical distancing will not be possible for all circumstances. All individuals in the school building must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated or otherwise unable to remove the cover without assistance. A physician's note must be on file in the main office to exempt an individual from wearing a face covering. Face coverings do not need to be worn outside if a social distance of six (6) feet is maintained.

The State of Illinois is planning to provide each student and staff member with one reusable face mask and Aviston District #21 will provide an additional reusable face mask for every staff member. It is recommended that students and staff obtain their own face covering that they find comfortable while in use. Aviston will keep a small supply of disposable face masks in the event that a staff member, student or visitor does not have one for use. **Employees and students may use their own face covering.**

## **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. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout the building along with signage reminding everyone of the need for proper hand hygiene.

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; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal.

## Training

Each staff member will be required to complete safety training related to Aviston District #21's physical distancing, face covering and hand hygiene procedures. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

## Health Screenings

Only students and staff who are healthy should report for in-person learning. Students transported by bus will undergo temperature checks when boarding. **All students will be screened by temperature checks before entering the building for the attendance day. All staff members will self-certify that they are symptom free when reporting to work.**

Students and staff are encouraged to stay home when not feeling well and must not attend school if the following symptoms of COVID-19 are present:

- Cough
- Fatigue
- Fever or Chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting

- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area in the building, notifying office personnel immediately.

Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify district administration immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

## **Visitors**

If at all possible, the outdoor dropbox and entryway should be utilized for the pickup or dropoff of materials to limit excess in-person interaction and possible viral exposure in the main office.

Visitors must be restricted to authorized personnel only. Authorized personnel include all employees of the school district and providers of contracted services or programs (repair contractors, therapists, social workers, etc.) for the district.

Higher discretion will be given while inviting visitors to school. Visitors must wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check and self-certification process. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general to maintain physical distancing. This will be in addition to the regular sign-in procedures.

All visitors entering the building must review a symptoms checklist, have their temperature taken and will complete a self-certification document upon entrance to the office.:

## **Pre-Kindergarten (PK) Classroom Guidance**

- Clearly mark classroom areas to show where to sit, stand or line up for six feet spacing, if possible.
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Sanitize hands whenever anyone enters the classroom
- Clean classrooms after each use and disinfect frequently touched surfaces
- Review student pick up and drop off procedures to ensure social distancing

## **Kindergarten - Grade 4 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line up for six feet spacing, if possible.
- Stagger transition times and review schedules to promote social distancing
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Encourage hand washing throughout the day
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily and disinfect frequently touched surfaces regularly throughout the day.
- Teachers will be rotating between classrooms to avoid cross-contamination of areas by students.

## **Grades 5 - 8 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line up for six feet spacing, if possible.
- Stagger transition times and review schedules to promote social distancing

- Encourage hand washing throughout the day
- Sanitize hands whenever anyone enters the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily and disinfect frequently touched surfaces regularly throughout the day.
- Teachers will be rotating between classrooms to avoid cross-contamination of areas by students.

## **Hallways, Main Office, and Common Areas**

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms and common areas
- Access to the building is limited to school personnel. Visitors are restricted to the main office area.
- Clean/sanitize high touch areas throughout the day

## **Cafeteria**

- Maintain six feet physical distancing when possible
- A meal procedure plan will be developed by cafeteria staff and administrators
- Clean cafeteria surfaces and tables after each use
- Require staff and student face coverings (if not eating)
- Students receiving the school lunch will eat in the cafeteria
- Students bringing their lunch will eat in the multipurpose room and/or the art room
- Students with allergies will be able to eat in a small group setting in a classroom

## **Restrooms and Water Fountains**

- Maintain six feet physical distancing when possible
- Limit the number of students using the restroom
- Require face coverings for staff and students

- Clearly mark areas to indicate safe distancing
- Display clearly visible signage reminding everyone of physical distancing, face coverings and hand hygiene
- Schedule/coordinate restroom and handwashing breaks
- Clean/disinfect high touch areas throughout the day
- Assign restrooms to student groups when possible.
- Water fountains will not be available for direct use. Students will have a personal water bottle and may fill it at water fountains.

## **Shared Objects**

- Students and employees are restricted from the borrowing or sharing of any items, unless properly cleaned and sanitized between use.
- Electronics (Chromebooks, computer peripherals, etc.) should be assigned to specific students and cleaned before and after use
- Students and staff should perform hand sanitation between use of shared objects

## **Preparing for When a Student or Staff Member Becomes Sick**

### **If Individuals Become Sick Outside of School:**

Aviston Elementary School District #21 will clearly communicate with all families and staff members that any individual who tests positive for COVID-19, or who shows signs or symptoms of the illness, should stay home. Families and staff should also report possible cases to the school to initiate contact tracing.

