



# **JOLIET PUBLIC SCHOOLS DISTRICT 86**

## **Hybrid and Blended Remote Learning Plan**

### **2020-2021 School Year**

#### **Introduction:**

Joliet Public Schools District 86 engaged in a rigorous planning process during the transition period at the end of the 2019-20 school year into the summer and in preparation for the 2020-21 school year due to the COVID-19 pandemic. This planning process was multi-layered and involved stakeholders across the District. Members of these committees represented bargaining units in the District, as well as District and school administrators. Parent input was provided through surveys. During this planning process, the safety and security of our students and staff members remained our top priority as we reviewed the Illinois School Board of Education (ISBE), Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) guidelines. The following document outlines the details of the comprehensive plans for the 2020-2021 school year.

- **Planning Committees**
  - **The Operations Planning Committee** focused on the continuity of operational services under all instructional models. This includes transportation services, nutrition services, facility services, business services, and human resource services.
  - **The Instructional Planning Committee** focused on all aspects of this plan related to the instruction of students. This includes focus areas on the Illinois Learning Standards, assessments, and resources. Professional development for staff and online supports for students and parents have been part of this committee's work.
  - **The Technology Planning Committee** focused on all aspects of this plan related to opportunity and access to appropriate technology devices and digital resources to support the instructional plans. Communication methods, as well as professional development for staff, students, and parents have been part of this committee's work.
  - **The Equity and Student Services Planning Committee** focused on all aspects of this plan that relate to students with special needs, social-

emotional needs of staff and students, as well as the health-related needs of our students and staff.

- **The Administrative Planning Committee** focused on protocols and processes that will need to be in place across the District to ensure the implementation of this plan is consistent in all schools.
- Surveys/Feedback
  - End of year Staff Survey
  - End of year Parent Survey
  - School Reintroduction Parent Calls
- Remote and Blended Remote Learning Plan
  - This plan includes two possibilities based upon the guidance from the Illinois Department of Public Health (IDPH)
    - Option 1-Hybrid Plan:
      - Students attend school in-person for 1-2 days per week and are at home for remote learning for the remaining days of the week.
      - In-person class sizes will be limited to half of a class of students to ensure social distancing between students.
      - Students and staff will be required to wear masks.
      - Students will have their temperatures checked every day upon arrival at school. If temperature is above 100.4°F, students will be sent home.
    - Option 2-Fully Remote 2.0 Plan:
      - Provided based upon guidance from IDPH and Illinois School Board of Education (ISBE)
        - Medically fragile students
        - When instructed to stop in-person instruction
        - Parent request
      - Students are at home for remote learning.
      - Students will be required to attend virtual classes daily based on guidelines by grade level.
- District 86 Bargaining Units have been involved with representation on the appropriate planning committees and have been valuable and active participants in the creation of this plan. We appreciate their participation and partnership through this process.

## 2020-2021 School Calendar with Revisions

- **August 17-18, 2020 (No Students)**
  - Previously scheduled Teacher Institute Days
  - August 17th- District Welcome Back/School Based Welcome Back/
  - August 18th- Staff overview of Social Emotional Programs/Technology Professional Development
- **August 19-21, 2020 (No Students) - NEW**
  - Remote and Blended Remote Learning Planning Days (*2 additional planning days can be used during the year*)
    - August 19th- Additional Professional Development/Classroom Preparation
    - August 20th- Open House by appointment with parent orientation
    - August 21st- Open House by appointment with parent orientation
- **August 24, 2020 - NEW**
  - First in-person day for students in Hybrid Learning Model
  - First Day of Remote Learning Model
- **School Improvement Days/Parent-Teacher Conferences**
  - September 25, 2020
  - October 23, 2020
  - November 24, 2020
  - March 12, 2021
  - May 28, 2021
- **Holidays - No Student or Staff Attendance**
  - September 7, 2020 - Labor Day
  - October 12, 2020 - Columbus Day
  - **November 3, 2020 - NEW - Election Day**
  - November 11, 2020 - Veterans Day
  - November 25- 27, 2020 - Thanksgiving
  - December 21- 25, 2020 - Winter Break
  - December 28, 2020 -January 1, 2021 - Winter Break
  - January 18, 2021 - Martin Luther King Jr. Day
  - February 15, 2021 - Presidents' Day
  - March 1, 2021 - Pulaski Day
  - March 29-April 2, 2021 - Spring Break
  - April 5, 2021 - Easter Monday
  - May 31, 2021 - Memorial Day
- **Emergency Days**
  - June 1, 2, 3, 4, 7, 2021

## Instructional Models

**Traditional Learning-** Learning occurs when the teacher and student physically meet in the classroom (five days a week) while maintaining social distancing and following safety measures outlined by the ISBE and IDPH.

