

RETURN TO LEARN

HEALTH + SAFETY IN OUR SCHOOLS



COVID-19 Health & Safety Protocols



Decatur Public Schools will implement the practices and procedures found in this guide that prioritize protecting the health and safety of our students and staff.

UPDATED FREQUENTLY

SEE FOOTER WITHIN DOCUMENT
FOR DATE IT WAS UPDATED

All guidelines and recommendations contained within this document are subject to change at any time. This document may be updated frequently as COVID-19 guidance is updated.



**Decatur
Public Schools**

Educating for Success

Table of Contents

Introduction	5
Symptom Screening & Self-Certification	5
Face Coverings (Masks)	5
Refusal to Comply	6
Exceptions	6
Clear Face Coverings	6
Mask Exemptions	7
Other PPE	7
COVID-19 Symptoms at School	7
Siblings/Household Members	7
Testing Information	8
Positive Cases	8
Close Contacts	8
Notifications	9
Educational Continuity	9
Return to School	9
IDPH/MCHD Procedures for Outbreak Response and Consideration for Closure	9
Daily Expectation for Staff, Students, & Parents/ Guardians Who Enter DPS Buildings	10
Process for Staff	10
Process for Parents/Guardians of Students Attending In-Person	11
Requirements of ALL Parents/Guardians	11
Personal Protective Measures	11
Illness During the Work Day	12
Illness During the School Day	12
Administrator Guidance to Share with Staff and Families	13
Social Distancing & Space Utilization	13
School Entrance and Exit Procedures	13
Classroom Configuration	14
Student Movement Patterns	14
Outdoor Spaces	14
Buses	14
Visitors	15
Hand Hygiene	15

Restrooms & Water Fountains	15
Cleaning & Sanitation	15
Custodial Staff COVID-19 Response Team	16
Instructions for Doffing and Donning PPE Process-Custodial Response Team	17
School Meals	18
Signage & Educational Materials	18
Miscellaneous	18
APPENDIX A: DPS Buildings and Grounds Cleaning Protocols	19
Custodial Daily Classroom & Bathroom Checklist	19
Custodial Foreman Compliance Checklist	20
APPENDIX B: Alltown COVID-19 Policy & Procedures for 2020-21 School Year	21
APPENDIX C: Teacher Decision Tree for Health-Related Issues	22
APPENDIX D: Note to be Sent Home with Ill Students	23
APPENDIX E: Respiratory Protection Program	24
APPENDIX F: PPE Hazard Assessment Form	28
APPENDIX G: DPS COVID-19 Visitor Guidelines & Self-Screening Checklist	29
Self-Screening Checklist	29
APPENDIX H: Sample script for taking absence calls while tracking illnesses	30
Script for screening absence/illness calls during virtual learning:	30
Script for screening absence/illness calls during in-person learning:	30
Script if they have COVID-19 symptoms or a positive COVID-19 test:	31
APPENDIX I: IDPH Interim COVID-19 Music Guidance	32
APPENDIX J: Playground Safety Protocols PK-8	35
APPENDIX K: Athletics Return to Play Under COVID-19 Conditions 2020-21	36
Expectations	36
High School Season 2020-21 Season Only	36
Middle School Season 2020-21 Season Only	36
Elementary School Season 2020-21 Season Only	37
Bus Transportation to Athletic Contests	37
APPENDIX L: Decatur Public Schools Library Materials Handling Protocol	38
Circulated Library Materials	38
Library Use	38
APPENDIX M: Self Certification, Entry, & Isolation Protocols	39

Self- Certification Process for Parents/Guardians of Students Attending In-Person	39
APPENDIX N: PHYSICAL EDUCATION GUIDANCE	42
APPENDIX O: ADDITIONAL RESOURCES	43

I. Introduction

A committee of Decatur Public Schools administrators, principals, teachers, and staff has been meeting throughout Fall 2020 to plan for a return to in-person instruction for DPS students. The priority for this committee has been to protect the health, safety, and well-being of students, teachers, and staff, while maintaining a high quality educational experience for all students.

The practices and procedures contained in this document follow guidance and direction provided by the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and Macon County Health Department (MCHD). All guidelines and recommendations contained within this document are subject to change at any time. This document may be updated frequently as COVID-19 guidance is updated.

All Decatur Public Schools staff completed required COVID-related training at the beginning of the 2020-21 school year.

II. Symptom Screening & Self-Certification

Per ISBE and IDPH guidance, all students, staff, and essential visitors must either self-certify or be certified by a District staff member BEFORE they enter a school building.

The digital self-certification form that parents/guardians must complete each day a student attends school in-person is available in Skyward Family Access. Parents/guardians must complete this digital self-certification daily, prior to students boarding school buses or entering school buildings. **Students may also have their temperature taken and wellness screened upon arrival at school.**

Students who are age 18 or older, as well as legally emancipated students under the age of 18, may self-certify. For students younger than 18 who are not legally emancipated, parents/guardians or the individual who enrolled the student must certify daily on behalf of the student.

Individuals who have a temperature greater than 100.4° Fahrenheit/38° Celsius or known COVID-19 symptom(s) may not enter buildings. Individuals who exhibit COVID-19 symptoms will be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.

Even if they have completed self-certification, students may also be screened by District staff at the District's discretion. Per ISBE guidance, any staff member may perform in-person temperature checks and symptom screenings — it is not required that a nurse employed by the District perform these checks and screenings. The District will, however, provide specific training and appropriate PPE to employees who are involved in symptom screening and assessments.

If your student is experiencing any COVID-19 symptoms while away from school, and has participated in in-person learning, please notify your student's teacher and/or building administrator as soon as possible.

III. Face Coverings (Masks)

Mask wearing requirements are based on guidelines from the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).

All individuals in DPS buildings must wear face coverings at all times unless they are younger than two (2) years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in DPS buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distance is maintained. *DPS has acquired masks for employees to wear; please contact your direct supervisor if you need a mask to be provided.* The face covering should have two or more layers to stop the spread of COVID-19. **Bandanas, neck gaiters, and masks with vents are not allowed. Those wearing these types of face covering will be asked to change to a disposable mask supplied by DPS.**



There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Ensure that the face covering fully covers the mouth and nose, is secured under the chin, and the covering fits snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering. Face coverings should be changed

immediately if soiled, wet, or torn.

Refusal to Comply

Students who have not been provided an accommodation to the face mask requirement and refuse to wear a face mask will be sent home and excluded from in-person instruction, transportation, and other school activities. Repeated refusal to wear a face mask will result in a change to a virtual learning plan.

Exceptions

Medical documentation will be required for staff and students unable to wear masks due to breathing difficulties. Requests for exemptions will be reviewed at the district level.

Face coverings are not required:

- When eating and drinking;
- While children are napping with close monitoring to ensure no child leaves their designated napping area without putting their face covering back on;
- For individuals who are younger than 2 years of age; those who are unconscious, incapacitated, or otherwise unable to remove the face mask without assistance;
- For staff, when alone in classrooms or offices with the door closed.

Clear Face Coverings

People who are deaf, or hard of hearing, or those who care for or interact with a person who is hearing impaired, may be unable to wear a cloth face covering if they rely on lip-reading to communicate. In this situation, the District is using a clear face covering that covers the nose and wraps securely around the face. If a clear face covering is not available, faculty or staff can use written communication (including closed captioning) and decrease background noise to improve communication while wearing a cloth face covering that blocks their lips.

In addition to those who interact with people who are deaf or hard of hearing, the following groups of

teachers and staff may also consider using clear face coverings:

- Teachers of young students
- Teachers of students who are English Language Learners
- Teachers and Related Service Providers of students with disabilities

Mask Exemptions

Students with Special Needs who cannot independently remove a face covering due to their age or a physical or intellectual disability may be exempt from the District's requirements to wear face coverings or may be entitled to accommodations to the requirement. In rare cases, students with a medical condition that impacts their ability to breathe may also be entitled to accommodation in regard to this requirement.

Parents/guardians of students who have a medical condition or other disability, which may prevent the safe wearing of face coverings and who are currently receiving accommodations under or services under the Individuals with Disabilities Education Act (IDEA), should confirm with their student's case manager, administrator, or the Special Education Administrator.

The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the District's choice. Students with an Individualized Education Program (IEP) who are unable to wear a face covering or face shield due to a medical contraindication may not be denied access to an in-person education if the school is offering in-person education to other students.

IV. Other PPE

The District will ensure that appropriate personal protective equipment (PPE) is made available for use by staff, as needed, based on exposure risk, to include N95 respirator, gowns, gloves, face coverings, masks, or face shields. Decatur Public Schools will continue to comply with Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens, including the proper disposal of PPE and regulated waste. *See PPE Hazard Assessment Form in Appendix E.*

V. COVID-19 Symptoms at School

Students and staff exhibiting fever of 100.4° and/or one or more COVID-like symptoms will be immediately isolated and evaluated, before being sent home. Students and staff who are sent home sick are encouraged to call the IDPH COVID-19 hotline at 1-800-889-3931, the Macon County Public Health Department (MCHD) at (217) 423-6988, or their medical provider for guidance regarding symptoms to determine if testing for COVID-19 is warranted. Diagnostic testing is strongly encouraged by IDPH whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results. Each new episode of new symptom onset should be evaluated by a healthcare provider.

