



RURAL CHAMPAIGN COUNTY SPECIAL EDUCATION COOPERATIVE

807 N. Mattis Ave, Champaign, IL 61821

217-892-8877 FAX: 217-893-8627

Jennifer Armstrong, Executive Director

Jennifer Hastings, Special Education Administrator

Spectrum Preschool Program

Return to School Plan

2020-2021



Table of Contents

Summary.....	3
On Campus Protocols	
● Health & Wellness.....	6
○ Social & Physical Distancing	
○ Masks & Face Shields	
○ Hygiene	
○ Training	
○ Health Screenings	
○ Visitors	
○ Hallways, Main Office, and Common Areas	
○ Cafeteria	
○ Restrooms	
○ Shared Objects	
○ Preparing for When a Student or Staff Member Becomes Sick	
○ Return to School Health Procedures	
● Instruction.....	14
○ Required Physicals	
○ Safety Education for Students	
○ Student Who are Medically Fragile or at Higher Risk	
○ Social and Emotional Learning	
○ Music Related Classes	
○ Physical Education, Gymnasiums, and Locker Rooms	
○ Extracurriculars	
○ 2020-21 Distance Learning Guidelines	
● Instructional Model.....	17
○ Phase 3	
○ Phase 4	
○ Phase 5	
● Transportation.....	19
● Operations.....	20
○ Food Services	
○ If Allowed to return Full Time	
○ Facilities	
○ Health Offices	
○ Recommendations for Families	
● Human Resources.....	23
○ Staff Return Plan	
○ Staffing Level	
○ Teacher Evaluations	
○ Mental Health	
● Communications.....	25
○ Quick Contacts	

Summary

On May 5, 2020, Governor JB Pritzker announced the Restore Illinois plan, which lays out a public health approach to safely reopen our state following the Coronavirus Pandemic. Executive Order 2020-40, filed on June 4, 2020, granted the reopening of schools for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families.

During Phase 4, IDPH guidelines for Illinois schools will:

- Require use of appropriate Personal Protective Equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection.

Rural Champaign County Special Education Cooperative (RCCSEC) has prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the State's five-phase reopening plan, [Restore Illinois](#).

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible that the district will be in several of these phases over the course of the school year. **It is important to note, during any phase in which students and staff are on campus, no one will be penalized for missing school and we encourage those who are not feeling well to stay home.** While school will look very different, the district's commitment to providing a first class education to our students remains the same.

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

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

View the 2020-21 Distance Learning guidelines on page 17

Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

View the 2020-21 Distance Learning guidelines on page 17

Phase 3: Recovery

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

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

View the 2020-21 Distance Learning guidelines on page 17

Phase 4: Revitalization

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

- All students and staff are on site, with the option of Distance Learning for some.
- The district follows IESA guidelines for athletics.

Phase 5: Restored

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

On-Campus Protocols (Phases 3 and 4)

The health and well-being of our students and staff is our top priority. For this reason, during phases 3 and 4 there will be strict protocols in place when students and staff are on campus. We have divided these protocols into six categories:

- **Health & Wellness**
- **Instruction**
- **Instructional Model**
- **Transportation**
- **Operations**
- **Human Resources**
- **Communications**

Health & Wellness

Social & Physical Distancing

The RCCSEC has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias). Students will remain within their preschool programs to reduce mixing with other grade levels within their respective buildings as much as possible. We will stagger bus loading and unloading, hall passing periods, snack times, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing. Break times will be staggered to minimize eating with masks off near others.

Masks & Face Shields

We understand physical distancing will not be possible for all circumstances. There is significant evidence that masks provide protection and decrease the spread of COVID-19. All individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. **Masks must be worn at all times in school buildings even when social distancing is maintained.** Masks do not need to be worn outside if social distance is maintained.

Face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not available. IDPH also appreciates that there may be a small minority of individuals who have a medical contraindication to using face coverings. If face shields can be tolerated, face shields might be utilized in these situations, understanding their limitations and the heightened need for strict adherence to social distancing. **A physician's note documenting the medical contraindication will be required for any individual who is not able to wear a mask.**

Can staff use face shields for instruction?

