Central 301’s Pathway To Reopening

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Summary

Over the past months, Central 301 has been working on different Pathways to Reopening for the 2020–21 school year. The district continues to prepare educational plans and operational protocols based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), Kane County Health Department and the State’s five-phase reopening plan, Restore Illinois.

Over the summer the district administered several surveys to all Central 301 parents/guardians and staff in which they could provide feedback about the reopening of school. District leaders continue to meet with staff and parents/guardians through committees to gain additional feedback and expertise.

This guide outlines the educational plans and protocols in place for the 2020–21 school year based on the phases of the Restore Illinois plan. Due to the uncertainty of the pandemic, it is possible that several of these phases will be in effect over the course of the school year. It is important to note that, during any phase, we encourage those who are not feeling well to stay home. While school will look different, the district’s commitment to providing a top-quality education to our students remains a priority.

Protocols outlined in this guide are subject to change as guidelines evolve.

Phase 1: Rapid Spread

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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, including more rigorous remote learning guidelines based on feedback from the Spring 2020 experience.

**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, including more rigorous remote learning guidelines, based on feedback from the Spring 2020 experience.

**Phase 3: Recovery**

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

- Most students and staff engage in Remote Learning, including more rigorous remote learning guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to school for learning.
- Staff is on site as required.
- The district follows Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) guidelines for athletics.

**Phase 4: Revitalization**

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

- All students and staff are on site, with the option of Remote Learning for those who opt out of in-person learning.
- The district follows Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) guidelines for athletics.

**Phase 5: Restored**

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

The health and well-being of our students, families and staff is a top priority. For this reason, there will be strict protocols in place when students and staff are in school. The remainder of this document outlines those protocols.
Health & Wellness

Following guidance from the Illinois Department of Public Health, Illinois State Board of Education, and Centers for Disease Control and Prevention, Central 301 has developed health protocols to allow for a return to in-person learning. A strong emphasis will be placed on practicing good hygiene among students, staff, and limited visitors, which includes frequent hand washing and sanitization of buildings.

Confirmed COVID-19 Case Procedures

Central 301 will follow public health guidelines regarding school closure.

- Central 301 will immediately notify local county health officials, who will assist in determining a course of action.
- Persons identified as being in close contact (within six feet of exposure for 15 minutes or more) with the individual who has tested positive for COVID-19 will be asked to isolate at home and be alert for symptoms.
- 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 at least 24 hours apart.
- As new guidance emerges, guidelines may change.

Guidance for Classrooms

- All Classrooms
  - Clearly mark classroom areas to show where to sit, stand, or line up for six-feet spacing, if possible.
  - Sanitize hands whenever anyone enters the classroom.
  - Clean classrooms daily.
  - Maximize school ventilation systems.
  - Display clearly visible signage reminding everyone of physical distancing and face coverings.

- Pre-Kindergarten (PK) Classrooms
  - Students will remain with the same classroom group throughout the day. Services will take place in the classroom when feasible.
  - Clearly mark common areas to show where to stand or line up for six-feet spacing.
  - Schedule/coordinate restroom and hand washing breaks throughout the day.
This is a draft document and is subject to change as conditions and guidance from government agencies is updated.

- Schedule/coordinate recess by classroom to minimize student mixing.
- Refrain from sharing school supplies between students and staff.
- Building staff must review student pick-up and drop-off procedures.

- Kindergarten–Grade 5 Classrooms
  - Students will remain in the same classroom group throughout the day. Services and most specials will take place in the classroom when feasible.
  - Maximize social distancing within classroom spaces. Each student will have a designated work space (e.g. desk or table space) with four students per table maximum, depending on size. Teachers will provide assigned seating for students.
  - Take precautionary sanitation measures when utilizing small group instructional spaces (e.g. horseshoe table, guided reading table, classroom library).
  - Schedule/coordinate restroom and handwashing breaks throughout the day.
  - Schedule/coordinate recess by grade level to minimize mixing student groups and to allow students mask breaks.

- Grades 6–8 Classrooms
  - Students will remain in the same classroom group throughout the day. Services and most specials will take place in the classroom when feasible.
  - Maximize social distancing within classroom spaces. It is required teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
  - Stagger transition times and review schedules if movement is necessary.
  - Encourage hand washing throughout the day.
  - Schedule/coordinate activities by grade level to minimize student mixing.
  - Refrain from sharing school supplies between students or staff.

