



# **BACK TO SCHOOL RE-OPENING PLAN 2020-2021**

**KINNIKINNICK CCSD #131**

**Ledgewood School  
Stone Creek School  
Kinnikinnick School  
Roscoe Middle School**

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## Executive Summary and Guiding Principles

Since March 2020, the Kinnikinnick District has focused on the following three priorities in this evolving pandemic:

- Priority 1- The safety, well-being and care of our families and staff
- Priority 2- To provide accurate and clear information
- Priority 3- To provide connection and engagement in learning

These priorities are still the guiding light by which we are determined to sustain our mission;

*“To encourage and empower all learners to reach their highest potential.”*

The District has prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state’s five-phase reopening plan, Restore Illinois.

In addition, over the summer the District administered a survey to all parents, in which feedback about the reopening of school was collected. District leaders also met with representative focus groups in order to gain additional feedback.

This guide outlines the educational plans and protocols in place for now, based on which phase the state of Illinois is currently in. Due to the uncertainty of the pandemic, it is possible the District will be in several of these phases over the course of the school year. It is important to note that the success of our plan is based on the commitment of everyone to abide by the guidelines and when not feeling well to stay home. While attendance will be monitored, students will not be penalized for staying home when ill.

While school will look very different, the District’s commitment continues to be to provide a first class education to all of our students. **Two options are being provided during school hours, Monday through Friday. 1) In-person instruction and 2) Remote Learning 2.0.**

**School is set to resume on September 8, 2020 for Grades PK-8.**

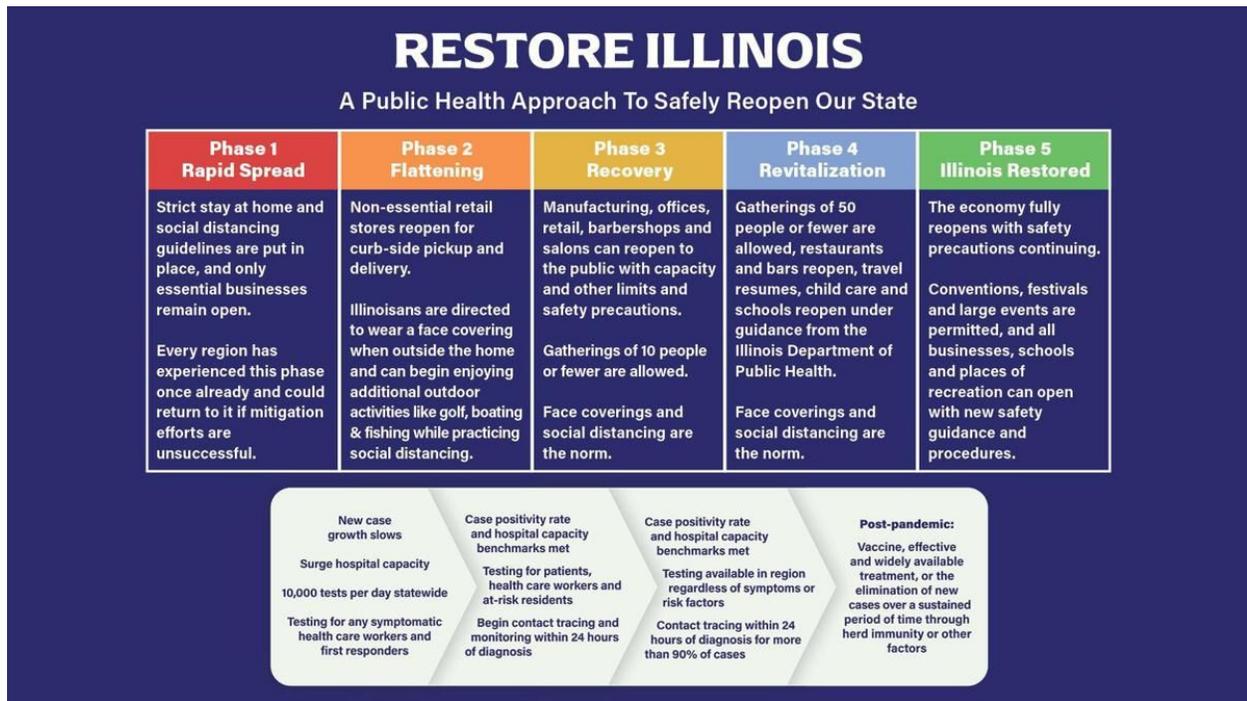
**Covid-19, local metrics, and guidance will continue to evolve and we will do our best to communicate changes as quickly as possible to our staff and families.**

**If you have additional questions, please email [ask@kinnschools.org](mailto:ask@kinnschools.org).**

**Parents or guardians will make their choices known to the District via this [Google registration form](#) by 11:59 PM on August 6, 2020. Please submit one form for each child.**

Note: Protocols outlined in this guide are subject to change.

