UPDATED SUMMER SCHOOL AND OTHER ALLOWABLE ACTIVITIES

JUNE 4, 2020

PART 2 - TRANSITION JOINT GUIDANCE

Illinois State Board of Education

IDPH Illinois Department of Public Health

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Executive Summary

The Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) are releasing this Part Two of the Transition Plan Advisory Workgroup's recommendations for transitioning to in-person instruction. This document focuses on Phase 3 allowable activities, including summer school.

Governor JB Pritzker announced on May 5, 2020, the Restore Illinois plan detailing a public health approach to safely reopen our state. Executive Order 2020-40, enacted on June 4, 2020, allows all schools to open for limited in-person educational purposes, such as summer school, following the completion of the regular 2019-20 school year. Different regions around the state may reach a new phase or return to an earlier phase at different times.

ISBE would like to make clear that while Phase 3 allows for the resumption of face-to-face instruction, this is not the same as a return to pre-pandemic operations. Extensive social distancing measures, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families.

ISBE, in partnership with the Transition Advisory Workgroup and IDPH, will provide further considerations to help you navigate this transition as you begin to make plans for the beginning of the 2020-21 school year. As regions enter Phase 3, all schools must follow IDPH requirements, which:

- Prohibit more than 10 individuals from gathering in one space;
- Require social distancing policies; and,
- Require use of appropriate personal protective equipment (PPE).

Decisions around whether to conduct allowable activities during Phase 3 will remain at the discretion of local school boards and superintendents, in consultation with local public health departments. This document outlines health and safety protocols to ensure students, staff, and visitors can remain safe in school buildings.

Schools should ensure individuals wear face coverings and other PPE appropriate to their duties and risk of exposure, wash hands frequently, conduct symptom and temperature checks before entering the school building, regularly clean and sanitize buildings and equipment, restrict the borrowing or sharing of items, and limit capacity in any space to 10 or fewer people. Individuals who show ***any signs or symptoms of illness*** should stay home.

This document outlines what to do if someone appears ill at school and further considerations for specific areas of the school, such as restrooms, classrooms, water fountains, playgrounds, hallways, administrative offices, and cafeterias. This document also contains considerations for specific activities, such as physical education, behind-the-wheel driver's education, transportation, and music courses. Schools should clearly communicate safety protocols and expectations to students, staff, and families in advance, in the family's native language, and via multiple modes including signage around the school.

Acknowledgments

The crafting of this document is the result of a collaborative effort with our partners across Illinois who worked tirelessly in these unprecedented times to develop recommendations for the transition back to in-person instruction. We are truly grateful that you gave your time and effort toward this project. Working with this phenomenal team was an absolute pleasure. Every contributor engaged in thoughtful and respectful dialogue about how to best serve the needs of students in Illinois upon their return to school. Thanks to the generous commitment of each advisory group member, we produced a document that reflects and accounts for the incredible diversity of our state. Again, we extend our sincerest gratitude to this exemplary team. We recognize that your input was invaluable. We appreciate that you brought not only your talent and ability to this project, but also your grace and respect for others under these extraordinary circumstances.

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Introduction

This joint guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) regarding the reopening of schools is based on Restore Illinois: A Public Health Approach to Safely Reopen Our State, which was released by Gov. JB Pritzker on May 5. This document, which supersedes earlier guidance put out by ISBE on the subject of summer school, provides an overview of the requirements and recommended practices for schools in Phase 3. This document is not intended to provide one-size-fits-all guidance regarding equipment, products, and processes; guidance on these aspects of reopening must be addressed based on job responsibilities and duties and fact-specific scenarios. ISBE and IDPH also recommend strong partnership and consultation with local public health officials.

Schools have proven from the beginning of the pandemic what an integral part of their communities they truly are, providing tens of thousands of meals to students and ensuring continuity of learning. As the state continues to make its way out of this crisis, schools and districts may begin to restore a sense of normalcy to the lives of their students by expanding the services they provide each and every day.

