

Ravenswood Safety Information Tracking SY23

[HERE](#)

Ravenswood Safety Information Tracking

**This tracker is updated weekly by school staff. Testing takes place on Tuesdays.*

# of cases in the building	% of opted-in* students & staff tested
2 (from CPS internal dashboard) 2; 13 in the last two weeks (from Covid Tracker) <i>Updated on: 5/26/22</i>	95% <i>Updated on: 5/31/22</i> Currently 60% students and staff are opted in to testing <i>(Ran out of tests for the final class)</i>

Latest Indoor Air Quality Test: [2/10](#), [2/23](#), [3/9](#), [3/18](#), [4/28](#)

Got questions for the safety committee? Email Ms. Landry (slandry@cps.edu) to share.

5/10 Ravenswood Safety Committee Meeting

Guidance Documents

- New Agreement that was passed on 1/12 ([Proposal from CTU website](#))
- [Cleaning and Disinfection Guidance](#)
- [Framework for Resumption of In person Instruction](#)
- [SY21 Principal Reopening Handbook](#)
- [CTU/CPS Safety Checklist](#)- NEW AGREED UPON CHECKLIST
- [District Level Incident Report](#)
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Agenda:

- Follow up issues
- New issues

Follow up issues

1. Tracking/reporting of cases
 - a. Summary: Staff is not getting COVID-19 notifications that are going to parents. CPS is taking over contact tracing so families will get notified only if they are close contacts, NOT if any child in their child's class is positive. quarantined in tracking at the top of the agenda? Not necessary at this point. Nick to reach out

- to CPS/Aspen to check on why teachers are not getting notifications. Will escalate to district level if cannot solve with IT.
- b. Updates: Guerrero created a tech ticket. Teachers have gotten the email
- c. Next steps:
- 2. Renewed push for testing
 - a. Summary: Should we do another testing push with the relaxing of masking? Increased testing could help us stop spread more quickly now that many kids are unmasked. Landry to take the lead on getting info to teachers to share with families.
 - b. Updates: Landry has not spearheaded this push. Should we still do this?
- 3. Universal masking & inconsistent case count #s
 - a. Summary: 15 cases in the past two week; 61 cases since beginning of year; 25% of cases for the school year have happened in the past two weeks. This is a significant uptick in cases. Currently 25% of the cases we have had all year have occurred in the last 2 weeks. Should we push for universal masking at the school level? Safety committee has the power to vote to re-institute universal masking for a set period of time. Toomey to reach out to union to verify, Nick to reach out to network office
 - b. Update: Both network office and union responded that safety committees do not have the authority to institute mandatory masking but rather can push voluntary masking.
 - c. Next steps: Continue to monitor case levels
- 4. Testing before 8th grade trip
 - a. Summary: Need organization and support for testing all 8th graders prior to departing for DC. NG to request testing on Thurs before 8th grade class trip (May 23→May 26). Need to get 8th graders signed up for testing to try to get 100% tested before the trip goes
 - b. Updates: Email reading to go regarding masking and testing before the trip, using the district's language on highly encouraging masking. Guerrero confirms that testing company will switch our PCR test date to the Thursday before the trip. What support is needed? Cross-checking trip list with testing sign up list during week of 5/16 and 5/23. Dussault & Landry can phone bank on Tuesday 5/17 after school.
 - c. Next steps: Toomey to make a copy of trip list. Guerrero to share students who are already signed up. Dussault to make script. Landry to make master list for cross referencing. Landry to email union rep re: phone bank funding, Guerrero to reach out to district contacts.

New issues

- 1. Uptick in cases across Chicago; district is now highly encouraging masking.
 - a. Next steps:

5/2 Ravenswood Safety Committee Meeting

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Agenda:

- Follow up issues
- New issues

Follow up issues

5. Testing:

- a. Summary: Getting more testers for longer has ensured we are able to test everyone who has signed up. Issue getting through everyone when our regular tester is out. Some students are not getting picked up. Solve: print out a fresh list for Mr. Cerda.
- b. Updates: A few students still aren't being picked up. Mr. Cerda gets a fresh list each week. Teachers should reach out to admin if you have students who are not being picked up.

6. Tracking/reporting of cases

- a. Summary: Admin is sending out notifications of positive cases to classroom, not whole school. Case count is available on the top of the agenda and is updated weekly. Admin is sending whole school blasts if there is a positive case and then CPS is following up with close contacts. There is no additional protocol for informing the community of cases in the building. Should we include # of students quarantined in tracking at the top of the agenda? Not necessary at this point.
- b. Updates: Staff is not getting COVID-19 notifications that are going to parents. CPS is taking over contact tracing so families will get notified only if they are close contacts, NOT if any child in their child's class is positive.
- c. Next steps: Nick to reach out to CPS/Aspen to check on why teachers are not getting notifications. Will escalate to district level if cannot solve with IT.

7. Renewed push for testing

- a. Summary: Should we do another testing push with the relaxing of masking? Increased testing could help us stop spread more quickly now that many kids are unmasked. Landry to take the lead on getting info to teachers to share with families.
- b. Updates: Landry has not spearheaded this push. Should we still do this?