**Hybrid Learning-** Learning occurs both in the school classroom and via remote learning.

**In-Person Learning-** The teacher and student meet physically in the classroom (One day a week) while maintaining social distancing and following safety measures outlined by the ISBE and IDPH.

**Remote Learning-** Learning occurs when students and teachers meet virtually.

The following instructional models are being recommended to ensure the continuity of learning to begin the 2020-2021 school year.

### Option 1: Hybrid Learning

#### Student Schedule (beginning the week of August 24, 2020)

<i>Grade</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Pre-K (Half Day)</i>	In Person A (AM Group) (PM Group)	In Person A (AM Group) (PM Group)	Remote	In Person B (AM Group) (PM Group)	In Person B (AM Group) (PM Group)
<i>Kindergarten</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>First</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Second</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Third</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Fourth</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Fifth</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Sixth</i>	In Person A	In Person A	Remote	In Person B	In Person B
<i>Seventh</i>	Remote	In Person A	Remote	In Person B	Remote
<i>Eighth</i>	In Person A	In Person B	Remote	Remote	Remote

*\*\*Students with IEPs will receive a specialized schedule prior to the start of in-person instruction.*

***Guiding Principles of the Hybrid Learning Design:***

- ***Focus on a Safe and Healthy Learning Environment***
  - Prioritizing social distancing and safety guidelines from the Illinois State Board of Education.
  - Every Wednesday is dedicated to deep cleaning (PreK-8)
- ***Focus on Equity***
  - Ensuring access and equity for all students
- ***Focus on Social Emotional Learning***
  - Students will receive daily social emotional lesson from our District Curriculum
    - Ready Rosie (PreK)
    - Second Step (K-5)
    - Character Strong (6-8)
- ***Focus on Quality Instruction***
  - Students will have an opportunity to attend 1-2 days of in-person instruction with a percentage of the class in order to focus on small group instruction.
  - Students will have an opportunity to receive small group instruction during remote learning days (Zoom break-out rooms)
  - Students will have an opportunity to receive synchronous and asynchronous instruction during remote learning days.

<b><i>Learning Design</i></b>	<b><i>Time Allotment</i></b>	<b><i>Learning Activities</i></b>
<b>In-Person</b>	One/Two day per week 5 hours	In Person Instruction <ul style="list-style-type: none"> <li>● Teacher Facilitated</li> <li>● Small Group</li> <li>● Individualized</li> </ul>
<b>Synchronous</b>	One day a week 2-3 hours	Virtual Instruction <ul style="list-style-type: none"> <li>● Teacher Facilitated</li> <li>● Small group</li> <li>● Individualized</li> </ul>
<b>Asynchronous</b>	Three/Four days a week 5 hours	Complete independent work directed by the teacher for core content areas.
<b>Flexible Learning</b>	Student/Family Choice	Reading aloud or independently  Technology programs (see student technology resources)

## *Option 2: Remote Learning*

Student Schedule (beginning the week of August 24, 2020)

<i>Grades</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>PreK-8</i>	Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

### *Guiding Principles the Remote Learning Design:*

- ***Focus on a Safe and Healthy Learning Environment***
  - Prioritizing safety guidelines from the Illinois State Board of Education.
- ***Focus on Equity***
  - Ensuring access and equity for all students
- ***Focus on Social Emotional Learning***
  - Students will receive daily social emotional lesson from our District curriculum
    - Second Step (K-5)
    - Character Strong (6-8)
- ***Focus on Quality Instruction***
  - Students will have an opportunity to receive small group instruction (Zoom break-out rooms)
  - Students will have an opportunity to receive synchronous and asynchronous instruction.