As educators, our priority remains students' well-being. Resuming the activities as laid out in this document will ensure schools are able to fully serve as agents of empowerment in their communities. Beginning in Phase 3, schools will be able to serve as hosts of summer camps and ensure the needs of special populations are fully being met by providing in-person screenings. Importantly, schools can begin to convene staff, so they can prepare for the fall and plan how to address potential learning losses and academic achievement gaps created by the suspension of in-person instruction.

Districts should plan so that all students who need to can participate in summer school. ISBE encourages districts to provide special populations, which may include students with Individualized Education Programs (IEPs), English Learners, and those who received incompletes during remote instruction, with priority consideration for services. School districts should consider utilizing federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support equitable access to summer school opportunities. Summer programming may not fully compensate for learning losses students have experienced; however, high and consistent student attendance and engagement, intensive planning, both academic and enrichment programming, and staff support will bolster the positive impact of summer programs on student achievement. (See https://www.rand.org/pubs/research_reports/RR366-1.html)

ISBE and IDPH support schools in maintaining safe and healthy learning environments. Strong infection control policies are not new to schools, but the current pandemic requires many new procedures and policies to protect the health of children, staff, and their families. Limiting the spread of COVID-19 requires continued social distancing, which means that children and staff need to be in stable groups that are smaller than those normally permitted.

Phase 3 Updated Allowable Activities in Schools

Decisions around whether or not to conduct allowable activities during Phase 3 will remain at the discretion of local school boards, administrators, and superintendents, in consultation with local public health departments. Stated another way, the decision on whether to allow in-person summer school is a local decision. The Governor will declare when a region progresses to a new phase, based on public health indicators, and different regions of the state may enter different phases at different times.

As regions transition to Phase 3, in-person instruction may resume. Districts must follow IDPH guidelines, which provide the following:

- Prohibits more than 10 individuals from gathering in one space;
- Requires social distancing policies; and,
- Requires use of appropriate personal protective equipment (PPE).

Phase 3 updated allowable activities include:

- **Behind-the-Wheel Instruction.** Students may participate in behind-the-wheel instruction. Vehicles must be cleaned and sanitized between each use and only two students and one instructor may be in a vehicle at a time.
- **Child Find.** Districts may conduct child find activities.
- **Early Childhood, Special Education, and English Learner Screenings.** Schools and districts may conduct in person early childhood, special education, and English learner screenings.
- **Extended School Year.** Districts may offer extended school year services, as appropriate, to students whose IEPs require the service.
- **Host Summer Camps and Other Programs.** Schools and districts may allow buildings to be used for summer camps and other programs sponsored by third parties. Playgrounds may not be used.
- **Individualized Education Program Meetings.** Districts may conduct IEP meetings for families who have been unable to engage in virtual IEP meetings. These meetings should still be held virtually to the greatest extent possible.
- **Mediation and Due Process Hearings.** Mediations and Due Process hearings are able to take place in person. If agreed to by all parties, it is recommended that mediation and due process hearings are still conducted virtually.
- **School Registration.** Staff may provide in-person registration for students and families when necessary. Schools and districts should also provide remote registration opportunities.
- **Special Education Evaluations.** Districts may conduct evaluations that were unable to be completed virtually. Evaluations should still be held virtually to the greatest extent possible.
- **Staff meetings and professional development.** Districts may convene staff members for any appropriate training, planning and professional development purposes.
- **Summer Meals Distribution.** ISBE highly encourages school districts to evaluate the needs of their students and community as they transition into the different phases of

opening the state and continue to provide meals through the summer to meet the needs of their community. The U.S. Department of Agriculture recently extended several key flexibilities through Aug. 31, 2020, to allow school districts to continue to provide non-congregate meals to meet the needs of their communities. Further, Public Act 096-0734 requires every public school in which at least 50 percent of the students were eligible for free and reduced-price lunches and has a summer school program must provide a summer breakfast and/or lunch to the students in the summer school and children in that community.