New issues

2. CPS Tracker - 15 cases in the past two week; 61 cases since beginning of year; 25% of cases for the school year have happened in the past two weeks.
 - a. This is a significant uptick in cases. Currently 25% of the cases we have had all year have occurred in the last 2 weeks.
 - b. Should we push for universal masking at the school level? Safety committee has the power to vote to re-institute universal masking for a set period of time.
 - c. Next steps: Toomey to reach out to union to verify process , Nick to reach out to network office
3. Need organization and support for testing all 8th graders prior to departing for DC.
 - a. NG to request testing on Thurs before 8th grade class trip (May 23→May 26)
 - b. Need to get 8th graders signed up for testing to try to get 100% tested before the trip goes

3/21 Ravenswood Safety Committee Meeting

Guidance Documents

- New Agreement that was passed on 1/12 ([Proposal from CTU website](#))
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Agenda:

- Follow up issues
- New issues

Follow up issues

8. Quarantine
 - a. Summary: Switched from 10 to 5 days; students still must mask & maintain social distance when unmasked for days 6-10; staff to help students & lunch room staff remember who must maintain distance at lunch. For test to return, John in care room is managing & staff should forward any negative test results to John.
 - b. Updates: Change to definition of “close contact” – if students are not within 3ft unmasked for 15+ minutes, they will not be considered a close contact even when unmasked. Close out for now.
9. Mask supplies
 - a. Summary: Teachers have been requesting extra masks as needed.
 - b. Updates: We have plenty of surgical masks to distribute. Close out for now.
10. Testing:
 - a. Summary: Getting more testers for longer has ensured we are able to test everyone who has signed up.

- b. Updates: Issue getting through everyone when our regular tester is out. Some students are not getting picked up. Solve: print out fresh list for Mr. Cerda.
- 11. Tracking/reporting of cases
 - a. Summary: Admin is sending out notifications of positive cases to classroom, not whole school. Case count is available on the top of the agenda and is updated weekly.
 - b. Updates: Is there a protocol for notifying the community more broadly if there is an outbreak encompassing multiple classrooms? Admin is sending whole school blasts if there is a positive case and then CPS is following up with close contacts. There is no additional protocol for informing the community of cases in the building. Should we include # of students quarantined in tracking at the top of the agenda? Not necessary at this point.
- 12. Sharing safety committee info with families
 - a. Summary: Link to notes is now on the website; case counts and % tested each week included
 - b. Updates: The link was included in several room parent emails as well. Close out.

New issues

1. *No issues from staff survey*
2. Should we do another testing push with the relaxing of masking? Increased testing could help us stop spread more quickly now that many kids are unmasked. Landry to take the lead on getting info to teachers to share with families.
3. Can we create a safety survey for families and link it to the agenda/put it in the community updates? Alternative solution: Landry to add email address at the top of agenda in case community members have questions for safety committee.

Next meeting: Mon, 4/25

2/28 Ravenswood Safety Committee Meeting

Members present: Toomey, Guerrero, Jacobi, Landry, Dussault

Members not present: White, Hodzic, Garcia

Guidance Documents

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Agenda:

- Follow Up Issues

- Covid Captain: Staff members who serve as COVID Captains will receive a \$1,000 stipend for the semester. Additional information about this stipend and payroll directions can be found [here](#).
 - COVID Captains' responsibilities include:
 - Outreach to families, parent groups, and LSCs
 - Distribution of information about testing and vaccination
 - Promoting upcoming vaccination events in and around the school community

Phone Banking can be paid separately*

Follow-up

1. Quarantine
 - a. Summary: Switched from 10 to 5 days. Students who have tested positive must maintain 6ft of distance when unmasked (lunch, snack).
 - b. Updates: Include information about social distancing in the lunchroom in the emails that get sent to families; follow up with lunch room staff
2. Mask supply
 - a. Summary: teachers are requesting masks from office as needed
 - b. Updates: only two teachers have requested extra masks
3. Testing
 - a. Summary: Testing was not adequately staffed and not everyone was getting tested.
 - b. Update: We have been getting 1-2 testers for a full day on Tuesday, allowing all students and staff who signed up to be tested. Testing seems to be moving more smoothly/quickly so that students aren't out of class too long.
4. Tracking/reporting of cases
 - a. Summary: Parent raised concern about lack of notification around positive cases and quarantines. Positive cases count in building was also not readily accessible.
 - b. Updates: Admin sending out classroom notifications about positive cases. Case count is now included at the top of this agenda for families to see.
5. Sharing safety committee info with families
 - a. Summary: Families were not receiving timely safety information
 - b. Updates: Added safety committee notes to the top of the website, including case count and testing percentage each week.
6. Mask mandate
 - a. Summary: Court affirmed that MOUs in place superseded its ruling to suspend masking (downstate)
 - b. Updates: Mask mandate lifting for IL, Chicago today (2/28), IL, CDC, providing new guidance around masking. CPS has so far affirmed universal masking per emails to staff and families. Ravenswood is continuing to follow district-wide policies; there is no school-by-school policy. Note that we do have a population of students who are still not eligible for vaccinations (pre-k).

- i. Update on 3/2 from CPS that they will be moving forward with a mask optional policy. This is not in accordance with safety agreement and has not been fully discussed with labor.

New Issues

1. From survey: There are a number of unvaccinated students present after room 311 has been flipped to hybrid following an exposure.
 - a. Landry to follow up
 - b. Teachers can check vaccine roster in the case of hybrid and send any unvaccinated students to the care room immediately
2. CPS dashboard updated – what does this mean and why?
 - a. Only information we have is what CPS has shared.
3. Can the care room attendant and nurse be in the same room?
 - a. Nurse has duties with clinician meetings, so needs to be upstairs
 - b. Nurse primary duties are related to IEPS; we only have a nurse for two days out of the school week currently.
4. How are we tracking returns after 5 day quarantine in terms of distancing during meals?
 - a. Nick to put in newsletter for teachers to remind students who are returning from covid to socially distance during meals (and communicate this to the lunchroom staff)
5. How are we tracking students who need to test to return?
 - a. Care room attendant, John, tracks this and it is cross referenced with an email to Mr. Guerrero.
 - b. If a teacher receives a negative test for a student who needed to test to return, the teacher should forward to care room attendant John.