In cases where a staff member needs facial visualization for instruction and communication, IDPH recommends that face shields may be used with the understanding that they have not been deemed effective for source control. As such, heightened attention and adherence to 6-foot social distancing is critical for individuals using face shields. If staff members are not able to maintain a 6-foot social distance they need to wear their masks while working within the 6 feet.

We will maintain a supply of disposable masks in the event that a staff member, student, or visitor if they forget their personal mask. After use, the front of the mask is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the mask. Gloves or other PPE must be used as needed when assisting students requires close contact. **Spectrum will provide (1) reusable mask for students and staff as well as (1) face shield for employees. Employees and students may use their own face covering.**

Refusal to Wear Mask / Removing Mask at Inappropriate Times

The requirement to wear face masks in school is designed to keep all students and staff safe. In the event that a student removes his or her mask at an inappropriate time, the staff response should be appropriate to the situation. Staff responses could include anything from reminding the student to wear the mask, providing instruction on why wearing a mask is required, to socially distancing the student from others until he or she puts the mask back on. In the event that a student repeatedly removes his or her mask, Spectrum staff shall initiate a meeting to change the student's educational plan to Remote Learning until such time that the student can consistently wear a mask at school.

In the event that a student refuses to wear a mask:

1. the student will be socially distanced from others (outside if it is safe and appropriate or in the quarantine room), *
2. parent or guardians will be notified that they need to pick up the student as soon as possible (preferably within thirty (30) minutes)*, and
3. Spectrum staff shall initiate a meeting to change the student's educational plan to Remote Learning until such time as the student will wear a mask at school, but no less than thirty (30) school days.

*In the event that a student who is refusing to wear a mask refuses to be socially distanced or in the event that a parent/guardian cannot be reached, is unable or refuses to pick up the student, or delays picking up the student, Spectrum staff may contact police or emergency services for assistance.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff and students members should clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students should avoid touching their mouth, eyes, or nose as much as possible. Staff and students should use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Training

Each staff member will be required to complete safety training related to RCCSEC's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

Health Screenings

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

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell

- Shortness of breath or difficulty breathing
- Sore throat

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the school nurse or Spectrum program administrator, following the building procedure. Students will remain in the quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave.

Visitors

Visitors must be restricted to authorized personnel only. Higher discretion will be given while inviting visitors to schools. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general to maintain physical distancing. This will be in addition to the normal sign in procedures.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2

2. Ask the individual if they have any of the following symptoms
 - a. Cough
 - b. Shortness of breath
 - c. **OR** at least TWO of these symptoms
 - i. Fever
 - ii. Shaking with chills
 - iii. Headache
 - iv. Loss of taste or smell
 - v. Muscle Pain
 - vi. Sore Throat
 - vii. Vomiting
 - viii. Diarrhea

If YES, **restrict them from entering the building**

If NO to all, continue to step #3

3. Check temperature, looking for a fever of 100.4 or higher

If YES, **restrict them from entering the building**

If NO to all, continue to step #4

4. Allow entry to the building and remind the individual to:

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

b. DO NOT shake hands with, touch or hug individuals during their visit

Preschool 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.
- 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 between students or staff
- Clean classrooms after each session

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
- 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 main office area (clearly visible signage at each entryway)

- Restrict students to specific areas as identified by the building principal
- Clean high touch areas throughout the day

Restrooms

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

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. 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. Utilizing hand sanitizer before and after the use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Preparing for When a Student or Staff Member Becomes Sick

The RCCSEC Spectrum Program Administrator will communicate with families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

Return to School Health Procedures

The purpose of these procedures is to outline health protocols as they pertain to re-opening of Spectrum classrooms after the Covid-19 school closures. These guidelines are designed to ensure and promote the safety, health, and welfare of our community, in accordance with Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE) recommendations. Some components of this document may be altered to reflect current data and recommendations as new guidelines are posted.

Students, faculty and staff will be required to stay home if they are sick. If an individual comes to school with the following symptoms, they will be sent home until return to school criteria (See #2 below) is met. Per IDPH-ISBE guidelines posted June 4, 2020, all students, staff and visitors will undergo symptom and temperature screening prior to entering the building.