<b><i>Learning Design</i></b>	<b><i>Time Allotment</i></b>	<b><i>Learning Activities</i></b>
<b>Synchronous</b>	5 days a week	Virtual Instruction <ul style="list-style-type: none"> <li>● Teacher Facilitated</li> <li>● Small Group</li> <li>● Individualized</li> </ul>
<b>Asynchronous</b>	5 days a week	Complete independent work directed by the teacher for all core content areas.
<b>Flexible Learning</b>	Student/Family Choice	Reading aloud or independently <a href="#">Technology Resources</a> (See list in technology section)

# *General Guidelines*

## *School Based Guidelines*

- The Illinois State Board of Education requires 5 hours of daily instruction.
- Masks are to be worn at all times and maintain six feet of social distancing when possible.
- Student Attendance will be taken daily.
- Each building will host an in person Open House from August 20-21, 2020 and will be by appointment only.
- School assemblies and after-school clubs can take place in a virtual format.
- School events and large gatherings will be suspended at this time.
- All field trips are cancelled at this time. Classrooms are encouraged to participate in virtual field trips.
- All visitors will need to make an appointment 24 hours in advance prior to visiting the school building.
- Hand sanitizer will be available for visitors after using shared office supplies.
- Office staff will disinfect shared surfaces throughout the day.

## *Communication Platforms*

- Communication Platforms
  - **Remind** (primary communication tool for teacher-parent communication)
  - **Email** (Employees, Parents/Guardians, Junior High Students)
  - **Telephone**
  - **District 86 Website** ([www.joliet86.org](http://www.joliet86.org))
  - **Broadcast messaging system**
    - Phone
    - Text
    - Email
  - **District Social Media**
    - Facebook Accounts
      - Joliet Public Schools District 86
      - Joliet Public Schools District 86 Spanish
    - Twitter Accounts
      - @JolietSD86
      - @Joliet86Spanish
      - @CulbertsonD86
      - @CunninghamD86
      - @DirksenD86
      - @EisenhowerD86
      - @FarragutD86
      - @ForestParkIED86
      - @GompersD86
      - @HuffordD86
      - @JeffersonD86

- @EdnaKeithD86
  - @AOMarshallD86
  - @MarycrestD86
  - @PershingD86
  - @SSanchezD86
  - @SandburgD86
  - @SingletonD86
  - @TaftD86
  - @ThigpenD86
  - @WashingtonD86
  - @WoodlandD86
- All classroom teachers will use a **Google Classroom** as the central hub for classroom instruction.
    - Additional technology platforms - Creative Curriculum (PreK) Seesaw (Highly encouraged for grades K-2)
    - Email has been enabled for Junior High School Students. Students can only email within *joliet86.org*. Student-to-student email communication is not enabled.
  - The **Remind app** will be the central communication tool for reminders for families.
    - All rostered classes are synced to Remind, additional classes may be added
    - Building principals have site administration capabilities
    - Automatic Spanish language translation feature (coming soon)
    - Phone calls through Remind are permitted

### **Focus on Quality Instruction**

The curriculum map will be updated to provide guidance on addressing the learning gaps from third trimester (Spring 2020)

#### ***Hybrid Guidelines***

Teacher Guidebook (coming soon)  
 Student Guidebook (coming soon)  
 Family Guidebook (coming soon)

#### ***Remote Guidelines***

Teacher Guidebook (coming soon)  
 Student Guidebook (coming soon)  
 Family Guidebook (coming soon)

### **Physical Education Guidelines**

- No more than 50 total people in any one space; smaller groups are preferred
- Classes will be held outside, if weather permits



- Physical Education Guidelines

### ***Fine Arts Guidelines***

- No more than 50 total people in any one space; smaller groups are preferred
- Classes will be held outside, if weather permits
- Choir Guidelines
- Band Guidelines
- Orchestra Guidelines
- Art Guidelines

### ***District Assessments***

#### **First Trimester Assessments**

<i>Grade Levels</i>	<i>Assessment</i>
<b>Kindergarten</b>	AimsPLUS, KIDS Assessment (TBD), Instructional Reading Levels. STAR Spanish (Bilingual Only), District Mathematics Assessment
<b>1st Grade</b>	STAR Early Literacy, Instructional Reading Levels, District Mathematics Assessment
<b>2nd-5th Grade</b>	STAR Reading and Mathematics, Instructional Reading Levels, District Mathematics Assessment
<b>6th-8th Grade</b>	STAR Reading and Mathematics, District Mathematics Assessment PSAT 8/9 (TBD)
<b>Bilingual Program (Grades 1-8)</b>	STAR Spanish

- Students will take formative and summative assessments throughout the school year.
- All summative assessments will be entered on Mastery Connect to ensure that we are monitoring the progress of students throughout the school year.

### ***Grading***

- Students will receive grades based on the District traditional grading procedures.
- Grades will be entering into the ASPEN gradebook on a weekly basis.