## Restore Illinois



### Phase 1: Rapid Spread

During this phase, strict stay at home and physical distancing guidelines are in place.

- Only essential workers remain on school sites as necessary.
- All students and staff engage in Remote Learning 2.0, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

### Phase 2: Flattening

During this phase, strict stay at home and physical distancing guidelines are in place.

- Only essential workers remain on school sites as necessary.
- All students and staff engage in Remote Learning 2.0, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

### Phase 3: Recovery

During this phase, physical distancing guidelines are in place. Gatherings of 10 people or less in space are permitted.

- Most students and staff engage in Remote Learning 2.0, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education, EL and special programs may return to campus for learning.
- Staff is on site as required.
- The District follows IHSA and IESA guidelines for athletics.

#### **Phase 4: Revitalization**

During this phase, physical distancing guidelines are in place.

Gatherings of 50 people or more in a space are permitted.

- All students and staff are on site, with the option of Remote Learning 2.0 for some.
- The District follows IHSA and IESA guidelines for athletics.

#### **Phase 5: Restored**

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

### **Re-Opening Schools**

In-person instruction is strongly encouraged in Phase 4 of the Illinois Restore Plan; however, it is critical to note that this does not signify a return to pre-pandemic operations. IDPH guidelines will:

- Require use of appropriate Personal Protective Equipment (PPE) including face coverings (masks or gaiters);
- Prohibit more than 50 individuals from gathering in one space;
- Require physical distancing be observed, as much as possible;
- Require that schools conduct or pre-certify symptom screenings and temperature checks; and
- Require an increase in schoolwide cleaning and disinfection.

All public schools in Illinois must follow these guidelines.

The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus.

Kinnikinnick has divided these protocols into five categories:

- ❖ Health & Wellness
- ❖ Instruction
- ❖ Operations
- ❖ Human Resources
- ❖ Calendar

## **Health and Wellness**

### **Training**

Staff and students will be required to participate in regular and appropriate safety training related to Kinnikinnick physical distancing, PPE, face covering, hand hygiene, and sanitation procedures and expectations.

- Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety.
- Each building will provide training to staff and students that is specific to their unique circumstances.

## Physical Distancing

Kinnikinnick has developed procedures to maintain six feet of physical distance from other persons whenever possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible.

- Students will remain with their grade level cohorts of 50 or less to reduce mixing grade levels within the building as much as possible.
- Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).
- When students are seated together at tables with less than 6 ft of physical distancing, partitions will be used between students.
- Kinnikinnick will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to increase student and staff safety.
- Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.
- Staff break areas will be arranged to facilitate physical distancing. Staff should consider eating outside whenever possible.

## Personal Protective Equipment (PPE)

All staff and students will be required to utilize PPE including face covering and other PPE deemed appropriate. Schools will aim for the highest level of PPE and face covering appropriate to the role for their teachers and staff.

- N95 Masks, face shields, gowns, and gloves for healthcare staff performing procedures that may aerosolized secretions.
- Face masks, face shields, gowns and gloves will be worn by personal care aides, when performing student care needs.

## Face Coverings

- Cloth or disposable face coverings (masks) for all students and staff. **\*Please note that gaiters and masks with exhalation valves or vents are no longer acceptable forms of face coverings per the Illinois Department of Public Health & CDC. (Updated 8/18/20)**
- All individuals in school buildings must wear face coverings at all times, **unless**
  - they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
  - they are removed for eating and drinking.
- With the exception of student arrival and dismissal, face coverings do not need to be worn outside if physical distance is maintained.
- All students and staff will receive one cloth face covering from the Illinois Emergency Management Agency.
- Employees and students may use their own face covering. It is recommended that students and staff have 3-4 cloth masks to allow for nightly cleaning at home.
- Lanyards will be supplied for face mask retention.

- Kinnikinnick will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.
  - 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.
- A physician's note is required to be given to the school principal for students and staff who are not able to wear a face mask due to a medical contraindication. The note should address 1) the condition that makes the individual unable to wear a face mask 2) any suggested alternatives to wearing a face mask.
- In consultation with the WCHD, a District procedure will be followed by the educational team to consider accommodations for face mask exemptions.

### **What if an individual forgets/refuses to wear a face mask?**

If an individual forgets or refuses to wear a face mask the following progressive measures will be taken:

1. The individual will be offered a mask.
2. The individual will enter into a dialogue of inquiry to provide further insight into the refusal.
3. If no medical documentation is provided, the individual will be counseled to wear a mask or will be required to attend remote learning.
4. Disciplinary action, including removal of in-person instruction to remote learning may be taken by administration, if necessary.