- Grades 9–12 Classrooms
  - Maximize social distancing within classroom spaces. It is required that teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
  - Stagger transition times and review schedules if possible.
  - Encourage hand washing throughout the day.
  - Coordinate activities by grade level to minimize student mixing.
  - Refrain from sharing school supplies between students or staff.
  - Building staff must review student arrival and dismissal procedures.

- Central 301 Specialized Programs (non-Blended EC, LEADS, STAR, H.S. Life Skills, ALOP)
  - Maximize social distancing within spaces.
  - Encourage hand washing throughout the day.
  - Schedule cohorts to minimize student mixing.
  - Refrain from sharing school supplies between students or staff.
  - Take precautionary sanitation measures when utilizing small group instructional spaces.
Guidance for Common Areas

- Cafeterias
  - Maintain six feet physical distancing when possible.
  - Follow the meal procedure.
  - Clean cafeteria between uses using food-grade disinfectant spray.
  - Clearly mark areas to indicate safe distancing for students.
  - Require staff and student face coverings (when not eating).

- Restrooms
  - Maintain six feet physical distancing.
  - Require face coverings for staff and students.
  - Clearly mark areas to indicate safe distancing for students.
  - Display clearly visible signage reminding everyone of physical distancing and face coverings.
  - Schedule/coordinate restroom and handwashing breaks when possible (at elementary and middle school).
  - Clean high-touch areas throughout the day.
  - Assign restrooms to student groups when possible.

- Hallways, Main Office, and Other 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/pre-certification form for visitors.
  - Display signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas.
  - Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway).
  - Restrict students to specific areas as identified by the building principal.
  - Clean high-touch areas throughout the day.

Guidance for Shared Materials

Materials that must be shared or communally used must be cleaned after each use and individuals must perform hand hygiene between use. Electronics, including, but not limited to, touchscreens, keyboards, remote controls, door entry systems, etc., should be cleaned before and after use. Using hand sanitizer or washing hands before and after the use of books or library material is recommended.

Health Screenings

Only students and staff who are healthy should report for in-person learning. Students will not be penalized for missing school and are encouraged to stay home when not feeling well. Students and
staff with any of the following symptoms of COVID-19 must remain home:

- Congestion or runny nose
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Any measured temperature of 100.4 or higher
- Muscle or body aches
- 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 during the school day must report to the designated area at the school, inform the school nurse, and follow the building procedure. Students will wear a face covering and remain in the quarantine area until a parent or guardian picks the student up or until an alternative transportation home is arranged. Staff will supervise the quarantine area until the student is able to leave.

Individuals who exhibit COVID-19 symptoms must self-monitor and return to school according to Illinois Department of Public Health (IDPH) guidelines. A doctor’s note will be required for staff returning to work. A staff member who has had contact with someone who has tested positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring, notify the school, and self-quarantine.

**Hygiene**

Frequent hand washing and hand sanitizing 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 sanitize their hands at either a hallway foaming station, restroom sink or classroom sink upon entering the classroom. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas.

If assisting a student requires close contact, hand washing or sanitizing must be done before and after contact with students. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one’s nose, coughing, or sneezing; following restroom use; before food preparation; before and after eating; before and after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground or physical education. Schools will post hand washing posters in bathrooms, hallways, and common areas.
Illness Procedures

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should report possible cases to the school nurse where the individual attends or works to initiate contact tracing. CDC and IDPH guidelines will be followed for students and staff who are suspected of having COVID-19, whether they were tested or not. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Staff returning from illness related to COVID-19 should call to check with the Human Resources Department following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the school population. Individuals who are sick will be sent home.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection.

Personal Protective Equipment (PPE) & Face Coverings

Central 301 understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. All individuals in school buildings 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. Face coverings must be worn at all times in school buildings and on school buses, even when social distancing is maintained.

After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed often during the course of the school day. Gloves and face shields are available, as needed, when student assistance requires close contact. Face coverings do not need to be worn outside if social distance is maintained. Teachers and students may use face shields in lieu of masks when educationally needed. Central 301 will provide 3 cloth masks to employees (one to wear, one for a spare and one to be laundered) and face shield to staff and/or students, when needed. Students will be expected to provide their own face masks. Employees may also use their own face covering.