IDPH COVID-19 Exclusion Guidance

The District will use the Illinois Department of Public Health [exclusion guidance](#) as reference to determine when students and staff may return to the building following exclusion. ***This linked document is updated***

frequently, please check it often for the most updated guidance.

Siblings/Household Members

If one household member tests positive for COVID-19, the rest of the household, including any other DPS students within the household, must be quarantined per IDPH guidelines. If the sick student becomes a confirmed case or a probable case, MCHD will conduct contact tracing and will place household contacts, including siblings, in quarantine. MCHD also will provide guidance on how to safely quarantine and isolate within the household.

Testing Information

Free COVID-19 testing is currently available at the Decatur Civic Center, located at 1 Gary K. Anderson Plaza. The testing site is located in the parking lot on the south side of the Civic Center. You can drive up to the site. Testing is available Monday, Wednesday and Friday from 8:00 a.m. to 4:00 p.m. Crossing HealthCare has appointments available for COVID-19 testing. Appointments can be set up on their website at crossinghealthcare.org/COVID19 This section will be updated when/if testing information changes.

VI. Positive Cases

All students and staff are required to provide the District with an immediate notification of a positive case. This notification should be sent to HR (staff) and the Health Services Coordinator (students).

If parents are reporting an absence due to either COVID-19 symptoms or a positive test result, District staff will use the script provided in the Appendix to ensure all the information is recorded.

Schools must cooperate with the MCHD to provide relevant information needed for mitigating the spread of COVID-19 infections and must be reported to MCHD for use in surveillance and contacting tracing public health activities.

The District will call the Macon County Health Department and begin discussions on next steps; the District will share with MCHD all available information about the case's movements and potential exposures within the facility. This includes:

- Total number of classrooms impacted
- Total number of students at the school and total number of classrooms
- Total number of staff at the school
- Total number of students and staff potentially exposed
- The COVID-positive individual's reported/observed onset date of symptoms
- The COVID-positive individual's last day at school

MCHD will contact the COVID-positive staff person or the parents/guardians of the COVID-positive child to complete the investigation and conduct contact tracing to identify close contacts to the case. Additional cleaning and sanitizing protocols will also be completed in areas where the infected person had contact, as applicable.

Close Contacts

Close contact means the individual was within six (6) feet of the person who tested positive for COVID-19 or is suspected of having COVID-19 infection for at least 15 minutes cumulatively over the course of a 24-hour period while the individual was infectious. The period of close contact begins two (2) calendar days before the onset of symptoms (for an asymptomatic person) or two (2) calendar days before a positive sample was obtained (for an asymptomatic person). Length of quarantine will be determined by IDPH. Per IDPH, contacts of a person who is a close contact to a COVID-19 case do not need to self-quarantine unless they develop symptoms or the person identified as the close contact develops COVID-19. They should monitor themselves closely for symptoms of COVID-19 and if they become symptomatic, self-isolate and seek medical evaluation.

Notifications

The District has a communication plan in effect to alert parents/guardians and staff if any individual tests positive. In the case of students, the District will work collaboratively with the Macon County Health Department to notify families. The school will notify close contacts immediately with a tentative quarantine release date, followed by contact from the MCHD with specific instructions and quarantine requirements.

Educational Continuity

Any student who is unable to attend in-person instruction because of an extended illness or required quarantine will be able to immediately begin virtual learning. Parents/guardians should contact the school secretary regarding any school absences.

Return to School

Please be aware that at this time, DPS#61 cannot accept results of negative rapid molecular COVID-19 tests or antigen testing. Please ensure that the test results provided to the school are for the RT-PCR COVID-19 test. If you have any questions, please contact your school nurse or local health department.

[Per IDPH](#), a person who has had a positive COVID-19 diagnostic test or COVID-like symptoms without COVID-19 testing and was exposed to a confirmed case (a “probable case”) should present a Release from Isolation letter from the MCHD or a physician.

[Per IDPH](#), a close contact to a confirmed or probable case should present a Release from Quarantine letter from the MCHD or a physician.

Individuals who have been cleared by the Health Department for release from isolation may return to school even if other household members are in isolation or quarantined in the home.

All District staff and students who are under isolation or quarantine are expected to fully cooperate with the MCHD’s contact tracing and symptom monitoring process.

IDPH/MCHD Procedures for Outbreak Response and Consideration for Closure

An outbreak is defined as five Covid-19 infections (laboratory-positive by PCR or antigen testing) occurring within 14 calendar days of each other in individuals in the same classroom and are linked epidemiologically with respect to person, place, and time. In other words, the five cases have shared close contacts and location

and have onsets within 14 calendar days of each other. Conversely, five cases that occurred in different time frames (at least calendar 15 days apart), separate locations, and having no common source of exposure would not constitute an outbreak.

Once an outbreak is identified, MCHD will further investigate to determine the extent of exposures at the school and what control measures are needed to mitigate the outbreak. Alternative social distancing strategies, less drastic than closure, might include:

- Quarantining the affected classroom, especially for early childhood classrooms where masking and social distancing are challenging.
- Suspending in-person learning for affected classes.
- Closing playgrounds.
- Canceling non-essential activities and meetings.
- Keeping students in stable class groups or classrooms and moving teachers between classes, if necessary.
- Increasing spacing between students in classes.
- Shortening the in-person school week.
- Staggering school/day care start and lunch/break times across year groups or classes.

If there is substantial transmission in the local community, local health officials may suggest virtual instruction as part of a community mitigation strategy. This longer-term, and likely broader-reaching, virtual instruction is intended to slow transmission rates of COVID-19 in the community.

VII. Daily Expectation for Staff, Students, & Parents/Guardians Who Enter DPS Buildings

Self-certification of the following health information will be recorded for both students and staff, and those records will be maintained:

- Do you have a temperature above 100.4° F?
- Are you exhibiting any of the following symptoms?
 - Fever or chills
 - Cough, shortness of breath, or difficulty breathing
 - Congestion or runny nose
 - Sore throat
 - Headache, muscle or body aches
 - Fatigue (tiredness)
 - Nausea/vomiting/diarrhea
 - New loss of taste or smell
- Have you had a fever within the last 24 hours?
- Have you had close contact (defined as any individual who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset or, for asymptomatic persons [having no symptoms], two (2) days prior to a positive test result) with someone who has tested positive with COVID-19?

Process for Staff

- If any employee answers yes to one of the above questions or is experiencing one of the above symptoms, they will:

- Stay home
- Contact their supervisor to report absence
- Enter absence into AESOP
- Contact medical provider for recommendations
- If experiencing a non-COVID-19 related illness, 24 hours must pass from resolution of symptoms without the use of medications before returning to work.
- Provide Human Resources and supervisor with a physician's note in order to return to work.
- While waiting for COVID-19 test results, an employee will:
 - Inform your work supervisor that you have been tested for COVID-19 and note the date of testing.
 - Stay home until you receive your test results:
 - If results are negative and you are not a direct contact, bring a copy of the results or a "fit for duty" letter to Human Resources to return to work.
 - If results are positive, remain home and follow Macon County Health Department guidelines for quarantine.
- If you have been in direct contact with someone who tested positive for COVID-19, remain home for a minimum of 10 days, **but could be up to 24 days**, after last exposure.
 - If you have been diagnosed with COVID-19, remain home **for a minimum of 10 days, with 24 hours of no fever and improvement of COVID-19 symptoms**.
 - Consult the Macon County Health Department for further quarantine guidelines at 217-423-6988.

Process for Parents/Guardians of Students Attending In-Person

- Parents/guardians must complete a self-certification form for student(s) in Skyward Family Access each day a student attends school in-person.
- Parents/guardians must complete digital self-certification daily, prior to students boarding school buses or entering school buildings.
- If any student or parent/guardian on behalf of student answers yes to one of the above questions or is experiencing one of the above symptoms, they will:
 - Keep student home from school
 - Contact school to report absence
 - Contact medical provider for recommendations
 - Provide school with a physician's note in order for student to return to class
 - If you do have your child tested for COVID-19 your student must stay home until you receive test results.
 - Follow Macon County Health Department guidance for return to school.

Requirements of ALL Parents/Guardians

- MUST self-certify for students prior to boarding school bus and/or arrival at school
- MUST provide at least one working phone number
- MUST update emergency contact list with correct names and phone numbers
- MUST pick up student from school as soon as possible if student becomes ill during the school day
- MUST keep student home from school if they are ill
- MUST report student absences to school
- MUST notify school nurse or principal if a student is diagnosed with a disease or condition
- MUST wear a mask in DPS building and self-certify utilizing questions above if attending a meeting or conference

VIII. Personal Protective Measures

- Stay home if you are sick
- Wear an appropriate for work/school mask correctly with mouth and nose covered
- Athletic face coverings/neck warmers are **not** a substitute for a cloth face covering
- Face coverings must be changed immediately if soiled, wet, or torn
- Practice social distancing (6 feet apart)
- Cover cough
- Avoid touching face
- Utilize effective hand washing techniques
- Promote non-contact methods of greeting
- For DPS staff: clean and disinfect frequently touched objects and surfaces using District-approved cleaning products

IX. Illness During the Work Day

If an employee exhibits any of the symptoms above during the workday, they will:

- Notify supervisor immediately for classroom or work area coverage;
- Gather personal belongings;
- Leave the workplace;
- If unable to drive, immediately go to designated isolation area;
- Notify contact for immediate pick-up;
- Contact medical provider for recommendations;
- Provide Human Resources and supervisor with a physician's note in order to return to work.