(Updated 8-18-20)

### **Face shields**

- Face shields will be provided to students who the Winnebago County Health Department or an educational team based on a doctor's recommendation supported by an IEP, 504 or Individual Health Plan have determined that a face shield is warranted.
- Face shields will be provided to all employees to provide extra precaution when needed.
- May be worn by EL instructors, speech therapists and interventionists when it is necessary for communication needs and for students when directed by any of these individuals based on their intervention or therapy needs.
- If musical instruments are being played, face shields will be provided when a face covering has to be removed.

(Updated 8-18-20)

### **Hand Hygiene**

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Kinnikinnick will encourage and schedule frequent and proper handwashing. Kinnikinnick will ensure availability of supplies such as soap and paper towels, and hand sanitizer for all classrooms, office and common areas.

- Hands should be washed as often as possible with soap and water for at least 20 seconds.

- If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
- Staff and students must avoid touching their mouth, eyes, or nose as much as possible.
- Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Students and staff will wash or sanitize hands:

- Upon arrival to and departure from school
- Upon entering the classroom
- Before eating and after eating
- After touching frequently touched surfaces (railings, doorknobs, counters, SmartBoards or keyboards etc).
- After using the restroom
- After coughing, sneezing or blowing the nose
- Following PPE and glove removal
- Before food preparation
- Before/after routine care for another person, such as a child, and
- After being in physical contact with anyone, including someone who may have been sick.

## **Shared Objects**

Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared.

- Utilizing hand sanitizer before and after the use of any shared item is recommended.
- Electronics, including, but not limited to, iPads, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use.
- Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use.
- Materials that can be thrown out, cleaned after one use, or labeled for individual child use will be maximized.
- Cloth toys or other classroom items will be removed from the classroom to the extent possible.
- Individual snacks, if applicable, will be provided by the student. Utilizing food for instruction purposes and sharing birthday treats will not be permitted.

## **First Aid and Medical Management**

Kinnikinnick will supply staff with first aid supplies, such as bandages and gauze, in the classrooms. Persons who need basic first aid may be managed in the classroom/alternate setting. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.

Healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, will be treated in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children. Frequent

cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus will be performed by nurse and custodial staff.

## Symptom Screenings

Only students and staff who are healthy should report for in-person learning. It is important to note, students will not be penalized for missing school and are encouraged to stay home when not feeling well.

- All students, employees and visitors will be required to complete the Kinnikinnick COVID-19 Symptom and Temperature Screening each day.
- **The school's best defense against COVID-19 is cooperation and commitment from our families and staff to remain home if any of the following symptoms are present in a household:**
  - Measured temperature of 100.4 degrees Fahrenheit or greater
  - Cough
  - Fatigue
  - Fever or chills
  - Headache
  - Known close contact with a person who has been diagnosed with COVID-19
  - Nausea or vomiting
  - New loss of taste or smell
  - Shortness of breath or difficulty breathing
  - Sore throat

## Procedures if Someone is Suspected or Tests Positive for COVID-19

### When a Student or Staff Becomes Sick

Students and staff with any of the following symptoms of COVID-19 must remain home:

- Measured temperature of 100.4 degrees Fahrenheit/38 degrees Celsius or greater
- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

#### Sick before school starts.

- Call the school and leave your student name, grade and classroom and best contact phone number. Staff members will enter their absence in Frontline.
- Do not send siblings to school.

#### Sick in school.

- Any individual who shows symptoms within the school environment will have a private supervised quarantine space and parents/guardians contacted. If emergency assistance is needed, call 911.
- Students will not be allowed to utilize Kids Care or the school bus for the return home.
- Guardians will be contacted by phone to pick up their child.

#### Then, in either of the above scenarios.

- The District will follow the direction of the Winnebago County Health Department (WCHD) and provide contact tracing data to determine who needs to be quarantined and/or isolated immediately.
- **Individuals who are diagnosed with COVID-19 are isolated for a period of 10 days from symptom onset but must be fever free for 3 days and/or asymptomatic for 7 days.**
- **Students, staff and family members who are identified as close contacts are quarantined for a period of 14 calendar days to monitor symptoms per the WCHD.**
- A *negative* test during quarantine does not release an individual to return sooner.
- Attendance personnel and WCHD officials will maintain communication with the individuals during quarantine and isolation.
- Arrangements for instruction will be arranged by the building administrator. Supply pick up will be arranged.
- WCHD will authorize the criteria for return to work/school.

