

Hollis Grade School #328

Return to School Plan 2020-2021



Return to School Committee

July 7, 2020

Summary

Hollis Grade School has developed a Return to School Plan* for the 2020 – 2021 school year. The COVID-19 pandemic resulted in the immediate early closure of schools across the United States including all of Illinois' Schools. As a result of the closures, schools in Illinois developed remote learning opportunities for students and families. Through this process of remote learning, we were reminded that in-person student learning cannot be replaced with online video instruction. The value of in-person student and teacher interaction is key to student success and learning. The State of Illinois recognizes this fact and allows for students to return to in-person learning during Phase 4 of the Restore Illinois Plan adopted by Governor J.B. Pritzker. This plan further states that Illinois schools must follow approved safety guidance from the IDPH for re-opening.

During Phase 4, IDPH guidelines will:

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

Hollis Grade School formed a Return to School committee to review available information, discuss options and develop a reopening plan compliant with the Phase 4 guidelines. This plan was developed with collaboration and guidance from several Peoria County school districts; the Hollis administrative staff, teachers, staff members, board members, and parents; the Regional Office of Education; the Peoria County Health Department; the Illinois Department of Public Health; the Center for Disease Control; the American Academy of Pediatrics; and various other community stakeholders. This plan is subject to change as these guidelines evolve.

Hollis Grade School will resume in-person instruction five days a week for the 2020-2021 school year. School hours for the first semester will be 8:15 - 2:00. During this phase, parents may request that their student completes all work virtually. This is the remote learning option. This option requires a 9-week commitment. Students will not be allowed to attend class once a parent has decided to keep them home for all virtual learning. If the state of Illinois moves out of Phase 4 at any point during the school year, all students will participate in virtual learning. Additionally, Hollis Grade School may need to move to virtual learning as certain health circumstances arise amongst our staff, students, and families.

*This set of guidelines and protocols is being developed at this time, July 1, 2020, utilizing guidance and directives from IDHP, CDC, AAP, and ISBE. This is an attempt by Hollis Consolidated Grade School District #328 to anticipate and plan for all eventualities in the fall of 2020 by outlining some viable options. The contents of the Return to School document must be viewed as preliminary, and as such are subject to change when additional formal guidance or mandates are issued by the proper authorities.

Wellness

Hollis Grade School is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff and students to follow, everyone's health and safety is dependent on each individual. Each of us will play a role in our collective safety.

The plan is a living document and is therefore subject to change as guidelines and recommended best practices change. Any changes will be communicated with Hollis staff, students, and families in a timely manner.

Social Distancing and Movement

Hollis Grade School students and staff are encouraged to maintain social/physical distancing, when possible, throughout the school day. To effectively accomplish in-person instruction, although 6 feet of physical distance is preferred, space limitations in classrooms may result in less than 6 feet of physical distance, in some instances. Students will be taught the concept of "airplane arms" (outstretched arms) as a physical representation of how to maintain distance throughout the day.

Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms, and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas, and the main office.

Student mixing will be reduced to a minimum. Students will remain with their grade levels (when possible) to reduce mixing grade levels within the building, as much as possible. Preventing student mixing at the junior high level is more difficult due to elective coursework and PE classes, as compared to grade levels that are self-contained (K-5).

Every effort must be taken to create "bubbles" within each grade level. This bubbling will allow for more precise contact tracing should a case of COVID-19 be confirmed in our building. This will also control the spread of COVID-19 to a specific grade level or classroom.

In addition, the movement of students within the building will be limited. When possible, groups of students will remain stationary, and teachers will travel to stationary student groups to provide instruction and assistance.

Face Coverings

Per the Illinois State Board of Education, the Illinois Department of Public Health, and Governor Pritzker: "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 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. Face coverings can be removed while eating or participating in band.

- Face coverings must cover the mouth and nose fit snugly against the sides of the face with no gaps.
- Face coverings must be worn while riding the bus to and from school.
- Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.
- A supply of disposable face coverings will be maintained in the event that a staff member, student, or visitor does not have one for use.

Hollis Grade School will require a doctor’s note for students or staff who are unable to wear a face covering for medical reasons. The doctor’s note should include the existing health condition and the duration a covering cannot be worn.

The face covering recommendation is subject to change as these guidelines evolve.

Hand Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Hollis Grade School will encourage frequent and proper handwashing and will ensure the availability of supplies, such as soap and paper towels, hand sanitizer, tissue, etc., for all grade levels and in all common areas of the building, as long as items are available. Staff and students should clean hands as often as possible, including both before and after entering a new space, 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.

Hollis Grade School will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. Handwashing posters will be hung in bathrooms, hallways, classrooms, and other areas, as appropriate. Resources for teachers and other staff members will be available to appropriately train students and to review handwashing procedures.

Training

Each staff member will be required to complete safety training related to our physical distancing, face covering, and hand hygiene procedures. Hollis Grade School will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in our curriculum to help educate our 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 if they choose to do so.

Temperature checks & symptom screenings

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 must remain home:

- Fever
- Cough or shortness of breath
- Chills
- Fatigue
- Muscles & body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea
- Known close contact with a person who has been diagnosed with COVID-19.