- Progress reports and Student Report Cards will be provided following the District calendar.

## **District Professional Development**

- The District has created a framework for virtual professional development to provide staff with engaging professional learning opportunities throughout the school year.

- [Teacher Professional Development Protocol](#)

- ***List of District Professional Development Opportunities***

- Coaching Team Support (ELA, Mathematics, Bilingual, Technology)
- District Professional Development
- ASCD Activate
- Global Compliance Network (GCN) Training
- Ed Leaders Network
- Building-Level Professional Development
- Book Studies
- Know Be 4 Training Modules

- Multiple resources and opportunities will be provided for training and professional development including:

- Recorded Video Tutorials and Trainings
- Virtual workshops and trainings
- Help Materials & Resources posted on the District 86 website (www.joliet86.org)
- Individualized Assistance

- ***Technology Professional Development***

Recognizing that there will be an increased necessity to provide training and professional development to support remote and blended learning, resources will be provided to enhance the technology skills and knowledge for:

- Students
- Parents/Guardians/Families
- Teachers
- Administrators
- Employees

## **Extra and Co-Curricular**

### ***Before/After School Programs***

- Use of facilities by external parties is discouraged with the exception of programs focused on child care
  - YMCA before/after school programs will be continued following IDPH requirements
  - Before/After School Programs sponsored by the District will be remote until further notice

### ***Extra-curricular***

- Activities must be pre-approved and must follow the IDPH requirements
  - Social distancing
  - Appropriate use of PPE
  - Limited number of individuals in one place (50 or fewer)
  - Appropriate cleaning and disinfecting of spaces

### ***Illinois Elementary Sports Association (IESA) - (TBD)***

- Junior High Sports are currently on hold. Athletics will follow the guidelines provided by the IESA. These guidelines have not been finalized yet.

## **Technology**

Accessibility of the remote instruction to all students enrolled in District 86:

- Chromebooks
  - Students in grades K-8 will be issued a Chromebook for instructional purposes on and off-campus.
    - Chromebooks will be assigned to students in the Destiny Resource Manager system.
    - Agreement forms will be sent to parents/guardians digitally.
    - Students will be issued a Chromebook charging cord which will remain at home regardless of whether the Chromebook is used for on or off-campus learning.
    - Logistics regarding student devices at school will be determined and communicated by building administration.
    - Elementary Distribution (K-5)
      - Elementary students who were issued a District Chromebook during the spring 2019-20 school closure will continue to use the same Chromebook.
      - Elementary students who were not issued a District Chromebook during the spring closure will be assigned a Chromebook at the start of the 2020-21 school year.
      - The focus will prioritize issuing Chromebooks to students who have not yet received devices.



- Student Data Privacy - District 86 systems and practices comply with the Family Education Rights and Privacy Act (FERPA) and the Student Online Personal Protection Act (SOPPA).
- Digital Citizenship concepts are incorporated throughout remote learning lessons and activities.

## **EQUITY & STUDENT SERVICES**

**The health and safety of students and staff is our priority.**

### **Health/Safety**

Parents/guardians will be encouraged to keep all sick students home and access our Remote Learning Resources that will be made available. Students with the following symptoms are encouraged to remain home:

<i>Vomiting</i>	<i>Diarrhea</i>	<i>Headache</i>
<i>Fever over 100.4°F</i>	<i>Cough</i>	<i>Nasal congestion</i>
<i>Fatigue</i>	<i>Poor appetite</i>	<i>Muscle pain</i>
<i>Loss of smell/taste</i>		
<i>Known close contact with a person who has been diagnosed with COVID-19</i>		

Office staff will be expected to obtain specific information about illness from parents/guardians when absences are being reported. Information will be recorded and shared with school nurses and/or appropriate personnel. Families that have medically fragile and immunocompromised students must consult their medical provider prior to attending school.

Students that arrive at school with any of the following symptoms in isolation: a fever of 100.4°F or higher, diarrhea, or vomiting, must go home and cannot return to school until the student is symptom-free without the use of medication for 24 hours.

CDC and IDPH guidelines for students who were suspected of having COVID-19, tested positive or negative for COVID-19, are listed below.