● Symptoms Requiring Absence

- COVID-19 like symptoms (fever, cough, shortness of breath) or exposure to COVID-19, the individual **will be sent home**. Other symptoms may include sore throat, loss of taste/smell, headache, and fatigue.
 - Direct affected staff member or parent/guardian of affected student to call the IDPH COVID-19 hotline at 1-800-889-3931, or the Champaign-Urbana Public Health Department (C-UPHD) hotline at (217) 239-7877 for guidance regarding symptoms to determine if testing for COVID-19 is warranted.
- Exposure to COVID-19
 - Individuals must let the District nurse know if they have been in close contact with someone who tested positive for COVID-19.
- Fever/chills/generalized body aches
 - Fever typically constitutes 100.5 degrees or higher. However, a temperature of 99.5 degrees Fahrenheit with symptoms likely indicates an acute illness, and the individual will be sent home.
- Sore Throat with fever over 99.5 or visibly swollen glands.
- Consistent coughing with pain or fever.
- The first 24 hours of antibiotic treatment for contagious illness (strep throat, pink eye, etc.).
- Active vomiting or diarrhea.

● When to Return

- **COVID-19 like symptoms:** (Per IDPH and Centers for Disease Control (CDC) guidelines).
 - **Untested with COVID-19 symptoms:**
 - At least 3 days (24 hours) have passed with no fever, without use of

fever reducing medications, and improvement of symptoms.

AND

- At least 10 days have passed since symptoms first appeared.

■ **Tested positive with symptoms:**

- At least 10 days have passed since first symptoms
- At least 3 days (24 hours) have passed with no fever, without use of fever reducing medications, and improvement of symptoms.

AND

- Two (2) negative COVID tests in a row, at least 24 hours apart, or a doctor's note authorizing safe return to school, or school related activities.

■ **Tested positive without symptoms:**

- At least 10 days have passed since the date of the first positive test, and no symptoms have developed.

AND

- Two (2) negative COVID tests in a row, at least 24 hours apart, or a doctor's note authorizing safe return to school, or school related activities.

■ **Exposure to COVID-19**

- 14 days have passed since the date of exposure, with no onset of symptoms (length of time during which symptoms will appear). ***If the exposure was from a member of your household, an additional 14 days have passed since the positive person was released from quarantine.***

○ **Other Symptoms/noCOVID illness:**

- At least 24 hours have passed with no fever, without use of fever reducing medications.
- After 24 hours on antibiotics.
- After 24 hours since the last episode of vomiting or diarrhea.
- With the doctor's note of clearance.

● **Nonpharmacological Intervention Recommendations for Communicable Disease**

- Stay home when you are sick.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with your elbow or a tissue, then throw the tissue in the trash. Wash your hands with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands often with soap and water for 20 seconds, and dry them.
- If soap and water are not available, use hand sanitizer.

- Clean and disinfect frequently touched objects and surfaces using regular household cleaning sprays or wipes (ex: toys, desks, door handles, counters).
 - Ensure all vaccines are up to date.
 - Promote non-contact methods of greeting.
 - Practice physical distancing (stay at least 6 feet away from other people).
 - Wear a mask or face covering when distancing is not possible.
- **When to wear a mask/face covering**
 - Per ISBE Return to School guidance, face coverings **must be worn at all times**, by both students and staff, while in the school building
 - When walking into or out of the building with other students (i.e.: before/after school).
 - While riding the bus.
 - In public, anytime it is not possible to stay at least 6 feet away from other people..
- **Communicable Disease Monitoring**
 - Parents must report symptoms if calling a student absent to Spectrum Director Jennifer Hastings via email at hastingsj@rccsec.org. This is necessary for illness tracking as required by IDPH.
 - Non-authorized visitors will not be allowed into the buildings.
 - Authorized visitors must sign in and wear a mask or face covering while in the building.
 - Hand sanitizer will be provided at each sign in, and 6ft distance must be maintained between individuals.