Temperature and symptom screenings are required for all students and staff prior to entering the building. Individuals who have a temperature greater than 100.4 degrees Fahrenheit, cough or shortness of breath; or are exhibiting any of these symptoms: chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter buildings. Individuals who exhibit these symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school.

Temperature checks and symptom screenings will be performed on all students - bus riders and car riders. For bus riders, temperatures will be taken prior to boarding the bus. Students with temperatures above 100.4 degrees Fahrenheit will not be allowed on the bus. The bus driver will make contact with the parent/guardian to arrange for pickup. For car riders, staff will be available in the circle drive to take temperatures and conduct symptom screenings. Upon passing temperature check and symptom screening, students will be given a pump of sanitizer and allowed to enter the building.

Student/Staff Illness

Any staff or student who has a fever or any COVID-19 symptoms will be sent home from school. **Students and staff must be fever free without medication for 72 hours before they may return to school. Additionally, 10 days must pass after symptoms first appeared. Students and staff returning from illness related to COVID-19 should call to check in with an administrator following quarantine.**

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should also report possible cases to the school to initiate contact tracing. The IDPH will assist with the contact tracing and provide guidance on who should quarantine.

Current known symptoms of COVID-19 include

- fever
- cough
- shortness of breath or difficulty breathing
- chills
- fatigue

- muscle/body aches
- headache
- sore throat
- new loss of taste or smell
- congestion or runny nose
- nausea
- vomiting
- diarrhea

Students and staff must be fever free without medication for 72 hours before they may return to school. Additionally, 10 days must pass after symptoms first appeared. Students and staff returning from illness related to COVID-19 should call to check in with an administrator following quarantine.

Hollis Grade School will request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID exposure. Information will be documented and shared with the local health department.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms during the school day must report to the office. Students will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged. Students who are ill will not be allowed to ride the bus home. Staff will remain in the quarantine area until they are able to leave. These individuals must monitor symptoms and return to school according to the IDPH guidelines. A doctor's note may be required for staff/students returning to school.

Students and staff who have had contact with someone who is positive for COVID-19 must notify the school administration immediately. IDPH guidelines for self-monitoring and self-quarantine must be followed. Those who had contact with someone who tested positive for COVID-19 or is suspected of having it should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes. The IDPH will assist with these decisions and provide guidance as needed.

Visitor Policy

Visitors must be restricted to authorized personnel only. Visitors to Hollis must always wear an appropriate and approved face covering and report directly to the main office for a symptom screening which will include a temperature check. 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. To the greatest extent possible, visitors will not have access to the building in general. This will be in addition to the normal sign-in procedures.

Day to Day Operations

Bus Transportation

Following the current CDC guidelines, school buses must operate with no more than 50 individuals on board. Additionally, school buses must have modified seating arrangements to adhere to physical distancing. To avoid running additional bus routes, please consider if it is possible for your child to

avoid bus transportation during this pandemic. Students will have assigned seats on the bus, and when necessary, children from the same households will be seated together. The school bus will have its own sanitation plan, which will include daily disinfection and cleaning. Hand sanitizer and additional disposable masks will be available for students who may forget their mask in the morning.

Temperature checks and symptom screenings will be performed on all students who ride the bus. Temperatures will be taken prior to boarding the bus. Students with temperatures above 100.4 degrees Fahrenheit will not be allowed on the bus. The bus driver and/or monitor will make contact with the parent/guardian to arrange for pickup. Upon passing temperature check and symptom screening, students will be given a pump of sanitizer and allowed to board the bus. If students don't pass the temperature check and symptom screening, they will not be allowed to ride the bus.

Arrival of Car Riders

Car riders may arrive beginning at 8:00 AM in the front circle drive. Two lanes of traffic will be utilized. Lanes will be clearly marked. Staff will be in the circle drive to conduct temperature checks and symptom screenings of all incoming students. During temperature checks and symptom screenings, students should be masked. Students who do not pass the temperature check and/or symptom screening will be sent home. Parents should not leave until their child has passed the temperature check/symptom screening. Once students pass the checkpoint, they will sanitize with provided sanitizer and report to their homeroom classroom. Teachers will be in the hall assisting and instructing students on how to proceed.

Arrival of Bus Riders

Bus riders will arrive as soon as the route has been completed. Bus drop off will be in the back of the school on the blacktop. Since bus riders will pass screening prior to getting on the bus and will already be masked, they may enter school upon arrival. Upon entering the school using the ramp doors, they will sanitize and report to their homeroom classroom. Teachers will be in the hall assisting and instructing students on how to proceed.

Dismissal of Car Riders

Car riders will follow a staggered dismissal schedule by grade level. This will begin at approximately 1:50 each day. Teachers will escort classes down to the grassy area at the front of the school where students may wait or safely report to their parents' car when they see it. To observe social distancing, parents should not congregate along the sidewalk away from their vehicles. Parents are encouraged to stand outside of their vehicles or use last name placards placed in their windows so staff can assist students in finding their rides. Please note that for safety purposes, traffic will not be released until 2:00.