### **When a Student or Staff is a Close Contact to Someone who Becomes Sick at School**

- Close contacts include:
  - Household contacts to the sick individual, including parents and siblings in other grades and/or schools.
  - Anyone who spends is within 6 feet of the case for a cumulative of 15 minutes or more. (updated 8/18/2020)
  - A contact to a close contact does not require quarantine.
  - The infectious period begins 2 days before the onset of symptoms or 2 days before the positive sample was obtained. (updated 8/18/2020)
- A targeted approach will be taken to quarantine only close contacts.
- Guardians will be contacted by phone to pick up their child.
- **Students, staff and family members who are identified as close contacts are quarantined for a period of 14 calendar days to monitor symptoms per the WCHD.**
- Individuals who are diagnosed with COVID-19 are isolated for a period of 10 calendar days after symptom onset but must be fever free for 24 hours without fever-reducing medication and symptoms improved. (updated 8/18/2020).
- Identified close contacts will not be allowed to utilize the school bus for the return home.
- A *negative* test during quarantine does not release an individual to return sooner.

- Attendance personnel and WCHD officials will maintain communication with the individuals during quarantine and isolation.
- Arrangements for instruction will be made by the building administrator. Supply pick up will be arranged.
- WCHD will authorize the criteria for return to work/school.

### **How will the school be cleaned and disinfected when a staff or student is removed for possible COVID-19?**

- Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed.
- Isolate close contacts.
- Open windows to increase air circulation in the area.
- It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible.
- Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick.
- Ensure cleaning products are stored and used a safe distance away from children and staff.
- Individuals who did not have close contact with the person can remain at school.
- Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school.
- Continue routine cleaning and disinfection.

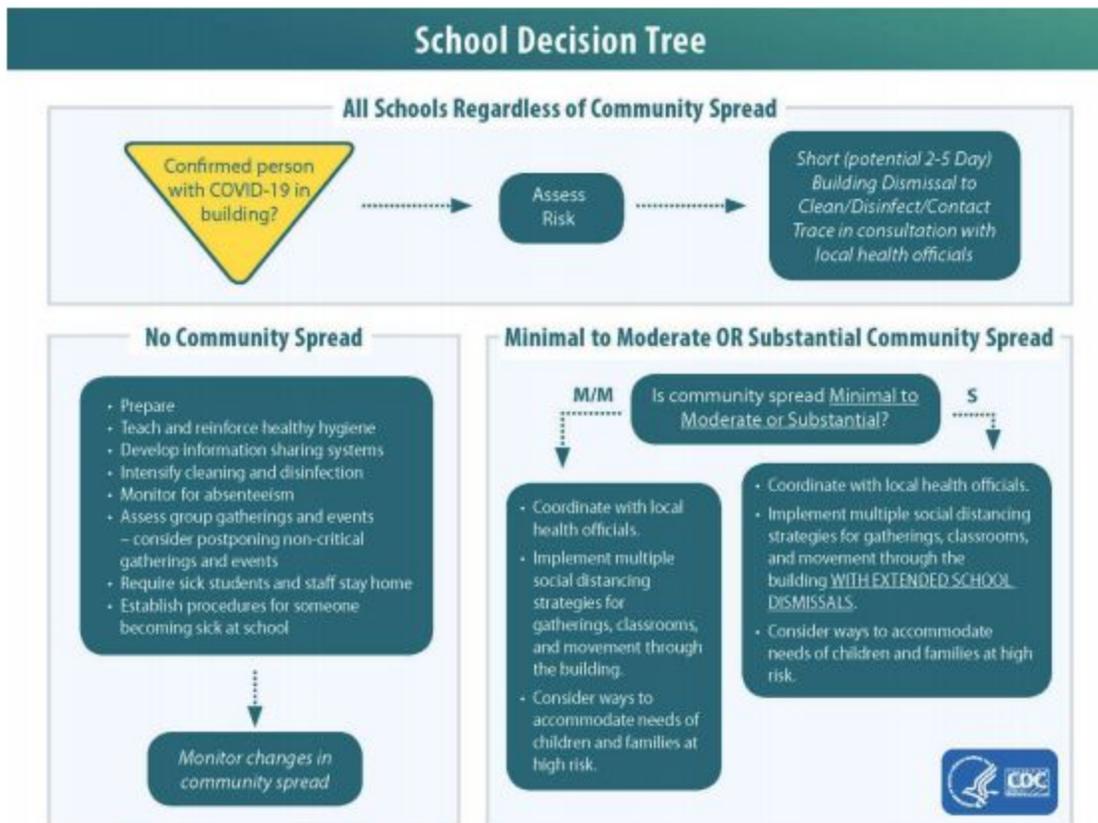
### **Illness and Diagnoses Monitoring**

A tracing process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

- Tracing ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school.
- WCHD will authorize return to work/school.
- Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff.
- Families and staff will report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.
- The District will maintain a current list of community testing sites to share with staff and families.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.
- Districts will work with the WCHD Communications Team to provide messaging to impacted families, staff and the greater community.