Reporting Illness

When reporting illness absences, be sure to report if your child:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.
- Has been diagnosed with influenza (respiratory flu).

Required Physicals

Central 301 has a compliance requirement date for physicals and immunizations of October 15, 2020. Although Central 301 will follow the dates set by the State of Illinois, the district encourages families to
complete these physical and immunization requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, 2020.

Social & Physical Distancing

Central 301 has developed procedures to establish 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 buildings, 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 lines, hallways, recess lines, libraries, cafeterias). Students will remain with their grade levels to reduce mixing groups within the building as much as possible.

Central 301 will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. 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. Break times will be staggered to minimize eating with masks off near others.

Training

Each staff member will be required to complete safety training provided by the district related to Central 301’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.

Visitors

Visitors will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, including 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. Visitors will not have general access to the building in order to maintain physical distancing.

All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry?
   a. YES—Proceed to step 2.
   b. NO—Please ask them to do so and proceed to step 2.

2. Ask the visitor the following questions:
   a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea?
This is a draft document and is subject to change as conditions and guidance from government agencies is updated.

b. Are you taking any medication for any signs and symptoms of a respiratory infection, such as fever, cough, or sore throat (e.g., Advil, Aspirin, Tylenol)? (This does not apply to medications taken for other purposes.)

c. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?

d. In the last 14 days, have you tested positive for COVID-19?

e. Have you traveled from a destination that requires you to stay home for 14 days after travel?

YES to any of the above—Restrict the visitor from entering the building.

NO to all—Continue to step 3.

3. Check the visitor’s temperature.

IF 100.4°F or higher —Restrict the visitor from entering the building.

IF UNDER 100.4°F—Continue to step 4.

4. Allow visitor entry to the building if necessary or have guest wait for staff or student to meet them at the office and remind the individual to:

   a. Wash their hands or use hand sanitizer throughout their time in the building.

   b. DO NOT shake hands, hug, or have other physical contact with individuals during the visit.
Instruction

Central 301 has developed instructional plans to allow for a return to in-person learning, while holding the health and safety of our students and community to the highest regard. Students may enter the upcoming school year with learning gaps. Teachers will use targeted assessments, interventions, and differentiated instruction to help students close gaps in their learning.

Remote Learning

Central 301 understands that some families may not feel comfortable sending their children to school. All will have the opportunity to indicate if they would like to opt out of any in-person learning and choose to remain home for all remote learning. Any family that chooses to enroll in the all-remote-learning option will do so from the beginning of the 2020–21 school year until Winter Break or for the full 2020-21 school year. Families will be allowed to change to in-person learning after Winter Break. Please note that if an elementary student opts out of in-person learning, the student’s remote learning teacher may not be a teacher at that student’s home school. If a middle school or high school student opts out of in-person learning, the student’s remote learning teacher will be a certified teacher but may not be based out of your student’s home school. Families will have until Wednesday, July 22, 2020, to opt out of in-person learning.

Instructional guidelines will be established in the near future as we work in collaboration with our parents, support staff, teachers, association and administration.

Learning Guidelines for the 2020–21 School Year

- Guidelines for Early Childhood Program (coming soon)
- Guidelines for Elementary School (coming soon)
- Guidelines for Middle School (coming soon)
- Guidelines for High School (coming soon)

Driver’s Education Behind the Wheel

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

- Require only two students and one instructor per vehicle.
- Require face coverings.
- Prohibit eating and drinking in the vehicle.
- Avoid any unnecessary stops during the training.
This is a draft document and is subject to change as conditions and guidance from government agencies is updated.

- Complete hand hygiene with soap and water or hand sanitizer before and after driving.
- Clean and disinfect steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. between each behind-the-wheel session.
- Clean and disinfect seats regularly.

Extracurricular Activities

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the IHSA, IESA, the Illinois Department of Public Health, and the Illinois State Board of Education.