- **Summer School.** Schools and districts may conduct in-person summer school. Special populations, which may include students with IEPs, English Learners and those who received incompletes during remote instruction, should receive priority consideration for services.
- **Testing Centers.** Schools may serve as testing sites for students.

Health and Safety Protocols

For schools and districts that resume allowable activities during Phase 3, they should proactively prepare staff and students to prevent the spread of COVID-19 or any other infectious disease. All employees should be trained on health and safety protocols related to COVID-19 prior to resuming in-person instruction.

Preparing for When a Student or Staff Member Becomes Sick
School districts need to be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member participating in Phase 3 allowable activities. Schools and districts should 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.

Symptoms of COVID-19 vary widely. Recognizable symptoms of COVID-19 include a new onset or worsening cough or shortness of breath or at least two of the following symptoms: fever of 100.4 F, chills, muscle aches, headaches, sore throat, loss of taste or smell, or diarrhea. Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet.

Attendance personnel should request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Information should be documented and shared with the health staff or other appropriate personnel.

In accordance with State and federal guidance, school community members who are sick should not return to school until they have met criteria to return. Schools may wish to consider a symptom checklist for families and staff to use to determine if they are well enough to attend that day. For students who were suspected of COVID-19 but not tested, the CDC and IDPH guidelines state that 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must have passed since symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Students or staff returning from COVID-19 related illness should check in with the building administrator following quarantine.

Within the school environment, any individual who shows symptoms should be immediately separated from the rest of the school population. Individuals who are sick should be sent home. If emergency services are necessary, call 911. When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission-based precautions.

Schools hosting Phase 3 allowable activities should designate a safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students should never be left alone and must always be supervised while maintaining necessary precautions.

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. 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 is possible. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. Vacuum the space if needed with a high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night and temporarily turn off room fans and central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. Once the area has been appropriately disinfected it can be opened for use. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals without close contact with the person who is sick can return to work immediately after disinfection. Those with close contact with someone with symptoms or within 48 hours of symptoms should isolate at home and monitor for symptoms. If more than 7 days have elapsed since the person who is sick visited or used the school, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

Hand Hygiene

Districts should encourage frequent and proper handwashing. Ensure availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc., for all grade levels and in all common areas of the building. Cloth towels should not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60 percent alcohol may be used. Districts should be cognizant of any students or staff members with sensitivities or allergies to hand sanitizer or soap and ensure access to alternative handwashing stations are easily accessible.

Hands should be washed often with soap and water for 20 seconds. 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

eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the physical education; and following glove removal. Districts should determine any "hot spots" where germ transmission may easily occur and ensure hand sanitation/handwashing supplies are readily available and frequent disinfection of high touch surfaces.

Additionally, districts should adhere to recommendations for safe hand sanitizer use, including:

- Alcohol-based hand sanitizers should be used under adult supervision with proper child safety precautions and stored out of reach of young children to reduce unintended, adverse consequences. It will be necessary to ensure that students do not ingest hand sanitizer or use it to injure another person.
- Alcohol-based hand sanitizers must be properly stored – which includes away from high temperatures or flames – in accordance with National Fire Protection Agency recommendations.
- Hand sanitizers are not effective when hands are visibly dirty, soap and water should be used in place.
- Staff preparing food in the cafeteria/kitchen should ***always*** wash their hands with soap and water. The IDPH Food Service Sanitation Code does not allow persons who work in school cafeteria programs to use hand sanitizers as a substitute for handwashing.

Educate staff and students on healthy hygiene and handwashing to prevent the spread of infection. Schools may wish to post handwashing posters in the bathrooms, hallways, classrooms, and other areas, as appropriate. See Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives for free resources. Ensure availability of resources for teachers, nurses, and other staff members, so they can appropriately train students or review handwashing procedures. Various classroom lesson, activities, and resources are available. Districts should also consider additional signage to display on the correct methods for sneezing and coughing.