Currently known symptoms of COVID-19 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.

Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with district administration and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

### **Returning to the School Building After Illness:**

Aviston District #21 will utilize a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for student who were suspected of having COVID-19, whether they were tested or not, state that:

- 24 hours must elapse from the resolution of fever without fever reducing medication
- AND-
- 10 days must pass after symptoms first appeared.

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. School administration may request a physician's note ensuring that the individual is cleared to return to school.

Students or staff returning from illness related to COVID-19 should call to check in with the main office following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, 911 will be called.

#### **If an Individual Becomes Sick While at School:**

When interacting with students or staff who may be sick, school personnel should follow CDC guidance on standard and transmission based precautions. Students should be supervised/monitored while maintaining necessary precautions.

Close off any areas of the school used by a sick person and do not use these areas until proper cleaning and disinfection procedures have been completed. If possible, open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting. If 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc. used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and monitor symptoms for 14 days. **Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes.** Additional cleaning

and disinfecting is not necessary if more than seven days have elapsed since the person who is sick visited or used the area.

## School Closure Plan

Aviston District #21 must be prepared for a possible closure, regardless of community spread, if an infected person has been in the school building. If a verified case of COVID-19 has been in the building, the Clinton County Health Department and other pertinent health officials will be immediately involved in directing the next steps of action which may include a school closure for varying amounts of time.

- **Short-Term Closure (2-5 days)** - A short-term closure may be necessary after a risk assessment and guidance by local health department professionals establish a need for cleaning/disinfecting and contact tracing. During this time, instruction will shift to the remote learning format until health officials have approved the reopening of the building.
- **Long-Term Closure (>5 Days)** - If local health officials conclude that there is a substantial risk to the health and safety of students and staff, a long-term closure will be implemented. During this time, instruction will shift to the remote learning format until health officials have approved the reopening of the building.

### **Building-Level Metric for Determining Change in Instructional Mode:**

**Approved and Updated 9/16/20**

In cooperation with the Clinton County Health Department, Aviston Elementary School is implementing a building-level metric for determining if changes to the mode of instruction are required due to the overall health of the students and staff..

If Aviston Elementary School has a 10-day average of more than 10% of our students or 10% of staff placed into quarantine due to either a positive COVID test or exposure to an individual who has tested positive for COVID-19 along with our total of students who have chosen the remote learning option, the district will make adjustments to the learning environment, implementing a hybrid format of instruction.

10% of our student and staff population equals 39 students or 4 staff members. This is an average over the span of 10 school days or roughly two weeks. One or two days of numbers over the threshold will not change the mode of instructional delivery.

The hybrid form of instruction would consist of the following:

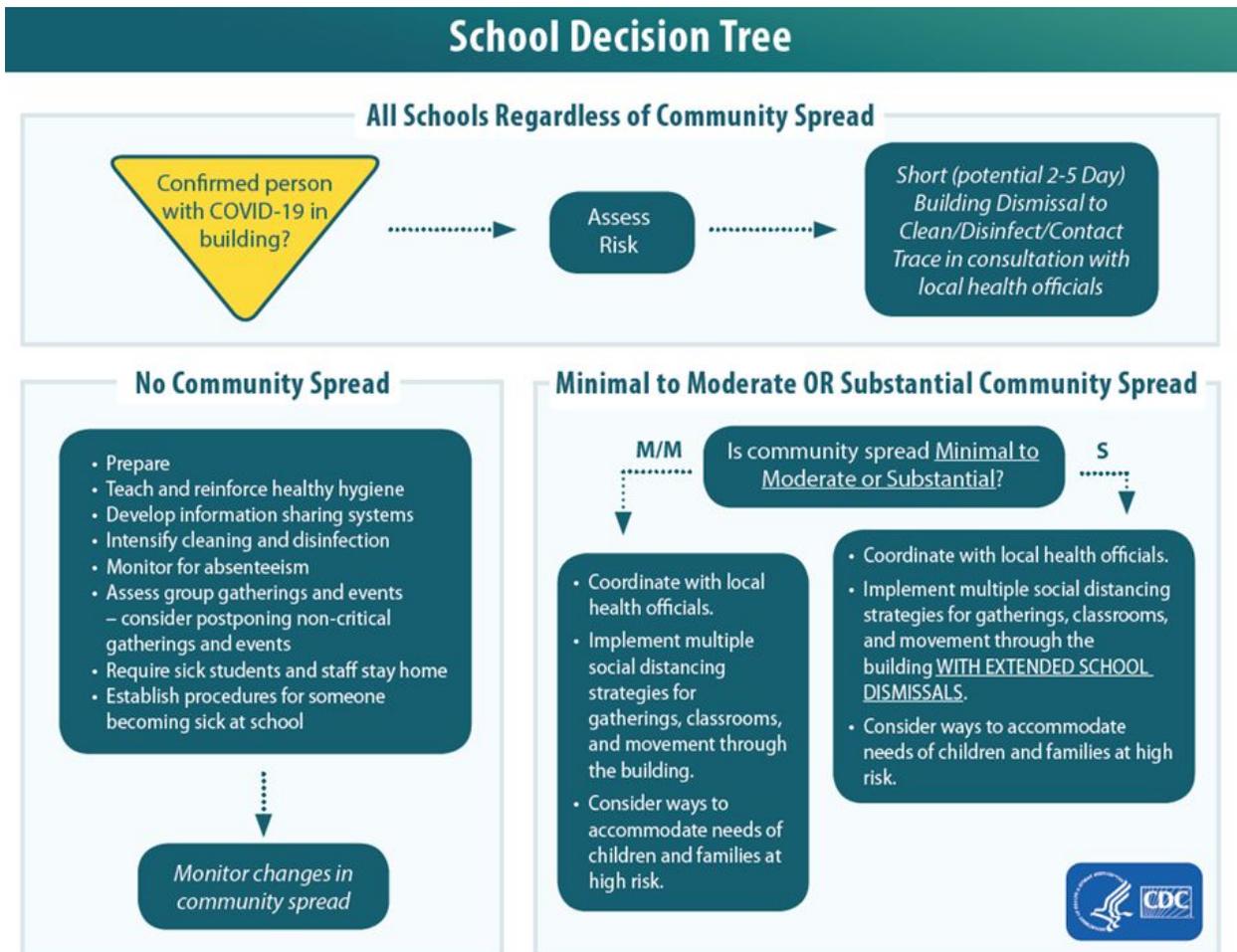
- All Pre-K through 4th Grade students will attend Monday through Friday for the full day.
- 5th - 8th Grade students will have half of their students attend on “A/B Days” according to last name. “A Days” would be on Monday and Wednesday for the full day. “B Days” would be on Tuesday and Thursday for the full day.
- All 5th-8th Grade students will have fully remote instruction on Fridays.
- All students with IEPs will attend school in-person Monday through Friday to receive educational and therapy services. If a 5th-8th grade student wishes to attend for only their service time on the remote days, parents/guardians may drop off/pick up the student during the school day for the service sessions.

If Aviston Elementary School has a 10-day average of more than 20% (78) of our students or 20% of staff (8) placed into quarantine due to either a positive COVID test or exposure to an individual who has tested positive for COVID-19 along with our total of students who have chosen the remote learning option, the district will enter the full-remote learning mode.

In both the hybrid and full remote mode of instruction, daily health tracking will need to be completed from home in order to determine when levels have reached a point for students to return to in-person learning in the school building.

State-issued directives from the Governor’s Office, Illinois Department of Public Health and Illinois State Board of Education take precedence over any district-level metrics or decisions.

The CDC recommends the following procedures regardless of the level of community spread:



## Cleaning and Disinfecting Procedures

In addition to the routine daily cleaning procedures, frequent disinfecting of high-touch surfaces and commons areas will be performed throughout the school day.

High touch surfaces include:

- Door handles and doors
- Railings
- Bathrooms
- Desks, tables and countertops
- Chairs
- Light switches
- Shared computer equipment

- Playground equipment

All classrooms will be equipped with an EPA-approved disinfectant and staff are instructed to disinfect high-touch surfaces between use throughout the school day. Efforts will be made to limit the number of shared surfaces and equipment between students.

At the end of each school day, classrooms, common areas, the main office, the staff workroom and high-touch surfaces will be disinfected with an EPA-approved disinfectant by custodial staff.

Custodial staff and anyone assisting in disinfection processes will be provided with nitrile gloves and appropriate PPE. Training will include following disinfectant label directions, allowing the required wet contact/dwell time, keeping disinfectants out of the reach of children and safety precautions when using disinfectants.