Elgin Community College Dual Credit Courses

Students enrolled in dual-credit courses that normally take place at the Elgin Community College campus will be required to attend classes according to the Elgin Community College schedule. All dual credit students should refer to their email regularly for updates from Elgin Community College. It is anticipated that the Elgin campus will remain mostly closed through the Fall 2020 semester. Instead, courses will be offered in the following ways:

- **Non-lab classes**
  - Non-lab classes originally scheduled to meet face-to-face will be changed to online courses. Online courses may include synchronous class meetings occurring at the originally scheduled class meeting time. We expect students will largely experience no scheduling modifications to these courses.

- **Specialized lab courses which require essential in-person instruction to achieve course learning outcomes will be conducted:**
  - In smaller groups with PPE and social distancing precautions to ensure student and instructor safety. To achieve this, class offerings will be modified accordingly no later than July 20, 2020.
    - In the event a course includes any instruction on campus, the on-campus instruction will be scheduled to be completed by the Thanksgiving break, and the remainder of the course may continue online through the end of the semester.

Music & Theater Courses

Music-related 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. At this time, the district is still looking at alternatives on how to offer music across the district. At the very least, students will wear a face covering when participating in band, choir or theatre. Theater students will participate in performances following ISBE and national performance guidelines.
Personal Protective Equipment (PPE) Instruction

Students will receive grade-level-appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two weeks of school. Each school will develop a plan to provide students with building-specific safety measures with an explanation as to why these measures are important.

English Learner Program

Central 301 will provide English learner (EL) instruction by our highly qualified staff for our two types of services: Transitional Program of Instruction (TPI) and a part-time Transitional Bilingual Education program (TBE). These services will be provided regardless of whether a family chooses in-person learning or remote learning. While the structure may be altered slightly, pending the number of students who request remote learning as a platform, we are committed to ensuring that they still receive instruction in a format that provides assistance.

Physical Education, Gymnasiums, Playgrounds, & Locker Rooms

Physical activity can support students’ overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools should select outdoor physical education (PE) activities that allow physical distancing. If PE must be taught inside, Central 301 Physical Education teachers will use separate partitions in open spaces and/or markings on the gymnasium floor/wall/field to maintain distance between participants. Handshaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.

Any shared equipment must be cleaned between each use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., must be cleaned and sanitized before and after each class. High touch surfaces on playgrounds will be sanitized routinely. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment. Schools will consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

Social & Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Implementation of the SEL curriculum will focus on student’s emotional health for those who may have been or continue to be impacted by COVID-19. Students will also have continued support from social workers, psychologists, and counselors as needed. Surveys will continue to be conducted for students in grades 3–12 and problem-solving teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Student Services
Central 301 understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Wellness Committee and Special Education/English Learners Committee have developed plans and procedures to address various unique challenges the pandemic has created.

Central 301 will adhere to timelines for annual IEP meetings and required evaluations. IEP meetings will be held remotely through video conferencing, unless the team and parents think it is necessary to meet in person. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams will be creating individualized Remote Learning Plans for the special education services delivered both in-person and remotely.

The administration will work closely with parents, teachers, school nurses, as well as the student’s medical provider, to determine safe alternatives to in-person instruction for students who are medically fragile. Central 301 will consider continuing remote learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4. Appropriate consents must be obtained for communication with outside providers.

Teams should consider the following:

- Whether the student’s medical condition is conducive to in-person attendance or if needs would best be met remotely
- The student’s behavior and capacities, including the ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety to use hand sanitizer
- The number of students per classroom and the ability to maintain six-feet distance, when possible
- The best modality to meet the student’s individualized needs after consult with individual student health care providers, if applicable, and IEP teams

For staff working with students who are present for in-person learning, Central 301 will provide appropriate PPE (e.g., gowns, gloves, face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

Student Services Remote Learning Guidelines for the 2020–21 School Year

- Guidelines for Middle School/High School Student Services (coming soon)
- Guidelines for Central 301 Special Programs (coming soon)
Operations

Facilities

All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including bottle fillers, countertops, desktops, door handles, handrails, light switches, and restroom fixtures.

Building custodians and cleaning personnel will conduct daily cleaning and disinfection, along with deep cleaning on Wednesday and Saturday. An EPA-approved cleaner will be used for disinfection along with standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and high-touch common areas will be cleaned throughout the day. Electrostatic disinfection devices will be used every evening to disinfect classrooms, offices and common areas of the schools. Soft surfaces such as carpets will be cleaned daily. Items such as cloth toys or other cloth material items, rugs, bean bag chairs, etc., should be removed from the room as they will not be able to disinfect and therefore should not be used.