2/7 Ravenswood Safety Committee Meeting

Members present: Toomey, Landry, Guerrero, Jacobi, Dussault, Mesch

Members not present: White, Garcia, Hodzic

Guidance Documents

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Agenda:

- Follow Up Issues

- New Issue of Mask Lawsuit and how it applies to Ravenswood

Follow-up

1. Quarantine

- a. Summary: District announced via press conference a move to 5-day quarantine; staff had received no guidance at time of meeting.
- b. Updates: District-wide guidance sent during week of 1/31 to staff & families. Questions remain: CDC guidance states that students who test positive should still be 6 ft distant when unmasking for eating for days 6-10 post positive test. To accommodate this, students will need to eat on the stage so they can maintain distance for days 6-10. The 5 day quarantine only applies to asymptomatic individuals; if kids are showing symptoms they should continue to quarantine, and they will be sent to the care room if they display symptoms.
- c. Action step: Guerrero to send out notification to teachers that students should maintain distance for days 6-10 during breakfast/snack in classrooms.

2. Mask updates

- a. Summary: As of 1/26, we had received two shipments of KN95 masks (child and adult size). Admin distributed all masks to teachers. Admin to request more masks when teachers say they need them.
- b. Updates: Office currently has 100 kids' masks, will distribute tomorrow.

3. Testing updates

- a. Summary: Only 44% of the students signed up for testing got tested week of 1/24. One tester for 2 hours. Families are emailing wondering why their child did not get tested.
- b. Updates: No tester showed up on 2/1. Admin secured 2 testers for a full day on 2/3; 100% students and staff were tested. Will two testers be the norm moving forward? Guerrero reached out to testing company, and they shared that we would have 2 testers moving forward. Toomey reiterates that this is the decision of the district safety committee as well; either 1 tester all day or 2 testers during afternoon hours. Parent questions: are kids spending too much time waiting in the hallway? Can we make cards for younger kids with names & birthdays?
- c. Action item: Guerrero to talk to DeSantiago about making index cards for kids. Working to streamline process of getting one class at a time so students are not waiting in line for a long time.

4. Tracking/reporting of cases at Ravenswood

- a. Summary: Parent raised a concern that families were not getting notified by district contact tracing re: positive cases in school. Staff reported not receiving notification as well. Action item to file grievance to district-wide safety committee.
- b. Updates: Report from the district wide safety committee is to have teachers become contract tracers because the district is behind and will continue to lag. Response from field rep is that there should be teachers helping with this per the agreement, so it is unclear if has actually been elevated to the district-wide committee. Personalized messages are going out to families that include individual vaccination information (e.g. John Doe is vaccinated and does not

need to quarantine due to being a close contact). We are just under 80% vaccinated at Ravenswood.

5. Sharing safety committee information with families
 - a. Summary: CPS and CTU said safety committee can only be comprised of CTU members and building staff, so there are no spots reserved for parents/community members. However, parents who are staff members may join, and we have Sidney White and Mary Mesch as full committee members.
 - b. Update: Mary worked with Karen Kane to get website landing page for safety committee; needs to include these notes and tracking for testing each week.
 - c. Action items: Landry to add case count & testing count to top of notes. Guerrero to add information to Rambler so that families can find and access it

New issues

1. Downstate restraining order on mask mandates
 - a. The court case does not supercede a current MOU, so CPS can still enforce universal masking as per the January MOU between CTU and CPS
 - b. Language from CPS communication: "The court's current ruling does not prohibit CPS from exercising its authority to continue its COVID-19 mitigation policies and procedures. CPS can and will continue to enforce key safety measures, including our universal masking requirement for students and staff, our protocols requiring individuals who test positive for or have been exposed to COVID-19 to learn/work from home, and our mandate that staff members either get vaccinated or consent to weekly COVID testing."

Next meeting: **Mon, 2/28 at 4pm**. Landry to send invite.

1/26 Ravenswood Safety Committee Meeting

Members present: Landry, Toomey, Garcia, Jacobi, Guerrero, Mesch

Members not present: Dussault, Hodzic, White

Guidance Documents

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Agenda:

1. Quarantine Issues
 - a. According to press conferences, CPS is transitioning to a 5-day quarantine period.
 - b. Staff have received no updates regarding this change; admin have a meeting about it this week.
2. Mask Updates
 - a. Masks have been delivered to teachers and students
 - i. Every classroom has received at least one KN95 mask per student from CPS. Every teacher has received at least 1 KN95 mask from the alderman.
 - ii. Received 600 child KN95 masks and 200 adult size. Unclear if/when we will get more. Admin will request more masks as needed but unclear if the KN95s will be replenished.
 - iii. Teachers reporting ~5 masks breaking when children try to put them on
 - iv. Some teachers asking families to let them know if they want a KN95 mask
 - v. Admin to distribute remaining masks to teachers
3. Testing Updates
 - a. Filing to District Wide Safety Committee-
 - i. Two emails back from field rep & organizers that our filing has been discussed twice.
 - ii. First outcome was that the district was supposed to reach out to our admin to schedule an additional day of testing each week. As of now, no one has reached out.
 - iii. On Monday 1/24, Toomey reached out to let them know that no additional testing has been scheduled. They are going to bring it up again
 1. Only one tester. Came 45 min earlier. We have 320+ people being tested. PK-4 were all tested on Tuesday, and 1 5th grade class. No middle school except for athletes.
 - iv. Parents are emailing, posting because they are wondering why their child is not getting tested.
 - v. Toomey to re-file with updated numbers from this week.
 - b. Numbers of those signed up for testing in December versus now
 - i. Guerrero to reach out to testing company for exact numbers. We were at ~120 at the beginning of school year, now at ~320.
 - c. Weekly update on how many were tested each Tuesday
4. Tracking of cases in district and at Ravenswood- concern raised by a parent: " wanted to let you know that I have reached out to the OSHW about the discrepancy in the emails that I have received as a parent and the data on the CPS school level data site."
 - a. Confusion for all around how we know how many students are in quarantine
 - b. Media reports about how the district has changed its reporting of positive cases
 - c. We could create our own internal tracking system, but we could not share externally
 - d. ACTION ITEM: File to district-wide safety committee that families and teachers are not receiving notification of positive cases in the building from district-wide

contact tracing. Our administration has had to assume the sending of notifications to individual cohorts on top of their day to day responsibilities.