## Instruction

Aviston District #21 has developed an instructional plan to allow for a return to in-person learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

### **Safety Education for Students**

Students will be receiving grade level appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school.

### **Learning Transition/Meeting Students at Current Learning Levels**

A learning transition plan will be in place for all students to identify any deficiencies that the spring school closure may have caused. The transition plan will consist of diagnostic academic testing to identify specific areas of concern for each student. The

identified areas will be targeted for small group or individual instruction through the Response to Intervention (Rtl) Program and the Title I Program.

## **Remote Learning** (Updated 7/23/20 per ISBE guidance)

When surveyed about returning to school during the development of this plan, 97% of Aviston Elementary School parents wanted to return to a full day of in-person instruction for their children. With this information and the ability to return with strong safety measures in place, the school has prioritized its resources to return to full day in-person instruction.

The school will work closely with parents and the students to determine if there is a need for an alternative to in-person instruction. Aviston District #21 will consider remote instruction for any student at the request of their parent/guardian. Parents should contact the main office if they would like more information about remote learning and what it entails.

Remote instruction will initially consist of receiving daily work from the classroom teacher through a remote learning liaison, such as a paraprofessional teacher's aide. Remote instruction is currently planned as archived recordings of classroom instruction with the ability for students to review the instruction after teachers have posted links to the videos. Instruction for remote learners may be delayed to allow teachers time to post content. Efforts will be made to include remote learners in occasional activities to interact with the in-person learners. Parents must be understanding that teaching in two modes and posting content poses a challenge for teachers and should exercise patience.

Students working in the remote format will continue to be subject to the district grading criteria similarly to students receiving in-person instruction. A Remote Learning Agreement will need to be signed and filed with the main office with the understanding that a commitment until the end of the 9-week grading period is required for remote learning.

Should a family need to have the remote learning option due to COVID-19 positivity, quarantine or self-isolation, the student may return to in-person learning immediately when released by a healthcare provider.

## **Social and Emotional Learning (SEL)**

An increase in SEL curricula will be implemented in each classroom with an intentional focus on student emotional health as it relates to the impact of COVID-19. Students will have continued support from the contracted district social worker, with an increased focus on the effects of the COVID-19 impact on students.

## **Music-Related Courses**

Music education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing outdoor spaces when possible. Larger indoor spaces (cafeteria and multi-purpose room) have been reserved for the allowance of social distancing when outdoor instruction is not possible.

Music class will be taught in the regular classroom to avoid cross-contamination in the music room by multiple class usage.

Band and chorus instruction will also utilize outdoor spaces when possible and students will receive instruction in smaller sectional groups with adequate social distancing.

It is permissible for band members to remove their mask during the time they are playing, but only if necessary.

## **Physical Education**

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, outdoor PE activities that allow physical distancing will be utilized. If physical education must be taught inside a combination of the gymnasium partition, place markers, etc. will be used to maintain distance between participants.

Activities that promote the use of individual equipment (hula hoop, juggling balls, etc.) or activities that are individualized (yoga, no-touch obstacle course, etc.) will be the focus of PE instruction. All equipment will be properly disinfected after use.

## **Extracurricular Activities**

Extracurricular activities must follow the IDPH requirements for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space and cleaning/disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the SIJHSAA.

## Special Needs

Aviston Elementary School understands the impact COVID-19 has had on our students with special needs. Timelines for annual IEP meetings and required evaluations will continue to be maintained. Should in-person instruction be limited if there is a return to Phase 3 or a short-term building closure is necessary, every effort will be made to work with parents, students, special education personnel and administrators to find a system to continue in-person instruction for students requiring direct instruction from a special education teacher. ISBE guidelines will direct the scope of services for special education.

## Transportation

The Illinois State Board of Education has set the following guidelines for individuals riding a bus:

- All individuals must wear a face covering
- No more than 50 individuals should be on a bus at one time
- Social distancing must be maintained to the greatest extent possible.
- Students must undergo symptom and temperature checks when boarding the bus

Aviston Elementary District #21 is working closely with the district transportation contractor to ensure procedures are in compliance with all applicable expectations under state and federal guidelines.

Seating on buses will allow for as much social distancing as possible, with the allowance for students who live in the same household to be seated together or in close proximity.

It is recommended that any family with the ability to transport their child(ren) to school do so. This will help to eliminate the need for mid-route drop-offs to the school once bus capacity limits are reached. It will also help in limiting long lines during the check-in process as students enter the building.