Staff and students should be directed and encouraged to avoid touching the face (eye, nose, mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Face Coverings

Schools and districts must follow the guidance of the CDC and IDPH on the usage of face coverings for staff, students, and visitors. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Ensure that the face covering fully covers the mouth and nose, and that the covering fits snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. Districts may wish to maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. For additional information, visit CDC: Coronavirus Disease 2019 (COVID-19)-Cloth Face Covers. Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing the face covering. See https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf.

Districts should consider how to meet the needs of students for whom wearing a face covering may cause harm or impediment (e.g., students with hearing impairments, asthma, anxiety). Districts should consult families and medical professionals, as appropriate. Consideration of these situations must be addressed so that students/staff members understand/normalize that some persons may not be wearing a face covering and these situations do not need any intervention from others (e.g., reminders).

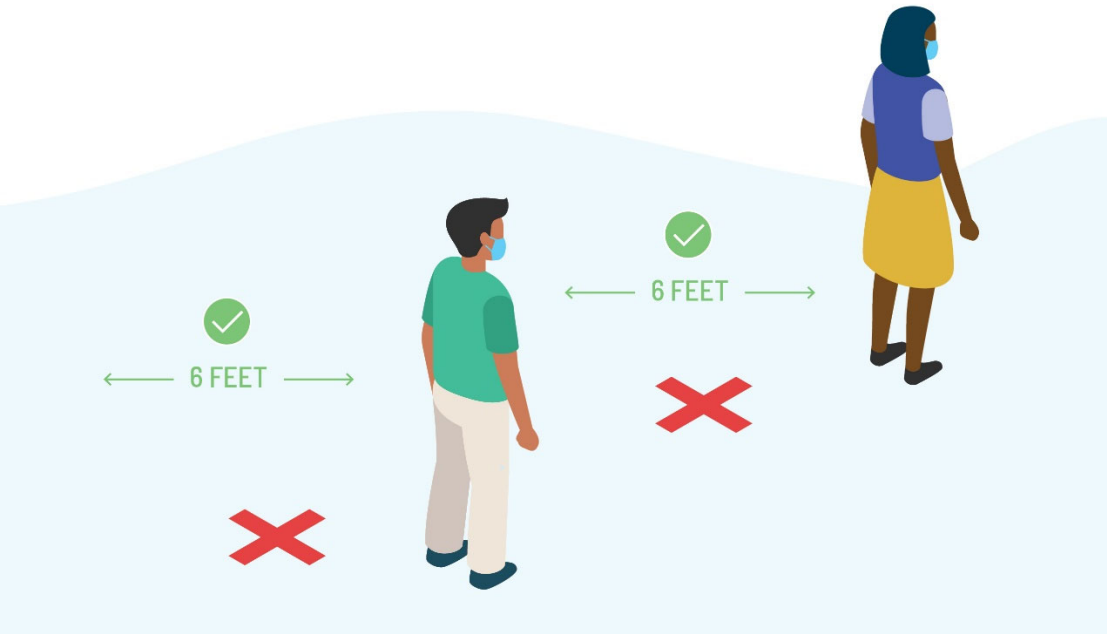
Social Distancing

Districts should develop procedures to ensure 6-feet physical distance from other persons at all times. The expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Districts may wish to post visual reminders throughout school buildings and lay down tape or other indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).

The expectation should be explicitly taught to students and reinforced, as needed. Students and staff may break social distance if face coverings and other appropriate PPE is utilized; however, prolonged contact should be minimized.

Districts may wish to consider "staggering" schedules for arrivals/dismissals, hall passing periods, mealtimes, 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. Six-feet physical distancing should continue until indicated otherwise by public health entities. This includes instructional times, specialized classes, mealtimes, recess, and extracurricular activities, transportation, etc.

Staff break areas should be arranged to facilitate social distancing. Break times should be staggered to minimize eating with mask off near others.



Symptom Screenings
Schools and districts should conduct temperature and symptom screenings for all staff, students, and visitors daily. Individuals who have a temperature greater than 100.4 degrees Fahrenheit / 38 degrees Celsius or symptoms of COVID-19 may not enter buildings.