I. Highlights of safety procedures/protocols that are going well

II. Follow up and updates from previous meeting

Issue	Agreed Upon Action Steps	Update	New Action Steps (if applicable)
ONGOING:	<ul style="list-style-type: none"> IAQ Checks 	Publish in safety committee minutes	Still ongoing
Screens for classroom windows	<p>As of 10/8, new quote is going to be submitted to JLL (new company)</p> <p>As of 12/1, Safet followed up with JLL and Facilities Manager.</p>	Shared with Building Manager again.	Ongoing
Deep cleaning after a positive case in a classroom- protocol established is not being followed.	NG to add to supervisor email	Have not heard back	NG to reshare
Inability to distance during classroom lunch	<p>K-4 are eating in the classroom (one class for the whole week). We are pressed on personnel so teachers are sometimes supervising their own classrooms.</p> <p>Unable to fit all the students in the gym at tables, so some students need to sit on the floor in order to socially distant.</p> <p>In the hallway, students are unable to socially distant and it</p>	ACTION ITEM: Tuesday we will all be back in the lunchroom. White to help team work on seating plan	

	<p>is disruptive to classrooms in the hallway.</p> <p>This is a tough situation with no good answer, and it is a function of us not being able to have lunch outside.</p>		
Inadequate staff for testing		ACTION ITEM: Escalate the issue that we are not adequately staffed to complete testing at our school. We need at least two testers at our school.	
Issues meeting in person as a staff	<p>For IEP/504 meetings: in person meetings can occur in a teacher's classroom. We must offer in person option for families per ODLSS.</p> <p>For Flex day pd, Mr. Guerrero will check with Mr. Jorge Mojarro regarding content to see if we can flip this training to remote log in.</p> <p>GLT's will continue to occur in person.</p>		
Mixed messaging around remote instruction for students who are quarantining	<p>Several issues inside this one- need to increase the number of parents self reporting and filling out the form.</p> <p>Teachers have 24 hours to begin remote instruction after being notified of a quarantine.</p> <p>Gap in the time of the case being reported and official notification being sent to teachers.</p>	Landry & Guerrero to collaborate on a flow chart for families.	

III. New issues/concerns raised for 1/26

Issue/Concern	Discussion	Action Steps (School level)
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		solve/ referral to district level safety committee)
Every time we quarantine a classroom, Black and brown kids are the ones who have to stay home.	<p>Money has been designated by the district in order to phone bank, reach out, and do this work. Must be a CTU member, cannot be a parent.</p> <p>Can we incentivize vaccines/turning in vaccination cards? Not with school budget, may be able to use donations.</p> <p>Make the ask of staff to do personalized outreach over the next week.</p>	

1/13 Ravenswood Safety Committee Meeting

Members present: Guerrero, Landry, Toomey, Dussault, Garcia, Jacobi, White

Members not present: Hodzic

Guidance Documents

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Agenda:

2. Discussion raised by a parent to add an additional parent to the safety committee and to publish our meeting notes in a place that is accessible to parents
 - a. The legal language does not explicitly name parents as holding reserved spaces on the committee
 - b. Two parents have come forward as interested in joining; White is already a parent & member (and is a staff member)

- c. There are other places in this agreement that specifically call out the need for parent support, so we will definitely be able to loop families in that way
 - d. ACTION ITEM: Toomey will reach out to CTU to ask if parents are allowed to join; Guerrero will check with CPS
 - e. ACTION ITEM: Landry to follow up about sharing notes on the Ravenswood website
3. Review of New Agreement with discussion of pertinent issues at Ravenswood - there are 9 items on this agreement and many tie directly to safety committee. There are pros and cons to this; will be a big lift for us to make sure we can cover everything
- a. Masks
 - i. Agreement states CPS will provide K95 masks for staff and students
 - ii. Roughly 200 masks have been delivered from CPS; Guerrero coordinated with Alderman Matt Martin to get 75 adult K95 masks today (1 per staff was given out)
 - iii. 200 surgical masks were delivered today
 - iv. No timeline on delivery of more K95 masks for students and teacher
 - v. Many students are already walking in with their own high grade masks. We need to make sure that all students have them available, regardless of income or SES.
 - vi. Toomey moves to elevate this issue to the district safety committee: we need to understand how many masks are coming, when, and how often mask stores will be replenish. We want to make sure masks are readily available for students who need/want them.
 - vii. ACTION ITEM: White to start distributing child masks from pre-k up; when we get adult masks we will start with 8th grade and go down
 - b. Health Screeners
 - i. Agreement states that building level safety committees are allowed to reinstate the health screener (does not include a temperature check). If we do vote to reinstate, we must use school-based staff that we already have and make an implementation plan.
 - ii. Potential issues: staffing, kids missing class if they forget to fill it out, not much science behind health screeners being effective
 - iii. Proposal: Toomey moves that we do not reinstitute the health screener at this time. Vote: Unanimously in favor.
 - c. Safety Committee Flip to Remote Metrics
 - i. 30% or more of a school's classroom teachers are absent for two consecutive days due to Covid and absence rates remains at 25% or above with the use of substitutes or internal staff
 - 1. Strictly gen ed teachers are included in this metric (21), meaning 7 of those teachers would have to be absent with no sub coverage to trigger the safety committee coming together to make a decision, which would then be submitted to the network
 - ii. 40% of the student population has been instructed to isolate/quarantine during "high" community transmission