Dismissal of Bus Riders

Bus riders will follow a staggered dismissal schedule by grade level. This will begin at approximately 1:50 each day. Teachers will escort classes to the ramp doors. Instead of lining up on the ramp and waiting until the bell rings, students will immediately board the bus. Once on the bus, students will report to their assigned seats.

General Guidance: Classrooms All guidelines and requirements are subject to change as the ISBE, IDPH, and CDC guidelines evolve.

- Seating will be arranged for social distancing, when possible, and will arrange seating facing the same direction as much as possible.
- Common areas and tables will be clearly marked to show where to sit, stand, or line-up for 6-foot spacing.
- Windows will remain open for increased ventilation as much as possible.
- Students will remain with the same classroom group throughout the day as much as possible.
- Teachers will change classrooms rather than students during passing time.
- Restroom and handwashing breaks will be scheduled and coordinated throughout the day.
- Staggered transitions times and schedules will be created.
- Hand sanitizing will occur whenever anyone enters the classroom.
- Clearly visible signage reminding everyone of distancing, face coverings, and hand hygiene.
- School supplies will not be shared between students or staff.
- Classrooms will be cleaned at least daily.

General Guidance: Hallways, Office, and Common Areas All guidelines and requirements are subject to change as the ISBE, IDPH, and CDC guidelines evolve.

- Physical distancing must be observed.
- Face coverings will be required for all staff.
- Common areas will be clearly marked to help with social distancing.
- Clearly visible signage reminding everyone of distancing, face coverings, and hand hygiene.
- High touch areas will be cleaned throughout the day.

General Guidance: Cafeteria The following guidelines must be considered. All guidelines and requirements are subject to change as the ISBE, IDPH, and CDC guidelines evolve.

- No more than 50 people in the cafeteria at a time.
- Physical distancing must be observed.
- Areas will be clearly marked to indicate safe distancing while waiting in line.
- Clearly visible signage reminding everyone of distancing, face coverings, and hand hygiene.
- Handwashing breaks will be provided prior to entering the cafeteria.
- High touch areas will be cleaned throughout the day.
- Cafeteria seats will be assigned to students, and whenever possible, tables will be used at alternating lunch periods.

General Guidance: Gymnasium

- Students will participate in PE activities that maintain physical distancing.
- Students will be assigned to specific PE equipment, when appropriate.
- When at all possible, PE class will take place outside. When classes are held outside, students will not have to wear face coverings.

General Guidance: Recess

- Students will be required to stay in specific outside areas.
- Physical distancing must be observed.
- Students will be allowed to play on the playground equipment according to an established staggered schedule.
- Students will be assigned grade-level specific recess equipment.
- Students will not be required to wear face coverings if they are outside and maintain safe physical distance.
- All recess equipment will be sanitized between uses for each grade level.

General Guidance: Traffic Flow, Hallways, and Lockers

- To the greatest extent possible, the number of people in the hallways will be limited.
- Hallways will be clearly marked for two way traffic paths.
- Floor markers will be used to delineate 6 feet of distance in any common spaces where students historically line up.
- Locker assignments will be staggered and trips to lockers will be staggered to allow for more physical distancing.

General Guidance: Restrooms and Drinking Fountains

- Physical distancing must be observed.
- Restroom breaks will be scheduled to stagger use and maintain social distancing.
- Restrooms will be sanitized on a regular schedule at a quarter after every hour.
- Signs will be posted to encourage hand hygiene procedures.
- Students and staff will be instructed on safe water fountain use.
- Reusable water bottles will be encouraged.

Instruction

The State Superintendent has determined that days of instruction during a public health emergency must include at least 5 clock hours. This includes all in-person plans and remote learning plans. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via platforms such as Google Meet, Zoom, or conference calls.

Hollis In-person instructional model

- School hours will be 8:15 - 2:00.
- Students may arrive no earlier than 8:00 AM.
- Students will receive all traditional course offerings.

Hollis Virtual or remote instructional model:

- Nine-week commitment by the student and parent.

- Students will be held to the same expectations as those participating in the in-person model. This includes late work policies and grading policies.
 - Workloads will be the same regardless of the instructional model chosen.
 - Students will be responsible for watching live or pre-recorded lessons and submitting any accompanying work.
 - A device and web access will be required for the remote learning option. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval.
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Additional Information

- All extracurricular activities will be reviewed on a case by case basis for feasibility and will follow the most current IDPH/ISBE guidelines.
- All athletics will follow the guidelines provided by the IESA.
- In Phase 4, schools are limited to no more than 50 individuals in any one space. Due to this restriction, many events will need to be canceled or redesigned. We will notify you with any changes to our traditional Hollis School events (i.e. Grandparents Day, Back to School Night, Santa Night, etc).
- All changes in our current plan or pertinent announcements from ISBE or IDPH will be communicated to families and staff via Blackboard Connect. Please make sure your information is updated on our announcement platform.
- Hollis administration and staff will continue to monitor the situation. These guidelines and requirements are subject to change as recommendations are updated.