Personal Protective Equipment
Ensure that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, based on exposure risk. Provide training to staff prior to the start of student attendance on the proper use of PPE, including donning (putting on) and doffing (removing) PPE. In addition, training should also include directions on the proper disposal of PPE since inappropriate application or removal of PPE can increase the transmission. As required, employers should comply with Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens, including the proper disposal of PPE and regulated waste. See Appendix A or examples and uses of PPE.

Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection
Districts should develop sanitation procedures per recommendations of the CDC, IDPH, and local health departments. More frequent cleaning and disinfection is necessary to reduce exposure. Visibly dirty areas should be scrubbed to remove visible dirt/soilage and then an approved disinfectant should be used to *kill* germs.

Clean 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, buses/vans) on a daily basis. Cloth toys or other cloth material items that cannot be disinfected should not be used.

Determine means to sanitize soft surfaces, such as carpeted areas, rugs and curtains. Clean with an approved soap/disinfectant for the surface area. Launder at high temperatures, if possible, and dry. If cleaning with soap and water is not feasible, disinfect with a household disinfectant that has been registered with the Environmental Protection Agency (EPA) and follow contact times on the label. Districts may wish to revisit and revise any green cleaning policies. Vacuum as usual.

Districts may wish to consider posting scheduled cleaning times and maintain appropriate documentation upon the completion of cleaning.

Ensure that EPA-approved disinfectants for use against COVID-19 are available to staff responsible for cleaning. If not available, consult your local health department for guidance on alternative disinfectants.

- Gloves and other appropriate Personal Protective Equipment must be used during cleaning and disinfection. Ensure that appropriate PPE is made available to and used by staff, as appropriate, based on job-specific duties and risk of exposure.
- Always follow label directions.
- Allow the required wet contact time.
- Keep all disinfectants out of the reach of children.
- Do not mix bleach or other cleaning products and disinfectants together.
- Prohibit students and staff from bringing in any personal cleaning supplies; cleaning supplies used at school should only be those provided by the school/district.

Infection Control Procedures for Specific Areas and Activities

Classrooms

Provide assigned seating for students and require students to remain in these seats to the greatest extent possible. Develop a marked path of travel inside the classroom to maintain social distancing from the entry point of the classroom to the student's assigned seat. Rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction. Open windows, if possible, for increased ventilation.

Only allow supervisors and staff who are required for instruction to be in the classrooms. Build in time for hand hygiene and/or schedule hand hygiene breaks, including before/after eating snacks/meals and upon exiting and returning to the classroom. Ensure adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings (if required), handwashing supplies if sinks are present, soap, paper towels, and gloves for staff, are present in the classroom.

Consider assigning classroom computers to minimize disease transmission. Computer keyboards and/or touchscreens can be difficult to clean, so consider utilizing keyboard covers to facilitate cleaning. Shared computers should have signs posted instructing proper hand hygiene before and after computer use, with handwashing facilities or hand sanitizers readily accessible.

Communicate with parents of younger students to discourage their children from bringing any toys from home to school. Consider labeling students' personal items and keeping them in a separate bag to ensure they remain separate from the belongings of other students.

Shared Objects
Restrict or discourage the 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, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Consider using a wipeable cover on electronics and clean per the manufacturer's instructions or use wipes or sprays of at least 70 percent alcohol and dry completely.

For items that must be shared or communally used, it is recommend that at a minimum the item be cleaned after use and that the individuals perform hand hygiene between use.

Note that the use of liquid disinfectants is harmful to library and archives materials and is not recommended. UV ray exposure as a means of sterilization is also not recommended. Utilizing hand sanitizer before and after use of books or library material is recommended.

Be mindful of items like play food, dishes, and utensils that are more likely to be placed in a younger child's mouth. 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.