- iii. 50% of the student population has been instructed to isolate/quarantine during “low, moderate, or substantial” community transmission

d. Testing

- i. Screening testing must be maintained at level prior to this agreement + 10% pool
- ii. Need for a Student Testing and Vaccination Participation Captain
- iii. District Tactical Team will direct supplemental testing for asymptomatic students and staff when school is experiencing significant increase in self-reported
- iv. With phone parental consent, students may be tested who report to the care room with Covid symptoms. Antigen tests provided by the district and should be on hand.

1. No rapid tests have been received at our school.

- v. ACTION ITEM: Escalate the issue that we are not adequately staffed to complete testing at our school. We need at least two testers at our school.

Issue escalated on 1/14 with the following language to District Level

Safety Committee:

Our school needs immediate support with additional personnel sent to conduct weekly screening testing. Currently, we have over 30% of staff and students signed up for weekly PCR screening. The level of sign up in December was significantly above the 10% district goal. On January 4th, a minimum of 220 students and staff were signed up and expecting to be tested that day. One tester was dispatched from 1 pm- 3pm to handle this volume of testing. She was not able to complete the testing and students and staff were forced to stand in line inside of the building for 30 minutes or more waiting to be tested. This has a negative impact on safety AND instructional time. More testers need to be sent or the tester needs to be available for the entire day to test all that have registered. Ravenswood administration contacted the vendor/district personnel to request additional support. While students were not present in the building on 1/11 and a smaller group of students was tested, the vendor still only sent one tester for the exact same time frame 1-3. At our safety committee meeting on 1/13, all members including our principal voted to elevate this issue to the district level safety committee. We need adequate personnel and testing supplies to complete testing for all that have signed up and we want all who were signed up for testing on January 4th to continue to be tested on a weekly basis. Our next testing date is 1/18 and we request that this situation is remedied for testing on that day.

- vi. ACTION ITEM: Find out when/how many rapid tests will be delivered and how they will be replenished.
- vii. ACTION ITEM: When we receive tests, share with families that they are available to pick up at the office, should they be needed.

- e. Contract Tracing- At the start of the school year, the district had 20 tracers. They now have 40. Schools are now being offered to contact trace at the school level. See section 8 of agreement.
 - i. This means that staff could be trained at school level to be contact tracers at a school level

4. School based Issues

IV. Highlights of safety procedures/protocols that are going well

We solved many of our issues in our last meeting; Landry was able to take several issues off the agenda

V. Follow up and updates from previous meeting

Issue	Agreed Upon Action Steps	Update	New Action Steps (if applicable)
ONGOING:	<ul style="list-style-type: none"> IAQ Checks 	Publish in safety committee minutes	Still ongoing
Screens for classroom windows	As of 10/8, new quote is going to be submitted to JLL (new company) As of 12/1, Safet followed up with JLL and Facilities Manager.	Shared with Building Manager again.	Ongoing
Deep cleaning after a positive case in a classroom- protocol established is not being followed.	NG to add to supervisor email	Have not heard back	NG to reshare

VI. New issues/concerns raised for 1/13

Issue/Concern	Discussion	Action Steps (School level solve/ referral to district level safety committee)
Inability to distance during	K-4 are eating in the classroom (one class for	ACTION ITEM: Tuesday we

<p>classroom lunch Lunch in the classrooms is offering little to no additional safety benefit. Students are face to face at very close proximity with masks off. There is also not enough staff to supervise and teachers are spending their lunch supervising students.</p> <p>Lunch in the classrooms is very concerning. Our tables are 2'x4.' The children will be so close to each other that they will be breathing on each other while unmasking to eat. I don't understand how this is considered safer than just having lunch in the lunchroom.</p> <p>Eating lunch in the classrooms, our classroom does not have enough space for the students to be sitting unmasked.</p>	<p>the whole week). We are pressed on personnel so teachers are sometimes supervising their own classrooms.</p> <p>Unable to fit all the students in the gym at tables, so some students need to sit on the floor in order to socially distant.</p> <p>In the hallway, students are unable to socially distant and it is disruptive to classrooms in the hallway.</p> <p>This is a tough situation with no good answer, and it is a function of us not being able to have lunch outside.</p>	<p>will all be back in the lunchroom. White to help team work on seating plan</p>
<p>Inadequate staff for testing Weekly testing at Ravenswood- For the past two Tuesdays (1/4 and 1/11), we have had over 200 people signed up for weekly testing. The district has dispatched one person to conduct all of those tests from 1-3:30 and she has not been able to complete testing all who have signed up in the time frame. Additionally, for the testing that occurred on 1/4, teachers received their results four days later. This timing allows for unnecessary exposure to others in the building and effectively invalidates the purpose of the testing. For this week's testing, it is Thursday and I am still waiting for my testing results.</p>	<p>Discussed above</p>	<p>Escalating to district level safety committee – see above</p>
<p>Safety of staff meetings during the surge Several teachers have raised the issue of the safety of holding in person meetings in 406 during this surge. There</p>	<p>For IEP/504 meetings: in person meetings can occur in a teacher's classroom. We must offer in person option for families per ODLSS.</p>	<p>Guerrero to share plan for flex day ASAP.</p>