The Central 301 Building and Grounds Department may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high-traffic/common areas, including entryways, foyers, hallways, main offices, restrooms, and stairwells.

Food Services

Serving and/or seating areas will be established indoors and outdoors and students may choose to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan. Meals will be individually plated or packaged as grab-and-go items (food service personnel will package and hand all grab-and-go items). Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected.

Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Students are required to bring only disposable items within their lunch. No lunch boxes will be allowed. Please make sure to only use paper/plastic products.
Students who are free or reduced lunch will be served daily lunches through a Google doc sign-up completed weekly.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

Health Offices

All school health offices will follow ISBE guidelines. Persons with common health conditions or those who need basic first aid should not report to the health office, but may be managed in the designated classroom/alternate setting. Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students will not be allowed to utilize the school bus or public transportation for the return home.

Before and After School Childcare Programs

Visitors and the use of school facilities by external parties will be discouraged as much as possible, but some programs, such as child care, are critical to the community. These programs will follow the Illinois Department of Public Health (IDPH) and Illinois Department of Children and Family Services (DCFS) guidance for licensed child care facilities. Child care programs in schools will be required to follow all infection control measures that are used during the school day (e.g., social distancing when possible, face coverings, cleaning, sanitation).

Transportation

Central 301 is working to ensure procedures are in compliance with all applicable expectations under State and Federal guidelines. All individuals on a bus must wear a face covering and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks through self-certification before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation. If students do not have their pre-certification form, they will not be able to enter the bus. Lanyards with plastic pouches will be provided to all students for the purpose of displaying their pre-certification forms.

Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses...when possible.” No more than 10 individuals may be on a vehicle at any time during Phase 3. No more than 50 individuals may be on a vehicle at any time during Phase 4. Central 301 will provide visual guides to ensure students understand the expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones.
All Illinois Department of Transportation (IDOT) inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high-touch areas will also be sanitized between routes. Sanitizing products will meet Environmental Protection Agency (EPA) criteria and be used according to manufacturers’ guidelines.

Human Resources

The Reopening Plan document is subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible during this pandemic, which will require cooperative, collaborative, flexible, and creative problem solving. Central 301 will generate guidelines and protocols required for all employees. Central 301 will continue to monitor recommendations from the PRESS (Policy Reference Education Subscription Service) policy organization, as well as from professional organizations such as Illinois Association of School Administrators (IASA), Illinois Association of School Boards (IASB), and the Illinois Principals Association (IPA).

Illness Monitoring

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school due to having COVID-19-like symptoms, having been diagnosed with COVID-19, or having been exposed to someone with COVID-19 and are in quarantine. Tracking ensures that CDC and local health authority criteria for discontinuing home isolation or quarantine is met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine has been met. Tracking will take place prior to a return to the classroom and will follow the guidelines of the Kane County Health Department.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families will be expected to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The district will maintain a current list of community testing sites to share with staff, families, and students. Additionally, you can go HERE to get the most up-to-date information regarding testing sites. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

Central 301 will inform the community of outbreaks per local and State Health Department guidelines while maintaining student and staff confidentiality rights.
Staff Return Plan

The district has the authority to determine who returns to work; however, the district will work to follow executive and legislative guidance from the State and Federal government. An employee’s request for a special accommodation(s) will need to be provided to the Central 301 Human Resources Department for review. Please note that medical documentation or other official documentation will be required in order to consider any requests.

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 will be entitled to leave under the Families First Coronavirus Response Act (FFCRA). Otherwise, employees will be expected to use their accrued time off for their absence from work (sick time, vacation time, personal leave, etc.).

If the district determines 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 ISBE guidelines regarding district employees.

Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. Every effort will be made to ensure substitute teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event that staff absences hinder the ability to maintain optimal operations, the district will consider all options to support student learning, including having all students report for remote learning.
Communications

Communication Methods

Throughout the 2020–21 school year, Central 301 will use the following communication methods to keep stakeholders updated on changes regarding all protocols:

- Central 301 website
- Phone and email alerts
- Central 301 Reopening Information
- Central 301 social media (Facebook, Twitter)

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in the Skyward Student Information System.

Quick Contacts

- Information coming soon.