X. Illness During the School Day

Parents/guardians of students who are participating in in-person instruction must provide a working phone number and emergency contact information in case students present symptoms during the school day. For parents/guardians who cannot be reached to retrieve students from school, DPS staff and/or School Resource Officers will make every attempt to reach parents/guardians, including going to the student's home to reach the parent.

If a student exhibits any COVID-19 symptoms during the school day:

- Teacher/staff will discreetly notify nurse/office
- Student will immediately go and/or be escorted by the principal's designee to designated isolation area for evaluation
- If a student is sent home sick with suspected COVID-19 symptoms, all siblings will need to be sent home as well and quarantined until an alternative diagnosis is made or a negative COVID-19 test result is received
- Call parent/guardian to pick up student if exhibiting suspected COVID-19 symptom(s)
- Fill out **Return to School-Guidelines for Parents/Guardians** form/send completed form home with the sick student (see addendum for form)
- If unable to reach parent/guardian or parent/guardian is unable to pick up student, keep student in designated isolation area

- If unable to reach parent/guardian or emergency contact, send note home with student notifying parent/guardian that they must provide at least one working phone number for parent/guardian and update emergency contact information
- Encourage parent/guardian to contact medical provider for health recommendations
- If student is diagnosed as positive for COVID-19, the Macon County Health Department will place household contacts, including siblings, in quarantine
- Provide school with a physician's note in order for student to return to school

XI. Administrator Guidance to Share with Staff and Families

- Personal health information about the employee or student **cannot** be shared. *Personal information includes the identity of the employee or student.*
- For DPS staff: Encourage the employee to be tested.
- For DPS student: Encourage parent/guardian to seek healthcare guidance for student illness.
- Inform staff and parents/guardians that the building will undergo a thorough cleaning as warranted by individual cases.
- DPS HR or Health Services will contact the Macon County Health Department for the most updated COVID-19 guidance.
- Unique work areas may require additional Personal Protective Equipment (ex. gloves, face shields, disposable gowns).
- Follow Macon County Health Department guidelines regarding employees who have traveled to areas where COVID-19 cases are spiking.

If a student or staff member is suspected or has a confirmed case of COVID-19, DPS will follow the CDC guidelines below:

- In most cases, you do not need to close your facility. But do close off any areas used for prolonged periods of time by the sick person.
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees/students being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- If an employee is confirmed to have COVID-19, 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).
- Employers may need to [work with local health department officials](#) to determine which employees may have had close contact with the employee with COVID-19 and who may need to [take additional precautions](#), including exclusion from work and remaining at home.
- Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

XII. Social Distancing & Space Utilization

The District will comply with required capacity restrictions in each of its spaces. Examples of one space may include one school bus, one classroom, or area of a hallway. Capacity restrictions do not apply to an entire school building. Curtains which divide spaces such as gyms or cafeterias cannot be used to divide a space into two spaces. Only partitions that are solid from floor to ceiling may be used to create two spaces. Per ISBE/IDPH/MCHD guidance, when outside, “one space” means each group of 50 or fewer individuals remaining 30 feet apart.

School Entrance and Exit Procedures

Each building will develop a system for entrance to and exit from school buildings that keeps families at least six (6) feet apart from each other and reduces their need to enter the school. This may include staggering drop-off and pick-up times for various groups, one-way traffic flows, greeting students at their vehicles, and placing distancing markers along driveways and walkways. Students will follow established building procedures for entrance and exit from school buildings.

Classroom Configuration

Classrooms will be reconfigured to ensure safe social distancing. Desks will be placed six (6) feet apart and, when possible, facing the same direction; and the teacher's desk placed at least six (6) feet from students. This will provide the teacher with a greater than six (6) foot radius between themselves and students when sitting for periods greater than 15 minutes.

Teachers should work with building and District custodial staff to remove excess furniture from classrooms to maximize classroom space.

Signage and/or symbols will identify to students proper social distancing around areas like sinks, bathrooms, specialized instructional spaces, cubby spaces, etc.

Student Movement Patterns

The District will use the following hallway procedures to adhere to social distancing requirements and IDPH limitations on gathering sizes, when possible:

- Limiting the number of students and staff within hallways at any given time to the greatest extent possible.
- Limiting required movement of students between classes, as much as possible.
- Minimizing the frequency of student and staff movement within schools.
- Providing hallway supervision to ensure appropriate social distancing in hallways and bathrooms.
- Providing floor markings to designate one-way paths in hallways and designate certain staircases one-way only, where possible.
- Placing floor markings to delineate six-foot distance between students in locations where they line up.
- Removing furniture or other items that may encourage students and staff from gathering in certain areas.
- Limiting the number of riders in elevators to one or two students with an additional adult (when a student needs continuous support or supervision).
- Middle and high schools will utilize every other locker to ensure proper social distancing.

Outdoor Spaces

Outdoor spaces will be used to encourage distancing, reduce building usage, and provide students with “mask breaks.” Teaching staff and building administrators are encouraged to use outdoor teaching opportunities as weather permits. Students will still be required to wear masks during outdoor recess and activities. However, use of playground equipment may be restricted. *See Playground Safety Protocols PK-8 in Appendix.*

Buses

ISBE and IDPH guidance states no more than 50 individuals may be on a bus at one time. All individuals on a bus must wear a face covering, unless they meet a face covering exception. The District will allow as much space as possible between each student on a bus. Students from the same household will sit together on a bus when possible. *See Alltown COVID-19 Policy & Procedures for 2020-21 School Year in Appendix B for additional information.*

Visitors

The District is restricting visitors in buildings to those who are “essential.” Currently, this includes student teachers and other individuals needed to assist in delivering a solid educational experience for students. Any person who is not an employee of Decatur Public Schools will be required to go through the symptom checklist form, have their temperature taken, and provide a signature before they are admitted to the building. *See Visitor Procedures in Appendix.*

XIII. Hand Hygiene

Hands should be washed often with soap and water for 20 seconds. If soap and water is not feasible in a specific area, hand sanitizer with at least 60 percent alcohol may be used. Hand sanitizer will be available in every classroom in DPS.

Students and staff will utilize hand sanitizer and/or hand washing at the following times, as practical:

- Upon arrival to and departure from school
- Upon arrival to and departure from new space or classroom
- Before and after food preparation or consumption such as eating in a classroom
- After blowing one’s nose, coughing, or sneezing
- Following restroom use
- Upon return from outdoor spaces, playground, or physical education
- Before and after routine care for another person, such as a child
- After contact with a person who is sick
- Following glove removal

XIV. Restrooms & Water Fountains

Restroom Usage

Students will have bathroom breaks as determined by the individual classroom teachers, done using social distancing as much as possible. Restrooms will be thoroughly cleaned on a daily basis, at minimum.

Water Fountains

The District will restrict use of all water fountains in buildings. Students will be allowed to bring individual water bottles, at the building leadership’s discretion.

XV. Cleaning & Sanitation

Buildings will be cleaned thoroughly on a regular basis. Classrooms and classroom areas, including fixtures, door handles, light switches or other “high touch points” will be cleaned daily. Students and/or teachers may be asked to sanitize individual spaces following meals in the classroom and/or before moving to a different classroom. When students are attending in person, night shift custodians will be brought forward to days with a modest lap over in start time, providing dual custodians during the day to accomplish additional necessary tasks while students are in session. DPS has also hired additional “roving” custodial staff to address increased cleaning needs across the district.

The District has purchased electric spray cleaners for each building. All classrooms will have additional cleaning and sanitizing products including cleaners, disinfectants, and paper towels.

The District’s buses will be cleaned and sanitized after each route (pick up or drop off). Additionally, buses will have sanitizing materials stored on the bus.

Cleaning and PPE supplies for buildings will be monitored by the Building Custodian and re-ordered as needed. Additionally, Building Administrators and their designees have the ability to re-order cleaning and PPE supplies as needed.

District custodial staff will be required to fill out documentation evidencing their adherence to cleaning protocols. This documentation will be reviewed by the District Administration on a regular basis. *Please see the Buildings and Grounds Cleaning Protocols in Appendix for additional information.*

Custodial Staff COVID-19 Response Team

The Custodial Staff COVID-19 Team will be responsible for cleaning those areas with confirmed or suspected COVID-19 contamination throughout District #61.

The following PPE will be required: gloves, gowns, face shields, and half mask respirator. This team will be responsible to follow the District #61 Respiratory Protection Plan for cleaning and care of respirator (see Appendix for details).

Process to Receive Half Mask Respirator:

1. Once a team is formed or if a new member is added, notify Angie Wetzel, Health Services Coordinator.
2. The Health Coordinator will send an OSHA Respirator Medical Evaluation questionnaire.
3. Once the questionnaire is completed by the employee, the employee should send the questionnaire to OCC Health and Wellness by one of the following methods:
 - a. Fax it to 423-3428, attention: Laura Moma OCC Health & Wellness Partners
 - b. Scan and email it to moma.laura@mhsil.com
 - c. Take it directly to OCC Health & Wellness Partners, 2120 North 27th Street, Decatur, Illinois 62521. Please write on envelope: attention Laura Moma.
 - d. Or you can mail it to the above address, please put attention: Laura Moma
4. Once the questionnaire has been reviewed by OCC Health and Wellness, the Health Services Coordinator will be notified if employee received a pass or fail.
5. When the custodial employee passes the OSHA questionnaire review, they will be notified and asked to make an appointment at Kurent Safety, 3650 East William Street Road, Decatur, Illinois. Phone number is 217-429-8889 for a fit test. Once fit test is complete, the employee will be given the proper sized half mask respirator and filters.
6. If an employee fails OSHA questionnaire review, the employee may be asked to complete a

pulmonary function test and/or a respiratory exam to confirm that it is safe to wear a half mask respirator at OCC & Wellness Partners. Phone number and address are listed above.