- If a student is suspected of having COVID-19, whether the child was tested or not, he/she may return to school after:
  - 72 hours of being fever-free without the use of medication and
  - after 10 days since symptoms first appeared.
- If a student is tested for COVID-19 with negative results, he/she may return to school after:
  - 72 hours of being fever-free without the use of medication,
  - after 10 days since symptoms first appeared, and
  - respiratory symptoms have improved.
    - or two negative tests at least 24 hours apart

- If a student has tested positive for COVID-19, the nurse will call the Will County Health Department to report and follow their guidance. A doctor's note will be required for a child to return to school after any confirmed case.

## **Health Education**

As part of the planning days, all staff members will be required to participate in an informational session by the school nurse about health/safety practices and procedures based on the guidance from the CDC. The training will include, but is not limited to social distancing, face covering, hand hygiene procedures, wellness checks, and when students should be sent to the nurse.

## **Signage**

The Centers for Disease Control and Prevention (CDC) recommends posting signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures (e.g., proper hand washing and appropriate face coverings). Posters promoting healthy practices will be displayed around the school. Posters will include:

- 6 foot distancing reminders
- Hygiene (appropriate hand washing, coughing/sneezing procedures, etc.)
- Face coverings reminders

## **Social Distance**

To the best extent possible, social distancing will be established in common areas. Transitioning in the halls will be scheduled limiting the number of students in common areas.

## **Classrooms**

- Classroom seating will be configured with maximum allowable space in between students as possible.
- Where possible, desks will face the same direction and/or students will sit on only one side of tables, spaced apart, in assigned seats.
- Students will not share school supplies; students will use their own school supplies and keep belongings separate or in their backpacks during the day.
- Students are encouraged to bring a refillable water bottle from home to school. Bottles may be refilled throughout the day using a sink. School drinking fountains will be shut off.
- Students will be encouraged to leave their Chromebooks and any other unnecessary items at home.
- Hand sanitizer will be readily available in each classroom and students will be given time to thoroughly wash hands with soap and water several times throughout the day.
- All classrooms will have disinfectant wipes available for staff and students to disinfect high touch areas as needed throughout the day.

- Unnecessary furniture and supplies will be removed from classrooms to create additional instructional space.
- Interactive monitors and whiteboards, as well as document cameras will be used by staff only.
- Restroom procedures will be established at each school to limit the number of students transitioning in the hallway and in restrooms at one time.

### **Hand Washing**

Hand washing opportunities will be provided upon arrival, before and after lunch, and as requested or needed. Hand sanitizer will be available in common areas and classrooms.

### **Face Masks**

Face masks will be required of all students and masks will be provided when necessary. Only students with medical conditions certified in writing by a medical doctor will be excused from using a face mask as recommended by CDC. Face shields are not approved. Alternate plans will be discussed with parents/guardians for individual students unable to wear face coverings.

### **Entrance to the Building Protocols**

#### **Student Arrival and Dismissal Procedures**

- Students will arrive/depart school through staggered entrances/exits to limit exposure
- Bus students, car rider students, and students that walk to school will utilize a different single-entry point to limit exposure to additional students
- All students will have their temperatures checked when they arrive to school
- Students will go directly to their classroom upon arrival
- Students will eat breakfast in classrooms; cafeteria will be closed to large groups of students
- Hand sanitizer will be available for students as they arrive
- Any student with a temperature over 100.4°F will be sent to an isolation area until arrangements are made for the student to go home

#### **Staff**

- Nutrition Services and Building and Grounds staff will self certify.
- Building administrators will be responsible for ensuring that all staff has certified their health by having their temperature checked.
- Teachers and Paraprofessionals will have wellness checks before entering the school by designated school staff.
- Any staff member with a temperature over 100.4°F will immediately be sent home.

#### **Visitors**

- Face coverings are a requirement for all visitors entering the building.
- Unless parents are picking up a child, appointments are encouraged.

## **Social and Emotional Needs**

### **Students**

Social Workers and School Counselors will assess all students and develop both small and individual groups. Second Step Social Emotional Curriculum is used for elementary schools and Character Strong SEL Curriculum is used for junior high school students. COVID-19 resources are built into these programs to address emotion management and resilience. Students with disabilities and services related to social and emotional deficits will receive the modified SEL instruction and services in accordance with the IEP. Social Workers/School Counselors will increase contact/communication with students and families to provide additional support and services for general education and special education students. Staff responsibilities will be reorganized (i.e. school psychologists, paraprofessionals) to provide social/emotional support to students. Staff will undergo additional training to be able to identify symptoms of trauma and utilize a toolkit of strategies to address students who require support related to COVID-19 trauma. SEL Professional Teams will provide resources to parents regarding strategies that can be used at home and resources that are available online and within the community to address social/emotional concerns of students.