Instruction

We have 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 community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

Required Physicals

Due to the effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, RCCSEC is changing the compliance requirements date for physicals and immunizations to October 15, 2020. Although we will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

Safety Education for Students

Students will be receiving grade level appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing students with building specific safety measures to follow with an explanation as to why these measures are important.

Student Who are Medically Fragile or at Higher Risk

The administration will work closely with the school nurse and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. RCCSEC will consider continuing Distance Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.

Appropriate consents must be obtained for communication with outside providers. Review Individual Family Service Plans (IFSP), Individual Education Plans (IEP), 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 (may consider the option of face shield instead), 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.

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

Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

2020-21 Remote Learning Guidelines

ISBE has released guidelines for Early Childhood remote learning. Remote learning will include limited technology use, hands on activities, opportunity for student choice and gross motor/fine motor activities. Remote activities will focus on developmentally appropriate skills based learning. Caregivers are encouraged to create schedules for their student(s) and are encouraged to play with their student(s). There will be an accountability component to remote learning and caregivers will be asked to provide progress on student learning.

Center Protocols

- Two kids per center
- Students will use hand sanitizers
- Remove soft items
- Buckets for each student
- Disposable books
- Separate art supply buckets

Dramatic Play (2)	Blocks (2)	Sensory (1)
No dress up clothing or soft toys Plastic body babies Plastic food	Wooden Blocks Plastic Toys	Hard plastic items Individual sand boxes Individual water boxes
Table Toy Manipulatives (2)	Science (1)	Small Group (2)
Hard plastic items	Learning objectives will be addressed through small group learning	Same small group activity for the whole week, teacher meets with four kids a day, then rotates among other centers
Snack (2)	Writing (2)	Art (2)
Prepackaged or plated	Students have individual writing baskets	Students have individual art boxes

Book Boxes

- Access during center time
- Paper books

Music

Students have access to instruments during center

Gross Motor (Outside)

- One class will be outside at a time
- Sanitize upon re-entry to classroom

Muscle Time (Inside)

- Limited access to materials

Instructional Model

Phases refer to the phases identified in the “Restore Illinois Plan”

Phase 3: Recovery

ISBE has released guidelines for Early Childhood remote learning. Remote learning will include limited technology use, hands on activities, opportunity for student choice and gross motor/fine motor activities. Remote activities will focus on developmentally appropriate skills based learning. Caregivers are encouraged to create schedules for their student(s) and are encouraged to play with their student(s). There will be an accountability component to remote learning and caregivers will be asked to provide progress on student learning.

Phase 4: Revitalization

During Phase 4, there are three classifications of students.

Classification 1: 100% Remote Learners

This group of students will access instruction online through the SeeSaw application. Students are required to participate in one 20 minute activity a day. Signing into the activity at the convenient time for your family also counts for the student’s attendance.

Classification 2: Hybrid Learners

Hybrid learners will participate in-persona and online. Classes will be reduced to groups of eight. There will be four groups of students;

1. Group A-AM

2. Group A-PM
3. Group B-AM
4. Group B-PM

As designated below, Group A-AM will attend school in-person Monday and Tuesday mornings, while Group A-PM will attend Monday and Tuesday afternoons. Group B AM will attend school in-person Thursday and Friday mornings, while Group B-PM will attend Thursday and Friday afternoons. Given the other three days of the week, students will participate in remote instruction which is a 20 minute online activity access through the SeeSaw application. **ALL STUDENTS WILL ATTEND REMOTELY ON WEDNESDAYS.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-10:45	Group A-AM	Group A-AM	Remote for All	Group B-AM	Group B-AM
10:45-12:15					
12:15-2:45	Group A-PM	Group A-PM		Group B-PM	Group B-PM

Classification 3: IEP Students

All students with IEPs will attend class in-person on Monday, Tuesday, Thursday, and Friday. They will attend school remotely on Wednesdays as described in the other two classifications. Parents will be notified of which group their IEP student belongs to (Group A-AM, Group A-PM, Group B-AM, or Group B-PM).

Participation in Remote Instruction

Students should log onto SeeSaw to complete a daily activity 20 minutes in length.