7. Respirator filter replacements will be available through Health Services.

Personal Protective Equipment

All team members will receive.

1. Fit tested half mask respirator — stays with individual team member
2. Face shield — stays with individual team member
3. Gown — supply kept in each building's custodial closet
4. Gloves — supply kept in each building's custodial closet

Training

Once a team has been established, the Health Services Coordinator will train staff on proper use of PPEs and how to clean masks and shields.

Responding to a Suspected or Confirmed Case of COVID-19

1. Principals will notify Craig Green, Custodial Foreman.
2. Response team will be notified.
3. Principal will send out a follow-up email to Custodial Foreman and Building and Grounds Director with information on what rooms are contaminated.
4. If possible, room will be closed off as recommended by IDPH
5. Response team will be sent to building to clean contaminated areas.

Instructions for Doffing and Donning PPE Process-Custodial Response Team

Think of the area to clean as one room; for example, if it's a whole floor, think of your entrance and exit point. This must be the same area.

Donning PPE (please follow ordered steps):

1. Wash and dry your hands thoroughly.
2. Establish your area entrance and exit point(s).
3. Place your mask in a paper bag and put your PPE on at the entrance point, before entering your "contaminated area"
4. Put your mask on first, ensuring that it's tight-fitting and properly sealed.
5. Put on your shoe covers.
6. Your gown goes on next, ensuring all closures are tied. Criss cross the gown at the back if you have excess material to ensure the best coverage.
7. Put on your face shield.
8. Gloves should be your last step, and be mindful of the gloves and the sleeves of your gown, keeping your wrists covered.

You are now safe to enter the room and start your cleaning process at the furthest point away from your entrance/exit and cleaning toward your exit so you can safely exit the room without contaminating yourself.

Doffing PEE (please follow ordered steps):

This should be done at the entrance/exit point BEFORE exiting the room.

1. Ensure that you have your trash can or open trash bag ready for your now-dirty PPE.
2. Remove shoe coverings first, grabbing at the bottom side under the heel to pull off, careful to not touch your shoes.
3. Then remove the face shield starting at the upper, outer corners. Place the shield face-down until it is

- cleaned.
4. Gown is removed by pulling and ripping at the neckline to get under the gown. Roll the gown as you are removing to keep the outside rolled in, to not touch the outside surface with your hands.
 5. Then remove the contaminated gloves, pinching to pull off the first glove and sliding your clean fingers in the inside of the second glove to pull off without contaminating yourself.
 6. Remove your mask at the straps, careful to not touch the mask itself. Lay mask, outer side down, next to face shield with face surface facing upwards.
 7. You may now tie up the garbage bag to take out for disposal, put on your mask in the hallway/entrance/exit area and proceed to go wash your hands.
 8. Return to clean the face shield and mask and the area where they sat. Gloves are donned to do this, then dispose of the gloves and wipe after cleaning.

XVI. School Meals

- Breakfast will continue to be served in classrooms district-wide, as is standard procedure for DPS students.
- PreK-8 students will proceed to the cafeteria, while social distancing, to pick up lunches and return to their classrooms to eat lunch.
- High School students will not be in attendance during lunch time, therefore meals will continue to be delivered to High School Students.
- DPS will continue to deliver meals to students who select to remain on virtual learning only.
- DPS and Aramark are working on a plan to continue to feed students on virtual learning days during the transition back to 100% in-person instruction.

XVII. Signage & Educational Materials

Signs/posters reminding students, staff, and visitors about the requirements for face coverings, social distancing, hand hygiene, etc. will be posted at entry points, buses, bathrooms, hallways, and common areas in English, Spanish, and Arabic.

XVIII. Miscellaneous

Fan forced heaters and cooling fans are discouraged. Changing airflow patterns can limit the ability of aerosols (COVID-19 can be exhaled in droplets and aerosols) and air contaminants to enter the HVAC system.

APPENDIX A: DPS Buildings and Grounds Cleaning Protocols

The following checklist is posted in every classroom and bathroom in the District. Custodians initial it daily that they have cleaned the space. Foreman follow behind custodials and check that the rooms are clean and have been checked off, utilizing the Compliance form below.

Custodial Daily Classroom & Bathroom Checklist

Decatur Public School District #61 Custodial Daily Classroom Checklist	
School:	
Room #:	
Custodian	Initial each day tasks are completed

Classrooms	Area	MON	TUE	WED	THU	FRI
	Walls are clean					
	Glass, window, & window sills clean					
	Horizontal surfaces are clean					
	Doors & knobs are clean					
	Trash containers are clean and emptied					
	Edges/baseboards are clean					
	Carpet is clean					
	Floor is clean					
	Bathroom and/or sink area clean					
	Sanitizer Mister					

Custodial Foreman Compliance Checklist

Decatur Public School District #61 Foreman Compliance Checklist				
			Compliant	Non-Compliant
School:				
Date				
		# of rooms =		
Inspector			#VALUE!	#VALUE!

Decatur Public School District #61 Foreman Compliance Checklist				
			Compliant	Non-Compliant
School:				
Date				
		# of rooms =		
Inspector			#VALUE!	#VALUE!

Decatur Public School District #61 Foreman Compliance Checklist				
			Compliant	Non-Compliant
School:				
Date				
		# of rooms =		
Inspector			#VALUE!	#VALUE!

Decatur Public School District #61 Foreman Compliance Checklist				
			Compliant	Non-Compliant
School:				
Date				
		# of rooms =		
Inspector			#VALUE!	#VALUE!

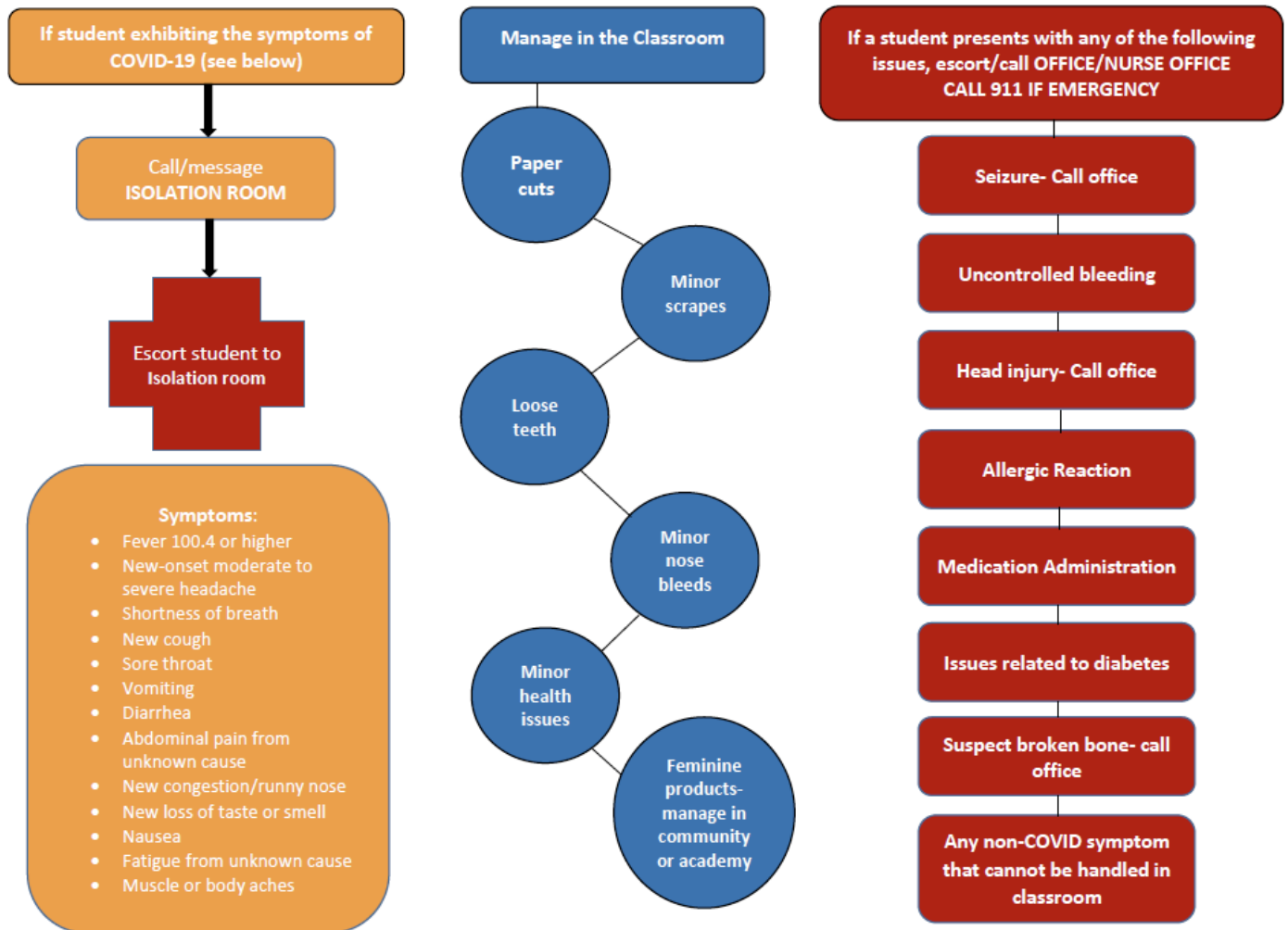
APPENDIX B: Alltown COVID-19 Policy & Procedures for 2020-21 School Year

Alltown Bus Service is preparing for the upcoming 2020-2021 school year, we would like to share some of the procedures we are adopting to ensure that we are taking the appropriate measures to reduce the spread of COVID-19. We will be closely monitoring updated guidelines from the Center for Disease Control (CDC) and Illinois State Board of Education (ISBE), as well as our individual districts. Alltown has always had a commitment to safety and we will work closely with the districts to make sure we are doing everything within our power to maintain a safe and healthy environment on the school bus. Our current plans include, but are tentative based on current guidelines that have been put forth.

