

## Appendix A: Students and Staff COVID-19 Safety Protocols

Entering into the 2021-22 school year the safety, health and well-being of our students, staff, and visitors while providing a first-class education remains our top priority.

**Note: The protocols outlined in this guide are based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the Winnebago County Health Department (WCHD) and are subject to change as guidelines evolve.**

The major elements of the updated guidance from CDC and IDPH include:

- **Masks should be worn indoors by all individuals regardless of vaccination status.**
- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by all staff, students, and visitors, to reduce transmission risk.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning/disinfection are important layers of prevention to keep everyone safe.
- This guidance is subject to change pursuant to changing public health conditions and updates from the CDC.

### **Parent and Visitor Requirements**

- Administrative clearance will be required for any classroom or school visitors.
- All parents/guardians, including visitors, entering the building will be required to wear a face covering.
- All individuals will be subject to the COVID-19 symptom screening as stated in the student and staff entry protocol.

### **Arrival**

- Face masks will be required prior to entering the building.
- Staff, students, and visitors/volunteers will be required to self-screen for COVID-19 symptoms prior to reporting to school each day.
- It is important to note, students will not be penalized for missing school and are encouraged to stay home when not feeling well.
- Families should NOT send their student to school if they suspect that the student (or a close family member) has been exposed to COVID-19.
- **Regardless of vaccination status, the school's best defense against COVID-19 is cooperation and commitment from our staff and families to remain home if any of the following symptoms are present:**

### ***COVID-19 Symptoms for screening***

- ***Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit***
- ***Cough***
- ***Shortness of breath or difficulty breathing***
- ***Chills***

- **Muscle or body aches**
  - **Headache**
  - **New loss of taste or smell**
  - **Sore throat**
  - **Congestion or runny nose**
  - **Nausea or vomiting**
  - **Diarrhea**
  - **Known close contact with a person who is lab confirmed to have COVID-19**
- Students and staff with any of the following symptoms referenced above, regardless of vaccination status, must remain home until tested: families and staff should report possible cases to the school to initiate contact tracing.
  - For health and safety reasons, the school is responsible for tracking which students are in the building on any given day.

The Winnebago County Health Department will determine who needs to be quarantined and/or isolated.

<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

- If a student presents with symptoms at school, the student's parent(s) will be contacted. The student will be separated from their peers into an isolation space in the building and should be picked up within 30 minutes and no later than 1 hour from the time contact has been made to the parent(s).
- Other students will be removed from the classroom and taken to an alternate space (e.g. outside learning space, move to a different room, etc.) so that the classroom can be disinfected.
- Staff members displaying symptoms will follow the same protocols including isolation from students and other staff members until they are fever-free and symptom-free for 48

### **Student and Staff Expectations**

- Masks will be required for all students, staff, and visitors in hallways, common areas and during arrival and dismissal, including in the classroom when social distancing is not possible.
- 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 extenuating circumstances. The note should address the condition that makes the individual unable to wear a face mask. Please email Mary Beth Cunat at [m.cunat@spectrumschool.org](mailto:m.cunat@spectrumschool.org).
- **Masks are not required for activities outdoors.** We want to be outdoors as much as feasible.
- Each staff member, student, and visitor/volunteer will maintain three feet of physical distance from others whenever possible.

## **Daily School Cleaning**

- Each classroom and restroom will be disinfected frequently throughout the day,
- Increased disinfecting efforts will be used on all high touch areas
  - Countertops
  - Tabletops
  - Door handles
  - Handrails
  - Light switches
  - Restroom fixtures
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- Common spaces will be disinfected frequently throughout the day,

## **Handwashing and Sanitizing**

- Hand washing and sanitizing will be encouraged at all times during the day
- Hand sanitizer will be available in all classrooms, office, and common areas.
- Before or after meals
- After washroom breaks
- After sneezing and coughing, or blowing your nose
- After touching frequently touched surfaces (door knobs, handrails, etc.)

## **Signage and Markers**

- Signage will be posted in all classrooms, office areas, and common areas regarding health protocols and hygiene.
- Multiple locations of hand sanitizer, tissues, and disinfectant wipes will be available in several locations to limit student and staff movement.

## **Learning Spaces**

- Assigned seating will be given to students.
- Hallway scheduling will be organized to maintain distancing.
- The use of outdoor space for learning will be utilized when possible.
- Tables or workspaces will be physically distanced as much as possible.
- Small group or pair projects can be implemented with physical distancing.
- Shared instructional and recreational items will be used within cohorts as much as possible and sanitized between uses.
- Soft items such as stuffed animals, pillows, and blankets are not allowed, with the exception of teacher-approved materials that are kept only by that child in that child's space and must be taken home and washed before it comes back to school.
- Students are encouraged to bring their own technology (Chromebooks, tablets, laptops, etc.) if possible, to minimize the sharing of electronic devices.
- Students should not bring personal items into school they are not needed for classes.

## **Lunch**

- Students must bring their own healthy snack and lunch from home.
- Food cannot be shared.
- Lunch will be eaten in the classrooms physically distanced to the greatest extent possible.
- Classroom tables used for lunch will be cleaned and disinfected after eating prior to resuming classroom activities.

## **Bathrooms**

- Bathrooms will be cleaned and sanitized throughout the day, with physical dividers between sinks and urinals and no touch dispensers for drying towels.
- Two people at a time will be allowed in the restrooms. Maintain three feet physical distance when possible.

## **Water**

- Every child should bring a labeled water bottle filled every day. A refill station is available. If your child drinks a lot of water, send two, or send an iced bottle of water to refill his/her water bottle later in the day.
- To limit the number of people in contact with the refill stations, staff and/or volunteers will refill student water bottles.

## **Dismissal**

- Parents picking up students during the day will call ahead so that students can be sent to the office or accompanied to parent vehicles.
- Sibling connections will be done outside the building.