## School Closure Plan (Guidance from CDC)

Throughout the school year, staff and families must be prepared for **possible short-term and rolling closures**, regardless of community spread, if an infected person has been in a school building. **Families and staff should expect transitions between remote and in-person learning throughout Phase 4.** If this happens, the CDC recommends the following procedures regardless of the level of community spread.



## Instruction

Kinnikinnick has developed an instructional plan to allow for a return to in-person learning for students, while holding paramount the health and safety of our students and staff. We also will provide a quality remote option for families who may not be ready or may not be able to enroll their children in an in-person environment, called Remote Learning 2.0

### Option 1: In-person Instruction

- The length of the student days will remain the same but start times and parent drop off times may be adjusted slightly.
- RMS will not provide Zero Hour, at this time.
- Class size will be dependent on enrollment which will impact the extent of physical distancing. In general, class sizes are around 25 when all students are attending in-person.

- Students will be cohorted as much as possible.
  - Benchmark diagnostics will be given, at the beginning of the school year and throughout in order to assess student strengths and deficits.
  - Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.
  - Teachers will focus on creating relationships and connections.
- 
- Students will utilize the District grade level curriculum.
  - Grading, promotion and assessment policies will be followed.
  - Classrooms are being arranged to maximize physical distancing of students.
  - Lunch will be in the classroom. Allergy aware rooms will be created.
  - Recess/Breaks will take place with a student's classmates in an assigned area.
  - Throughout the school year, staff and families must be prepared for **possible short-term and rolling closures**, regardless of community spread, if an infected person has been in a school building. **Families and staff should expect transitions between remote and in-person learning throughout Phase 4 due to the impact of COVID-19.**
  - If a class is quarantined together, our first option will be for the class to remain together and transition to remote and back to in-person when able.
  - **Students who later opt out of their original choice of learning environments may be assigned to a different classroom teacher/classmates.**

## Option 2: Remote Learning 2.0

The Covid-19 pandemic created a crisis response plan to education in the Spring of 2020. We are now moving into a new era of education where remote learning must operate and provide content at the same rate and rigor as in-person instruction. We understand some families may not feel comfortable sending their children to school. All families will have the opportunity to indicate if they would like to opt out of in person learning and choose to remain at home for the new and improved Remote Learning 2.0.

- Daily attendance reporting is expected for each student.
- **Students will follow a daily school schedule during regular school hours.**
- Students will utilize District grade level curriculum and will follow the District grading policy like their in-person peers.
- Instruction and student engagement in learning tasks will account for at least a **five** hour day. Early Childhood and Preschool will be approximately **2.5** hours of instruction.
- It is anticipated at this time that remote students will be assigned to a remote class with a remote teacher and classmates.
- Students will have scheduled Google Meets of subject matter, electives, SEL instruction, and activities during regular school hours.
- Under the current guidance, grade level teachers will conduct their instruction at school.
- Teachers will maximize the use of live and recorded instruction utilizing available platforms.
- Students will engage in instruction, work tasks and due dates at the same level of rigor as their in- person peers.

- Teachers will focus on creating relationships and connections.
- Benchmark diagnostics will be given, at the beginning of the school year and throughout the year to assess student strengths and deficits.
- Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.
- English Language Learning, IEP, 504 services will be provided.
- Students will be assigned a remote learning grade level teacher and a Chromebook device as well as textbooks, workbooks and other supplies necessary to engage in learning.
- Dates will be set for supply pick-up.
- All classrooms (PK-8) will have one launch pad from Google Classroom into their remote learning lessons.
- Any family that chooses to enroll in the all Remote Learning 2.0 option are asked to do so for the entire grading period: trimesters (Grades PK-3) or quarterly (Grades 4-8).
- **Students who later opt out of their original choice of learning environments may be assigned to a different classroom teacher/classmates.**

### **Social and Emotional Learning (SEL)**

The COVID-19 virus has impacted everyone. Second Step, a SEL curricula, and supplementary services will be provided for students and staff. Teachers will implement the SEL curriculum with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support by administrators, social workers, and psychologists. Surveys will continue to be conducted for students in grades PK-8 quarterly and problem solving teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

### **Music-Related Courses**

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures.

During phase 4, this will include:

- Utilizing outdoor spaces whenever possible.
- Utilizing physical distancing, at least 6 ft. when students are singing or playing instruments.
- Utilizing clear partitions when needed.
- Wearing face coverings indoors while singing. **Updated 9/4/20**

In addition,

- It is permissible for recorder, woodwind and brass band members to remove their mask during the time they are playing, but only if necessary.
- A face shield provided by the District will be worn when students play the recorder, woodwind or brass instruments.
- Additional safety measures will be taken for disinfecting instruments after each use.