- All drivers and monitors will be required to wear face masks at all times while children are on the bus.
- Gloves and masks will be available if needed.
- CDC certified disinfectant will be provided for use on critical touch points on the interior of the bus. Touch points include entry handrail, seats, driver controls, seatbelt buckles, windows, and any other surface that may have come in contact with the students or drivers. Cleaning of buses between “trips” and deep cleaning at the end of the day will be completed.
- Hand sanitizers will be available on each bus near the entranceway for students, monitors, and drivers. All students, monitors, and drivers will be encouraged to utilize the hand sanitizers upon entry of the vehicle.
- Battery powered electrostatic backpack sprayers will be used to disinfect the interior of the buses as part of deep cleaning at the end of the day.
- Tissues will be made available as well as trash bins located in the front of the bus for disposal.
- Drivers and monitors who feel ill at work will be instructed to alert their manager/dispatch as soon as it is safe to do so.
- Drivers and monitors must go through symptom and temperature checks and verify that they are free of symptoms before the start of each workday. Drivers and monitors with a temperature greater than 100.4° Fahrenheit should stay home.
- Drivers and monitors will be reminded to maintain social distancing throughout the workday.
- Depending on weather, drivers will be instructed to keep all windows open to increase circulation and air flow on the bus.
- Signage will be posted on the buses reminding riders of proper methods to protect others from spreading the virus.
- Rigorous staff training will be conducted prior to the start of the school year.

As mentioned we will continue to monitor the evolving procedures and will be watching for any updates from the CDC, ISBE, and our districts. The policies above are based on a current interpretation of the latest information provided about COVID-19.

APPENDIX C: Teacher Decision Tree for Health-Related Issues



APPENDIX D: Note to be Sent Home with Ill Students

2021-2022 Return to School: Guidelines for Parents

(Please send home with ill students)

Date _____ Student Name _____ Student ID# _____

Individuals with COVID-19 can experience a wide range of signs and symptoms that may vary from very mild to severe. Symptoms may appear **2-14 days after exposure to the virus**. Students experiencing COVID-like illness during the school day must be excluded from school.

Your child has exhibited or reported one or more of the following symptom(s):

_____ Fever	_____ Cough
_____ Nausea	_____ Sore throat
_____ Vomiting	_____ Difficulty breathing or shortness of breath
_____ Diarrhea	_____ Muscle or body aches
_____ Congestion or runny nose	_____ Fatigue
_____ New loss of taste/smell	_____ Headache
_____ Other: _____	

**This list does not include all possible symptoms. DPS will continue to update this list based on IDPH guidance.

According to IDPH recommendations:

- You will need to seek guidance from your family physician or the Macon County Health Department (217-423-8197). Your child will need to stay home while ill. All school-aged children living in your home should be picked up from school as well, and all household members will need to quarantine until an alternative diagnosis is made or a negative COVID-19 test is received. Testing for COVID-19 is encouraged.
- Students may return:
 - With a healthcare provider note of alternate diagnosis as reason for symptoms,
 - With documentation of negative PCR COVID19 test AND healthcare provider note, OR
 - Release from Isolation or Release from Quarantine letter from the local health department.
 -

IN ADDITION, ALL STUDENTS MUST BE FEVER-FREE FOR 24 HOURS WITHOUT THE USE OF FEVER-REDUCING MEDICATION AND HAVE IMPROVEMENT IN RESPIRATORY SYMPTOMS BEFORE RETURNING.

APPENDIX E: Respiratory Protection Program

Purpose

Decatur Public School District #61 strives to protect the health and safety of its employees by (1) eliminating hazardous exposures where feasible; (2) using engineering and administrative controls to minimize hazardous exposures that cannot be eliminated; and (3) using respiratory protection and other personal protective equipment when the frequency and duration of exposures cannot be substantially reduced or eliminated.

The purpose of this respiratory protection program (RPP) is to maximize the protection afforded by respirators when they must be used. It establishes the procedures necessary to meet the regulatory requirements described in IDPH's [FAQ for Schools](#) dated 8-13-2020, and OSHA's [Respiratory Protection standard \(29 CFR 1910.134\)](#).

Scope and Application

This program applies to all employees who are required to wear respirators during some non-routine or emergency operations as described in the ISBE guidance. Some of the types of work activities required to wear respirators are outlined below.

- Student and or employee contact/care (airborne precautions)
- Disinfection of contaminated areas (airborne precautions)

Responsibilities

Program Administrator: the Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accord with their certifications.
- Arranging for and /or conducting training.
- Ensuring proper storage, cleaning, inspections, and maintenance of respiratory protection equipment.
- Maintaining records required by the program.
- Evaluating the program.
- Updating a written program, as needed.
- The Program Administrator for Decatur Public School District # 61 is the Health Services Coordinator.

Fit Test: Will be conducted by DMH Corporate Health.

Employees in the Program: each employee has the responsibility:

- To wear his or her respirator when and where required and in the manner in which they were trained.

- To complete the required questionnaire for medical clearance and participate in a medical examination when necessary.
- To attend annual training and respirator fit testing as required in the RPP.
- To care for and maintain their respirators as instructed, and store them in a clean, sanitary location.
- To inform their designated Fit Tester if the respirator no longer fits well, and request a new one that fits properly.

NIOSH-Certified Equipment

N95 respirator is a generally used term for a half mask negative pressure air-purifying respirator with NIOSH-approved N95 filters or filter material.

Assignment of Respirators by Task and Location

The District will assign the use of N-95 masks to specific personnel during procedures or circumstances according to ISBE guidance.

- Student and or employee contact/care (airborne precautions)
- Disinfection of contaminated areas (airborne precautions)

Medical Evaluation

- The persons assigned to a task that require respiratory protection must be physically able to perform the tasks while wearing the assigned N-95 respirator mask.
- Any employee required to wear an N-95 mask will be required to complete a medical questionnaire. Employees refusing a medical evaluation will not be allowed to work in conditions requiring use of a respiratory mask.
- If medical questionnaire is not passed, employee will be referred to DMH Corporate Health for further testing
- Form: Respirator Medical Evaluation Questionnaire

Reevaluation

- Employee facial shape, size/structure has changed significantly before annual testing
- Employee has had significant gain or loss of weight
- Employee reports physical symptoms related to use of respirator mask

Inspecting, Maintenance and Repairs

N-95 Disposable

- Examine the face piece of the disposable respirator to determine if it has the structural integrity. Discard if there are nicks, abrasions, cuts or creases in the seal area or if the filter material is physically damaged or soiled.
- Check the respirator straps to be sure they are not cut or otherwise damaged.
- Make sure the metal nose clip is in place and functions properly (if applicable).

Honeywell 5500-30M: Nursing Staff

- Examine the face piece of the respirator to determine if it has the structural integrity.

- Check the respirator straps to be sure they are not cut or otherwise damaged.

Fit Testing

Employees doing direct contact/care or cleaning/disinfecting contaminated areas will be required to recertify and be fit tested yearly at DMH Corporate Health.

Proper Respirator Use

Employee should ensure a good seal every time they need to use an N95 mask by doing the following:

- Apply mask and crease both sides of nosepiece using fingers to push down over sides of nose (do not pinch at bridge of nose as this creates open areas for air to escape)
- Push down on both sides of the mask with palms and breathe in, hold for 10 seconds
- While still pushing down on both sides of the mask with palms breath out slightly to see if seal has formed
- If unable to form a seal, repeat steps 1 and 2 again until seal is adequately formed

N-95 Disposable: Use and Storage

- Respirators should be stored in a clean brown paper bag labeled with employee's full name
 - Bags will be provided; date and times of use are to be written on the outside of the bag.
- Do not use the same respirator for more than 8 hours, continuous or intermittent.
- The maximum service time for a respirator is five consecutive calendar days (including days of non-use), beginning from the first day of use.
- Any respirator that has become contaminated, damaged, or hard to breathe through should be discarded immediately
- Use of a cleanable face shield and cloth/surgical mask over a respirator is recommended when feasible to help cut down on surface contamination of the respirator
- Always avoid touching the inside of the respirator, if inadvertently touched discard of mask and perform proper hand hygiene (soap and water or hand sanitizer)
- When selecting a new mask, wear a clean pair of non-sterile gloves to pick up and adjust to fit. Discard gloves after a good face seal is obtained.