Summer Camps and Other Programs
Many schools host summer programs administered by external entities. Districts should seek current guidance from IDPH and their local health departments regarding summer camps and child care offerings. Upon determination of requirements, child care programs will be required to follow all infection control measures that are used during the school day (e.g., social distancing,

face covering, cleaning, and sanitation). Schools should contact the Illinois Department of Children and Family Services to determine requirements and follow all State and federal guidelines for child care programs.

Once requirements are determined, organizations and groups that wish to access a school's facilities should submit a plan that addresses procedures for program implementation during the public health emergency. Such plans should be reviewed by the school district and school nurse and/or other health-related officials to ensure conformance with school district procedures. School districts may consider limiting or suspending non-critical in-person before- or after-school programs (e.g., leisure-based programs, social clubs, etc.) and offer remote opportunities for engagement.

Driver's Education Behind-the-Wheel Instruction
In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

Music-Related Courses
There is documented evidence of substantial spreading of COVID-19 during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Indoor rehearsals are discouraged. Consider moving music and band-related courses outside. It is recommended that music and band classes be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. Where possible, use separate partitions in open spaces; utilize markings on classroom floor/wall/practice field.

Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove mask during play time needed, but only if necessary. Students should provide their own equipment for class and sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Students should disinfect

musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, National Association for Music Education instrument cleaning). Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or install a plexiglass shield.

Consider blended/flipped classrooms, as well as individualized self-management programs, to reduce the risk of exposure and allow for personal choice/director choice with recording or practice performance.

Provide virtual learning opportunities or record class rehearsals and share recordings with students who are unable to attend school in-person.

Traffic Flow, Hallways, and Lockers

To adhere to social distancing requirements and IDPH limitations on gathering sizes, consider the following hallway procedures:

- Limit number of persons within hallways at any given time.
- Limit required movement of students between classes. (Consider having staff rotate through classes rather than requiring movement/mixing of student groups.)
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Hallways could have marked one-way paths and certain staircases could be designated one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Place visual reminders within hallways depicting 6-foot distancing, such as markings on wall to delineate 6-foot distance.
- Remove furniture or other items that may encourage congregating in certain areas.
- Limit number of riders in elevators to one or two students with an additional adult (when student needs continuous support or supervision). Both should wear face coverings.
- Suspend the use of lockers, if possible. Sharing lockers should be prohibited and enforced. If lockers must be used, consider staggering locker assignments and locker access to allow for 6-foot distancing between students. For example, students could be assigned to every other or every third locker depending on their width.

Restrooms
Districts should consider means to maintain social distancing in restroom areas. Schools may wish to consider scheduling restroom breaks and escorting individual classrooms to the restroom area to monitor social distancing, as appropriate. Districts may wish to add physical barriers, such as plastic flexible screens, between bathroom sinks and urinals. Appropriate sanitation of restrooms should be completed as scheduled. Post signs encouraging hand hygiene procedures in the bathrooms, hallways, classrooms, and other areas, as appropriate. See Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives for free resources. Encourage students to properly wash hands following restroom use, as age appropriate. Ensure availability of supplies, such as soap and paper towels.

Water Fountains
Promote the use of reusable water bottles and train students and staff on appropriate use of water fountains:

- Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling
- Ensure the appropriate water flow height to discourage students placing the mouths on the spout.
- Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
- If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow.
- Clean your hands afterwards with an alcohol-based rub or wash them with soap and water.

Develop procedures to maintain social distancing during water fountain use by placing floor markers and signage around fountains. Take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged

facility shutdown. Drinking fountains should be cleaned and sanitized and districts should determine how to maintain infection control between student use.

Cafeterias/Food Service

Schools should consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that during Phase 3 no more than 10 individuals are in a space at one time. Alternate scheduling or add meal service times to adhere to capacity limits. Stagger the release of classrooms to the cafeteria to help ensure social distancing while students wait in line. If possible, consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented. If students eat in the classroom the room should be disinfected after eating prior to resuming class room activities.