## **Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and help reduce stress and anxiety.

- Whenever feasible and weather permitting, schools will select outdoor PE non-contact activities that allow physical distancing.
- If physical education must be taught inside, activities will be carefully selected to safely adhere to face coverings and physical distancing.
- Handshaking, high fives, or other physical contact is prohibited.
- It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.
- The use of shared equipment is not recommended.
- Any shared equipment must be cleaned between each use and disinfected at the end of each class.
- Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty.
- Students must perform hand hygiene after the use of each piece of equipment.
- Schools will eliminate the need for use of locker rooms and allow students to participate in activities without changing clothing.
- Proper footwear and socks are required for PE.

## **Large Group Events/Gatherings**

Due to the health and safety restrictions placed on schools, traditional school based events with large public gatherings will not be permitted until the State of Illinois reaches Phase 5 of the Recovery Plan. Kinnikinnick understands the importance of school events in the life of a school community and encourages Principals and PTO's to consider hosting virtual events.

## **Extracurriculars**

RMS athletics for the 2020-2021 school year have been canceled and will require staff, administration and Board Of Education review throughout the year. Extracurricular activities and clubs are postponed and further proposals will be reviewed in September.

In the future, extracurricular activities (athletics and clubs) must follow the IDPH requirements set forth for the school setting, which include physical distancing, appropriate use of PPE, limiting the number of individuals to 50 (including coaches and advisors) or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19.

- Athletics will follow the guidelines provided by the IESA.
- A signed release of liability by the parent/guardian will be required prior to student participation in any District extracurricular.
- Prior to the start of any after school meeting, practice or event, students will undergo a temperature check.

(Update:8/28/20)

## **Students Who are Medically Fragile or at Higher Risk**

The administration will work closely with school nurses and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Kinnikinnick will review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering, ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-foot distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.
- Appropriate consents must be obtained for communication with outside providers.

Maintaining strict physical distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. The appropriate level of PPE and face coverings will be used in conjunction with appropriate hand hygiene.

## **Special Needs**

Kinnikinnick understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Student Services Department is developing plans and procedures to address the various unique challenges of our students. The Student Services team will remain in contact with special needs families throughout the summer and will be ready for the 2020-2021 school year.

Kinnikinnick must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws.

- All individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance.
- IEP teams will update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

## **Staffing Levels**

The District will monitor staffing levels and working conditions within each building to ensure optimal operations for teaching and learning.

- In the event that staffing levels drop below the ability for the building to maintain optimal operations, the District will consider all options to support student learning.
- Every effort shall be made to ensure substitute staff are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions.
- In the event of any unforeseen circumstances, the District will comply with Federal, State, IDPH, ISBE and CDC guidelines.

## Operations

### Food Services

The health and nutrition of our students is of the utmost importance to our daily school functions. We will continue to provide quality meals for our students, but will have to be cognizant of what we are able to allow during this structured time. Below are the guidelines we will be following.

- RMS Breakfast, School Lunch, or White milk will be available for purchase for both in-person and remote students.
- Seating areas outside will be assigned classroom/cohort areas, maintaining physical distancing.
- Access to serving areas will be staggered, where possible to promote physical distancing.
- Groups will be limited to the maximum gathering size per the Restore Illinois plan.
- Meals with white milk will be individually plated or packaged as grab and go items.
- Lunches brought from home should be placed in disposable or washable containers. Cloth lunch boxes are not recommended.
- Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Areas where students consume meals will be thoroughly cleaned and disinfected.
- Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.
- Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations.
- Mealtime expectations will be shared with students and staff.
- Allergy awareness procedures will be followed.
- No cash will be used in lunch lines. (Cash will still be accepted for pre-payments.)
- All water fountains will be turned off for drinking and we will be installing water bottle filling stations to provide students with access to water throughout the day.

### Facilities

In order to proactively prepare our facilities to prevent the spread of COVID-19 or any other infectious disease the following will be implemented until further notice.

- The use of school facilities by external parties is suspended until further notice.

- Libraries will be closed for student use until further notice.
- Playgrounds will be closed for student use until further notice.
- PK-5 Specials (Art, Music, & PE) will take place outside or in a student's classroom.
- Kinnikinnick Band will take place outside or in a designated area that follows IDPH guidance.
- RMS Electives (Band, PE, Art) will take place outside or in a designated area that follows IDPH guidance.

Strategies to:

- reduce unnecessary visits from students, staff, and visitors;
- reduce office and health office congestion;
- reduce exposure to infection,
- and allow for separation will be implemented throughout Kinnikinnick.

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light switches
- Restroom fixtures

Building custodians and staff will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis.

Restrooms, hallways, cafeterias, and high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected will not be used.

Cleaning schedules will be created and implemented for all facilities and equipment. Custodial schedules may be adjusted to meet reopening school needs. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

- High Traffic Areas:
- Entryways

- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

## Transportation

### Arrival/Beginning of the day

- The length of our student days will remain the same but start times and parent drop off times may be adjusted slightly to meet the needs of a safe and staggered entrance and exit into the school buildings.