The school building will open at 8:00 am to reduce the need to have waiting areas for students before school begins. It is recommended that students enter the building at 8:15 am and report directly to their classroom if possible.

Before-school waiting areas will be limited to no more than 50 people, with six feet of physical distance between students from separate households.

## Operations

### Food Services

Additional seating areas have been established to accommodate group number limitations and social distancing requirements according to ISBE guidelines.

Students that are being served a cafeteria lunch will eat in the cafeteria. If a student brings their lunch to school, they will be seated in the multipurpose room or art room. Students with allergy concerns will have a specific plan according to their needs developed between parents and school administration.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items. Hand sanitizer will be available at food service locations. Mealtime expectations and training will be shared with students and staff as a part of the beginning of school safety curriculum.

If a return to Phase 3 or remote learning mode of instruction occurs, meal services will continue to be provided for all students.

### Facilities

Sanitation, hygiene and PPE supplies have begun to be ordered and stockpiled for employee access. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle filling stations
- Handrails
- Light switches
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces will be cleaned on a regular basis. Restrooms, hallways, cafeteria and high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be avoided if possible, but disinfected daily when used.

## **Health Office**

A supervised quarantine space will be available near the main office for students/staff who are experiencing COVID-19 like symptoms and may be awaiting pickup. The space will be disinfected thoroughly after it is occupied by a student and deep cleaned daily.

Appropriate PPE (gloves and face coverings) will be provided to administration and staff designees interacting with individuals exhibiting COVID-19 symptoms. PPE should be used in conjunction with proper hand hygiene and standard precautions.

Arrangements will be made for students requiring minor first-aid (ice packs, band aid, etc.) to receive treatment in the classroom or an alternate setting.

## **Recommendations for Families**

- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick with any illness symptoms.
- When reporting illness absences, be sure to report if your child:
  - Is a close contact with someone with a positive COVID-19 test
  - Has signs of coronavirus
  - Has been diagnosed with coronavirus

- Has been diagnosed with influenza (respiratory flu).

### **What to expect if there is a confirmed case of COVID-19 in the school:**

- We will immediately notify local health officials. They will determine the course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home, isolate and be alert for symptoms of COVID-19.

### **Returning to school after having coronavirus:**

- Please call the school prior to return to receive clearance from administration. A physician's release will be needed to return to school.
- Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have two negative COVID-19 tests in a row, with testing done at least 24 hours apart.

## **Human Resources**

### **Staff Return Plan**

All return to work expectations will be in accordance with executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) should be provided to district administration for review and consideration.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Eligible employees would be entitled to any COVID-19 related federal, state and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.)

If the district determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The district will make every effort to follow all CDC, IDPH, and local health department guidelines regarding district employees.

## **Staffing Levels**

The district will monitor staffing levels within the building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning. Should a staff member need to be absent due to self-quarantine, an asymptomatic positive test or similar situation related to COVID-19, where they have the ability to continue working remotely at home, district administration will consider reassigning the staff member to assist in remote instruction for home-bound students or other duties that help to support student instruction/learning.

## **Teacher Evaluation**

Aviston District #21 administration and the leadership of the Aviston Education Association have agreed that the guidance provided by ISBE has placed limitations on classroom teachers and what is evaluated as best instructional practices according to the district evaluation instrument. For this reason, it is agreed that any subsection or category in a teacher's evaluation that is limited by the state directives should not be taken into consideration of the teacher's overall evaluation.

## **Communications**

### **Communication Methods**

Throughout the 2020-2021 school year, Aviston District #21 will utilize the following communication methods to keep our learning community members informed on changes regarding all protocols:

- Aviston Elementary School District #21 Website ([www.avistonk-8.org](http://www.avistonk-8.org))
- Phone and text alerts using the SwiftK12 system
- District emails and e-newsletters
- Aviston District #21 social media (Facebook and Twitter)

All parents/guardians who wish to receive communications should verify their email addresses and phone numbers with the main office.

**Who should I contact if:**

- My student tests positive for COVID-19, is quarantined or isolated to monitor for symptoms? Contact the main office secretary and all information will be added to our student health tracking system.
- I am a staff member who tests positive for COVID-19? Contact the district superintendent. All staff member reports will be added to the district health tracking system.
- We return to remote learning and my student needs a Chromebook for school use? Contact Michelle Mearns, Technology Director for assistance.