Meals should be individually plated. Buffets, salad bars, and the sharing of food and utensils should be prohibited. Consider using disposable food service items (e.g., utensils, dishes). Ensure regular precautions are taken regarding food allergies and dietary needs. If disposable items are not available, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

Areas where students consume meals should be thoroughly cleaned and disinfected between groups and after meals. Food service personnel should wear appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene should be required. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Hand hygiene must be performed prior to eating a meal or consuming any food items. As face coverings must be removed during eating, ensure 6-foot distance between individuals. Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.

Communicate clear mealtime expectations with students and staff.

Administrative Offices and Staff Workspaces/Lounges
Limit any nonessential visitors, volunteers, and activities involving external groups or organizations, as possible. Restrict any visitors (if allowed) to the main office area, when possible. Hand hygiene facilities or hand sanitizer should be readily available for visitors to use upon entry.

Keep accurate records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.

Consider an outdoor drop box for material drop-off. Encourage electronic submission of documents and electronic payment of any fees. Any discipline meetings, IEP and 504 meetings, and other meetings between staff and visitors/families should be held remotely, to the greatest extent possible. However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held.

Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another. Consider installing physical barriers within main offices, as needed. Consider using plastic rather than glass as COVID-19 virus has been shown to survive on glass for 96 hours and for 72 hours on plastic (CCDPH Partner Call 5/14/2020).

Provide readily accessible cleaning and disinfecting supplies, access to handwashing facilities or hand sanitizer, and gloves for employees, as appropriate. Maintain a regular cleaning and disinfection schedule of frequently touched items, which may include phones, desktops, fax machines or copiers, door handles, etc.

Where possible, provide each employee with a personal supply of office supplies, such as staplers, tape dispensers, pens, and pencils, to eliminate transmission through shared items. Any shared office supplies should be disinfected after each use. Staff workrooms and lounges also must adhere to 6-foot distancing. Consider capacity limitations depending on the size of the space and availability of seating. Make cleaning supplies available and establish protocols for cleaning frequently touched items, such as copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc. Consider removing any items that cannot be properly cleaned and disinfected for reuse. Consider providing disposable plastic utensils. Post signs regarding proper hand hygiene, capacity limits, and other protocols.

Student Transportation
Schools and districts should create procedures to assure compliance with all applicable expectations under State and federal guidelines. These procedures may need to be updated regularly. Students and families should be aware of procedures and expectations regarding transportation.

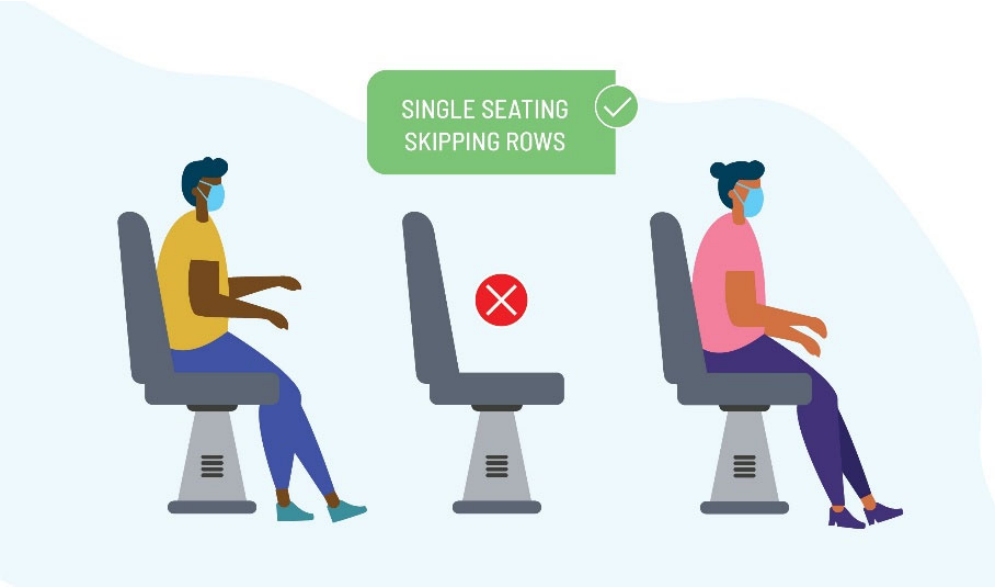
Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. See Appendix A for information regarding PPE. Drivers and monitors must undergo symptom and temperature checks before the start of each workday. Drivers and monitors who

have a temperature greater than 100.4 degrees Fahrenheit / 38 degrees Celsius or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately.