### **Staff**

We recognize that educators are among the hardest hit group of professionals during the COVID-19 crisis. The pandemic has placed a strain on all of us both physically and emotionally. Survey results indicated an increase in stress and anxiety leading to the development of a Self-care Team led by the school psychologists. This team will explore resources provided through our health benefits as a reference of support for staff. Building administrators will schedule mandated meetings with faculty that focus on self-care, remote communication/ collaboration, instructional planning, and maintaining social connectedness.

### **Special Education Considerations**

ISBE has determined that the school district remains responsible for ensuring that Special Education Students receive a free appropriate public education. All Individuals with Disabilities Education Act and Section 504 timelines remain in effect, therefore IEP teams will meet to determine whether any amendments to students IEPs are necessary to address students' current levels of performance. IEP teams will make individualized determinations regarding placement and where special education students receive services. Students must receive education in their least restrictive environment, according to federal and state laws. Wherein necessary and to the best extent possible, school-based service providers will provide site-based services with the option to utilize HIPPA and FERPA approved teletherapy options and Google Meets for direct services to students in accordance with the IEP.



Working within the parameters set forth by CDC, IDPH, and ISBE, Joliet Public Schools District 86 will provide the following for students receiving services per their IEP:

- Inclusion students will attend with their age appropriate grade level on the designated days-students and receive their instruction by the Special Education Teacher onsite to the greatest extent possible (Special Education Teachers will develop a schedule to ensure that services are provided, IEP goals are addressed and monitored to students on site as well as students that are not present).
- Instructional students will attend onsite instruction 4 days a week.
- For students participating in a Low Incidence Program, safety must be the primary consideration when determining how to meet the needs of students with disabilities who are medically-fragile or immunocompromised upon return to in-person instruction. For this population, an IEP meeting will be conducted to determine any potentially harmful effects that may result from potential risk of exposure to COVID-19 as in-person instruction resumes. IEP Teams will consider if the return to in-person instruction would place the student at higher-risk of infection or severe illness. If it would, the IEP Team may consider how to address this risk to the student, including consideration of alternative placement options such as continuing the implementation of remote learning, a hybrid of virtual and in-person homebound instruction, or other appropriate service delivery and placement options in the student's least restrictive environment.

The District will take attendance and monitor and verify each student's remote participation:

- Daily check-in with students may include
  - Face-to-face direct instruction
  - Virtual meetings
  - Telephone calls
- When students are not engaged
  - Teachers will document all attempts made
  - Phone calls will be made after all lack of communication/engagement
  - Five consecutive missed days will lead to written notification of lack of engagement
  - School based problem-solving using attendance committee
  - Student Services support/home visits

## **Human Resources**

**The District will follow CDC and IDPH protocols regarding reported cases and take specific guidance from the Will County Health Department.**

### **Reporting Requirements:**

During this emergency period:

1. Employees are required to disclose to the Human Resources Department if they test positive for COVID-19 or have been in contact with someone who tests positive, even if asymptomatic. If work is available, those employees are permitted to work from home but are not allowed in the office until they are medically cleared, with required documentation submitted to the Human Resources Department.
2. Employees who are scheduled to work in an office or school building, or plan to return to work, are required to notify the Human Resources Department if they, or someone they live with, is experiencing any coronavirus-related symptoms (fever, cough, body aches, sore throat, etc.). Upon receiving such a report, if work is available, the employee will be required to work from home until they are medically cleared, with required documentation submitted to the Human Resources Department.
3. Employees who are scheduled to work in an office or school building, or plan to return to work, are required to notify the Human Resources Department if they, or someone they live with, has traveled to areas considered to be “hot spots” and/or with a high risk of exposure within the last 14 days. Upon receiving such a report, if work is available, the employee will be required to work from home until they are medically cleared, with required documentation submitted to the Human Resources Department.
4. Employees who are unable to report to work, or work from home, as a result of COVID-19 may be eligible for COVID-19 special leaves.

