

Appendix A: Students and Staff COVID-19 Safety Protocols - Updated Aug.25, 2020

Additions and important new information is in red text. Please review.

A waiver related to participation in at school instruction will be required for every family for signature prior to the start of the school year. Please print, sign, and bring to supply drop off/orientation. Blank copies will be available at that time.

New note: There are four fundamental shifts in what is expected of staff and students in preparing for and opening school in this COVID context: Classroom cohorting, physical (social) distancing of six feet whenever possible, wearing facial masks, and handwashing/hand sanitizing. Temperature checks and general health screening questions will occur daily upon entry.

The major goal related to COVID for reopening school is limiting exposure by minimizing close contact. This includes, but is not limited to, numbers of people interacting with each other, the actual time students may be in close contact with others, wearing masks indoors, creating many breaks for outdoors, having intensive cleaning protocols, and keeping physical distancing as much as possible. A major change this means for Spectrum is maintaining small class sizes in cohorts that do not mingle, either with each other or with multiple staff.

IMPORTANT NOTE: This link provides guidance from the Illinois Department of Public Health explaining what happens when a child or staff member is sent home with COVID-like symptoms.

<https://www.dph.illinois.gov/sites/default/files/IDPH-School-FAQs.pdf>

Arrival

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day and will have a temperature check upon entry.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to bringing their student to school.
- Temperature checks will occur at drop off, both in the traffic circle and at the main entry (PreK).
- **WE NEED PARENTS TO WAIT UNTIL WE HAVE VERIFIED THE CHILD HAS NO TEMPERATURE!**
 - If your child has a fever, you will be asked to take them home. They will not be allowed in school that day.
- Expect to wait as temperature checks and entry become routine. We have a narrow stairwell and want it to be cleared before sending the next student down.
- We may need to resort to scheduled, assigned, staggered arrival times if this approach proves too difficult..
- If arriving for morning Compass, please plan to wait at the main entry for the temperature check.

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**
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- Entry protocols will be established to maintain distancing. Staff will be utilized to maintain a line of sight in hallways and distance cohorts. Students will go straight to their classroom upon arrival.
 - If a student presents with symptoms, 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 24 hours.

Student and Staff Expectations

- Masks will be required for all students and staff, in hallways, common areas and during arrival and dismissal, including in the classroom when social distancing is not possible. If students are not able to wear a mask due to extenuating circumstances, please email Mary Beth Cunat at m.cunat@spectrumschool.org.
- We want to be outdoors as much as feasible, so students who are physically distanced can be without masks. [CDC Guidelines allow for this.](#)
- Six feet of physical distancing will be an expectation. Each staff member and student will maintain a six-foot distance from others whenever possible.
 - The CDC and IDPH and Dr. Becky Martell all have recognized that in classrooms this will be a challenge. That is why the cohort method is so important.

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
- 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.
- Markers will indicate six foot spacings in hallways and along sidewalks for drop off and dismissal.

Learning Spaces

- Assigned seating will be given to students
- Hallway scheduling will be organized to maintain distancing.
- Middle School will remain as one cohort and teachers will be the ones to move whenever feasible.
- 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.
- Students will not be allowed to share materials (pens, pencils, paper, etc.). Individual containers for individualized supplies will be required.
 - A hierarchy for supplies will be followed: Frequently touched items will be individualized; cohorts will share equipment or spaces which need less frequent touching, and these will be sanitized between uses; infrequent touch items will be shared as needed and sanitized between uses.
- Shared instructional and recreational items will be only used within cohorts and sanitized between use.

- 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, monitored by staff for now with the goal of developing a system and to wait outside unless a need is urgent.

Water

- Every child should bring a labeled water bottle filled every day. If your child drinks a lot of water, send two, or send an iced bottle of water to refill it his/her water bottle later in the day.
- We will have refilling stations, but students are not allowed to touch them so a staff member will have to refill water bottles. We expect this to be a challenge based on how thirsty students usually are after recess, so any support parents can think of or solutions parents can suggest are appreciated.

Parent and Visitor Requirements

- Volunteering during the school day and in classrooms will not be allowed.
- All parents/guardians, including visitors, entering the building will be required to wear a face covering. Parents will not be allowed in the classrooms.
- All individuals will be subject to the COVID-19 symptom screening as stated in the student and staff entry protocol.

Dismissal

- Dismissal times will be staggered to limit the number of students in the hallways and exit area at any given time.
- 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.