Honeywell 5500-30M: Nursing Staff/Covid-19 Response Team

- Respirators should be stored in a clean brown paper bag labeled with employee's full name
 - Bags will be provided.
- Any respirator that has become contaminated should be cleaned following the manufacturer's recommendations and let air dry.
- Cleaning should be done at the end of each day when a mask is in use.
- Any respirator that is damaged should not be used.
 - Notify Nursing Administrator for replacement parts.
- Filters should be changed when the respirator begins to be hard to breathe through.

Documentation and Recordkeeping

- Reference for employees with facial hair: [CDC: Facial Hair Guidance](#)
- Masks will be ordered monthly by the head secretary for each building, these orders will be sent from the warehouse and monitored by the nurse administrator.

- Completed fit test forms will be placed with completed medical clearance forms in the employee's file.

References

NIOSH Respiratory Protection Program (<http://www.cdc.gov/niosh/topics/respirators/>)

CDC <https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html#respreuse>

APPENDIX F: PPE Hazard Assessment Form

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT FORM

EMPLOYEE NAME: _____

JOB TITLE: _____

ASSESSMENT CONDUCTED BY: _____

DATE OF ASSESSMENT: _____

	EYES/FACE	
--	------------------	--

Work Activities	Work Related Exposures	Personal Protective Equipment
<input type="checkbox"/> Suctioning <input type="checkbox"/> Toileting <input type="checkbox"/> Cleaning –Potential Covid-19 Room <input type="checkbox"/> Feeding <input type="checkbox"/> Ill Child Assessment <input type="checkbox"/> other _____	<input type="checkbox"/> Airborne droplets <input type="checkbox"/> Spitting <input type="checkbox"/> Vomiting <input type="checkbox"/> Other _____	<input type="checkbox"/> Face shield <input type="checkbox"/> N95 mask
HANDS/ARMS/BODY/SKIN		
<input type="checkbox"/> Suctioning <input type="checkbox"/> Toileting <input type="checkbox"/> Cleaning –Potential Covid-19 Room <input type="checkbox"/> Feeding <input type="checkbox"/> Ill Child Assessment <input type="checkbox"/> other _____	<input type="checkbox"/> Spitting <input type="checkbox"/> Vomiting <input type="checkbox"/> Explosive diarrhea <input type="checkbox"/> Direct contact with skin <input type="checkbox"/> other	<input type="checkbox"/> Gloves <input type="checkbox"/> Gown

APPENDIX G: DPS COVID-19 Visitor Guidelines & Self-Screening Checklist

1. A visitor door should be established for all visitors to use to enter and exit the building.
2. All visitors must wear a mask to enter the building, and must remain masked throughout their visit.
3. If a visitor arrives with a large group if possible no more than two person should be allowed into the building. The rest of the group should wait in their vehicle.
4. Visitors should be directed outside the main office.
5. A table should be established with hand sanitizer, self-certification questions and a thermometer.
6. Visitors should use hand sanitizer.
7. Visitors will have their temperature taken.
8. Visitors should read self-certification questions and circle either yes or no.
9. Once the visitor has self-certified they will be allowed into the main office and asked to social distance 6 feet.
10. The visitor will be asked for their driver's license and their self-certification form.
11. The Raptor program will be utilized for certification to enter the building.
12. The secretary or appointed staff will enter the information into the Raptor program.
13. If the visitor answers yes to any questions they should be asked to leave and encouraged to return when they can answer no to all the self-certification questions.
14. Once cleared to enter the building the visitor should be escorted to and from their destination in the building utilizing social distancing.
15. Thermometer, pen and table used for sign-in and certification should be wiped down after each visitor by assigned staff.

Self-Screening Checklist

Please identify whether you have any of the following symptoms. Please focus on new or unexpected symptoms (e.g. a chronic cough or runny nose would not be a positive screen): Please circle the appropriate answer for your situation.

1. Have you been diagnosed with COVID-19 in the last 14 days? Are you waiting on COVID-19 test results?
YES NO
2. Were you in close contact (within 6 feet for at least 15 minutes) with a person known to be infected with COVID-19 within the last 14 days?
YES NO
3. Do you currently have a temperature of 100.4 degrees or greater or feeling feverish (chills, sweating), a new loss of taste or smell?
YES NO
4. Are you displaying new symptoms, such as a cough, shortness of breath or difficulty breathing, congestion, runny nose?
YES NO
5. Are you having symptoms such as a sore throat, muscle aches or body aches, fatigue, vomiting, diarrhea, or headache?
YES NO

APPENDIX H: Sample script for taking absence calls while tracking illnesses

Script for screening absence/illness calls during virtual learning:

Thank you for calling to let us know that your child is going to be absent today. Because there is a current public health risk of Coronavirus and other illnesses with community spread, we are asking all families to share the symptoms your child has.

Specifically, does your child have:

- Fever (oral temperature of 100.4° Fahrenheit or greater) or chills
- New onset of moderate to severe headache
- Shortness of breath
- New onset of cough
- Sore throat
- Vomiting
- Diarrhea
- New congestion/runny nose
- New loss of sense of taste or smell
- Nausea
- Fatigue of unknown cause
- Muscle or body aches

Has the student been tested for, or diagnosed with COVID-19?

- If Yes: Ask for date of testing

Conclude by thanking them for notifying the school and to call if absence will extend beyond today.

Script for screening absence/illness calls during in-person learning:

Thank you for calling to let us know that your child is going to be absent today. Because there is a current public health risk of Coronavirus and other illnesses with community spread, we are asking all families to share the symptoms your child has.

Specifically, does your child have:

- Fever (oral temperature of 100.4° Fahrenheit or greater) or chills
- New onset of moderate to severe headache
- Shortness of breath
- New onset of cough
- Sore throat

- Vomiting
- Diarrhea
- New congestion/runny nose
- New loss of sense of taste or smell
- Nausea
- Excessive tiredness/Fatigue
- Muscle or body aches

Has the student been tested for, or diagnosed with COVID-19?

- If Yes: Ask for date of testing

Has the student or anyone living in the household been placed under quarantine by Public Health?

Script if they have COVID-19 symptoms or a positive COVID-19 test:

Please remember to keep your child home until they have clearance from the Macon County Health Department, or your healthcare provider. Documentation may be required to return to school.

Someone from the Macon County Health Department or the Health Department from the county where you were tested may be in contact with you for more information.

If your student or anyone in the household tests positive for COVID-19 or any other communicable illness, please call back to notify the office.

Thank you.

Attendance staff should update the Google doc provided by Angie Wetzel with information about students ill with symptoms of COVID-19 or a positive test.

Please include the following information:

- Building
- Student Name
- Brief explanation of reason for absence
 - o Symptoms
 - o Positive COVID-19 test
 - Date of test
 - Last date of attendance at school, athletic practice, or competition
- Any additional information given by the caller that will assist in tracking and monitoring.

APPENDIX I: IDPH Interim COVID-19 Music Guidance

Background

The available evidence for COVID-19 transmission from singing or playing instruments is limited.¹ The extent to which group singing or playing of wind instruments increases the risk for COVID-19 transmission remains unclear. However, measures to reduce the potential risk of transmission include organizing sessions to minimize duration of interactions and contact with contaminated objects and surfaces, maintaining physical distancing of at least 6 feet, utilizing source control measures (e.g., face coverings and masks) and optimizing ventilation. The following recommendations are based on the latest results and science around current aerosol studies and represent best practices for preventing COVID-19 transmission among faculty, students, and staff engaged in music.

Face Coverings Persons playing instruments in orchestra, band, or general music settings, singing in choir or other lessons, dancing, participating in color guard, or teaching should wear a washable or disposable, multi-layered face covering or mask. Students who play wind instruments can use face coverings with a slit. Face coverings should only be removed while outdoors when social distance is maintained.

Social Distancing A minimum distance between singers and/or instrumentalists of 6 feet side-to-side should be maintained. For larger instruments that have an increased likelihood to create a higher quantity and size of liquid droplets and aerosols (e.g., trombones and vuvuzelas), a minimum distance of 9 feet front-to-back is recommended.

Hand Hygiene

Alcohol-based hand rubs containing at least 60% alcohol should be available. Soap and warm water should also be available for cleaning hands. A strong emphasis should be placed on hygiene and frequent hand washing. At a minimum, hand hygiene should be performed before and after contact with surfaces and equipment.

Shared Instruments or Other Shared Objects

Avoid sharing instruments, sheet music, music stands, and other commonly shared equipment. For example, if music stands are shared, students may inadvertently move closer to each other to see the music. Whenever possible students should have their own set of equipment (e.g., flags, auxiliary equipment, mallets, and drumsticks). If instruments or equipment must be shared (e.g., keyboard instruments and drums), they should be cleaned and disinfected between students. Music reeds and mouthpieces should not be shared. Some instrument surfaces may be damaged by cleaning and disinfecting products, so contact your instrument dealer for guidance on disinfection, and follow the manufacturer's instructions for cleaning. Long-term rentals through a music company or school should be properly cleaned and sanitized between rentals.

Instrument Covers

Instruments should be fitted with bell covers consisting of a minimum of two layers of dense fabric. Bell covers should be made of a non-stretchy material with a MERV-13 rating (Minimum Efficiency Reporting

Value) to protect against bacteria and virus particles.

Cleaning and Disinfection

Instruments and equipment should be cleaned daily following manufacturer's instructions. Empty spit valves away from others to reduce the potential for exposure. Surfaces, especially common areas, should be frequently cleaned with a U.S. Environmental Protection Agency-approved disinfectant with demonstrated effectiveness against the SARS-CoV-2 virus, also known as [List N](#).