### **Employee Reporting:**

Absences related to COVID-19 diagnoses and COVID-19 exposure should be reported directly to Human Resources. Human Resources personnel will request specific symptom information, including but not limited to:

- A positive result for, or other diagnosis with, COVID-19;
- Symptoms of infection with COVID-19, i.e., fever of or over 100.4°F, cough, shortness of breath, sore throat;
- “Close contact” (meaning the individual was within 6 feet of the individual with symptoms for more than 15 minutes) with any person who has tested positive for, or has otherwise been diagnosed with, COVID-19 infection within the preceding 14 days, even if asymptomatic;
- Whether the employee has been asked to self-quarantine by a health official within the preceding 14 days;
- Whether the employee has traveled to, or stopped over in, a country for which the CDC has issued a Level 3 travel health notice; and
- Depending on geographic location, whether the employee is considered “high risk” for COVID-19 infection, meaning over age 60, pregnant, or suffering from diabetes, lung disease, heart disease, asthma, HIV, or similar conditions.

### **School Site and Office Site Response:**

Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population. Individuals who are sick should be sent home. If

emergency services are necessary, call 911. The Human Resources Department should be contacted as soon as possible to report the occurrence.

When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission-based precautions.

### **Human Resources Department Response:**

In accordance with the recommendations of the Centers for Disease Control and Preventions (CDC), if an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Co-workers should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).

Human Resources will identify any additional staff or students that will need to be quarantined and/or tested for COVID-19. Individuals who did not have close contact (meaning the individual was within 6 feet of the individual with symptoms for more than 15 minutes) 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 infection should isolate at home and monitor for symptoms for 14 days, even if asymptomatic. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.

Human Resources will monitor staff quarantined, awaiting test results, and staff recovering from being infected with COVID-19. Staff needing additional considerations due to high risk situations will be addressed on an individual basis, as needed.

### **Human Resources Department Recommended Schedule for Actions:**

- Immediately Upon Notification
  - If the employee is currently in the facility, quickly determine a strategy for the employee to leave
  - Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual
- One-Two Hours After Notification
  - Assess whether to send all employees home for the day/close the building where the employee worked
  - Obtain additional information from infected employee and conduct telephone interview (assuming employee is medically able to participate)
  - Develop list of likely individuals to have had close contact with infected employee
  - Identify individual(s) responsible for communication plan for those who had close contact with infected individual and prepare plan
  - Work with Building and Support Services to arrange for thorough cleaning/disinfecting per CDC Guidance

- Two-Five Hours After Notification
  - Assess work impact of closure of facility
  - Work with various departments to determine what remote work will be completed by staff being quarantined and/or effected by the closure of a District building or Office
  - Execute communication plan for coworkers and others who had close contact with infected individual
  - Communicate with workforce about closure and anticipated return to work timing
  - Work with Director of Communications to prepare media statement, if applicable

**Building Engineer/Custodian/Building Support Services Response:**

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. 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.

**Employee’s Return to Work:**

In accordance with state and federal guidance, employees who have been off work due to COVID-19 illness, exposure, or quarantine should not return to work until they have met criteria to return. Employees returning from illness, exposure, or quarantine related to COVID-19 should contact the Human Resources Department prior to returning to work to ensure all documentation required for the employee’s return has been received and accepted.

**OPERATIONS AND MANAGEMENT**

**Bus Transportation**

- Students will be asked to comply with appropriate physical distancing guidelines when waiting at a bus stop, during boarding, and while exiting the bus.
- If possible, students should wait in a vehicle or at home (for curb to curb service) until the bus arrives at the bus stop.
- Student temperatures will be taken by a parent before getting on the bus. Parents are self-certifying that they have taken their child’s temperature and no fever is present. Student temperatures will be taken at the school site.
- Bus riders will board the front of the bus and move to the back of the bus and then unload from the front of the bus to the back to minimize passing other students on the bus.
- Siblings or children from the same household will be seated together.
- Windows will be opened on the bus to increase air circulation if weather permits.
- Families are encouraged to transport their children to school to reduce the number of students on a bus.
- Per CDC guidelines, buses are limited to a maximum of 50 people on a bus at one time (this includes driver and monitors).

- Buses will be cleaned and disinfected according to CDC guidelines to the extent possible between routes.
- Extra masks will be available on all buses for students who arrive at the bus stop without one.

## Nutrition Services

The United States Department of Agriculture (USDA) has announced that waivers will remain in place for the 2020-2021 school year to accommodate non-congregate meal service. This important waiver means that the District can continue to serve meals to our students as they receive delivery of education through the Hybrid and Remote Learning Instructional Models.