Student transportation should apply the most feasible social distancing guidelines. The CDC recommends that entities should "create distance between children on school buses (e.g., seat children one child per row, skip rows) when possible." During Phase 3 no more than 10 individuals may be on a vehicle at any one time. All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations.

Districts are encouraged to provide visual guides to ensure that students comply with expectations set forth by the IDPH (e.g. floor decals, colored tape, or signs to indicate where students should not sit or stand may be used to assist in compliance).

Seating charts are also recommended. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Schools and districts are encouraged to monitor students at school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations.



All required IDOT inspections should occur. In addition, sanitization should be completed daily or between use on all vehicles used for student transportation. Individuals should disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines.

Physical Education, Gymnasiums, and Locker Rooms

Physical activity can support students' overall health and wellbeing and help reduce stress and anxiety. Class sizes must follow the 10-person capacity limit. Activities must allow for 6-foot distance between students. Games and sport activities that require close guarding and any

potential physical contact with another player must be avoided in order to comply with IDPH requirements for Phase 3. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing.

If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that educators have access to technology to broadcast instruction to maximize social distancing (ex. megaphone or microphone).

Districts should consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing. Shoe changes can be done in the classroom prior to arrival in PE. If used, lockers should not be shared, and showers should not be required for activities.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each student use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, ellipticals, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Maintaining 6-foot distance between participants may include using only every other treadmill/bicycle or installing dividers between each machine or equipment piece.

Students and staff should wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students should perform hand hygiene after the use of each piece of equipment.

Playgrounds
Playground equipment should be made unavailable for use.

Auditorium/Multi-Purpose Rooms
Schools must limit the number of individuals in one space to 10 or fewer in Phase 3. Consider using auditoriums/multi-purpose rooms as regular classroom spaces to reduce the number of students in regular classrooms and maximize social distancing. Ensure auditoriums and multi-purpose rooms are cleaned and sanitized daily and in between groups as much as possible.

General Liability
Schools should consider contacting their general liability carriers concerning their summer school plans, including a review of the physical spaces, staff and student needs.

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Personal Protective Equipment

Ensure that appropriate PPE is made available to and used by staff, based on job-specific duties and risk of exposure.

Item	Examples
Face Coverings	Types: https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html 1. N95 masks 2. Surgical masks 3. Homemade masks/face coverings. The Illinois Department of Public Health has provided guidance on when to where a mask, how to construct a mask and how to care for masks. https://www.dph.illinois.gov/covid19/community-guidance/mask-use The U.S. Centers for Disease Control and Prevention (CDC) now recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
Eye and Face Protective Tools	Types: https://www.cdc.gov/niosh/topics/eye/eye-infectious.html 1. Face Shields 2. Safety Goggles 3. Safety Glasses
Gloves	Types: 1. Surgical gloves 2. Nitrile gloves 3. Food service gloves 4. Plastic gloves
Isolation Gown	Guidance for Schools https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance
Cleaning Supplies/Disinfectant	Normal janitorial cleaning and disinfectant supplies probably are sufficient, but preference should be given to items on USEPA's List N: Disinfectants for use against SARS CoV 2. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Soap	Regular soap is sufficient provided individuals washes their hands for twenty seconds using soap and warm water.
Thermometers	Non-contact thermometers preferred.
Hand Sanitizer	Hand sanitizer should contain at least 60 to 95% alcohol

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