Cohorting and Time Recommendations

Practice [cohorting](#) (keeping staff and students together in pods over the course of a predetermined period of time). Rehearsals should be conducted in "pods" of students with the same 5-10 students always rehearsing together. An aerosol study recently commissioned indicates limiting rehearsal times to 30 minutes or less significantly reduces the quantity and spread of aerosol among the individuals involved.

Outdoor Rehearsal Recommendations

Outdoor rehearsals, with strict adherence to social distancing, may be conducted in an open uncovered space, in a bandstand or pavilion, or under a canopy tent. If a canopy tent is used, the sides should be fully opened. Rehearsals should be limited to 30 minutes of playing, singing, or dancing with a break of at least five minutes afterwards to allow the droplets and aerosols to disperse.² If face coverings are removed, social distancing should be strictly maintained at all times. While outdoors, multiple groups of 50 must be 30 feet apart. Outdoor rehearsal is the preferred option.

Indoor Rehearsal Recommendations

Ensure there is adequate ventilation and air exchange for the space being utilized. For prekindergarten through 12th grade public and nonpublic schools, no more than 50 individuals may gather in one space. Limit the number of students at a time in a room based on the ability to maintain at least 6 feet of social distancing and 9 feet for larger instruments. Rehearsals should be limited to 30 minutes of playing, singing, or dancing. After rehearsal, the room should be vacated for at least one air exchange prior to the next use of the room, but three air exchanges are recommended.²

Indoor Airflow and Filtration Recommendations

An air exchange per hour (ACH) is a measure of the air volume added to or removed from a space and divided by the volume of the space.³ If the air in the space is uniform or perfectly mixed (which rarely occurs), ACH is a measure of how many times the air within a defined space is replaced within an hour. The formula for calculating ACH is:

- $ACH = 60Q/Vol$
- ACH = Number of air changes per hour; higher values correspond to better ventilation
- Q = Flow rate of air in cubic feet per minute (cfm)
- Vol = Space volume (length × width × height) in cubic feet

Schools should consult with their building engineering staff to maximize the amount of fresh, outdoor air introduced into their heating, ventilation, and air conditioning systems (HVAC) and determine the highest MERV-rated filters their HVAC can handle. Portable HEPA filter air cleaners may be used to supplement the HVAC system filters.

Additional guidance and technical resources for ventilation for acceptable indoor air quality is available from the [American Society of Heating, Refrigerating, and Air-conditioning Engineers Inc. \(ASHRAE\)](#).

References:

1 [Public Health Ontario Synopsis: COVID-19 Transmission Risks from Singing and Playing Wind Instruments – What We Know So Far. 07/09/2020](#)

2 [Second Round of Performing Arts Aerosol Study Produces Encouraging Preliminary Results- By NFHS on August 06, 2020](#)

3 ["ANSI/ASHRAE Standard 62.2-2013: Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings". Atlanta, GA: American Society of Heating, Refrigerating and Air-Conditioning Engineers. 2013.](#)

[Part 3 Joint Transition Guidance: Starting the 2020-21 School Year](#)

[CDC Operating schools during COVID-19: CDC's Considerations](#)

[CDC Strategies for Protecting K-12 School Staff from COVID-19](#)

Acknowledgements:

IDPH thanks Barry L. Houser, Clinical Associate Professor of Music, University of Illinois at Urbana-Champaign, and Edward R. Jacobi, Jr., (Retired) Director of Bands, Buffalo Grove High School, for their contributions to this guidance.

APPENDIX J: Playground Safety Protocols PK-8

Buildings are encouraged to allow students to use playgrounds using safe practices including social distancing, limiting the numbers of students on playgrounds at the same time, providing students with before and after hand washing and sanitizing opportunities.

Playground usage practices:

- Teachers and students should wash hands before and after time on the playground. Teachers should instruct students on proper hand washing practices (i.e. wash hands often for at least 20 seconds). Hand sanitizer may also be used if it is easily available.
- Students and staff must wear face covering as directed by the District. Students must be supervised while on play structures to ensure face coverings do not entangle on equipment. Face coverings can be lowered for a short mask break, only if students are not on playground equipment and social distancing can be maintained.
- Maintain a six-foot social distance at all times. Increase supervision to ensure physical distancing.
- Offer outdoor play in staggered shifts to reduce numbers on the playground at one time.
- Reduce crowding in and around the play structure. Advise that only one small group/classroom play on the structure during recess.

Additional ideas and suggestions:

- Avoid games that share equipment. If equipment needs to be shared, offer a USED and CLEAN bin to place equipment. Clean equipment between uses by different groups.
- Create games on the blacktop that will engage children and not involve physical contact. Mark lines every six feet so children will know where to line up for games.
- Choose games that do not need the use of shared equipment and that fit on the footprint of your black top.
- Introduce games such as relays, individual activity station circuit challenges, walking or running challenges
- Be creative! Seek the input from physical education teachers.
- During recess, maintain small groups at all times and do not allow groups to co-mingle.

APPENDIX K: Athletics Return to Play Under COVID-19 **Conditions 2020-21**

DPS 61 Leadership has the final decision on resumption or suspension of elementary, middle and high school athletics under all circumstances including COVID-19. DPS 61 will consider input from the IDPH, ISBE, MCHD, IHSA and IESA before making any such decisions.

Expectations

All coaches and athletes are to follow ISBE, IDPH and MCHD guidelines as well as IHSA and IESA guidelines. These guidelines include protocols around face coverings, which are consistent with the District's Policies, social distancing requirements while athletes are playing and when they are not, The High School Athletic Directors and Middle School Athletic Directors will manage which sports will be allowed to participate in in-person open gym, season practices and/or events. Sports that wish to meet remotely for team building activities, mentoring and student/coach contact relationship building are allowed to do so.

Coaches are required to work with their Building Athletic Director to document a practice and/or open gym plan including number of students, days per week, hours per day and how the ISBE, IDPH and MCHD guidelines as well as IHSA and IESA guidelines will be followed. Once the plan is approved by the Building Athletic Director, the plan is to be forwarded to the DPS 61 Superintendent, Student Services Health Coordinator and Athletic Coordinator including any questions:

- Superintendent Dr. Paul Fregeau pfregeau@dps61.org
- Student Service Health Coordinator Angie Wetzal awetzel@dps61.org
- Athletic Coordinator Joe Caputo jcaputo@dps61.org

High School Season 2020-21 Season Only

The High School Athletic Directors, who are members of the Central State Eight (CS8) Conference, will work with the other CS8 Athletic Directors to develop a season schedule. The decision gives the DPS 61 high school student athletes a chance to participate in a safe environment. In addition, under the 50 people indoor restriction the games will be played with no spectators or “no fans in the stands”. We will follow the IHSA guidelines of no more than 50 people per 30 feet in any outdoor spaces.

Middle School Season 2020-21 Season Only

The Middle School Athletic Directors, who are members of the Soy City Conference (SCC), have made the decision to play only other Soy City Conference Schools including American Dreamer, Dennis Lab, Hope, Johns Hill, Montessori, Stephen Decatur and Robertson Charter., which gives the DPS students an opportunity to play in a safe environment. In addition, under the 50 people indoor restriction the games will be played with no spectators or “no fans in the stands”. For Track and Field, our DPS middle School Teams will compete against other DPS middle school teams ensuring we have the minimum number of meets to compete in postseason competition. We will follow the IESA guidelines of no more than 50 people per 30 feet in any outdoor spaces with the addition of no spectators to further ensure student safety.

Elementary School Season 2020-21 Season Only

Our internal intramural Elementary School Athletics Program will follow the guidance of the IDPH All Sports Policy. Based on the risk level of the activity (lower, medium or higher risk) If the IDPH does not allow for competitive play, then no practices will be held, and the season will be canceled for 2020-21.

Bus Transportation to Athletic Contests

- Coaches will use regular "yellow" buses
 - Allows for students to be spaced with enough distancing between athletes as possible.
 - Six feet between a driver and the students.
 - Six feet between any other District staff member and a student.
 - Students will wear masks at all times.
 - Students should wash hands thoroughly or use hand sanitizer before getting on a bus for any athletic event.
- Coaches should not use smaller activity buses.

APPENDIX L: Decatur Public Schools Library Materials Handling Protocol

Circulated Library Materials

- Designate a specific “quarantine” area for books and library materials in an area that students and staff will be able to avoid.
- All returned materials must be placed in a container; there should be five (5) containers, each labeled with days of the week Monday through Friday. Container options can include cardboard boxes, book drop bins, recycling bins, clean garbage cans with lids, plastic containers, etc.
 - Books returned on Monday will be checked in, placed in the container labeled “Monday”, and then shelved the following Monday.
- All library materials will be quarantined a full seven (7) days before they are able to be checked out again.
- Staff should wear gloves and face coverings when handling recently returned items and should wash hands before and after handling materials.
- Co-workers should be able to separate six (6) feet and have separate work stations.
- New materials from vendors should quarantine for seven (7) days before processing

Library Use

- During virtual learning with no students in building
 - Staff may use the library, but browsing should be limited. Staff in need of books should ask librarians to retrieve titles.
 - Meetings in the library should only be for small groups, not whole staff meetings.
 - Custodians should be cleaning library tables and chairs regularly and after meetings.
- During hybrid or in-person learning
 - Libraries should only accommodate small groups of students and staff to ensure social distancing.
 - Students should be sent to the library in small groups of no more than five to seven (5-7) depending on library size.
 - Students in younger grades should be given limited amounts of books to choose from to minimize contact.
 - Consider alternative ways to deliver books, such as a request system, a book cart brought to classrooms, books set out on tables to choose from, etc.
 - When browsing books, any books that are handled by students or staff should be placed in quarantine bins for seven (7) days.