8:10 a.m. - 2:25 p.m. Ledgewood/Stone Creek/Kinnikinnick
8:10 a.m. – 10:40 a.m. EC/PK morning session
11:55 a.m. – 2:25 p.m. EC/PK afternoon session
9:14 a.m. – 3:20 p.m. Roscoe Middle School

- There will not be early morning access to playgrounds.
- Schools will assign supervision to support physical distancing.
- Schools will designate student entry points.
- Face masks or gaiters will be required upon arrival.
- Students will use hand sanitizing stations upon entry.
- Students will report directly to their assigned classroom.
- Remember when walking into school, leave at least 6 steps between you and the next person. **Updated 8/18/2020**

### Bus Transportation

- Per state guidelines, there will be no more than 49 students per bus.
- Drivers will follow pre-certification requirements
- Drivers will be required to wear masks, however, if they are driving and their vision becomes inhibited by fogging of eyeglasses or for any other reason, they will discontinue wearing while driving.
- Each student will be required to wear a face mask. Failure to wear a face mask, without a valid exemption, could result in being reprimanded or unable to ride the bus for a specific duration of time.
- Students will be assigned a seat for all bus routes.
- It will be the expectation of the student that they will sit in their assigned seat for the duration of the bus ride.  
**Updated 8/18/2020**
- Bus windows will be open and remain open unless there is precipitation.
- Students will board the bus with masks on and go to their assigned seat, boarding from back to front. Younger students normally have seats closer to the front, please let them know that they will be sitting in the order that they board the bus.
- Family members will sit together.

- The bus driver will dismiss students off the bus to allow for physical distancing while deboarding. Students should remain in their seat until dismissed.
- Remember when walking into school, leave at least 6 steps between you and the next person.
- No additional riders to a route will be allowed for any reason.
- As with the typical rules during a normal school year, if a student does not follow the expectations of riding the bus they may be reprimanded or unable to ride the bus for a specific duration of time.
- Students will be allowed one transportation address.
- Increased cleaning and sanitation
- For more information, [www.firststudentinc.com/startsafe](http://www.firststudentinc.com/startsafe)

### **Dismissal/End of Day**

- School times for students who walk/bike, as well as, drop off and pick up by parents/guardians or buses will be adjusted to meet the needs of a safe and staggered entrance and exit into the school buildings.
- Students will wear face coverings when exiting the building for dismissal.

### **Visitors**

Visitors will not have access to the building in general to maintain physical distancing.

- Limits will be placed on non-essential visits, volunteers and activities with external groups.
- Visitors will remain in the vestibule, main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed.
- Itinerant staff and essential visitors will complete the Kinnikinnick COVID-19 Symptom and Temperature Screening in addition to the normal sign in procedures prior to entering the school building.

## **Classroom Guidance**

### **Pre-Kindergarten (PK) Classroom Guidance**

- Clearly mark classroom areas to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible.
- Clearly mark common areas to show where to stand or line-up for six feet spacing.
- When students are seated together at tables (limiting physical distancing) partitions will be used between students.
- Keep windows open as much as possible.
- Schedule/coordinate restroom and hand washing breaks throughout the day.
- Schedule/coordinate recess by classroom to minimize student mixing.
- Sanitize hands whenever anyone enters the classroom.

- Do not use items like play food, dishes, and utensils.
- Do not share school supplies or manipulatives between students or staff.
- Clean classrooms after each use or at least daily.
- Building staff must review student pick up and drop off procedures.

### **Kindergarten-Grade 5 Classroom Guidance**

- Arrange seating six feet apart, if possible, and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- When students are seated together at tables (limiting physical distancing) partitions will be used between students.
- Kindergarten rest time mats will be physically distanced and students should be placed head to toe. Mats will be disinfected daily.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group throughout the day.
- Schedule/coordinate restroom and handwashing breaks throughout the day.
- Schedule/coordinate recess by grade level to minimize mixing student groups.
- Sanitize hands whenever anyone enters the classroom.
- Do not share school supplies or manipulatives between students or staff.
- Clean classrooms daily.

### **Grades 6-8 Classroom Guidance**

- RMS students will not begin the school year using student lockers or the locker room. Clear or mesh backpacks will be utilized to carry materials and lunch throughout the day.
- RMS students should consider wearing shoes appropriate for PE daily, when weather permits. If appropriate PE shoes are not worn, they need to be carried in their clear or mesh backpack.
- Arrange seating six feet apart to the extent possible, and face the same direction as feasible.
- Teachers will assign seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Stagger transition times and review schedules.
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level to minimize student mixing.
- Sanitize hands whenever anyone enters the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

### **Hallways, Main Office, and Common Areas**

- Maintain six feet physical distancing when possible.
- Require face coverings for staff and students.
- Clearly mark areas to indicate safe distancing for students.