Classification A 100% Remote Learners	Classification B Hybrid Learners	Classification C IEP Learners
5 days a week	3 days a week	1 day a week

Phase 5: Restored

During Phase 5 instruction will be in-person. Students will return to school full time Monday – Friday with health measures in place.

Transportation

RCCSEC is working to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. **All individuals on a bus must wear a face covering and social distancing will be maintained to the greatest extent possible.** Students must undergo temperature checks before boarding a bus. If a student has a temperature greater than 100.4 degrees they will not be allowed to board.

Before boarding, student temperatures will be taken then parents will be asked the following questions;

1. How does your child feel today?
2. Has your child experienced any COVID symptoms such as a cough, trouble breathing, or chills within the last 24 hours?
3. Has your student been around anyone with the virus?

Students and families should be aware of procedures and expectations regarding transportation. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4 degrees or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one time during Phase 3. No more than 50 individuals may be on a vehicle at any one time during Phase 4. We will provide visual guides to ensure that students comply with expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones.

All IDOT inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high touch areas will also be sanitized between routes. Sanitizing products will meet the EPA criteria and be used according to manufacturers’ guidelines.

Operations

Food Services

During the AM/PM sessions snacks will be offered to students. Food items will be individually plated or packaged. Students will be seated, socially distanced from one another in groups of two.

If Allowed to Return Full-time:

Additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan.

Meals will be individually plated or packaged as grab and go items. 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. 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.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and maintained for employee access. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. 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 cleaning personnel 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.

Building and Grounds may adjust personnel schedules to meet reopening school needs. Cleaning

schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

High Traffic Areas:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
- Disinfect a space after it is occupied by a student and deep clean daily.
- Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated.
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated

area inside or outside the health office to prevent contact with potentially ill children.

- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

*Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting.

*Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus.

*In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff.

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.
- All students should stay home if they are sick, with any illness symptoms.
- 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.
- When reporting illness absences, be sure to report if your child is
 - Is a close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - Has been diagnosed with influenza (respiratory flu).
- For students with asthma action plans will be followed.
- Please send your child with extra clothing in case a change is necessary as there will be no clothing stored in the nurse's office.

Human Resources

The contents of the Roadmap to Reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, IESA etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem solving. RCCSEC will generate guidelines and protocols which will be required for all employees. We will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) is provided to their building administrator for review and consideration.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Eligible employees would be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, personal, etc.).

If the RCCSEC determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. RCCSEC will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

Staffing Level

RCCSEC will monitor staffing levels 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 teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

Teacher Evaluation

The district and the collective bargaining unit will need to review, discuss, and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

Illness and Diagnoses Monitoring

A tracking 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.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

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. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

RCCSEC will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

RCCSEC Spectrum Early Childhood Program should inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Mental Health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19.

Communications

Communication Methods Throughout the 2020-21 school year, Spectrum will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- RCCSECWebsite
- Phone and mass emails
- RCCSEC e-newsletters
- Spectrum Alert Now Notification

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date. Please provide updated information to Jennifer Hastings at 469-2291 ext. 126 or email at hastingsj@rccsec.org

QUICK CONTACTS:

Who do I contact if...

- I have questions/concerns about academic work/remote learning:
 - First point of contact is the teacher, second point of contact is the program administrator Jennifer Hastings hastingsj@rccsec.org
- My student tests positive for COVID-19:
 - Must contact Jennifer Hastings, Program Administrator, 469-2291 ext. 126 hastingsj@rccsec.org
 - St. Joseph School Nurse, Katie May, 469-2291, ext. 104 mayk@stjoe.k12.il.us
 - Unity East School Nurse, Ellen Anders, 684-5218 anderse@unity.k12.il.us
 - Thomasboro School Office: 643-3275
- I am a staff member who tests positive for COVID-19: contact your program administrator
- I have questions/concerns about transportation: contact Jennifer Hastings, Spectrum Administrator at 469-2291 ext. 126 or email at hastingsj@rccsec.org.
- My student needs tech support during Remote Learning: contact Jennifer Hastings, Spectrum Administrator at 469-2291 ext. 126 or email at hastingsj@rccsec.org.