APPENDIX M: Self Certification, Entry, & Isolation

Protocols

Daily Expectations

Self-Certification Process for Parents/Guardians of Students Attending In-Person

- Parents/guardians MUST complete a self-certification form for student(s) in Skyward Family Access each day a student attends school in-person.
- Parents will log into Skyward Family Access through the student device, through the DPS website, or using the Skyward App on a mobile phone or other device.
- Parents will use their personal log-in information to access Skyward Family Access and follow the appropriate prompts in order to certify their student does not have COVID symptoms.
 - Each Parent/Guardian will need to answer prompts for the Wellness Screening for each student
 - Question 1: In the last 24 hours have you experienced any of the following symptoms in a way not normal to you?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Question 2: In the last 14 days, have you been in close contact with a suspected or confirmed case of COVID-19 or tested positive yourself?
 - An answer of “YES” will result in you being asked to remain home and a follow-up phone call from a school representative will follow.
- Parents/guardians must complete digital self-certification daily, prior to students boarding school buses or entering school buildings.
- If any student or parent/guardian on behalf of student answers yes to one of the above questions or is experiencing one of the above symptoms, they will:
 - Keep ill student home from school along with siblings until a diagnosis can be secured.
 - Contact school to report absence
 - Contact medical provider for recommendations
 - Provide school with a physician’s note in order for student to return to class
 - If you do have your child tested for COVID-19 your student must stay home until you receive test results.
 - Follow Macon County Health Department guidance for return to school.

Self Certification Entry Process

- Parents who self certify will be required to answer two questions regarding the health of their student.
- Any answer of yes will report as a failed self-certification and the family will receive a pre-populated message that they should not send their student to school this day.

- Students who arrive on the bus and to school will receive temperature checks before entering into the building.
- Students who do not have a temperature can proceed to their classroom and remain for the entire school day.
- Those students who exhibit no symptoms but show a temperature of greater than or equal to 99.6° F will be placed in a pre-isolation room space determined by each building and have their temperature rechecked in 15 minutes. These students should remove their outerwear (coats, gloves, scarfs, hats) upon entry to pre-Isolation room space. If temperature is less than or equal to 99.6° F, the student will be sent to class.
- Students who exhibit a temperature of 100.4° F or higher will only be allowed to enter directly into the isolation room. The protocol for the Isolation Room listed below will be followed.
- Parents/Guardians of students in the isolation room will be contacted to pick their child up from school, examine the continued symptoms of their child, and potentially encouraged to get tested for COVID-19.

Reporting Checks

- Office personnel will have access to run reports for all students who've completed their self-certifications, passed, or failed. All reports can be run by dates and not date range.
- If there are students who do not have completed self-certifications, DPS staff will make every attempt to contact the parent/guardian to obtain certification. Parents/guardians of students who arrive without certification will also be notified that they **MUST** certify students every day their student attends school in person.

Isolation Protocols

Procedure for Isolation Room

- The isolation room will be supervised by a school staff member. This room will be separate from the other population of the school. The student will remain in the isolation room until the parent picks the student up and will exit the building directly from the isolation room. The staff member supervising the isolation room will wear a mask, gloves and remain 6 feet apart from students. If there is a risk that the staff will come into close contact of the student proper PPE will be provided.

Procedure if student becomes ill

- Teacher/ staff will discreetly notify the nurse/principal by calling her/him on the phone before sending the student to the isolation room. ***Student should be escorted to the Isolation Room if exhibiting any of the following symptoms.***
 - Feeling feverish/ Chills/ Body Aches/ Fatigue/ Headache
 - Vomiting/ Diarrhea/ Severe Nausea
 - Shortness of Breath, cough, congestion, runny nose, NOT appeared to be related to asthma or allergies
 - Sore throat
 - Headache
 - New loss of taste or smell

- In the isolation room a staff member take student's temperature and record it. The staff member in the isolation room will notify the nurse or administrator/designee that there is a student in the Isolation Room. If the temperature is >100.4 the student will rest for 15 minutes and their temperature will be retaken in 15 minutes. If it is still >100.4 the staff member will call parent for pick up from school. The Parent/guardian should be instructed to pick up student as soon as possible. Parents should be encouraged to seek guidance from their student's medical provider. Student will remain in the isolation room until picked up from school.
- Multiple students in the isolation room will sit 6 feet apart and with their masks on until they are picked up by parent /guardian.
- Siblings of the ill student will be called to the isolation room by the secretary when the parent/guardian arrives for student pick-up and will be sent home with the ill student.
- Each building will decide where parents/guardians will pick-up ill students.
- If needed, lunches will be brought to the isolation room door from the cafeteria by an Aramark staff. Isolation staff member will communicate with the cafeteria that a student(s) needs a lunch provided. The staff member working in the isolation room will let the cafeteria know how many lunches will be needed. If the student needs to eat their lunch they will be allowed to remove their mask while eating.
- Only one student at a time will be able to remove their mask to eat their lunch while in the isolation room.
- Once the isolation room has been cleared of students the janitor will be notified. If possible the room should be closed for 24 hours before cleaned. If 24 hours are not possible, wait as long as possible to clean and disinfect. Once cleaning is complete the room can be used.

APPENDIX N: PHYSICAL EDUCATION GUIDANCE

SOURCE: Illinois Department of Public Health

Teachers can consider some of the [guiding principles for youth sports](#) when planning physical education (PE) classes. Additionally, understanding [how COVID-19 spreads](#) should be taken into consideration.

In general, reduce class sizes or the number of students in PE at a given time. Consider offering PE to individual cohorts and use staggered/alternative schedules to help provide PE for all students. Use of outdoor space, as weather permits, can help facilitate physical distance of at least 6 feet between students during physical activity. Consider student risk based on the sports, games, and activities to be played and the way equipment is shared among students. When possible, avoid activities that require close physical proximity or physical contact. For example, prioritize lower-risk activities (e.g., running outdoors in which physical distancing can be maintained) rather than higher-risk activities (e.g., wrestling in which physical distancing cannot be maintained), when designing and implementing instructional plans.

Limit use of shared objects (e.g., exercise equipment, games, toys, manipulatives) as much as possible. When shared object use is necessary, it is important to clean and disinfect items between each student's use. Practice good [hand hygiene](#) and respiratory etiquette (e.g., covering coughs and sneezes with a tissue, throwing used tissues in the trash, and washing hands immediately) before, during, and after PE. Regularly wash hands with soap and water for at least 20 seconds and encourage students and colleagues to do this as well. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Encourage all students to wash their hands or use hand sanitizer before and after PE.

Teach and model the use of masks. Masks may be challenging for students (especially younger students) to wear while [playing sports](#), particularly higher intensity sports. Wearing masks is most important when physical distancing is difficult. Remind students not to touch the mask and to [wash their hands](#) frequently. Information should be provided to all participants on the [proper use, removal, and washing of masks](#). Masks should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious or incapacitated or otherwise unable to remove the mask without assistance. For more information, visit [Considerations for Wearing Masks](#).

APPENDIX O: ADDITIONAL RESOURCES

CDC

[Coronavirus Disease 2019 \(COVID-19\)](#)

[Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)

[Considerations for K-12 Schools: Readiness and Planning Tool](#)

[FAQ for School Administrators on Reopening Schools](#)

[Parent Decision Making Tool](#)

[Communication Resources](#)

[Know How to Wear Your Face Mask Correctly](#)

[School Reopening with COVID-19: Maintain Healthy Operations](#)

[School Reopening with COVID-19: Maintain a Healthy Environment](#)

[School Reopening with COVID-19: Promote Healthy Behaviors](#)

[School Reopening with COVID-19: Prepare for When Someone Gets Sick](#)

[Síntomas del coronavirus \(COVID-19\)](#)

[Cleaning, Disinfection, and Hand Hygiene in Schools – a Toolkit for School Administrators](#)

[Six Steps for Properly Cleaning and Disinfecting Your School](#)

[Cleaning and Disinfecting In School Classrooms](#)

[List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) | US EPA](#)

[Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes | US EPA](#)

[Guidance for Cleaning and Disinfecting](#)

Illinois Department of Public Health

[IDPH | Protecting health, improving lives.](#)

[Coronavirus Disease 2019 \(COVID-19\)](#)

[Schools Guidance | IDPH](#)

[COVID-19 County & School Metrics | IDPH](#)

[Pandemic COVID-19 Checklist](#)

[Resources to Support Providers through COVID-19 - Office of Early Childhood Development](#)

[Frequently Asked Questions \(FAQ\) for Schools](#)

[COVID-19 Exclusion Guidance](#)

[Disease/Illness Mode of Transmission, Symptoms, Incubation Period](#)

[Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19](#)

[Adaptive Pause Recommendations](#)

Illinois State Board of Education

[Coronavirus](#)

[Starting the 2020-21 School Year](#)

[Empezando el Año Escolar del 2020-21](#)

[Part 3 Transition Guidance: Starting the 2020-21 School Year FAQ](#)

[What Parents Need To Know](#)

[Lo Que Los Padres Necesitan Saber](#)

[ISBE Letterhead Template - BW Springfield](#)