- Clearly mark hallways to indicate flow of traffic for students and staff.
- Perform health screenings for visitors.
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas.
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the vestibule area (clearly visible signage at each entryway).
- Restrict students to specific areas as identified by the building principal.
- Clean high touch areas throughout the day.

### **Cafeteria**

- Maintain six feet physical distancing when possible.
- Develop a meal procedure plan.
- Clean cafeteria in between uses.
- Clearly mark areas to indicate safe distancing for students.
- Require staff and student face coverings (if not eating).

### **Restrooms**

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

### **Before- and After School Child-Care (Kids Care)**

Child care is critical to the community. Child care programs in schools will be required to follow all infection control measures that are used during the school day (e.g., physical distancing when possible, face coverings, cleaning, and sanitation).

- Kinnikinnick will follow all protocols provided by ISBE and IDPH.
- Students will be grouped according to school building.
- Kids Care may be utilized by staff members.

### **Recommendations for Families**

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not September 1st.
- Please make sure all emergency contact information is up to date and kept current.
- All students and their siblings should stay home if they are sick, with any illness symptoms and contact the school nurse for guidance.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.

- For students with asthma, no nebulizer treatments will be given at school during the pandemic. Asthma action plans should reflect the use of asthma inhalers and spacers.

## HR Policies

[COVID Employee Rights](#)

[Families First Coronavirus Response Act \(FFCRA\)](#)

## IDPH guidance (updated 8/18/20)

[Public Health Interim Guidance](#)

[Adaptative Pause and Metrics](#)

# Calendar

## District Calendar 2020-2021

Enrollment Choice	August 6th
Supply Lists	August 7th
Teacher Institute Days	August 31st-September 4th
Labor Day	September 7th
<b>First day of student attendance</b>	<b>September 8th</b>
Columbus Day	October 12th
School Improvement Day	November 2nd
Illinois State Election Day	November 3rd
Veteran's Day            Observed	November 13th
Virtual Parent/Teacher conferences	November TBA
No School	November 25th
Thanksgiving	November 26th
No School	November 27th
Winter break	December 23rd - January 1st
Remote Learning Planning Day	January 15th
MLK Day	January 18th
Lincoln's Birthday	February 12th
Virtual Parent/Teacher conferences	February TBA
Remote Learning Planning Day	March 1st
Spring Break	March 22nd - 26th
Good Friday	April 2nd
Teacher School Improvement Day	April 23rd
Memorial Day	May 31st
<b>Last day of student attendance</b>	June 2nd
Teacher Institute Day	June 3rd and 4th
<b>If needed, Emergency Days</b>	<b>June 7-11</b>

**Bold indicates student attendance. All other dates are not in attendance days for students.**

## Additional Resources

[Center for Disease Control \(CDC\): Coronavirus \(COVID-19\)](#)

[First Student](#)

[Illinois Department of Public Health \(IDPH\)](#)

[Illinois State Board of Education: CORONAVIRUS \(COVID-19\) RESOURCES](#)

[Illinois Elementary Sports Association \(IESA\)](#)

[Winnebago County Health Department](#)

### Testing Sites:

#### **Physicians Immediate Care - Machesney Park**

11475 N. Second St.

Machesney Park, IL 61115

Hours: 8:00AM - 4:30PM

Days of Operation: Monday - Friday

Requirements: Curbside exam to determine if testing is appropriate; capacity may be limited

COVID Hotline: 312-767-0400

Languages Offered: English and Spanish

physiciansimmediatecare.com

#### **Crusader Community Health**

6115 N 2nd St

Loves Park, IL 61111

Hours: 9:00am - 4:30pm

Days of Operation: Monday - Friday

Requirements: Appointment required. Testing available to fq patients only. Must be referred by FQ provider.

COVID Hotline: 815-490-1600

Languages Offered: Spanish and language line service with over 50 languages

#### **Physicians Immediate Care - Loves Park**

1000 E. Riverside Blvd

Loves Park, IL 61111

Hours: 8:00AM - 4:30PM

Days of Operation:Monday - Friday

Requirements:Curbside exam to determine if testing is appropriate; capacity may be limited

COVID Hotline:312-767-0400

Languages Offered: English and Spanish

physiciansimmediatecare.com

### **IDPH Rockford Drive-Through**

1601 Parkview Avenue

Rockford, IL 61107

Hours: 8:00am - 4:00pm

Days of Operation: Daily

Requirements:No appointment required. Capacity is limited. Hours of operation subject to change on a daily basis, based on available equipment and throughput.

COVID Hotline:1-800-889-3931

<http://dph.illinois.gov/testing>