<p>are too many packed into that room during meetings.</p> <p>Flex day pd...can we please log in remotely so as not to gather with everyone in one space during this surge?</p> <p>While we are in this current surge, should our after school staff PDs be flipped to remote?</p>	<p>For Flex day pd, Mr. Guerrero will check with Mr. Jorge Mojarro regarding content to see if we can flip this training to remote log in.</p> <p>GLT's will continue to occur in person.</p>	
<p>Coverage of key areas during lunch</p> <p>Today I had a student who was feeling sick after lunch and crying. I buzzed the office and was told the care room attendant was on lunch break. I chose to keep the student with me for the nearly 40 minutes it took to get someone, rather than send a crying kindergartener to the office. The care room attendant is wonderful and made the student feel safe and cared for, but he cannot cover his own lunch.</p> <p>Because security is helping with lunch coverage, Door 2 is often unmanned in the middle of the day. I have had 3 parents walk into my classroom without having checked in at the office. Additionally, this can create a backlog of adults in the office, which makes for an unsafe environment especially when (sick) students are in there.</p>	<p>Guerrero & DeSantiago cover care room when attendant is at lunch. Stretched thin this week with absences so this was a consequence of that.</p>	
<p>Mixed messaging around remote instruction for students who are quarantining</p> <p>There has been a delay in official notification around when students' remote learning should start. Many families are reporting their positive cases, but teachers are not being notified that the family is eligible for remote learning and the child is not showing up as</p>	<p>Several issues inside this one- need to increase the number of parents self reporting and filling out the form.</p> <p>Teachers have 24 hours to begin remote instruction after being notified of a quarantine.</p> <p>Gap in the time of the case being reported and official notification being sent to teachers.</p>	<p>Landry & Guerrero to collaborate on a flow chart for families.</p>

eligible in Aspen. Teachers have also been informed that they may get in trouble for providing remote learning for a child who is ineligible. We would like a clear plan for families and teachers alike so that everyone is on the same page.		
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12/1 Ravenswood Safety Committee Meeting

[Meeting Link](#)

Members present: Toomey, Guerrero, Landry

Members not present: White, Dussault, Hodzic, Jacobi

Guidance Documents

- [Cleaning and Disinfection Guidance](#)
- [Framework for Resumption of In person Instruction](#)
- [SY21 Principal Reopening Handbook](#)
- [CTU/CPS Safety Checklist](#)- NEW AGREED UPON CHECKLIST
- [District Level Incident Report](#)
- [ISBE/IDPH Schools FAQs](#)

Agenda:

VII. Highlights of safety procedures/protocols that are going well

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VIII. Follow up and updates from previous meeting

Issue	Agreed Upon Action Steps	Update	New Action Steps (if applicable)
ONGOING:	<ul style="list-style-type: none"> • IAQ Checks 	Updates current through 12/1 (in drive) -- including hallways where students are eating. Levels are below thresholds.	Still ongoing

Screens for classrooms	As of 10/8, new quote is going to be submitted to JLL (new company)	As of 12/1, Safet followed up with JLL and Facilities Manager.	Ongoing
Expiration of MOU	MOU has expired		No update, remove from agenda
Inclement weather plan	<p>Temporary plan: half classrooms in gym, half classrooms in hallway.</p> <p>Once we get more employees, we will have staff to supervise in the hallway and in the classroom. Parent volunteers to begin soon.</p> <p>Inclement recess is going to take place in hallways. It seems this is not the plan?</p> <p>Need towels for kids to clean off outdoor tables if wet -- Landry emailed FORS</p> <p>Schedule to be developed, will be handed.</p> <p>Can start paying teachers to give up their preps and get paid -- but only want to use as a stopgap measure.</p> <p>In place before Thanksgiving break.</p> <p>Safet: do an IAQ check for hallway on Thursday or Friday during indoor recess</p>	<p>Indoor Lunch Plan HERE</p> <p>Indoor Recess Plan HERE</p> <p>Parent volunteers are still being recruited.</p>	Ms. Mesch and Ms. Hidalgo will communicate whether students are eating indoor or outdoor to the affected homeroom
Changing filters in air purifier units	Completed over the summer; Ongoing	Safet emailed that all air filters have been changed	NONE
Testing for staff and students has yet to occur at	<p>Testing is now occurring, but vaccinated staff are being told they are not eligible</p> <p>Toomey to escalate</p>	Staff are still getting tested	NONE- no escalation, staff is still being tested.

Airflow in hallways	<p>Windows not open in the hallways, some classrooms</p> <p>Security to help open and close windows during breakfast and snack, prop doors for lunch time to get airflow in holiday</p>		No action need based on air quality check.
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IX. New issues/concerns raised for 12/1

Issue/Concern	Discussion	Action Steps (School level solve/ referral to district level safety committee)
Windows (4th floor, 308)	<p>None of the windows on the 4th floor have screens. I am able to open the 4 windows without a/c from the top and have been doing due to the lack of screens. When facing the windows, the one of the far left opens but will only stay open an 1in or 2 on it's own. The one next to it opens, but does not stay on its own. The one to the left of the 1st a/c unit does not open.</p> <p>306: Middle window will not open</p>	<p>Landry emailed individuals to see how many windows will/will not open and explained CPS's 3-window rule</p> <p>306: checking on IAQ data for the classroom</p> <p>Landry to reach back out with folks who filled out survey</p>
All kiddos & staff should be sanitizing their hands when they walk into ANY room. Also to make sure that all the sanitizer dispensers all are Filled at all times. There are dispensers that have been Empty for weeks. Especially near the front door , where people go in and out.,	Custodians and engineer were emailed today (11/30) to refill the sanitizer machines. Please have teachers email us directly with specific hand sanitizers that are empty, so we can remind custodians.	If you need your classroom dispenser refilled: let Guerrero know via email
I have some confusion about what the hours are for the care room attendant. I assume it should be staffed and open for students from 8:45-3:45. It seems the intent is to keep sick students out of the office, classrooms and other areas of the school to limit exposure to the illness. Many times when you call the care room, no one	<p>CRA's hours is 9am-4pm. In the event where the CRA is not present, Ozzie or I supervise the student in the main office or our offices.</p> <p>CRAs are paid for by CPS.</p>	Landry to follow up with individual via email next week.