- Cafeterias will be closed until further notice.
- Breakfasts and lunches will be eaten in classrooms while students are onsite during the Hybrid Learning Instructional Model.
- Onsite meals will be grab and go cold options.
- Bringing outside food will be discouraged.
- Meals for students during the Remote segment of the Hybrid Learning Instructional Model will either be picked-up or delivered (see the corresponding table).
- Meals for students enrolled in the Remote Learning Instructional Model must be picked up at the start of each week.
- Health and safety protocols and procedures will remain in place for curbside meal distribution.
- Meals will be ordered by secretarial staff according to current procedures.
- Nutritionals will continue to be reviewed by Nursing Services staff to ensure compliance with dietary restrictions

## Hybrid Learning Meal Service Student Schedule (beginning the week of August 24, 2020)

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
<b>K - 6th, Group A</b>	<b>Onsite</b>	<b>Onsite</b>	Pick-up /delivery (3 days meals)		
<b>K - 6th, Group B</b>	Pick-up /delivery (3 days meals)			<b>Onsite</b>	<b>Onsite</b>
<b>7th, Group A</b>	Pick-up /delivery (1 day meals)	<b>Onsite</b>	Pick-up /delivery (3 days meals)		
<b>7th, Group B</b>	Pick-up /delivery (3 days meals)			<b>Onsite/ Take 1 day meals home</b>	

<b>8th, Group A</b>	<b>Onsite</b>	Pick-up /delivery (4 days meals)			
<b>8th, Group B</b>	Pick-up /delivery (1 day meals)	<b>Onsite</b>	Pick-up /delivery (3 days meals)		

## Enhanced Cleaning

Daily Cleaning (days with student attendance)

- Cleaning and disinfecting student desks/chairs daily.
- Main touchpoints will be cleaned and disinfected (switches, handles, doors).
- Bathroom touchpoints will be cleaned and disinfected twice per day during student attendance.
- Additional disinfecting throughout the school day to the following
  - Push bars
  - Door handles
  - Soap dispensers
  - Sanitizer dispensers
  - Partition doors (inside and outside of doors)
  - Toilet seats
  - Flush handles- urinals & toilets
  - Hand dryer push buttons
  - All faucet handles in restrooms
  - All sink handles in classrooms, lounges, etc
  - Handrails
  - Main Office countertops
- Ask for teachers to add additional disinfecting (using wipes or spray) to the following
  - Students sanitize &/or wash hands throughout the school day (set time to sanitize/clean)
  - Disinfect desk before & after lunch in classroom
  - Disinfect back of chairs
  - Gloves should be available for kids playing with toys
  - Attempt to spend less time on carpet/floor to help eliminate germs (hard surface to disinfect)
- After School Cleaning Process
  - Confirm proper dwell time is used for disinfectant on all areas discussed above
  - Deeper clean/disinfect to chairs and desks
  - Deeper clean/disinfect to all classroom countertops, lounge tables, lounge counter tops, sinks, toilets, urinals
  - Deeper clean to all dispensers, partition walls, restroom doors, office doors, etc

Detailed Cleaning (days with no student attendance)

- All touchpoints in the building will be cleaned and disinfected.
- Deep cleaning to restrooms throughout the facility
- Additional deep cleaning and disinfecting will be done in classrooms.

- Conduct a thorough cleaning of all surfaces discussed to remove any and all disinfectant residue off all surfaces.

### **Recess/Playgrounds**

- Playground equipment will remain closed to student use until further notice.
- Recess procedures will be established at each school to limit the number of people outside for recess at one time.

### **Safety Measures**

- All staff required to wear masks throughout the day except during mask break times.
- Building Support Services staff to wear gloves as needed to protect skin from irritation from cleaning supplies as well as protect from bodily fluids and aerosols.
- Nursing staff to be provided with gowns and gloves to limit their exposure to bodily fluids as well as to protect from aerosols.
- All drinking fountains will be turned off until further notice
  - Students and staff will be encouraged to bring refillable water bottles to school
- Each school will establish bathroom protocols to ensure social distancing and student safety.
- Adequate hand soap and sanitizer will be available in restrooms and facility entrances.
- Hand sanitizer and disinfecting wipes available in every classroom.
- Cleaning supplies inventory to remain sufficient for the total number of classrooms and offices.
- Visitors to sites highly restricted to emergency only. All visitors will be subject to health screening. All visitors must wear a mask.
- Vendors and contractors required to be onsite will be subject to a health screening. All vendors and contractors must wear a mask.

### **Safety Drills**

Joliet Public Schools District 86 will continue annual safety drills as required. Social distancing and student/staff safety protocols will be developed at each school site.