replies. As an aside to this concern, I wonder who pays for the care room staff. Does it come from our school budget or the cps budget? Does the superior of care room attendant know what hours the attendant is actually present and able to attend to sick students?		
Deep cleaning after a positive case in a classroom-protocol established is not being followed.		NG to add to supervisor email

X. Forecast of future concerns for Safety Committee to discuss and solve on

Issue/Concern	Discussion	Action Steps if applicable at this time
Set next meeting		

10/27 Ravenswood Safety Committee Meeting

[Meeting Link](#)

Members present: Guerrero, Landry, Dussault, White

Members not present: Toomey, Hodzic

Guidance Documents

- [Cleaning and Disinfection Guidance](#)
- [Framework for Resumption of In person Instruction](#)
- [SY21 Principal Reopening Handbook](#)
- [CTU/CPS Safety Checklist](#)- NEW AGREED UPON CHECKLIST
- [District Level Incident Report](#)

- [ISBE/IDPH Schools FAQs](#)

Agenda:

XI. Highlights of safety procedures/protocols that are going well

Mask wearing is pretty good for the most part
White is in charge of inventory -- reordering
Kids are settling into routines, transitions are smoother now
We have some picnic tables

XII. Follow up and updates from previous meeting

Issue	Agreed Upon Action Steps	Update	New Action Steps (if applicable)
ONGOING:	<ul style="list-style-type: none"> • IAQ Checks 	Checks have begun; Sent to Toomey by NG	Still ongoing
Screens for classrooms	NG to follow up with Safet to reach out to his manager	As of 10/8, new quote is going to be submitted to JLL (new company).	No update
Room 109 window	<p>From June: Quote for Room 109 was sent to new facilities manager, sending to her boss for approval. Order has been put in through Kim Allen, is in the process of being reviewed</p> <p>SL to reach out to Dianisa to check</p>		<p>Landry and Guerrero to follow up via email</p> <p>Guerrero & Landry to follow up with staff</p>
Expiration of MOU	<p>MOU has expired</p> <p>We have hired misc employees (clerical work, supervision, recess, lunch), but still need to hire their replacements for their PK positions</p>	<p>Lidia is new staff member in the building, will be introduced to staff as soon as bio is updated</p> <p>Still hiring for the second position; 12-2:30</p> <p>Parents are filling out volunteer forms, will support at recess and lunch.</p>	Ozzie is reaching out to get volunteers in place.
Inclement weather	Temporary plan: half classrooms in gym, half	It seems this is not the plan?	Landry to email Bindu & Rachel re:

protocols for lunch	<p>classrooms in hallway.</p> <p>Once we get more employees, we will have staff to supervise in the hallway and in the classroom.</p> <p>For inclement weather: Remembering a flag system from years ago, RJ to follow up</p> <p>Inclement recess is going to take place in hallways</p>	<p>Need towels for kids to clean off outdoor tables if wet</p> <p>Schedule to be developed, will be handed.</p> <p>Can start paying teachers to give up their preps and get paid -- but only want to use as a stopgap measure.</p> <p>In place before Thanksgiving break.</p>	<p>towels</p> <p>Safet: do an IAQ check for hallway on Thursday or Friday during indoor recess</p> <p>Working to get students in classrooms eating lunch, timeline is before Thanks</p>
Improper quarantine protocol	<p>To report district safety committee:</p> <ul style="list-style-type: none"> • Timeliness of communication around quarantine (8 days post exposure) and the failure of contract tracing/quarantine decisions <p>Safety committee: email reminder to staff to fill out vaccination verification ASAP- all employees must be vaccinated by 10/15. One shot does not equal vaccination. Vaccination is two full weeks post second shot.</p>		<p>Toomey can update if there is any update</p>
Changing filters in air purifier units	NG to email Safet	Completed over the summer; Ongoing	NG to email Safet
Testing for staff and students has yet to occur at	Testing is now occurring, but vaccinated staff are being told they are not eligible		Toomey to escalate

XIII. New issues/concerns raised for 10/27

Issue/Concern	Discussion	Action Steps (School level solve/ referral to district level safety committee)
Windows not open in the hallways, some classrooms		Security to help open and close windows during breakfast and snack, prop doors for lunch time to get airflow in holiday
		NG to put in newsletter to email White if you need PPE

XIV. Forecast of future concerns for Safety Committee to discuss and solve on

Issue/Concern	Discussion	Action Steps if applicable at this time
Set next meeting		

9/27 Ravenswood Safety Committee Meeting

[Meeting Link](#)

Members present: Toomey, Jacobi, Landry, Guerrero, White (virtual)

Members not present: Hodzic, Dussault

Guidance Documents

- [Cleaning and Disinfection Guidance](#)
- [Framework for Resumption of In person Instruction](#)
- [SY21 Principal Reopening Handbook](#)

- [CTU/CPS Safety Checklist](#)- NEW AGREED UPON CHECKLIST
- [District Level Incident Report](#)
- [ISBE/IDPH Schools FAQs](#)

Agenda:

XV. Highlights of safety procedures/protocols that are going well

All kids back in building
Outdoor lunch/Hallway lunch- tables ordered for outside

XVI. Follow up and updates from previous meeting

Issue	Agreed Upon Action Steps	Update	New Action Steps (if applicable)
ONGOING:	<ul style="list-style-type: none"> • Random temp checks & IAQ checks • Targeted temp checks & IAQ checks 	No more temp checks No IAQ checks -- Toomey emailed to request for those to start Need to start regular IAQ checks	Guerrero emailing Safet to begin regular checks
Screens for classrooms	From June: Quote for screens was sent to new manager, sending to her boss for approval	Operations manager from last year has taken a job outside of the district A temporary person will become the ops manager, most likely	NG to follow up with Safet to reach out to his manager
Room 109 window	From June: Quote for Room 109 was sent to new facilities manager, sending to her boss for approval. Order has been put in through Kim Allen, is in the process of being reviewed	Unsure if this got fixed	SL to reach out to Dianisa to check
Expiration of MOU	From June: District has shared that students will be full-time in-person next year <ul style="list-style-type: none"> • DISTANCING: Union should advocate for what CDC recommends • IAQ CHECKS: Easy win. Continue with this. • IMPROVE VENTILATION: Things are good right now 	MOU has expired We have hired misc employees (clerical work, supervision, recess, lunch), but still need to hire their replacements for their PK positions	

	<p>with windows open, what does that mean when it's cold?</p> <ul style="list-style-type: none"> ● CONTACT TRACING: Have not had to do this at our school. Should maintain for district until the pandemic is done. ● MAINTAINING MASKING: Whatever the CDC recommends. Worry about regulating/tracking who should/shouldn't mask. Masking and distance guidance goes hand-in-hand -- our leaders should look at these things in tandem. ● CARE ROOM: Sick area is necessary for all schools district-wide. It is not feasible in our school and many others because we do not have the space. ● EXTRA POSITIONS: very necessary! Very helpful regardless of in a pandemic or not. ● UNNECESSARY THINGS FOR US: health screeners, temperature checks, enhanced cleaning protocols 		
Inclement weather protocols for lunch	<p>Unsure what procedure was supposed to be but it changed on the fly.</p> <p>Concern over classrooms vs. gym: better ventilation in classrooms, better social distancing in gym</p>	<p>Temporary plan: half classrooms in gym, half classrooms in hallway.</p> <p>Once we get the more employees, we will have staff to supervise in the hallway and in the classroom.</p> <p>For inclement weather: Remembering a flag system from years ago, RJ to follow up</p> <p>Inclement recess is going to take place in hallways</p>	

XVII. New issues/concerns raised for 9/27

Issue/Concern	Discussion	Action Steps (School level solve/ referral to district level safety committee)
<p>From Safety Form: After an exposure in the building over 8 days ago, we are just now getting quarantine information for our students on 9/22. If the exposure was 8 days ago, these students have all been in school since that day. This delay in information makes quarantine a joke. We are already 7 days into a quarantine time period that is in fact just starting now today (9/23) It is unacceptable that we are not getting information and steps out from the district the day of or the day after an exposure. This is a major safety concern for unvaccinated students.</p> <p>*quarantines that started on 9/23 were inaccurate and did not include rosters from essentials class for JMS and MS or district did not trace in that way and they should have- this means exposure was not properly assessed *were Ravenswood students exposed in the lunchroom on 9/17 when lunch employee was requested to report to the building? Was this reported to district/contract tracing?</p>	<p>Lots of levels to this, lots of people are upset</p> <p>Lunch room exposure was reported to the district. Exposure happened in essentials classes, because of electives schedule. Exposure not traced properly with lunch room and with essentials.</p> <p>Moving forward, schools will have more autonomy to quarantine immediately when they find out new information.</p> <p>More on educating our staff to err on the side of caution.</p>	<p>To report district safety committee:</p> <ul style="list-style-type: none"> • Timeliness of communication around quarantine (8 days post exposure) and the failure of contract tracing/quarantine decisions <p>Safety committee: email reminder to staff to fill out vaccination verification ASAP- all employees must be vaccinated by 10/15. One shot does not equal vaccination. Vaccination is two full weeks post second shot.</p> <p>SL to share flow chart</p>
Changing filters in air purifier units	Believe they were changed over the summer	NG to email Safet
Testing for staff and students	No one has been scheduled to come to our	Escalate to district safety

has yet to occur at Ravenswood- what is the update from the district on this? Why has staff not been tested yet? What procedures will we follow when testing is up and running?	school. No options for teachers/staff to get tested if they are worried about exposure	committee: <ul style="list-style-type: none"> No testing has occurred yet for students or staff Teachers can share opt in testing info with families
Set further meeting dates - reach out to Safet		Landry -- reach out

XVIII. Forecast of future concerns for Safety Committee to discuss and solve on

Issue/Concern	Discussion	Action Steps if applicable at this time
Cleaning protocols (Tabled from 4/28, revisit as needed)		Take off agenda for now; will add back if it comes through on the reporting form

From Senior Operations Manager, Wednesday Cleaning Procedures

Classrooms:

- Clean and disinfect all high touch surfaces
- Empty trash
- Clean and disinfect trash containers
- Sweep, mop and disinfect floors
- Restock
- Inspect

Bathrooms and Locker Rooms:

- Clean and disinfect all high touch surfaces
- Empty trash
- Clean and disinfect trash containers
- Spray and disinfect all surfaces and fixtures including floor, sinks, toilets and urinals
- Restock
- Inspect

Common Spaces:

- Clean and disinfect all high touch surfaces
- Empty trash
- Clean and disinfect trash containers
- Sweep, mop and disinfect floors
- Restock
- Inspect